

Policies

Book: Policies

Section: A - School District Organization

Title: School District Legal Status

Number: AA

Status: Active

Legal:

Adopted: 06/14/1994

Last Revised: 06/14/1994

Last Reviewed:

Policy Detail

The corporate name of the school district is The School District of Greenville County.

Policies

Book: Policies

Section: A - School District Organization

Title: School Board Legal Status: Authority

Number: ABA

Status: Active

Legal:

Adopted: 06/14/1996

Last Revised:

Last Reviewed:

Policy Detail

The only official and binding actions of the Board shall be those approved by a majority or supramajority vote (as is appropriate) in Board meetings called according to law and these policies, properly scheduled and noticed, and conducted pursuant to State statutes and Board procedures.

Book: Policies

Section: A - School District Organization

Title: School Board Legal Status: Powers and Duties (Cf.BBBA)

Number: ABB

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised: 10/03/1985

Last Reviewed:

Policy Detail

The board shall exercise authority over the schools in accordance with applicable laws. It determines policy, delegates executive, supervisory, and instructional authority and responsibility to its employees; and appraises the results achieved in light of the goals of the school system. The ultimate responsibility for the governance of the schools rests with the board.

The board shall concern itself primarily with broad questions of policy and with the appraisal of results, rather than with administrative details. The application of policies is an administrative task to be performed by the superintendent and his staff, who shall be held accountable for the effective administration and supervision of the entire school system.

Book: Policies

Section: A - School District Organization

Title: School Board Legal Status (Cf.BBB)

Number: ABC

Status: Active

Legal:

Adopted: 06/14/1994

Last Revised: 06/14/1994

Last Reviewed:

Policy Detail

No individual member of the Board of Trustees shall have any authority to bind, speak for, or in any way act on behalf of the entire Board or the School District except as authorized to do so by proper action of the entire Board.

Policies

Book: Policies

Section: A - School District Organization

Title: School Board Legal Status: Number

Number: ABCA

Status: Active

Legal: Acts R 762 H 4123 of the South Carolina Legislature approved June 18, 1976.

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

The board shall consist of twelve members.

Policies

Book:	Policies
Section:	A - School District Organization
Title:	School Board Legal Status: Term of Office
Number:	ABCC
Status:	Active
Legal:	1976 Acts No. 651; 1981 Acts No. 243; S. C. Code Ann § 59-19-315.
Adopted:	03/08/1980
Last Revised:	05/10/1994

Last Reviewed:

Policy Detail

Board members shall serve overlapping terms of four years, as required by law.

A Board member's term of office will begin one week after official certification of his election and end one week after official certification of the election of his successor.

Policies

Book:	Policies
Section:	A - School District Organization
Title:	School Board Legal Status: Unexpired Term Fulfillment
Number:	ABCD A
Status:	Active
Legal:	Act 602 of 1986; S. C. Code Ann. § 7-13-190 (pertaining to special elections).
Adopted:	03/08/1980
Last Revised:	05/12/1987

Last Reviewed:

Policy Detail

A vacancy on the board shall be filled for the remainder of the unexpired term at the next regular election or at a special election if the vacancy occurs 180 days or more prior to the next regular election for trustees.

Book: Policies

Section: A - School District Organization

Title: School District Organization Plan (Cf.IE)

Number: AC

Status: Active

Legal:

Adopted: 06/14/1994

Last Revised:

Last Reviewed:

Policy Detail

No individual member of the Board of Trustees shall have any authority to bind, speak for, or in any way act on behalf of the entire Board or the School District except as authorized to do so by proper action of the entire Board.

Book:	Policies
Section:	A - School District Organization
Title:	School Attendance Areas (Cf.FDB, JBCC)
Number:	AD
Status:	Active
Legal:	
Adopted:	11/12/1985
Last Revised:	11/27/2001

Last Reviewed:

Policy Detail

Annually, the Administration will project the enrollment for each school for the upcoming school year. Based on these projections, the enrollment for the current school year, and the capacity of each school (excluding portables), the Administration will identify schools projected to be underutilized or overutilized.

If the Administration determines that a school is projected to be underutilized or overutilized, that educational reasons exists for modifying student assignments at a school, or that a school is scheduled to be closed, consolidated, or opened, the Student Assignment Advisory Committee will review the attendance areas of the affected school(s). The SAAC will receive data from and will act in consultation with the Administration. The SAAC will determine whether adjustments in the Board's student assignment plan as it affects the identified school(s) should be reconsidered and, if so, will develop options for the Superintendent's consideration. By January 15 of each year, the SAAC shall submit its options to the Superintendent.

The Superintendent shall review the options developed by the SAAC and make such changes as he deems appropriate. By February of each year, the Superintendent shall inform the Board of student assignments for the upcoming school year. These assignments shall be final unless the Board changes them at its regular meeting in March.

At each level of decision-making (i.e., SAAC, Superintendent, and, if required, the Board), the decision-maker shall take into account the Board's Priorities for Performance and the Board's Long Range Facilities Plan. In addition, they will use the following factors without regard to any order of priority:

- Utilizing schools between 80% and 100% of capacity;
- Minimizing the amount of time that students spend on the bus;
- The distance between student's homes and school;
- Preserving the integrity of neighborhoods;
- Minimizing a school's high concentration of students of poverty (as measured by the number of Free and Reduced Meals);
- The geocodes of students;
- Avoiding a high concentration of low performing students at a school;
- Any impact on special programs and services;
- Providing feeder patterns that result in an elementary school's sending at least 10 students to the same middle school or a middle school's sending at least 25 students to the same high school;
- Striving to assign students in islands to a contiguous school when possible or to a school closer to their residences to the extent possible (minimizing the use of islands to the extent possible); and
- The number of times that recent boundary changes and/or school closings and consolidations have affected the same students or areas of the district.

The Student Assignment Advisory Committee SAAC shall consist of fifteen community members. Each member of the Board shall appoint one member from his district, and the Superintendent will appoint three members, one of whom he shall designate as the chairman. In making appointments to the SAAC, the Board of Trustees and the Superintendent will endeavor to reflect the diversity of the community. To stagger the terms of members of the SAAC, six of the initial Board-member appointees shall serve one-year terms. Otherwise, the terms of all SAAC members shall be two years.

The superintendent shall establish rules and procedures for implementing this policy.

Rule AD

(Cross Ref. JBCCA(P))

Book: Policies

Section: A - School District Organization

Title: School Year: School Calendar

Number: AEA

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

The superintendent shall be authorized to develop a school district calendar to be distributed to all employees and made available to the general public. The calendar shall include school opening and closing dates, school holidays, teacher inservice days, parent conference days, and early dismissal days.

An annual calendar shall be distributed to schools at the opening of each school year, including all regularly scheduled events and special annual observances.

Book: Policies

Section: A - School District Organization

Title: School Day

Number: AF

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

The minimum length of the school day for all schools shall conform to the requirements of the State Board of Education statutes and the Southern Association of Colleges and Schools.

Policies

Book: Policies

Section: B - School Board Operations

Title: Goals and Objectives

Number: BA

Status: Active

Legal: South Carolina Code of Laws, 1976, section 59-19-90

Adopted: 03/08/1980

Last Revised: 03/06/1994

Last Reviewed:

Policy Detail

The organization, management, and control of The School District of Greenville County is vested in the board, which exercises the powers and discharges the duties imposed by South Carolina statutes. It shall be the purpose of the board to provide education of the best obtainable quality for residents of Greenville County, within the limitations imposed by the taxpayer's ability to pay and his willingness to support the educational system.

The board shall provide for a school system and establish general policies for its operation in keeping with the State Board of Education rules and regulations and the requirements of the law. In carrying out this function the board recognizes three general duties:

1. Formulating and interpreting educational policies;
2. Delegating administrative duties; and,
3. Making a continuous appraisal of progress.

In fulfilling these general duties, the board also recognizes the following additional definite and more specific responsibilities:

1. To select a superintendent and to support him in the discharge of these duties;
2. To elect, upon approval, school personnel nominated and recommended by the superintendent;
3. To establish salary schedules;
4. To consider and act on policies for the school program;
5. To require and evaluate reports from the superintendent on the educational program and the financial status of the schools;
6. To consider, revise, and adopt an annual school budget recommended

- by the superintendent;
7. To seek and utilize qualified professional recommendations when considering and deciding upon expansion of school services, school buildings, and school facilities;
 8. To assist in presenting to the public the needs and progress of the educational system;
 9. To provide, by the exercise of its legal powers, the funds it deems necessary to finance the operation of the schools;
 10. To recognize that authority rests only with the board in official meetings, and that the individual member has no legal status to bind the board outside of such meetings;
 11. To perform the specific duties imposed upon the board by the statutes of the state; and,
 12. To encourage through appropriate authorities legislation consistent with the best interests of the school district.
 13. To employ an internal auditor and provide an internal auditing function as a means of supplying the Board, the school district administration, the legislative delegation, and the public with information necessary to ensure an understanding of the district and to promote the effectiveness and efficiency of the district's operations.

South Carolina Code of Laws, 1976, section 59-19-90, establishes general powers and duties of school trustees as follows:

1. Provide schoolhouses . Provide suitable schoolhouses in its district and make them comfortable, paying due regard to any schoolhouse already built or site procured, as well as to all other circumstances proper to be considered so as best to promote the educational interest of the districts;
2. Employ and discharge teachers . Employ teachers from those having certificates from the State Board of Education, fix their salaries, and discharge them when good and sufficient reasons for so doing present themselves, ...In reaching a decision as to whether or not to employ any person qualified as a teacher, consideration may be given to the residence of such person but it shall not be the deciding factor or a bar to employing such person; (Deleted portion not applicable in Greenville County.)
3. Promulgate rules and regulations . Promulgate rules prescribing scholastic standards of conduct and behavior that must be met by all pupils as a condition to the right of such pupils to attend the public schools of such district. The rules shall take into account the necessity of proper conduct on the part of all pupils and the necessity for scholastic progress in order that the welfare of the greatest possible number of pupils shall be promoted notwithstanding that such rules may result in the ineligibility of pupils who fail to observe the required standards, and require the suspension or permanent dismissal of such pupils; (But see, SC Code, section 59-63-210 (1976), which gives all expelled students the right to petition for readmission.)

4. Call meetings of electors for consultation . Call meetings of the qualified electors of the district for consultation in regard to the school interests thereof, at which meetings the chairman or other member of the board shall preside if present;
5. Control school property . Take care of, manage, and control the school property of the district;
6. Visit schools . Visit the public schools within its district from time to time and at least once in a year;
7. Control educational interests of district . Manage and control local educational interests of its district, with the exclusive authority to operate or not to operate any public school or schools;
8. Charge matriculation and incidental fees. Charge and collect matriculation and incidental fees from the pupils when allowed by any special act of the General Assembly;
9. Transfer and assign pupils. Transfer any pupil from one school to another so as to promote the best interest of education, and to determine the school within its district in which any pupil shall enroll; and (Note: This power is currently limited by court orders.)
10. Prescribe conditions and charges for attendance. Be empowered to prescribe conditions and a schedule of charges based on cost per pupil as last determined, for attendance in the public schools of the school district for:
 - a. children of parents temporarily residing within the school district
 - b. children whose parents or legal guardians live elsewhere but who are residing with residents of the school district;
 - c. children of parents residing on Federal property or military or naval bases of the United States located within or adjacent to the boundaries of such school district; and (Note: this power is subject to Federal law.)
 - d. all other children specially situated and not meeting the eligibility requirement of Section 59-63-30, but who shall have petitioned the trustees in writing seeking permission to attend the public schools of the school district.
11. Provide school-age child care program or facilities therefore. Provide:
 - a. a school-age child care program for children aged five through fourteen years that operates before or after the school day, or both, and during periods when school is not in session;
 - b. a school-age child care program that operates during periods when school is in session for students who are enrolled in a half-day kindergarten program; or
 - c. classrooms, other space, or both, in a school for use by a not-for-profit organization that is operating a school-age child care program before or after the school day, or both, and during periods when school is not in session for children aged five through fourteen years.

All latchkey programs operating pursuant to this item must be licensed.

In addition to the above mentioned goals and objectives, the Board of Trustees shall develop specific long-range goals and objectives for the district spanning five (5) years into the future, and shall review and update these goals and objectives annually.

The review and update process shall consist of two components--review and evaluation of the current content of the five-year plan and input regarding new goals and objectives. Each year, completed goals and objectives should be removed from the plan and others should be revised as recommended by the staff and/or the Board. In addition, the costs of reaching these goals or objectives should be reviewed and updated annually.

Input into this planning process should be received on a yearly basis through the existing district structures--PTA's, School Advisory Councils, Steering Committees, Management Team, Business Leaders Task Force, etc. In addition to this annual input, a broader based input should be received every fifth year from staff, community groups, business leaders, etc. The above described review and evaluation process shall be completed no later than October 1 of each year and the Board shall vote on the updated plan at its October meeting. If the plan is approved, the Board shall meet with the Superintendent and the Budget Committee to establish priorities for funding the plan in the budgeting process which begins in November of each year. The new plan shall serve as a guide for the Superintendent's plan of goals and objectives.

Book: Policies
Section: B - School Board Operations
Title: Internal Organization: Officers
Number: BBA
Status: Active
Legal:
Adopted: 03/08/1980
Last Revised: 08/12/1986

Last Reviewed:

Policy Detail

The board shall elect a chairman, a vice-chairman, and a secretary.

If for any reason all three offices become vacant at any time before the terms of office are over, the Board member who last served as Chairman shall become provisional Chairman and shall serve until the next Board meeting. Officers will be elected at that meeting. If no former Chairmen remain on the Board, the last former Vice Chairman or, if none remain on the Board, the last former Secretary, shall become provisional Chairman.

If at any meeting of the Board, the vice-chairman is absent or not serving in that office, the presiding officer shall appoint a vice-chairman pro tempore. If at any meeting of the Board, the secretary is absent or not serving in that office, the presiding officer shall appoint a secretary pro tempore.

Book: Policies

Section: B - School Board Operations

Title: Internal Organization: Officers: Method of Election (Cf.BCAA)

Number: BBAA

Status: Active

Legal:

Adopted: 02/07/1983

Last Revised: 03/08/1994

Last Reviewed:

Policy Detail

The first order of business at the regular December Board meeting will be the administration of the oath of office to any newly elected Board members and the election of officers for the next year. Officers will assume their duties upon election.

Nominations for each office will be made from the floor. Board members will then vote by show of hands from among those nominated. Voting will continue until one nominee receives a majority of the votes cast. The nominee receiving the least number of votes in each round of voting will be eliminated from subsequent rounds. A quorum must be present and only those members present may vote. Votes of absent members may be recorded, but not counted, in accordance with [BCBG\(P\)](#).

Book: Policies

Section: B - School Board Operations

Title: Internal Organization: Duties: Chairman

Number: BBABA

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

The chairman of the board shall preside at all meetings of the board and shall have a vote on motions placed before the board for action. He shall sign such documents on behalf of the board as may require his signature. He shall represent the board in deliberations with other boards, districts, or agencies unless another member of the board is so designated.

Policies

Book: Policies

Section: B - School Board Operations

Title: Internal Organization: Duties: Vice-Chairman

Number: BBABB

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

The vice-chairman shall perform the duties of the chairman in his absence.

Book: Policies

Section: B - School Board Operations

Title: Internal Organization: Duties: Secretary

Number: BBABC

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised: 03/12/1991

Last Reviewed:

Policy Detail

The secretary shall sign all papers that require signature of the board, and act as the board's correspondent in matters designated by the board.

In the absence of the secretary, the vice-chairman is authorized to sign documents for the board.

Book: Policies

Section: B - School Board Operations

Title: Internal Organization: Members: Duties (Cf.ABB)

Number: BBBA

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

It is understood that the members of the board have authority only when acting as a board legally in session. Unless so authorized by the board, no board member individually will speak for, or in the name of, the total board. The board shall not be bound in any way by any action or statement on the part of any individual board member except when such statement or action is in pursuance of specific instructions from the board.

No board member, as an individual, by virtue of his office, shall exercise any administrative responsibility with respect to the schools or command the services of any school employee.

Members of the board, individually and collectively, recognize and welcome their responsibilities for listening to comments and suggestions from the residents of the school district.

Board members individually will refer compliments, suggestions, and constructive criticism about operational matters directly to the superintendent for appropriate consideration and action. Comments affecting policy will be routed through regular channels to the board meeting agenda for consideration by the board as a whole.

Book: Policies

Section: B - School Board Operations

Title: Internal Organization: Members: New Member Orientation

Number: BBBB

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

The board and the superintendent shall assist each new member to understand the board's functions, policies, and procedures and operation of the school system. Each new member shall

1. Be given selected material on the function of the board and the school system;
2. Be invited to attend board meetings and to participate in its discussions;
3. Be invited to meet with the superintendent and other administrative personnel to discuss services they perform for the board;
4. Be given a copy of the board's policies and bylaws, administrative regulations, and copies of pertinent materials developed by the State Board Association; and,
5. Visit a representative sampling of schools in the district. Such individual visits shall be for orientation purposes only.

VI. COMMITTEE AGENDAS

Committee agendas for regularly scheduled meetings will be developed and followed in accordance with the following guidelines:

1. Petitions from citizens and other items that are properly a part of committee business will be sent to the superintendent's office at least six calendar days before the day on which the board committee is to meet, and they will be placed on the agenda.
 2. When the agenda contains items of special community interest or relating to a crisis or an immediate deadline, the chairman, with the consent of a majority of members present at the meeting, may revise the order of consideration of items on the agenda to ensure handling of such matters early in the meeting.
 3. Those items which are related or contingent upon each other will be proposed together on the agenda and will be considered accordingly during the meeting in an effort to facilitate orderly discussion and avoid repetition.
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Policies

Book: Policies

Section: B - School Board Operations

Title: Internal Organization: Members: Compensation and Expenses (Cf.DJD)

Number: BBBE

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised: 11/09/1993

Last Reviewed:

Policy Detail

Members of the board shall be reimbursed for all reasonable and necessary expenses incurred in attending any meeting or conference outside of the school district when on official business of the board or of the school district. Before payment, all such expenses must be itemized, supported by appropriate vouchers, and approved by the chairman. Expenses for travel by airplane shall not exceed the standard coach fare. Travel by automobile shall be at the standard mileage rate applicable for district personnel on authorized school business, but shall not exceed standard coach fare where travel by airplane would have been practical.

Board members may be reimbursed for all official travel necessitated by their positions as Board members. The mileage rate will be that authorized for official travel by District employees. Claims for such reimbursement shall be submitted on the District's standard travel reimbursement form and must be approved by the Board chairman. Claims for reimbursement by the chairman must be approved by the vice-chairman and/or secretary.

Each board member will receive as compensation for services on the board a monthly salary computed at an annual rate of \$8,400. The chairman of the board will receive a monthly salary computed at an annual rate of \$9,400.

Book:	Policies
Section:	B - School Board Operations
Title:	Internal Organization: Board Committees
Number:	BBC
Status:	Active
Legal:	
Adopted:	10/09/1984
Last Revised:	05/22/2007

Last Reviewed:

Policy Detail

I. Committee of the Whole

A. Purpose

Before each regular monthly board meeting, the board shall meet as a committee of the whole to study, discuss, and receive information about matters that require the board's attention. The Committee of the Whole must approve every item presented to the board except audit and finance matters, student and personnel hearings, appeals of student or personnel grievances, sales and purchases of real property, appointment of personnel, routine reports from the administration, home schooling applications, requests for readmission of students, and routine board business that does not directly affect the operation, administration, or direction of the school district.

B. Agendas

1. In addition to routine items such as appearance of visitors and adoption of minutes, the agenda for each meeting of the Committee of the Whole shall consist of four categories: instruction, buildings and grounds, administration, and other business.

2. The agenda shall show within each category the precise issue and matter for discussion, but not the action proposed. Whenever possible, back-up material must accompany each agenda item and must be sufficient to notify Board members and the public with specificity of relevant details such as cost, location, impact, objective, and desired action. If the person submitting an agenda item expects the item to be discussed in executive session and the information relating to that matter is confidential, the aforementioned information must be available for discussion during the executive session.

3. The committee may act as it deems appropriate on any item included on the agenda.

4. Any board member or the superintendent may place an item on the agenda of the Committee of the Whole by submitting the item, with appropriate back-up material, on an official form prior to

the close of the agenda. Board members may submit no more than two items and are urged to confer with one or more fellow board members and the superintendent prior to placing an item on the agenda. The agenda shall indicate the person who submitted the item for consideration. If the superintendent determines that any item submitted by a board member requires more than one hour of staff time to research or otherwise prepare, he may place the item on the agenda as the submitting member's request that the staff engage in the necessary preparation, rather than placing the item for immediate substantive action.

5. The superintendent shall place each item submitted for the agenda in the category that most closely relates to that item and shall structure the agenda so that the committee uses its time efficiently, while still considering each agenda category separately. The board shall take up matters concerning it alone under the administration category.

6. Items not presented on the advance agenda may be discussed as "other business." The committee shall take action on such items only with the unanimous consent of the members present and only if at least two-thirds of all Board members are present.

7. The agenda will be closed at 11:30 a.m. on the seventh calendar day preceding the day on which the committee is scheduled to meet to allow time for the agenda to be prepared and delivered to members of the committee. The material must be delivered sufficiently before the committee meeting to allow committee members to consider agenda items. The agenda will not be amended after it has been closed.

C. Committee Liaisons

Within one week after the annual election of board officers, the new chairman shall appoint board members to serve as agenda liaisons for the first three business agenda categories listed in section B.1 above. Each liaison shall serve for three months. At the time of the initial appointments, the chairman shall also appoint the succeeding liaisons who will serve for successive three-month periods until the next regular election of board officers. The chairman shall schedule each board member to serve as a liaison once within the twelve-month period following the election of board officers. If any board member at any time shall notify the chairman that he declines to serve as liaison, the chairman shall appoint another member to serve the term, or any portion thereof, of the declining board member.

The agenda liaison shall develop jointly with the superintendent (or his designee) that portion of the Committee of the Whole agenda, including back-up material, that logically relates to the agenda category for which he serves as liaison. The liaison shall also chair that part of the Committee of the Whole meeting devoted to this category on the agenda. The board chairman shall chair those portions of the Committee of the Whole meeting not assigned to an agenda liaison and, in the absence of a liaison, may designate another member to chair that portion of the meeting assigned to the absent liaison.

D. Schedule

The Committee of the Whole shall normally meet at 9:00 a.m. on the second Tuesday of the month. The board chairman may change this date when necessary.

The committee shall recess at midday for lunch. If the committee has not taken up an agenda category by 4:00, the committee shall decide whether to continue or recess until another day.

As long as it does not conflict with any times specified herein, the committee may meet in executive session for any proper reason at any time, but it may act on a matter discussed in executive session only when it reaches that matter on the advance agenda.

II. COMMITTEE AUTHORITY

Neither the Committee of the Whole nor any other committee may commit the Board of Trustees or The School District of Greenville County to any course of action, including, but not limited to, expending district funds, obligating the district financially, hiring consultants, and entering into contracts or agreements. Their role is solely to make recommendations to the full board. No committee will act on any matter without first allowing the administration to study and comment on the matter.

III. AD HOC COMMITTEES

The chairman of the board shall appoint such temporary and special committees as the board may deem appropriate. The chair may also appoint temporary ad hoc committees. The chairman of the board shall be an ex-officio nonvoting member of each such committee. The chairman of the board shall specify the duties of the committee at the time of appointment. The committee shall be dissolved when it gives its final report to the full board. The board may consider and act upon such reports of ad hoc committees without consideration by the Committee of the Whole.

Book:	Policies
Section:	B - School Board Operations
Title:	Internal Organization: School Attorney
Number:	BBE
Status:	Active
Legal:	
Adopted:	03/08/1980
Last Revised:	04/13/1999

Last Reviewed:

Policy Detail

Legal matters shall be handled by an attorney on behalf of the school district. Normally, this attorney will be either the district's in-house legal counsel, an attorney engaged by one of the district's insurance carriers, or an attorney engaged by the superintendent in consultation with the district's in-house legal counsel. An attorney shall review all contracts requiring Board approval prior to their presentation to the Board or a Board committee.

Whenever the superintendent must engage outside legal counsel on behalf of the district, he will report the retention to the Board at its next regular meeting. The Board will then describe the extent, if any, that it wishes to be informed of the fees paid for the representation and of the work performed.

The Board will decide to engage outside legal counsel according to the following guidelines:

1. The Board will not keep an outside attorney on retainer, but will decide issue-by-issue, as outside legal counsel is needed whether to engage such an attorney.
2. Prior to any decision to engage outside counsel, the Board must meet with the district's in-house legal counsel to inform him of the possibility of engaging outside counsel and to hear any advice that he may be able to provide.
3. The motion to retain an outside attorney must, when possible, identify the issue for which the attorney is to be retained and either name that attorney or indicate that the selection will be made at a subsequent Board meeting. Any outside attorney engaged under these guidelines will be retained by a vote of the Board.
4. No district funds may be used to compensate an outside attorney until the Board has identified and approved use of that attorney for the particular matter.
5. If the Board decides to select its attorney at a later meeting, Board members may submit to the Board members may submit to the Board chairman either at an executive session meeting of the Board or in such other manner or time frame as the Board may determine, the names of any lawyers that they wish to nominate to represent the district. Lawyers so nominated will be asked to submit written proposals for handling the issue. Their proposals shall state their willingness to do the work, the fee to be charged, and any other information requested. All nominees will be asked to submit the same information. The Board chairman may contact the lawyers nominated or may request the superintendent or the district's in-house legal counsel to do so. The Board may decide to interview all or some of the

nominees and may decide to utilize a committee of its members to screen or interview nominees.

6. Unless authorized by the Board to do so, no Board member will initiate any conference with an attorney that the Board engages. The attorney, however, may request conferences with Board members as he deems appropriate for his representation of the Board.
7. At least two weeks before payment of any bills submitted by an outside attorney that the Board selects, each Board member shall receive a copy of the bill that the attorney submitted.
8. The Board shall review and approve all bills for payment with appropriate advice from the district's in-house legal counsel.
9. Discussions of whether to engage outside legal counsel and any part of the process to select outside legal counsel may be conducted in executive session.
10. Before any outside attorney begins work on any issue, the Board chairman shall ensure that a copy of these guidelines is provided to that attorney.

Should the board find it necessary to call for investigations by the board that involve one or more employees, the board should determine in advance if attorneys for the employees shall be permitted to participate and, if so, who will be responsible for any legal fees. The board shall consult with its attorney before establishing the procedures for any such investigation.

Book:	Policies
Section:	B - School Board Operations
Title:	Internal Organization: Advisory Committee
Number:	BBF
Status:	Active
Legal:	
Adopted:	03/08/1980
Last Revised:	
Last Reviewed:	

Policy Detail

The board shall seek the advice of the superintendent before establishing or dissolving any advisory committee.

Specific topics for study or well-defined areas of activity shall be assigned in writing to each committee immediately following its appointment. Upon completing its assignment each committee shall be dissolved promptly. Each committee shall be instructed as to the length of time each member is being asked to serve, the service the board wishes it to render, the resources the board intends to provide, the approximate dates on which the board wishes it to submit reports, and the approximate date on which the board wishes to dissolve the committee. Furthermore, the committee shall be instructed as to the relationship it has to the board, to individual board members, to the board member assigned to provide liaison, to the committee assistant, and to the remainder of the professional staff.

The board shall have sole power to dissolve any of its advisory committees and shall reserve the right to exercise this power at any time during the life of any committee.

Structure

The board shall adopt whatever community advisory committee structure and organization it deems appropriate to the assignment at hand.

Composition

The committees shall have a generally representative membership. No member shall be appointed to officially represent an organization, a geographic area, a religious group, an individual school, or any other such subdivision of the community. If staff members are appointed to any community advisory committee for the board, they shall constitute a minority of any such committee.

Prospective Members

The superintendent shall maintain a list of lay citizens and staff members who express a willingness to serve, and who have been or appropriately might be, recommended for such service. When committee members are needed, the superintendent shall submit names of qualified persons, giving preference to those who have not previously served. The board may appoint members from this list or any other individuals it deems appropriate.

Joint Meeting

When a committee is ready to submit its final report on an assigned topic, the board shall, on request, attempt to arrange a joint meeting for the purpose of receiving the report. A summary of agreements, requests, and major viewpoints expressed in each joint meeting shall be prepared and copies sent by the secretary of the board to the board and to the committee.

Correspondence

Correspondence between the board and its committee shall ordinarily be conducted by the secretary of the board with the advice of the chairman. The secretary of the board shall transmit the contents of any communication from the committee to the board at its next meeting.

Policies

Book: Policies

Section: B - School Board Operations

Title: Internal Organization: Awards, Recognitions Certificates

Number: BBH

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

Retiring members of the board shall be appropriately recognized and thanked for their service to the schools and community.

Continuing privileges as may be legally provided them are to be encouraged and may include, but not be limited to, the following:

1. Regular issues of news bulletins of the school system;
 2. Annual reports;
 3. Selected special reports;
 4. Complimentary passes to athletic and other school activities; and,
 5. Personal invitations to special public functions of the board
-

Book: Policies

Section: B - School Board Operations

Title: Meetings: Types

Number: BCA

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

1. Regular Meetings

Regularly scheduled meetings may be of two kinds: business or educational. The latter type may be held for the purpose of reviewing and evaluating the school program or the development and discussion of policy.

2. Special Meetings

Upon due notice as specified in the bylaws, such a meeting may be called by the chairman of the board, or by three members collectively in the event that the chairman fails to act. Ordinarily no business shall be transacted except that for which the meeting is called.

3. Adjourned Meetings

Such meetings shall serve as a continuation of a regular meeting, and not as a special or called meeting.

4. Executive Meetings

Executive meetings or sessions of the board shall be called at such time and place as is required for free discussion of personnel, other matters the premature disclosure of which might result in unfair personal financial advantage, or for free discussion involving expulsion or appeals from students or appeals from personnel. Any tentative proposals for action taken at such closed sessions shall require confirmation at subsequent open meetings.

5. Study Sessions

The board may meet for study sessions to exchange information and develop understanding. The public will be welcome to attend.

Policies

Book: Policies

Section: B - School Board Operations

Title: Meetings: Special

Number: BCAC

Status: Active

Legal: 03/8/80

Adopted:

Last Revised:

Last Reviewed:

Policy Detail

No business shall be transacted at any special meeting of the board which does not come within the purpose set forth in the call for the meeting unless all members of the board are present and agree to the consideration of the additional items.

Book: Policies

Section: B - School Board Operations

Title: Meetings: Adjourned

Number: BCAD

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

Adjournment of a regular or special meeting to a later date may be had by action duly taken, and at such adjournment meeting all business may be regularly transacted which would have been proper in the meeting from which adjournment is taken.

Policies

Book:	Policies
Section:	B - School Board Operations
Title:	Meetings: Public Hearings (Also KCC; Cf.DCDB)
Number:	BCAE
Status:	Active
Legal:	
Adopted:	11/11/1986
Last Revised:	10/08/1991

Last Reviewed:

Policy Detail

The Board will conduct all employee and pupil personnel hearings according to the basic tenets and fundamental fairness embodied in the concept of due process. This includes hearings pursuant to the South Carolina Teachers' Employment and Dismissal Act, the district's employee and student grievance procedures, and any other procedures permitting access to the Board by employees or students to review actions of the administration.

Central to the concept of due process is the right of the adversely affected individual to receive notice of the charges against him and the right to respond to those charges in a meaningful way. Before the Board conducts any hearing, it will ensure that the right to notice and the right to be heard are preserved.

Because the final decision on employee and pupil personnel matters rests with the Board, the Board assumes a quasi-judicial function in its conduct of hearings. The ethical precepts and considerations applicable to a judge should, therefore, guide the members of the Board. Essential to judicial ethics and inherent in due process is the right of the individual and of the administration to a fair and impartial hearing before the Board. To ensure the impartiality of Board members who may eventually be required to conduct a hearing on actions of the administration, Board members must be notified of all matters that may culminate in a hearing before them. Thus, the legal counsel will immediately notify in writing all Board members as soon as an employee or pupil (or his parents) formally commences a grievance or other protest that, if ultimately pursued, the Board would decide. This notice to the Board will indicate only the names of the parties, the date of commencement of the procedure, and the subject of the grievance or protest.

Following receipt of this notice, any Board member who discusses the substance of the matter with any person, including the party lodging the grievance, any member of the administration, any potential witness, or another Board member, or who, for whatever reason, is unable to consider a matter impartially will disqualify himself from all participation in any subsequent hearing or decision in the matter.

In any hearing before the Board in which both sides are represented by legal counsel, the parties, at least three days prior to the hearing, shall submit to the superintendent's office for immediate distribution to all Board members a brief summarizing the case the party will present to the Board.

This summary shall not exceed four pages in length and shall include, at a minimum, the following information:

- (1) A statement of the party's position explaining specifically why the party should prevail.
- (2) The names of all witnesses to be presented in support of the party's position and a summary of what the witness testimony will be.
- (3) A list of all documentary evidence to be presented in support of the party's position. All documents to be presented at the hearing should be attached to and submitted with the brief.

The Board reserves the right to limit irrelevant and repetitious testimony in any hearing before it. Except in extraordinary circumstances to be determined by the Board, the total time for each side to present evidence and cross-examine opposing witnesses will be limited to three hours. In hearings in which both sides are represented by legal counsel, Board members may not ask questions of any witness until after the party presenting the witness has completed its case.

All hearings will be scheduled to convene at 5:00 p.m. as often as possible.

Cross Reference [GAE\(P\)](#) and JCE(P)

Policies

Book: Policies

Section: B - School Board Operations

Title: Meetings: Procedures

Number: BCB

Status: Active

Legal: S. C. Code Ann. §30-4-80 (1976.)

Adopted: 03/08/1980

Last Revised: 04/12/1994

Last Reviewed:

Policy Detail

Every board meeting shall be preceded by a call of the meeting, which the superintendent shall distribute to board members and the press and shall post in a designated public place at the District Office. The call shall specify the time, date, place, and agenda for each meeting as well as any information for which notice is required or appropriate. The call of each meeting must be available at least 24 hours prior to the start of any meeting.

Book: Policies

Section: B - School Board Operations

Title: Meetings: Procedures and Place

Number: BCBA

Status: Active

Legal:

Adopted: 02/07/1982

Last Revised: 10/25/2005

Last Reviewed:

Policy Detail

The Board shall hold its regular meetings at 7:00 p.m. on the fourth Tuesday of each month except for the months of July and December.

No regular meeting will be held in July. For the board's regular December meeting, the board chairman shall designate not later than December 1 of each year a date and time for holding the meeting. The meeting must be held after the December meeting of the Committee of the Whole and before the start of Winter Break, as indicated on the District calendar for that year. By majority vote, the Board may change the time and date of any regular meeting.

Meetings will be held in the boardroom of the district office unless another location is announced in advance of the meeting.

- All board meetings shall be open to the public in accordance with policy BCBK.

Times and places for any special meetings other than the above shall be made public and posted at the district office at least 24 hours in advance of the meeting.

Book: Policies

Section: B - School Board Operations

Title: Meetings: Procedures: Notification

Number: BCBB

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

Notification of meetings shall be made as required by law and as additionally provided in these policies.

The board or the superintendent may require the attendance of other staff members.

Book: Policies

Section: B - School Board Operations

Title: Meetings: Procedures: Agendas

Number: BCBD

Status: Active

Legal:

Adopted: 12/15/1981

Last Revised: 08/12/2003

Last Reviewed:

Policy Detail

The superintendent shall prepare an agenda in cooperation with the chairman for each meeting in accordance with the following guidelines:

1. Requests from citizens to speak during meetings of the Board will be granted in accordance with Policy KCA.
2. When the agenda contains items of special community interest or relating to a crisis or an immediate deadline, the chairman, with the consent of a majority of members present at the meeting, may revise the order of consideration of items on the agenda to ensure handling of such matters early in the meeting.
3. Items that are related or contingent upon each other will be proposed together on the agenda and will be considered accordingly during the meeting in an effort to facilitate orderly discussion and avoid repetition.
4. Except as indicated in section I.A. of Policy [BBC](#) and in the next sentence, only items approved by the Committee of the Whole or by an ad hoc committee of the Board will appear on the agenda for any meeting of the Board. When a matter is so pressing that its resolution is required before the next meeting of the Committee of the Whole, that item may be included on the agenda for a meeting of the Board as long as the back-up materials state the reason that quick action is desired and the agenda indicates that suspension of policy is required in accordance with Policy BCBBF before consideration of the item.
5. The Board will use a "consent agenda" to "free up" the maximum amount of time for major issues of policy. The Superintendent, with review and concurrence by the Chair, will prepare a consent agenda for each meeting. Routine matters, as well as those forwarded by a clear majority, and likely to require no debate, will be placed on this agenda. Recognizing that a Board member may wish to debate an item on the consent agenda, the Chair will ask at the beginning of each meeting if any Board member wishes to remove an item from the consent agenda. One Board member's request is sufficient to remove an item from the consent agenda. There will be neither discussion nor vote at that point in time. The item will be held until the appropriate time on the agenda. It will then be treated as a regular agenda item when called by the Chair. If there is no objection, after a proper motion and second, one vote will be taken on the entire consent agenda.
6. Items not presented on the advance agenda may not be discussed during any regular monthly meeting unless at least two-thirds of all Board members are present and all

- members present consent.
7. The agenda for regular monthly meetings will be closed at five o'clock p.m. on the seventh calendar day preceding the day on which the Board is scheduled to meet to allow time for the agenda to be prepared and delivered to members of the Board. The material must be delivered sufficiently in advance of the Board meeting to permit consideration by Board members of agenda items. The agenda will not be amended after it has been closed except in emergency situations approved by the Board chairman. Items received subsequent to the closing of the agenda for a given meeting will be carried over to the succeeding meeting of the Board.

Cross Reference: BBC, BCAC, BCBE, BCBF, BCBFB, BCBK, and KCA.

Policies

Book: Policies

Section: B - School Board Operations

Title: Meetings: Procedures: Distribution of Materials

Number: BCBE

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

The superintendent shall have the agenda delivered with supporting information so that each board member will have this material at least 4 calendar days prior to each regular meeting and at least 24 hours prior to any special meeting.

Policies

Book: Policies

Section: B - School Board Operations

Title: Meetings: Procedures: Rules of Order

Number: BCBF

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised: 04/12/1994

Last Reviewed:

Policy Detail

The chairman of the Board of Trustees shall conduct all meetings using accepted rules of parliamentary procedure as embodied in Robert's Rules of Order, newly revised 1990. These rules shall govern the Board in its deliberations in all cases to which they are applicable and in which they do not conflict with the provisions of these policies and bylaws. The interpretation of these policies and other parliamentary authority by the Board shall be final.

All suggestions and proposals for ad hoc committees or other issues requiring action by the chairman will be presented by a motion that is properly seconded and followed by a vote of the Board.

Policies

Book: Policies

Section: B - School Board Operations

Title: Meetings: Procedures: Quorum

Number: BCBFA

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

A majority of the members of the board shall constitute a quorum. The affirmative vote of a majority of those present at any meeting having a quorum shall be considered sufficient for action except for actions required otherwise by law or these policies.

No member can vote who is not present when a question is completely put before the board; however, his vote may be recorded but not counted as provided for in Policy BCBG.

Book: Policies

Section: B - School Board Operations

Title: Meetings: Procedures: Suspension of the Rules

Number: BCBFB

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised: 08/12/2003

Last Reviewed:

Policy Detail

Except for Policy [BCAC](#) and this policy, policies, bylaws, and board-adopted regulations shall be subject to suspension for a specified purpose and limited time upon a two-thirds vote of all members of the board. Except for sections 4 and 6 of Policy BCBD, section I.B.2. of Policy BBC, Policy BCAC, and this policy, other policies, bylaws, and board-adopted regulations shall also be subject to suspension for a specified purpose and limited time by a majority vote of all members of the board at a meeting in the call for which the proposed suspension has been described in writing. Policy BCAC and this policy may never be suspended.

Policies

Book: Policies

Section: B - School Board Operations

Title: Meetings: Procedures: Voting Methods

Number: BCBG

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised: 02/11/1983

Last Reviewed:

Policy Detail

When a question is submitted to vote, every member present shall be entitled to vote on it, unless the member has a financial interest in the question or has reason to believe that his vote should be disqualified for ethical or personal reasons. A member who has a financial interest in a matter shall disqualify himself in accordance with S. C. Code Section 8-13-460, as amended, which is attached as an exhibit to this Policy. In the event of an ethical or personal disqualification the member shall advise the chairman and decline to vote

No member can vote who is not present when a question is submitted to vote. This provision shall include all matters before the board. Absent board members may have a statement as to how they would have voted inserted in the minutes as provided below.

Upon any question requiring the expenditure of money, the roll of the board members shall be called and their yeas and nays recorded. The roll of board members shall be arranged in alphabetical order. The yeas and nays shall be taken and recorded in a like manner upon any other question, whenever requested by any member of the board or the chairman thereof.

When a motion has been carried in the affirmative or negative, it shall be in order for any board member who voted on the prevailing side, or who was absent when the vote was taken, to move a reconsideration thereof at the same meeting, or at the next subsequent meeting of the board.

Trustees who are absent from a board meeting may have their position on a question recorded but not counted in the minutes by submitting in writing the following statement to the board secretary before the agenda of the next regular meeting is closed. "Trustee _____, who was absent from the _____ meeting of the Board of Trustees, stated that he, if present, would have voted on the (affirmative/negative) side of the question dealing with _____."

School Board Operations

1 1

MeetingsProcedures: Voting MethodsSection 8-13-460. Action to be taken by public official or employee where a decision would affect his financial interest.

Any public official or public employee who, in the discharge of his official duties, would be required to take action or make a decision which would substantially affect directly his personal financial interest or those of a member of his household, or a business with which he is associated, shall instead take the following actions:

- (a) Prepare a written statement describing the matter requiring action or decisions, and the nature of his potential conflict of interest with respect to such action or decision.
- (b) If he is a legislator, he shall deliver a copy of such statement to the presiding officer of his legislative branch. The presiding officer if requested by the legislator shall cause such statement to be printed in the journal and, upon request, shall excuse a legislator from votes, deliberations, and other action on the matter on which a potential conflict exists; provided, however, any statement delivered within twentyfour hours after the action or decisions shall be deemed to be in compliance with this section.
- (c) If he is a public employee, he shall furnish a copy to his superior, if any, who shall assign the matter to another employee who does not have a potential conflict of interest. If he has no immediate superior, he shall take such action as prescribed by the State Ethics Commission. If the public official is a member of the governing body of any agency, commission, board, or of any county, municipality, or other political subdivision, he shall furnish a copy to the presiding officer and to the members of that governing body, who shall cause such statement to be printed in the minutes and shall require that the member be excused from any votes, deliberations, and other actions on the matter on which the potential conflict of interest exists, and shall cause such disqualification and the reasons therefore to be noted in the minutes.

Book:	Policies
Section:	B - School Board Operations
Title:	Meetings: Procedures: Minutes
Number:	BCGH
Status:	Active
Legal:	S.C. Code Ann. §30-4-90 (1991).
Adopted:	03/08/1980
Last Revised:	04/09/1991

Last Reviewed:

Policy Detail

The superintendent shall be responsible for designating a recorder to take minutes of all meetings of the board, its committees, and subcommittees. The superintendent shall also be the custodian of all official board minutes.

The minutes of the meetings of the board, its committees, and subcommittees all include:

1. The classifications (regular, adjourned, or special), date, and place of meeting;
2. The call to order stating time, person presiding, and his office;
3. The members of the body recorded as either present or absent;
4. A notation of the presence or absence of the superintendent and a notation of other district-wide staff members present;
5. A record of any corrections to the minutes of the previous meetings and the action approving them;
6. A record of all communications presented to the board;
7. A record of the hearing of all petitions of citizens;
8. A record of any reports of board members or staff members;
9. A record of each motion placed before the board, including the member making the motion and the member seconding, if any and also the substance of all matters discussed or decided;
10. At the request of any member and when any matter requires other than a majority of those present for passage, a record of how each member voted on that matter;
11. Special marking to indicate policy matters; and
12. Any other information that any member requests be included or reflected in the minutes.

The minutes shall be available within a reasonable time after the meeting and shall be permanently filed and indexed for reference purposes.

An unofficial copy of the minutes of a board meeting shall be mailed to each board member no later than two weeks after each meeting. Corrections should be brought to the superintendent's attention by the agenda closing date preceding the next regular meeting. Any disputed corrections will be verified by the board secretary prior to the time of the meeting.

All reports requiring board action, resolutions, agreements, and other written documents may be made a part of the minutes by reference, and if so, shall be placed in the system as a permanent record.

The superintendent shall have recorded by appropriate electronic means all meetings of the board, its committees, and its subcommittees except those conducted in executive session. These recordings will be retained for one year. Any person attending a meeting may also record all or any part thereof by means of a tape recorder or other means of sonic reproduction except when the meeting is conducted in executive session. Persons recording any meeting must ensure that their activity does not actively interfere with the conduct of the meeting.

Policies

Book:	Policies
Section:	B - School Board Operations
Title:	Meetings: Procedures: Executive Sessions
Number:	BCBK
Status:	Active
Legal:	S. C. Code Ann. § 30-4-70.
Adopted:	03/08/1980
Last Revised:	10/13/1998

Last Reviewed:

Policy Detail

All meetings of the Board, its committees and subcommittees, and its advisory committees shall be open to the public except for executive sessions allowed by law.

Before going into executive session the Board shall vote in public on the question and when the vote is favorable, the presiding officer shall announce the specific purpose of the executive session, which must be one or more of the seven set forth below. No formal action or any vote may be taken in executive session except to adjourn or return to public session. During any executive session the Board may not discuss any matter that lies outside the specific purpose(s) for that executive session. The members of the Board may not commit the Board to a course of action by a polling of members in executive session.

Executive sessions of the board may be held for the following discussions:

1. Employment, appointment, compensation, promotion, demotion, discipline, or release of an employee or person appointed by the body;
2. Negotiations incident to proposed contractual arrangements and proposed sale or purchase of property;
3. The receipt of legal advice when the legal advice relates to a pending, threatened, or potential claim or other matters covered by the attorney-client privilege, settlement of legal claims, or the position of the school district in adversary situations involving the assertion against the school district of a claim;
4. The development of security personnel or devices;
5. Investigative proceedings regarding allegations of criminal misconduct;
6. Matters pertaining to a particular student;
7. Matters relating to the proposed location, expansion, or the provision of services encouraging location or expansion of industries or other businesses in the area served by the school district.

Any person involved as a party in an adversary hearing before the Board has the right to demand that the hearing be conducted publicly. In its discretion, the Board may delete from documents submitted at such a hearing the names of persons not parties in the hearing.

Book: Policies

Section: B - School Board Operations

Title: Policy Development (Cf.CM)

Number: BD

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised: 08/09/1988

Last Reviewed:

Policy Detail

The board, representing the people of the district, is the governing body which determines all questions of general policy to be employed in the conduct of the public schools.

Proposals regarding school district policies and operations may originate at any of several sources: a parent, a taxpayer, employees, students, a member of the board, the superintendent, a professional consultant, a civic group, etc.

Action on such proposals, whatever their source, is taken finally by the board in accord with its bylaws. The board shall take action on most matters upon the basis of recommendations presented to the board by the superintendent. The superintendent bases his recommendations upon the outcomes of study and upon the judgment of the professional staff and study committees.

The board policies and administrative regulations of The School District of Greenville County are advisory only and are intended only to guide the District in its relations with its employees. The school district reserves the right, in its discretion, to make changes or exceptions to any of its policies or regulations at any time. No board policy or administrative regulation shall be construed as a contract itself or as a part of any separate employment contract, either written or oral. Oral statements contrary to this policy or to any other policy, regulation, or practice of the school district have no force or effect unless reduced to writing and authorized by the board of trustees or, in an appropriate case, the superintendent.

The previous paragraph in this policy shall be inserted in a conspicuous manner as the first page of the Introduction section of the policy manual.

Policies

Book: Policies

Section: B - School Board Operations

Title: Policy Development: Policy Adoption

Number: BDC

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

New policies may be adopted after consideration at two meetings of the board.

Policies may be revised at one meeting provided that notice of consideration of the policy change is delivered with agenda information.

The agenda minutes shall be marked to indicate policy matters.

The formal adoption of policies shall be by majority vote of all members of the board and the action shall be recorded in the minutes of the board. Only those written statements so adopted and recorded shall be regarded as official policy.

Any policy adopted by the board that is in conflict with law, statutes, or federal regulations shall be null and void. Policies of the board and administrative rules of the district shall conform to bylaws promulgated by the board.

Reference: "Robert's Rules of Order," Newly Revised 1970, Chapter 18.

Policies

Book: Policies

Section: B - School Board Operations

Title: Policy Deveopment: Policy Review

Number: BDD

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

The superintendent is directed to establish an orderly plan for initiating, maintaining, and making accessible the policies adopted by the board and the administrative rules and regulations needed to put them into effect.

Accessibility shall be extended to all employees of the school system, to members of the board, and to citizens in general.

Cross REF: [BD](#)

Policies

Book: Policies

Section: B - School Board Operations

Title: Policy Development: Review of Administrative Rules (Also CMAD)

Number: BDF

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

The board does not adopt administrative regulations unless specifically required to do so by law or unless requested to do so by the superintendent. Adoption and amendment of such board-adopted regulations shall be by the same procedure as that specified for policies in [BDC](#).

All changes or new administrative rules shall be submitted to the board as information at the next meeting of the board after the rule has been put into effect.

The board reserves the right to review and demand revisions of administrative regulations should they, in the board's judgment, be inconsistent with the policies adopted by the board.

Book: Policies

Section: B - School Board Operations

Title: School Board Records (Cf.CN)

Number: BE

Status: Active

Legal: S.C. Code Ann. §§ 30-4-30, -40, & -50.

Adopted: 03/08/1980

Last Revised: 10/13/1998

Last Reviewed:

Policy Detail

Any person has a right to inspect or copy any public record of the school district unless State law exempts the record from disclosure. Access thereto will be during normal hours of business. Except as provided below, a person desiring any record should submit a written request therefore. Within fifteen days of receiving the request (excepting Saturdays, Sundays, and legal public holidays), the district will notify the requester of its determination and the reasons therefore. When access to school records is granted, examination thereof will be made in the presence of the record custodian regularly responsible for maintenance of files. In accordance with Policy KBA, the district may charge a fee for searching for or copying records.

Minutes of the meetings of the Board and its committees for six months preceding the date of the request and reports disclosing the nature, substance, and location of any crime or alleged crime reported as having been committed (except when the report contains information otherwise exempted by law) must be made available for inspection and copying during the normal hours of operation without the requester's being required to make a written request, if the requester appears in person.

Book: Policies

Section: B - School Board Operations

Title: Memberships: School Board Associations (Also MGB)

Number: BGA

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

The board shall ordinarily hold membership in such local, state, regional, and national school board associations as may exist, and shall look upon such memberships as an opportunity for growth in board service. The membership fee in such associations may be paid for out of district funds.

Book:	Policies
Section:	B - School Board Operations
Title:	Ethics: Code of Ethics
Number:	BH
Status:	Active
Legal:	
Adopted:	03/08/1980
Last Revised:	09/12/1995

Last Reviewed:

Policy Detail

Preamble

Consistent with our duties as members of the Board of Trustees of The School District of Greenville County and as officers of the State of South Carolina to protect and defend the Constitution of this State and of the United States to the best of our abilities and recognizing that an educated and informed citizenry is essential for the successful functioning of our representative form of government, we reaffirm the belief that sound and effective public education offers the best hope for the future of this State and Nation and that responsibility for the governance of public education requires of us the same high standards of personal integrity and conduct that we seek to instill in the school children of this State. Accordingly, this Code of Ethics is adopted for members of the Board of Trustees in the conduct of their official duties as guardians of this public trust.

Members of the Board of Trustees of The School District of Greenville County, while in the conduct of their official duties as Board members and officers of the State, shall:

1. Conduct themselves according to the highest standards of personal honesty and integrity.
2. Conduct themselves in a manner that will provide the students of this District with good examples of personal integrity, public service, good will, and citizenship.
3. Work for the strength and effectiveness of the District as a whole and guard against individuals or groups who seek special advantage for themselves to the detriment of the common good of the District, while giving appropriate attention to the particular needs of each Board member's constituency, including the need to educate that constituency concerning the issues that are important to the District as a whole.
4. Comply with all applicable laws, statutes, ordinances, and governmental rules and regulations, including, but not limited to, the "Ethical Conduct of Public Officials and Employees Act," Sections 8-13-10 through -1020 of the South Carolina Code of Laws (1976).
5. Insofar as possible, attend all meetings of the Board, for the entire meeting, and prepare for these meetings by becoming informed concerning the issues to be considered.
6. Refrain from allowing partisan politics or personal interests to influence deliberations, decisions, or actions of Board members with regard to official business of the Board and

avoid the appearance of such influence.

7. Respect the role of the Superintendent as the chief administrator of the District.
 8. Recognize that authority rests only with the Board through official meetings and decisions and that members cannot act for the Board unless expressly authorized to do so by proper Board action.
 9. Refrain from making final decisions or commitments regarding matters of Board business until all available, pertinent information has been fully considered.
 10. Respect and maintain the confidentiality of information that is privileged under law.
 11. Refrain from any action or conduct that is likely to compromise the integrity of the Board or the administration, including any action or conduct that violates or appears to violate any contract entered into by the Board.
 12. Report to the Superintendent and to the other Board members all complaints or concerns regarding the School District that come to the attention of any Board member.
 13. Refrain from attacks on the personalities or motives of other Board members so as to ensure that the business of the Board is always the subject of debate and discussion at Board meetings.
 14. Refrain from attacking or impugning, whether by name, title, or job function, the performance, reputation, competence, motive, or integrity of any school district employee.
 15. Refrain from breaching the confidences discussed in an executive discussion.
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Policies

Book: Policies

Section: B - School Board Operations

Title: Ethics: Board Member Conflict of Interest

Number: BHA

Status: Active

Legal: S. C. Code Ann. §§ 59-69-260 & 59-25-10 (Cum. Supp. 1986).

Adopted: 03/08/1980

Last Revised: 03/10/1987

Last Reviewed:

Policy Detail

All matters in which a possible conflict of interest may exist shall be handled in accordance with South Carolina Code Section 8 13 460. (See Policy and Exhibit BCBG).

Board members or businesses with which they are associated may provide services or sell products to the district as long as all transactions in which this occurs are in accordance with Sections 8-13-10 through -1020 of the South Carolina Code.

The board of trustees will not employ any of its members or members of the immediate families of any of its members as teachers without the written approval of the board of trustees. This restriction does not apply to any teacher employed prior to the time he or his family member becomes a board member. The "immediate family" of a board member shall be his parents, children, brothers, and sisters.

Book:	Policies
Section:	B - School Board Operations
Title:	Ethics: Procedures for Enforcement of Code of Ethics
Number:	BHB
Status:	Active
Legal:	
Adopted:	11/15/1988
Last Revised:	11/15/1988

Last Reviewed:

Policy Detail

1. Board members shall rely primarily upon good will, personal discussion, and a spirit of cooperation as the most effective means of resolving differences and shall call upon the formal procedures set forth herein only if such other measures prove unsuccessful.
2. Any member of the Board (the "complaining member") may initiate an enforcement proceeding against any other member of the Board (the "defendant") by written complaint delivered to all members of the Board by certified mail, setting forth the name of the defendant, the section(s) of the Code of Ethics alleged to have been violated, and the facts upon which the complaint is based.
3. Within ten days after the receipt of a written complaint alleging a violation of the Code of Ethics, any member of the Board, including the defendant, but excluding the complaining member, may request a hearing on the complaint by written request delivered to all members of the Board by certified mail. Three such requests by Board members (not including the complaining member) shall be made before a hearing is required. Unless at least three members of the Board (in addition to the complaining member) make such a request for a hearing within the ten days, no further proceedings shall be held with regard to the complaint. A written request for a hearing does not constitute a statement or opinion that the requesting member agrees with the complaint, but indicates only a desire for the Board to resolve the matter.
4. In addition to being sent a written complaint by certified mail, the defendant, within ten days of the complaining member's mailing the complaint, shall also be served with a copy of the complaint in the manner provided for service of process by the South Carolina Rules of Civil Procedure as they now exist or as they hereafter are amended. Service of process under the Rules of Civil Procedure may be waived by the defendant in writing. The defendant's request for a hearing shall constitute such a waiver.
5. If at least three written requests for a hearing on the complaint are made as provided in paragraph 3, the requests shall be recorded in the minutes of the next meeting of the Board, regardless of the purpose of that meeting. Within ten days of this recording, the chairman, or the vice-chairman if the chairman is the defendant, shall set a date and time for a hearing on the complaint. This hearing should be held as soon as possible after the recording of the request in the Board minutes, but in no case more than thirty days thereafter.

6. The hearing on the complaint shall be conducted as a quasi-judicial proceeding and the Board may receive testimony and/or other evidence it deems competent. The proceedings shall not be restricted by the formal rules of evidence which govern in a court of law, but a good-faith effort shall be made to receive and act only upon reliable testimony and evidence. All hearings on complaints of violations of the Code of Ethics shall be public, unless the defendant requests a closed hearing. In that case the hearing shall be closed unless prohibited by law.
 7. The defendant shall have the right to counsel, to cross-examine witnesses testifying at the hearing, and to present additional witnesses and evidence. All such hearings shall be conducted at Board meetings properly convened for that purpose. There shall be no voting by proxy.
 8. The Board may designate counsel to examine witnesses and present other evidence. This designation shall not limit the right of any Board member to question a witness.
 9. The Chairman of the Board of Trustees shall preside over the hearing unless he is the defendant or, for other reasons, cannot preside. In that case, the vice-chairman or, if he cannot preside, the secretary shall preside. Policy BBA will be followed if neither the vice-chairman nor secretary can preside. The presiding officer shall rule on the admissibility of evidence. That officer may designate separate counsel to advise him about the conduct of the hearing.
 10. Following the hearing, the Board shall vote on whether the defendant violated the Code of Ethics. The Board shall vote first on the question of whether a violation has occurred. If the Board determines that a violation has occurred, the Board shall then vote on the type of enforcement action to be taken. Any determination by the Board that a member has violated the Code of Ethics and, if so, the type of enforcement action to be taken, shall require a vote of three-fourths of the members present. The defendant shall participate in the vote.
 11. Upon a finding of a violation of the Code of Ethics, the Board may either (a) issue a Warning to the defendant that the complained-of conduct violates the Code of Ethics or (b) censure the defendant for the conduct. The issuance of a Warning or a Censure shall be recorded in the minutes of that meeting of the Board.
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Policies

Book:	Policies
Section:	C - General School Administration
Title:	Goals and Objectives
Number:	CA
Status:	Active
Legal:	
Adopted:	03/08/1980
Last Revised:	
Last Reviewed:	

Policy Detail

The board will determine the policies to guide the decision-making process governing all activities of the schools. In setting these policies, it will seek the advice and assistance of the faculty, staff, and other relevant persons through the superintendent of schools.

Each employee and pupil is responsible for following the approved policies. The administration is charged with the responsibility for organizing the staff for effective administration of the schools and for preparing in detail, where applicable, the rules and regulations for implementing the approved policies. If a situation demanding decision is not covered by an existing policy or by regulations, the superintendent is empowered to make the decision he deems best, later reporting to the board.

The superintendent is responsible to the board for the administration of the schools under applicable laws and the policies of the board. He shall select his staff and faculty and recommend them to the board for appointment. He shall make, or designate the appropriate official to make, the necessary administrative decisions.

It shall be the intent of the board to make available a sufficient number of qualified officials to administer the schools efficiently and to require the superintendent to organize it to secure clear understanding of the functions of each official and of the relationship between and among them; to establish clear lines of communication, both vertically and horizontally; and to establish the necessary councils, cabinets, and committees to provide for efficient operation of the schools. To engage in this process in an orderly fashion, each group shall be given particular responsibilities, and channels shall be established so that the recommendations or decisions of each group can be heard and reviewed by the chief administrative officer concerned and, where appropriate, by the board.

It shall be the policy in the organization and administration of the schools to balance responsibility with commensurate authority subject to the reserved and legal powers of the board. Therefore, a member of the staff when assigned a responsibility or a position shall be given the authority to make the decisions necessary to perform the tasks.

In order that the schools may operate effectively with good morale and participation of their personnel, the following principles are considered by the board to be fundamental:

1. The institution shall establish an effective system for the recruitment of qualified personnel for each position;
 2. Each officer shall be responsible and accountable for making and following a plan of development for all staff assigned to his area of operation;
 3. The administration shall devise an orderly plan whereby the suggestions or criticisms of the operation of the schools shall be heard and shall receive consideration;
 4. The structure, policies and rules and regulations of the schools shall be evaluated and critically reviewed at regular intervals, and the superintendent shall be responsible for devising a plan to make this possible;
 5. The administration shall be responsible and accountable for establishing and operating a system of communication by which each member of the staff and faculty can be kept informed of the proposals and problems of the faculty and administrative staff; and,
 6. The superintendent(s), principals and related administrative officers shall be responsible and accountable for keeping the teaching staff dynamic and experimental in their course offerings, and for balancing the program to keep it in harmony with the school objectives and changing social conditions and free from domination of vested interests.
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Policies

Book: Policies

Section: C - General School Administration

Title: Ethics

Number: CB

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

The board approves the ethics guidelines set by the American Association of School Administrators for its members as follows:

- "Policy 1 The Professional School Administrator Constantly Upholds the Honor and Dignity of His Profession in ALL His Actions and Relations with Pupils, Colleagues, School Board Members, and the Public.
- Policy 2 The Professional School Administrator Obeys Local, State, and National Laws, Holds Himself to High Ethical and Moral Standards, and Gives Loyalty to His Country and to the Cause of Democracy and Liberty.
- Policy 3 The Professional School Administrator Accepts the Responsibility Throughout His Career to Master and to Contribute to the Growing Body of Specialized Knowledge, Concepts, and Skills Which Characterize School Administration as a Profession.
- Policy 4 The Professional School Administrator Strives to Provide the Finest Possible Education Experiences and Opportunities to ALL Persons in the District.
- Policy 5 The Professional School Administrator Applying for a Position or Entering into Contractual Agreements Seeks to Preserve and Enhance the Prestige and Status of His Profession.
- Policy 6 The Professional School Administrator Carries Out in Good Faith All Policies Duly Adopted by the Local Board and the Regulations of State Authorities and Renders Professional Service to the Best of His Ability.
- Policy 7 The Professional School Administrator Honors the Public Trust of His Position Above Any Economic or Social Rewards.
- Policy 8 The Professional School Administrator Does Not Permit Considerations of Private Gain nor Personal Economic Interest to Affect the Discharge of His

Professional Responsibilities.

Policy 9 The Professional School Administrator Recognizes That the Public Schools are the Public's Business and Seeks to Keep the Public Fully and Honestly Informed about Their Schools.

Overview: High Standards of Ethical Behavior for the Professional School Administrator Are Essential and Are Compatible with His Faith in the Power of Public Education and His Commitment to Leadership in the Preservation and Strengthening of the Public Schools."

Reference: AASA Code of Ethics

Book:	Policies
Section:	C - General School Administration
Title:	Organizational Charts: School Buildings
Number:	CC
Status:	Active
Legal:	
Adopted:	05/15/1996
Last Revised:	05/15/1996

Last Reviewed:

Policy Detail

The district hereby implements a program of site-based management which places the responsibility and authority for certain decisions at the school level. Schools selected as site-based management schools must conform to the following guidelines:

1. They must obey all policies of the Board of Trustees and all federal and state laws. This includes, but is not limited to, curriculum, Instruction, and other Board policies, equal employment opportunity laws (anti-discrimination laws), laws protecting the confidentiality of student records, and laws requiring special services for and prohibiting discrimination against disabled students.
2. They must meet all statutory and accreditation requirements unless waived by the appropriate agency.
3. They must follow all district administrative regulations unless specifically waived by the superintendent.
4. They must adhere to the following district systems:
 - a. The approved salary and benefit schedule for all personnel;
 - b. The use of adopted textbooks unless waived by the Board;
 - c. The centralized food service program unless waived by the superintendent;
 - d. The state school bus transportation system;
 - e. The Education Finance Act (EFA) pupil accounting system in Osiris;
 - f. The Education Improvement Act (EIA) student accountability system in Osiris;
 - g. The maintenance of all financial records prescribed by state and district accounting guidelines unless waived by the Board;
 - h. The maintenance of a safe, clean, comfortable, and pleasing environment;

- i. The central maintenance service;
 - j. The report card, progress report, and grade reporting systems;
 - k. The personnel evaluation system unless waived by the superintendent;
 - l. The discipline code unless waived by the Board;
 - 5. The schools will rely exclusively on the district's Human Resources Department to provide an employee applicant pool, the maintenance of all employee personnel files, and all paperwork associated with the employment process.
 - 6. The schools will adhere to all transfer and excess procedures of the district unless modified by the superintendent or Board of Trustees.
 - 7. Any school wishing to request an exemption from any of these requirements must submit the request with an appropriate plan to the Associate Superintendent for Administration.
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Policies

Book: Policies

Section: C - General School Administration

Title: School Superintendent: Duties

Number: CEB

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised: 03/25/2003

Last Reviewed:

Policy Detail

The superintendent shall be the executive officer of the board and shall be directly responsible to it for the execution of its policies; for the faithful and efficient observance of its rules by all employees throughout the system; for the management of the work of the several departments whose duties, apart from those required by law, he shall assign; and for the enforcement of all provisions of the law relating to the operation of the schools or other educational, social, and recreational agencies or activities under the charge of the board.

He shall attend all meetings of the board, shall meet with all committees and shall have the privilege of taking part in all deliberations except when his employment or salary is being considered.

He shall prepare and submit to the board for approval bylaws, rules and regulations, statements of policy, programs and additional facilities requiring action by the board which he believes are needed for the proper conduct and control of the functions of the board and the management of the schools.

To assist the board in reaching sound judgments, establishing policies and approving those matters which the law or the board bylaws require the board to approve, he shall be responsible for placing before the board necessary and helpful facts, comparisons, investigations, information and reports and for making available at the proper time the personal advice on special or technical matters, aside from legal questions, of those persons who, in his opinion or that of the board or the chairman, are particularly qualified to furnish it.

He shall be responsible for keeping or having kept and for presenting to the board, in a form that will facilitate and make efficient their deliberations and proceedings, records of problems, conditions and duties requiring action by them.

He shall initiate the recommendation for election by the board, in each case recommending the salary to be paid, of all employees requiring election by law or the board bylaws. Only the persons who in the judgment of the superintendent are the best qualified of those available at the time shall be recommended, and no person shall thus be recommended for any position who

does not fulfill the requirements of the law and of the board. He may assign or transfer them and, pending final action by the board, may suspend any person employed on his recommendation. He shall report any such suspension to the board no later than its next regular meeting. He shall approve the appointment of other employees not required by law or the bylaws to be elected by the board and shall exercise with respect to them the same powers as provided herein for the supervision of those elected by the board.

He shall supervise the establishment or modification of the boundaries of school sub-districts and shall recommend to the board, for final approval, the necessary rules and regulations of attendance in connection therewith.

He shall be responsible for preparing a calendar for the operation of the school district. This calendar shall be distributed to all staff members and well publicized to the entire community.

He shall be responsible for preparing and submitting to the board, not later than the second week in June, tentative operations budgets for the ensuing fiscal year. He shall prepare and submit final budgets for the same year not later than the fourth week in June. Adhering to these deadlines, he shall nevertheless coordinate to the extent possible his preparation and submission of the tentative and final budget proposals with progress in the General Assembly on adoption of the State's budget.

He shall be responsible for preparing and submitting to the board not later than the regular meeting in May, tentative capital budgets for the ensuing fiscal year and final capital budgets for the same year not later than the second week in June.

He shall have power to approve and direct, in accordance with law and the rules of the board, purchases and expenditures within the limits of the detailed budget approved by the board.

In the interest of efficient administration, he shall have the power to decide all matters of administrative detail concerning which no specific provision has been made in the law, these bylaws, or the board's policies, reporting at the next regular meeting those decisions which he believes should be authorized by appropriate bylaws or policies enacted or established by the board.

He shall frequently and upon the request of the board transmit written or verbal reports on the general condition of the schools, the work of the several departments, measures of progress and the results of the administration of the board's policies.

The board expects the superintendent to concern himself with long-range planning to guide the board in the development of policy. To that end the board establishes the function of planning and development policy as an important part of the superintendent's job. (See also BD)

Federal Projects: Administrative

The board of trustees grants to the superintendent of schools the authority to represent the school district in the administration of all federal projects.

Book:	Policies
Section:	C - General School Administration
Title:	School Superintendent: Appointment
Number:	CED
Status:	Active
Legal:	
Adopted:	03/08/1980
Last Revised:	
Last Reviewed:	

Policy Detail

It shall be the responsibility of the board to elect the Superintendent of Schools, who shall represent the board in carrying out the policies of the board. The superintendent at all times shall be subject to the control and decisions of the board and shall act as executive officer of the board.

Qualifications

The superintendent should be a person of unquestioned integrity with high ethical and moral standards. He must be a public spirited individual, dedicated to quality education for all children and youth, and a leader in his own right. Specific qualities desired are as follows:

1. Educational Preparation and Experience:
 - a. Earned doctorate: Ph.D or Ed.D;
 - b. Must qualify for the superintendent's certificate for South Carolina; and,
 - c. Minimum of ten (10) years experience in the public schools, preferably including:
 - (1) Classroom teaching;
 - (2) Serving as principal or in other supervisory positions;
 - (3) Serving as superintendent or assistant superintendent of a district with minimum enrollment of 12,000 with extensive executive experience in one or more of the following areas:
 - (a) Curriculum;
 - (b) Personnel; or,
 - (c) Business administration, including finance and facilities; or in positions with

comparable experience and responsibilities; and,

(d) Experience in both elementary and secondary areas.

2. Personal Information:

- a. At least 35 years of age; and,
- b. Evidence of good health.

3. Personal Qualities:

a. Administrative Ability:

- (1) Demonstrated understanding of and ability to interpret the role of education in the community and in society generally;
- (2) Demonstrated ability to stand alone and make decisions without fear or favor;
- (3) Demonstrated ability to work effectively under pressure;
- (4) Must have clear understanding of school board-administrative relationship and the use of policy in the direction and control of school affairs;
- (5) Must be able to receive and offer constructive criticism;
- (6) Must be capable of personally inspiring people;
- (7) Demonstrated competence in representing the school district to the public with candor and intelligence and from a good public relations viewpoint;
- (8) Demonstrated strong and imaginative leadership that commands the loyalty and respect of his staff and the ingenuity to organize all size groups for effective action; and,
- (9) Must have a high degree of accountability for those duties and responsibilities for which he is charged.

b. Educational Concern:

- (1) Must have strong commitment to public education;
- (2) Must be dedicated to excellence in all areas of public education, especially in the academic areas;
- (3) Must be capable of inspiring and encouraging professional growth of administrative staff and teachers and be able, willing, and anxious to grow himself; and,
- (4) Keen interest in new developments and teaching techniques and an intense desire to meet the challenge of planning, launching, and evaluating fresh approaches to the solution of educational problems.

c. Community Activities:

- (1) Must have an understanding of and demonstrated interest in community, civic,

and church affairs;

- (2) Demonstrated willingness and skill in communication and working with all individuals, groups, and organizations in the community; and,
- (3) Must have held offices and gained distinction in educational and community work.

Exceptions

These qualifications describe the "ideal" and are not expected to be found without exception in a single person. However, the superintendent is expected to have a well-rounded balance of these characteristics and qualities.

Book: Policies

Section: C - General School Administration

Title: School Superintendent: Evaluation

Number: CEI

Status: Active

Legal:

Adopted:

Last Revised: 03/13/2001

Last Reviewed:

Policy Detail

In May of each year the board will meet with the superintendent and set reasonable, measurable goals and objectives for the next year (May 1 – April 30). These goals and objectives, as well as other evaluation criteria, should relate to the superintendent's responsibilities as outlined in his contract of employment. By May 15, after considering in good faith any recommendations and suggestions from the superintendent, the board shall adopt a performance evaluation format to reflect those goals and objectives and which will be used for the next annual evaluation.

The board shall conduct the annual performance evaluation of the superintendent on or before April 15 of each year pursuant to the previously adopted goals and objectives of that year (May 1 – April 30). By April 5, the board chairman will distribute the performance evaluation form to each member for completion. The superintendent shall report on his performance and that report shall accompany the aforementioned form. Board members may base evaluation on personal perceptions and experiences and should also refer to documentation that is provided by the superintendent. These should be submitted, collected, and tabulated (synthesized) for presentation to and discussion with the superintendent. This discussion should take place in executive session of a meeting held for that purpose.

To conclude the evaluation, the board shall meet in executive session for the purpose of discussing the results of the evaluation and any related matters, such as the term of the superintendent's contract and the superintendent's compensation. The board shall also provide the superintendent with a letter, signed by the chair and the superintendent, setting forth the results of the evaluation. The superintendent shall have the right to respond to the results orally during the executive session, in writing following the executive session, and in writing upon receipt of the board's letter. Any written response, along with the written summary of the results, shall be made a part of the superintendent's personnel file. Any suggestions for improving the performance of the superintendent, modifying board-superintendent relationships, and /or modifying the goals and objectives of the district shall be incorporated in the goals and objectives for the next evaluation.

Policies

Book: Policies

Section: C - General School Administration

Title: Administrative Personnel: Compensation Guides and Contracts (Cf. EGA)

Number: CGA

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

The compensation system will provide direction to management personnel in the administration of individual salaries to insure that they are administered in a fair and equitable manner. Individual requests for review of salary will proceed through normal administrative channels.

The administration is directed to provide a compensation system consistent with this statement of policy.

(The evaluation system and instrument will become effective July 1, 1979, and the salary schedule will become effective July 1, 1980.)

Book: Policies

Section: C - General School Administration

Title: Administrative Personnel: Positions

Number: CGB

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

All administrative and supervisory positions in the school system are established initially by the board or by state law, or both.

It is the intent of the board to activate a sufficient number of such positions to promote the attainment of our schools' goals.

In each case, the board will approve the broad purpose and function of the position in harmony with state laws and regulations and delegate to the superintendent the task of writing, or causing to be written, a job description for the position.

The board wishes the superintendent to maintain continuously a comprehensive, coordinated set of job descriptions for all such positions so as to promote efficiency and economy in the staff's operations.

Book: Policies

Section: C - General School Administration

Title: Consultants (Cf.BBG)

Number: CJ

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

The board encourages the use of consultants as a means of providing the schools with invaluable specialized services not normally required on a continuing basis.

Sufficient funds will be made available to attract the most outstanding authorities in the various fields. However, the use of consultants from outside the school system who promote a particular commercial product is discouraged. When such consultants are used, it should be made clear to them that they are to perform as consultants and not as salesmen.

Policies

Book: Policies

Section: C - General School Administration

Title: Professional Development Opportunities (Cf.GAD)

Number: CK

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

In order to encourage staff members to increase their leadership skills and to provide training for maintaining an adequate supply of supervisory and managerial personnel, the district shall have a leadership development training program. The superintendent is authorized to set up and maintain such a program.

Book: Policies

Section: C - General School Administration

Title: Councils Cabinets Committees

Number: CL

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

The superintendent shall have supervisory control over all aspects of the use of community advisory committees and individual citizens by the staff when such is initiated by the staff.

The superintendent shall inform the board of the establishment of community advisory committees to the staff. He shall describe their proposed functions, size, term of office, membership composition, and relationship to members of the professional staff. The board will also be informed of the persons appointed to such committees, and of any changes in committee membership or function and will be given a final report of accomplishment.

From time to time, the superintendent will provide the board with a summary report and appraisal of the use of individual citizens by the schools.

Policies

Book: Policies

Section: C - General School Administration

Title: Policy Implementation: Administrative Rules

Number: CMA

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

The board shall delegate to the superintendent the function of specifying required actions and designing the detailed arrangements under which the schools will be operated. Such rules and detailed arrangements shall constitute the administrative regulations governing the schools.

The administrative regulations must be in every respect consistent with the policies adopted by the board. The board itself will formulate and adopt administrative regulations only when specific state laws require board adoption in light of strong community attitudes or probable staff reaction.

Book: Policies

Section: C - General School Administration

Title: Policy Implementation: Administrative Rules: Review (Also BDF)

Number: CMAD

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

The board encourages the superintendent to seek its counsel with respect to needed decisions based upon policy when the subject is controversial or emotion laden. Whenever the superintendent must take action in such sensitive matters before consulting the board, he is invited to discuss with the chairman, and as many other members as possible, the basis for his decision.

CROSS REF: [BDF](#)

Policies

Book: Policies

Section: C - General School Administration

Title: Policy Implementation: Administration in Policy Absence (Also BDG)

Number: CMB

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

In cases where emergency action must be taken within the school system and where the board has provided no guides for administrative action, the superintendent shall have power to act, but his decisions shall be subject to review by action of the board at its regular meeting. It shall be the duty of the superintendent to inform the board promptly of such action and of the need for policy.

Cross Reference: [BD](#), [CMA](#).

Policies

Book: Policies

Section: D - Fiscal Management

Title: Goals and Objectives

Number: DA

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

The board recognizes that money and money management comprise the foundational support of the whole school program. To make that support as effective as possible the board intends to:

1. Encourage advance planning through the best possible budget procedures;
 2. Explore all practical sources of dollar income;
 3. Guide the expenditure of funds so as to extract the greatest educational returns;
 4. Expect top-quality accounting and reporting procedures; and,
 5. Maintain the highest level of unit expenditure needed to provide high quality education within the ability of the community to pay.
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Book:	Policies
Section:	D - Fiscal Management
Title:	Annual Operating Budget
Number:	DC
Status:	Active
Legal:	
Adopted:	03/08/1980
Last Revised:	
Last Reviewed:	

Policy Detail

Role of the Board

The board has the authority to prepare and execute a budget within available revenue without review or approval by any other political body. A copy of the budget must be filed as information with the legislative delegation.

Role of the Finance Department

This department, in consultation with the superintendent, is charged with the preparation and execution of the annual operating budget. The budget shall translate into fiscal terms the educational objectives of the district. Execution of the budget involves that measure of control necessary to insure that each of the many educational objectives receives that portion of available funds allocated to it and that expenditures in total do not exceed the amount allocated in the budget for all items.

The aim of the finance department shall be to support in every way possible the policies of the board of trustees and the decisions of the superintendent with regard to the carrying out of the educational program in The School District of Greenville County.

This philosophy is supported by the belief that an excellent educational program demands adequate financial support and constant vigilance to insure maximum value for the funds expended.

Preparation of Budget Document

The annual budget of a school district is perhaps the most concise expression of the educational aims of the school district because its budget expresses the services it plans to provide during the period covered by the budget. Because the responsibilities of a school district are continuous over a long period of time, and because its educational aims are mostly attainable in a somewhat distant future, the annual budget preparation should be controlled to the optimum extent by policies that are compatible with the long-range aims of the school district.

The superintendent of schools shall determine the manner in which the annual district budget is to be compiled and shall issue instructions to the staff. He shall also establish a time schedule for the preparation of the budget to be known as the "budget calendar."

The superintendent shall present the annual budget to the board together with his recommendations on the needs of the district considered in the light of the funds available.

Policies

Book: Policies

Section: D - Fiscal Management

Title: Annual Operating Budgets: Preliminary Adoption Procedures

Number: DCD

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

Prior to the adoption of the budget, the board shall study the school program in its relation to the present and future needs of the students and the community. In an effort to make the budget a comprehensive reflection of educational objectives and the financial needs of the school program, steps shall be taken to involve representatives of the lay citizenry, the certificated and non-certificated staff, and the administrative staff in the developmental process. The procedure for the involvement of these representatives shall be developed by the superintendent of schools.

A rough draft will be prepared based on needs and objectives and reviewed by the board prior to final preparation. After the budget has been adopted it shall be published as required by the Education Finance Act (1976 SC Code Section 59-20-80).

A five-year capital funds program shall be developed with board approval of an annual capital funds budget.

Book: Policies

Section: D - Fiscal Management

Title: Annual Operating Budget: Final Adoption Procedures

Number: DCE

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised: 09/12/1995

Last Reviewed:

Policy Detail

On or before June 30 of each year, the board shall adopt the budget for the next fiscal year.

Prior to the adoption of the budget, the board shall study the educational goals and the school program in relation to the present and future needs of the students and the community. In an effort to make the budget a comprehensive reflection of the financial needs of the school program, steps shall be taken to involve representatives of the community and the professional, classified, and administrative staff in the development process.

1. The ratification of the Annual Operating Budget of The School District of Greenville County shall require an attendance of at least 3/4 of the membership of the Greenville County School Board.
 2. The Annual Budget shall require two readings before ratification. All questions from Board Members arising from the first reading shall be submitted in writing or noted in the minutes of the first reading at the request of individual members. These concerns shall be answered by the Administration Staff prior to the second reading.
 3. Members of the Greenville County School Board shall receive notification of proposed final ratification of the annual budget at least three (3) days in advance.
 4. Final reading of the Annual Budget of The School District of Greenville County shall be the only agenda item.
 5. The meeting to consider the final reading of the budget shall be the only meeting of the full Board on that date.
-

Policies

Book: Policies

Section: D - Fiscal Management

Title: Annual Operating Budget: Encumbrances

Number: DCG

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

A system of fiscal control shall be established to govern the administration of the budget and the expenditure of funds.

The superintendent shall not permit expenditures of funds to exceed the major budget classification allowance against which the proposed expenditure is the proper charge. The superintendent shall set up and operate budget controls for all schools and departments. He shall administer the budgets in conformity with legal requirements and the actions of the board.

Book: Policies
Section: D - Fiscal Management
Title: Annual Operating Budget: Line Item Transfer Authority
Number: DCI
Status: Active
Legal:
Adopted: 09/13/1988
Last Revised: 10/12/1993

Last Reviewed:

Policy Detail

When an annual budget has been presented by the administration and adopted by the board, transfers of funds within the budget shall be by amendment. Transfers of funds between the major categories of the budget set forth below will be made only with approval by the board, except for contingency funds designated by the board for transfer with approval by the superintendent.

1. Any fund transfer from "Teacher-Salary-Schedule-Personnel" Salary Accounts to "Non-Teacher-Salary-Schedule-Personnel" Salary Accounts in the General Fund Budget unless the transfer is to be used for classroom instructional aides;
2. Any fund transfer from "Teacher-Salary-Schedule-Personnel" Salary Accounts to "Non-Salary Accounts" in the General Fund Budget;
3. Any fund transfer from "Non-Teacher-Salary-Schedule-Personnel" Salary Accounts to "Non-Salary Accounts" in the General Fund Budget;
4. Any fund transfer out of the General Fund Balance Reserve and,
5. Any fund transfer out of the Capital Fund Balance Reserve.

Transfers within all major categories will be made only with approval by the superintendent or his designee.

Policies

Book: Policies

Section: D - Fiscal Management

Title: Revenues (Cf.FF)

Number: DF

Status: Active

Legal: Act No. 181 of 1971 and the Education Finance Act (1976 SC Code 59-20-10 et. seq.).

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

The district is empowered to derive its financial support from two main sources and several secondary sources. The two main sources are a tax levy on property in the school district and support furnished by the state on the basis of pupil membership.

Policies

Book: Policies

Section: D - Fiscal Management

Title: Revenues: Federal Aid

Number: DFC

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

Each year when it is believed that the district is eligible for federal assistance under the provisions of public laws, application for said assistance shall be submitted, so long as acceptance of the funds does not include conditions contrary to the board policy.

The regular operating budget may include amounts anticipated to be received from federal sources and a listing of projects describing how this money will be spent. The superintendent is empowered to sign on behalf of the district for such projects as long as they do not involve local fund expenditures.

As additional amounts become available during the year it is expected that additional projects will be recommended to the board and with its approval added to the budget.

Administrative Authority of Superintendent

(See [CEB](#) -- School Superintendent: Duties).

Policies

Book: Policies

Section: D - Fiscal Management

Title: Revenues: Short-Term Notes (Also FFB)

Number: DFE

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

The board may authorize the borrowing from time to time of such sums of money as may be necessary to pay claims of the school district in the fiscal year. The board shall pledge the taxes to be collected for that purpose as security for the payment of money so borrowed and the interest thereon and pledge to repay the principal amount of the loan and interest on or before the end of the fiscal year.

Book: Policies

Section: D - Fiscal Management

Title: Revenues: Gifts and Bequests

Number: DFK

Status: Active

Legal:

Adopted: 03/08/2004

Last Revised: 05/03/1986

Last Reviewed:

Policy Detail

The superintendent and school principals are designated by the board to accept on behalf of and for the school district any bequest or gift of money or property for a purpose deemed to be suitable and to utilize such money or property so designated.

The superintendent shall set up criteria to be met in the acceptance of gifts and the procedure for examining and evaluating offers of gifts to the district.

Offers of gifts of real property, conditional gifts, other than cash to be used for a specific and acceptable purpose, or gifts which might require the expenditure of substantial district funds to maintain or utilize will be presented by the superintendent to the board with appropriate background information.

All gifts shall become the property of the school district. The donor may designate, however, that the gift remain at a particular school. If that school ever closes, the gift will be transferred to the school to which a majority of the closing school's students have been assigned unless the Board of Trustees directs otherwise.

Name _____

Date _____

THE SCHOOL DISTRICT OF GREENVILLE COUNTY

APPLICATION FOR APPROVAL OF SCHOOL BUILDING PROJECTS

Approval of the Superintendent must be obtained prior to acceptance of gifts which entail the construction or alteration of school facilities, including grounds. In addition to meeting the criteria set forth in policy and rule DFK, many modifications, even minor in nature, are regulated by state and local building and zoning laws. Safeguards are also necessary to insure gifts do not create unsafe situations or conflict with master-planning for the entire site.

A recommendation must be made by the Director of School Facilities Planning or Director of Operations at the completion of the project, before the project can be accepted or occupied. Final approval will be given by the Superintendent.

Answer the following questions as completely as possible. Use continuation sheets as necessary. If a question does not apply, leave it blank.

1. Proposed Facilities. Describe the project in detail. Attach schematic sketches if available.
2. Equipment. Itemize items of equipment covered in this application. Identify brand names, model numbers, supplies, etc.
3. Site Improvement. Describe site improvements in detail. Use site plan to show exact scope and location in reference to entire site.
4. Sources of Financing Project. If any operation of the total cost of the project is to be shared by the local school or school district, identify the portions to be assumed by each party. Indicate whether costs are estimates or are based on bids.

5. Architectual and/or Engineering Services. Identify architects and/or engineers to be used.

6. Contractual Services. Identify the general and subcontractors performing the work. Include the general contractor's South Carolina license number.

7. Insurance. Identify the types and limits of insurance protection carried by the contractor.

8. Save Harmless Clause. Regardless of the scope of nature of the project, or the formality of the agreement, no work shall be authorized until the donor signs the following agreement:

The contractor shall be responsible to The School District of Greenville County for all damage or injury to adjoining or nearby lands and/or buildings or to the owners thereof and shall replace and make good the same and defend and save the District harmless.

9. After receipt of the above preliminary information, additional information may be required prior to granting approval to commence the project.

Approval must be obtained prior to acceptance of gifts which entail the construction or alteration of school facilities.

Principal Date

Director Date

Superintendent Date

Policies

Book: Policies

Section: D - Fiscal Management

Title: Revenues: Investments Earnings (Cf.DN)

Number: DFL

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised: 04/09/1991

Last Reviewed:

Policy Detail

The Superintendent will establish a system for the prudent investment and management of District funds in accordance with South Carolina law and with this policy. Safety of principal shall be the first criterion of all investments, followed by return.

Bids shall be solicited on each investment from at least four banks interested in the School District funds. All rate quotes and solicitations shall be recorded on the official quote form (DFL(E)). In January of each year, a letter will be sent to all Greenville County banks with which the District does not have investment relationships at that time to express the District's interest in investing with the institution and to notify of the District's procedures related to the investment program.

At the end of every third fiscal year, the superintendent or his designee shall solicit from all Greenville County banks proposals for handling the district's checking accounts for payroll, accounts payable, food service, and general operations. The superintendent will use these proposals to select the bank or banks that will handle these checking accounts for the ensuing three years. The School District will not, however, invest or deposit in any institution an amount in excess of ten percent (10%) of the institution's total assets.

A standard for evaluating the return and performance of the investment program shall be selected and used to compare the district's return on investments with an appropriate standard. A report shall be submitted to the Board at least annually on the results of the evaluation.

Policies

Book: Policies

Section: D - Fiscal Management

Title: Revenues: Property Sales

Number: DFN

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

All sales of school district real property shall be approved by the board. Such transactions must be conducted in conformity with state law and serve to forward the educational opportunity of the district's students.

Cross Reference: KG

Policies

Book: Policies

Section: D - Fiscal Management

Title: Depository of Funds

Number: DG

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

The finance department shall keep all school district funds on deposit with state chartered banks or savings and loan institutions which provide insurance on deposits. All funds shall be deposited on a timely basis as received. Only officials designated by the superintendent will have access to funds, and these officials shall be bonded. All financial institutions will be notified in writing when any position which handles funds is vacated, refilled, or added, so that authorization documents can be changed accordingly.

Book: Policies

Section: D - Fiscal Management

Title: Bonded Employees (Cf.EGE)

Number: DH

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

All full time employees shall be bonded for \$10,000. Each bond shall be for a three year period and shall be put out for bids every three years. The following personnel in sensitive positions shall be bonded for an additional \$90,000:

1. Manager of data processing;
 2. Manager of operations accounting;
 3. Purchasing agent;
 4. Director of financial services;
 5. Coordinator of food services;
 6. Manager of budgets; and,
 7. Manager of financial accounting.
-

Policies

Book: Policies

Section: D - Fiscal Management

Title: Accounting and Reporting

Number: DI

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

Department of Financial Services

The department of financial services shall be responsible for receiving and properly accounting for all funds to which the school district is entitled. All payments of district funds, whether for services or goods, shall be made by this division. These payments include checks for all employees and checks for all vendors for goods supplied. The department shall prepare for personnel services salary schedules based on the recommendations of the superintendent as approved by the board.

Policies

Book: Policies

Section: D - Fiscal Management

Title: Accounting and Reporting: Accounting System

Number: DIA

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

The district shall use a system of accounting that complies with applicable State Department of Education regulations and State statutes. The district shall also adhere to any accounting industry standards and Federal Office of Management and Budgets pronouncements.

Policies

Book: Policies

Section: D - Fiscal Management

Title: Accounting and Reporting: Inventories

Number: DIC

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

Central warehousing facilities shall be maintained by the district. A complete record of receipt of supplies, materials, and equipment shall be made and maintained for inventory purposes. Supplies, materials, and equipment shall be disbursed to schools, departments, or individuals on official requisitions only. Annually, or at the request of the superintendent, a physical inventory of all supplies, materials, and equipment in the warehouse shall be required. This inventory is to be made in cooperation with the district auditing firm.

Book: Policies

Section: D - Fiscal Management

Title: Accounting and Reporting: Audits

Number: DID

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised: 03/08/2005

Last Reviewed:

Policy Detail

Department of Financial Services

The department of financial services shall be responsible for presenting the annual audit of all funds to the superintendent, who in turn will report to the board of trustees. The department shall maintain a constant internal auditing system so as to discharge the responsibility of the board of trustees for the safe handling and proper accountability for all funds handled throughout the school system.

Objectives of Audit Program

The objectives to be attained by the audit program may be summarized as follows:

1. To safeguard money, property, and employees;
2. To determine the adequacy of the methods of internal check;
3. To maintain adherence to the established standards, policies and procedures, financial accounting, and operating;
4. To check condition and use of property and equipment, particularly from the standpoint of adequate return;
5. To maintain and coordinate internal auditing procedures with those of the public accountant; and,
6. To present accurate, complete, and unbiased statistics with respect to the operation of the educational system.

While audits may occasionally disclose shortages or illegal acts, their greatest values are in keeping financial and accounting procedures from becoming lax and in improving the methods employed.

Types of Reports

The manager of financial accounting shall prepare monthly reports for presentation to the board by the superintendent, including those for the General Fund and the Building Fund.

There will be an annual audit of all funds handled by the schools, elementary schools, middle schools, and senior high schools. Auditing will be performed by the school district internal auditor and by certified public accountants as appropriate. The audits, when completed, shall be presented to the board for examination. Cost of the audits will be paid by the school district.

Principals shall be responsible for maintaining accurate records and for accounting for all school funds.

Auditors shall perform the following audits:

1. Certified public accountants shall audit General Fund, Building Fund, Food Service Program, and all Federal Projects; and,
2. Internal auditors shall perform audits of school activity funds in all schools and other school district funds as the need arises.

Contracts with outside auditing firms will be for a five (5) year period. Bids will be solicited from auditing firms before the contracts are awarded.

Book: Policies

Section: D - Fiscal Management

Title: Accounting and Reporting: External Auditor

Number: DIDA

Status: Active

Legal:

Adopted: 06/09/1992

Last Revised: 06/09/1992

Last Reviewed:

Policy Detail

The Board shall employ a qualified auditing firm to conduct an annual audit of all funds of the school district. This firm will also audit such school and other accounts as it and the district's internal auditor deem appropriate. The external auditor will deliver its report to the superintendent who, along with a representative of the external auditing firm, will be responsible for presenting it to the Board of Trustees before it is submitted to the State Department of Education. Contracts with outside auditing firms will be for no more than a five-year period. Bids will be solicited from qualified auditing firms before such contracts are awarded.

Book:	Policies
Section:	D - Fiscal Management
Title:	Accounting and Reporting: Internal Auditing Charter
Number:	DIDB
Status:	Active
Legal:	
Adopted:	06/09/1992
Last Revised:	12/12/2001
Last Reviewed:	11/18/2004

Policy Detail

- I. Policy: It is the policy of the Board of Trustees of The School District of Greenville County to provide an internal auditing function as a means of supplying personnel of the School District with information to control the operations for which they are responsible.
- II. Nature: The department of internal auditing is an independent appraisal activity established within The School District of Greenville County as a service to the School District. It is a control which functions by examining and evaluating the adequacy and effectiveness of other controls.
- III. Objective and Scope: The objective of the internal auditing department is to assist personnel of The School District of Greenville County in the effective discharge of their responsibilities. To this end, the internal auditing department furnishes analyses, appraisals, recommendations, counsel, and information concerning the activities reviewed. The audit objective includes promoting effective control at a reasonable cost.

The scope of internal auditing encompasses the examination and evaluation of the adequacy and effectiveness of the system of internal control and the quality of performance in carrying out assigned responsibilities. The scope of internal auditing includes:

- A. Reviewing the reliability and integrity of financial and operating information and the means used to identify, measure, classify, and report such information.
- B. Reviewing the systems established to ensure compliance with those policies, plans, procedures, laws, and regulations which could have a significant impact on operations and reports, and determining whether the organization is in compliance.
- C. Reviewing the means of safeguarding assets and, as appropriate, verifying the existence of such assets.
- D. Appraising the economy and efficiency with which resources are employed.

- E. Reviewing operations or programs to ascertain whether results are consistent with established objectives and goals and whether the operations or programs are being carried out as planned.
 - F. Auditing all funds handled by each of the district's schools and centers (1) annually and (2) whenever the principal or director changes. In addition, a principal or director may request through the Superintendent an audit whenever the bookkeeper or secretary changes. The internal auditor or a certified public accountant, as appropriate, will perform these audits. When complete, they will be presented to the Board for examination.
- IV. Responsibility and Authority: The department of internal auditing shall have the authority to review and evaluate any functional area of the organization and shall have unrestricted access to all School District activities, records, property, and personnel except those items that the law declares to be confidential. Notwithstanding Policy BBC, the Board will oversee the functioning of the internal auditing department. It may choose to do so through its Committee of the Whole. The Director of Internal Auditing shall be responsible for scheduling audit activities through the use of a master audit plan which is to be approved by Board of Trustees. The Director of Internal Auditing may, in his discretion and with the approval of the Board chairman, conduct any additional audits that the Superintendent requests, but the Director must receive approval from the Board prior to conducting any other audit that is not a part of the master audit plan. The Director of Internal Auditing shall not inform the Board of any audits that the Superintendent requests until the Director presents the results of those audits to the Board.

Likewise, the internal auditing department is to serve The School District of Greenville County in a manner that is consistent with School District policies, the Standards for the Professional Practice of Internal Auditing and with professional standards of conduct such as the Code of Ethics of the Institute of Internal Auditors, Incorporated. This responsibility includes coordinating internal audit activities with others so as to best achieve the audit objectives and the objectives of The School District of Greenville County.

- V. Independence: Independence is essential to the audit function. The internal audit staff must be independent to function without having to compromise its objectives and audit findings. Therefore, the internal auditing department shall not exercise direct authority over personnel or functions subject to review. Drafting procedures and designing, installing, and operating systems are not audit functions and performing such activities is presumed to impair audit objectivity.

The reporting relationship is designed to enhance the independence and objectivity of the audit staff. The Director of Internal Auditing shall report audit activities to the Board at least quarterly. The Board shall review and accept the results of audit activities. Once accepted by the Board, these audits shall be forwarded to members of the Greenville County Legislative Delegation.

Authorization by the chairman of the Board shall be sufficient for all administrative matters pertaining to the Director of Internal Auditing, who shall report such matters to or request approval from the Board at least monthly. The Committee of the Whole is responsible for recommending the appointment or termination of the Director of Internal Auditing to the full Board and for ensuring an appropriate annual performance evaluation of the Director of Internal Auditing.

While the Director of Internal Auditing reports directly to and is supervised solely by the Board of Trustees the Director of Internal Auditing and all personnel who report to him are

subject to all school district rules and policies. The Director of Internal Auditing is authorized to process, approve, maintain, and otherwise handle in accordance with the same policies, rules, and practices applicable to other School District employees all administrative matters such as leave forms, expense reimbursements, and requests for personnel, equipment, and supplies that shall originate from personnel under his supervision. This policy supersedes any other policy to the contrary.

Policies

Book: Policies

Section: D - Fiscal Management

Title: Expenditure of Funds

Number: DJ

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

It is the policy of the board that the administration strictly observe the letter and the spirit of all laws and regulations relating to purchases by the school system and to the control of its finances and property. Purchases and use of materials and manpower shall be accomplished in accordance with good business practices with the primary purpose of serving the program of instruction.

Control of all expenditures is the responsibility of the superintendent, or his designee. Although supervision for specific accounts is vested in many people, the overall responsibility rests with the superintendent.

All expenditures shall be made within the framework of budgets approved by the board.

The board holds the superintendent of schools directly responsible for carrying out this policy, and, toward that end, the superintendent shall detail the procedures for executing this policy in written administrative directives.

Policies

Book: Policies

Section: D - Fiscal Management

Title: Expenditure of Funds: Purchasing

Number: DJE

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised: 09/11/1984

Last Reviewed:

Policy Detail

It is the policy of The School District of Greenville County to conduct all matters involving Purchasing in accordance with the district's own procurement code. This code is substantially similar to the South Carolina Consolidated Procurement Code and thus, its use is permissible under state law. A copy of this code can be found in the Legal Research Assistant's office, as well as the office of the District Purchasing Agent

Policies

Book: Policies

Section: D - Fiscal Management

Title: Expenditure of Funds: Purchasing: Vendor Relations

Number: DJEI

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised: 09/11/1984

Last Reviewed:

Policy Detail

Presents from Vendors

Presents from suppliers should be returned unless they are mere tokens or advertising give-aways, such as pencils, note paper holders, paper weights, letter openers inscribed with the supplier's name, or other items of little monetary value.

Book: Policies

Section: D - Fiscal Management

Title: Expenditure of Funds: Lease and Rental Payments: Credit Cards

Number: DJH

Status: Active

Legal:

Adopted: 10/11/1988

Last Revised: 10/11/1988

Last Reviewed:

Policy Detail

No school district funds may be used to pay any charges made with a credit card unless the superintendent has specifically authorized use of the particular credit card by the school or department that incurred the charge. To receive permission to hold and use a particular credit card, a school or department must apply to the superintendent in writing and through the appropriate assistant superintendent. The application must specify the credit card sought, the use to which it will be put, and the names of all school or department personnel authorized to use the card. Uses for purposes not indicated or by persons not specified in the application will not be permitted. Subsequent changes to the application may be sought from the superintendent through the appropriate assistant superintendent.

If approved by the superintendent, the application will be forwarded to the Finance Department which will periodically monitor use of the credit card and ensure that current and accurate financial information is available. Requisitions for payment of bills from credit card companies must include the signed receipts for each item billed on the billing statement.

Policies

Book: Policies
Section: D - Fiscal Management
Title: Cash in School Buildings
Number: DL
Status: Active
Legal:
Adopted: 06/09/1992
Last Revised: 06/09/1992

Last Reviewed:

Policy Detail

Principals shall be responsible for maintaining accurate financial records in accordance with the District's Student Activity Guidelines and for accounting for all school funds.

Money collected by school employees shall be handled with good and prudent business procedures.

All money collected shall be receipted, accounted for, and directed without delay to the proper location of deposit.

In no case shall any money, regardless of the amount, be left overnight in schools except in safes provided for safekeeping of valuables. All school banks shall provide for making commercial bank deposits after regular banking hours in order to avoid leaving money in school overnight.

Policies

Book: Policies
Section: D - Fiscal Management
Title: Reserve Funds
Number: DM
Status: Active
Legal:
Adopted: 09/11/1984
Last Revised: 06/26/2007

Last Reviewed:

Policy Detail

The annual General Fund Budget for the school district shall include an unreserved fund balance equal to 8.33% of the total expenditures included in that budget. No part of the unreserved fund balance may be spent for any purpose without the affirmative vote of a majority of the full board at a meeting at which advance notice of the proposal to spend this money is given. Whenever the board approves spending from the unreserved fund balance, the budget for fiscal years subsequent to that in which the unreserved fund balance dropped below 8.33% shall include an amount equal to at least one percent of the total expenditures of that budget until the requirement of 8.33% is again achieved.

Book: Policies

Section: D - Fiscal Management

Title: School Properties Disposal Procedure

Number: DO

Status: Active

Legal:

Adopted: 08/16/1981

Last Revised:

Last Reviewed:

Policy Detail

Procedures Upon Closing of Schools and Other Facilities

A. Transfer of Equipment to New Facilities

Prior to the closing of a building, the director of school facilities planning will identify any furniture and equipment which will be transferred to a new facility and will make arrangements for the orderly transfer of such items.

B. Preservation of Items of Sentimental or Historical Value

When a school or other facility is closed, an inventory shall be made of all items of historical or sentimental value such as cornerstones, plaques, trophies, scrapbooks, and annuals. A decision will then be made as to which items will be transferred to a replacement facility or other location, stored, given or loaned to interested parties, sold for salvage, or destroyed. The disposition of each item will be recorded on the inventory. The inventory and items to be stored will be turned over to the director of operations who shall be responsible for them until some final disposition is made of them.

1. Items to be given away or loaned.

Items of sentimental value to only one person may be given to that person. Items of sentimental value to more than one person may not be given away but may be loaned to an appropriate group or organization for display purposes. A written loan agreement which preserves the district's ownership rights shall be utilized for all loans. In the event that two or more persons or organizations wish to borrow the same item(s), the director of operations will attempt to work out a time sharing or other appropriate arrangement. If this is not possible, the item(s) will be kept in storage.

2. Items to be destroyed.

Items of historical interest such as scrapbooks, trophies, or plaques may not be

destroyed without the permission of the South Carolina State Archives. No items of intrinsic value should be destroyed without consideration of whether they may be sold for scrap or salvage.

C.. Public Records

Public records which are not to be transferred to another facility will be destroyed. No records will be destroyed without permission of the South Carolina State Archives. Records which are to be stored will be inventoried and will be turned over to the director of operations along with a copy of the inventory. The director of operations shall be responsible for the preservation of such records until final disposition of them is made.

D. Other Items of Value

Except where removal would detrimentally affect the marketability of a facility, the warehouse department shall be responsible for removing all equipment, furniture, and other items of value. These shall be taken to the warehouse for transfer to other locations or disposal through surplus property procedures (see DFM). Where a building is to be demolished, the removal of such items may be made a part of the contract.

All such items should be removed or clearly marked for removal before the property is shown to prospective buyers. Any sales agreement made before all such items are removed shall specify each item to be retained by the district.

Policies

Book: Policies
Section: E - Business Management
Title: Buildings and Grounds Management
Number: EB
Status: Active
Legal:
Adopted: 03/08/1980
Last Revised: 11/10/1992

Last Reviewed:

Policy Detail

The board expects operation and maintenance of school plant and equipment to set high standards of safety, to promote the health of pupils and staff, to reflect the moral and cultural aspirations of the community at its best, and to support environmentally the efforts of the staff to provide a good education.

The board will endeavor to provide schools that are sanitary, properly equipped, lighted and ventilated, safe from hazards, and esthetically suited to promoting the goals of the schools.

After June 30, 1993, the use of any tobacco product by any person is prohibited at all times in or on any district building, vehicle, grounds, or athletic facility.

Book:	Policies
Section:	E - Business Management
Title:	Buildings and Grounds Management: Safety
Number:	EBB
Status:	Active
Legal:	
Adopted:	03/08/1980
Last Revised:	
Last Reviewed:	

Policy Detail

Safety in the schools is a matter of constant concern to the public, to the board of trustees, to the administration, and to principals and teachers.

A number of measures have been designed to provide and maintain safe conditions in schools and are in effect:

1. Inspection service of all boilers and pressure vessels in all school buildings shall be provided;
2. All school buildings shall be inspected annually for fire and safety hazards by a representative of the South Carolina Sinking Fund Commission which carries the insurance on the district buildings;
3. Principals shall inspect their buildings monthly and submit a report on the standard "Self-Inspection Blank for Schools" as prepared by the National Board of Fire Underwriters;
4. Arrangements shall be made with all fire departments to inspect every school within their respective areas annually in company with the state fire marshal;
5. All fire extinguishers shall be inspected and serviced by the district's maintenance department annually; and,
6. The district's maintenance department shall be constantly on the alert for any unsafe conditions and any such conditions shall receive first priority in the maintenance program.

All employees of the school system are responsible for doing everything in their power to promote the safety of all of the students at all times.

The superintendent shall develop safe and orderly procedures for emergency closings in case of hazardous conditions.

Book: Policies

Section: E - Business Management

Title: Buildings and Grounds Management: Security

Number: EBC

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

Buildings constitute one of the greatest investments of the school district. It is in the best interest of students and taxpayers to protect that investment adequately.

Security means more than having locks and being sure that they are locked at the proper times. Security also means:

1. Minimizing fire hazards;
2. Reducing the probability of faulty equipment;
3. Guarding against the chance of electrical shock;
4. Keeping records and funds in a safe place;
5. Protection against vandalism and burglary;
6. Being diligent in assisting law enforcement agencies in the detection and apprehension of vandals and burglars; and,
7. Being persistent in prosecution of vandalism and burglary cases.

In providing for security as outlined above, the superintendent is directed to establish such rules and regulations as may be needed.

The superintendent, when he feels it to be in the best interest of the district, may offer a reward not to exceed \$100.00 for information leading to the arrest and conviction of those guilty of vandalism, burglary, or arson affecting property of the school district.

Book: Policies

Section: E - Business Management

Title: Buildings and Grounds Management: Vandalism Protection

Number: EBCA

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

Care, Protection, and Use of School Property

It is the duty of school employees to safeguard and protect the properties of the district. Children should be instructed in the proper use of textbooks and supplies and in respect and regard for public property. Teachers shall be familiar with district requirements for the maintenance of textbooks and supplies.

Personnel of this district shall not be permitted to use the school properties or facilities for personal or business gain.

Use of Buildings and Grounds

(See KG)

Policies

Book: Policies

Section: E - Business Management

Title: Buildings and Grounds Management: Leasing and Renting

Number: EBH

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised: 05/28/1982

Last Reviewed:

Policy Detail

All long-term leases of school district real property shall be approved by the board. Such transactions must be conducted in conformity with state law and serve to forward the educational opportunity of the district's students.

Cross Reference: KG

Policies

Book: Policies

Section: E - Business Management

Title: Buildings and Grounds Management: Long Range Maintenance Program

Number: EBI

Status: Active

Legal:

Adopted: 08/13/1985

Last Revised: 05/13/1986

Last Reviewed:

Policy Detail

Each fiscal year the Board may, at its discretion, designate up to twenty per-cent of the amount budgeted for Renovation of Buildings (Acct. #500-253-520.12) to provide matching funds to schools that have raised money on their own for capital projects that are included on the renovation list established by the Board.

District money will be matched with school funds on a 1 for 3 basis; i.e., the District will provide one dollar for every three dollars the school raises. In computing the amount raised by the school, donated goods or services will be counted at actual cost. The maximum amount that the District will provide for any project will be \$25,000.

Applications for matching funds must be submitted to the Director of Operations or the Director of School Facilities Planning. Applications will be reviewed to ensure that all donated goods and services meet District standards and that all provisions of the District Procurement Code are met. They will then be submitted to the Superintendent for approval. A list of approved projects will be included in the information section of the Board's agenda material each month.

The deadline for applications is April 15 of each fiscal year. Applications received after that date will be considered for funding during the next fiscal year. Applications will be considered in the order received until the funds designated for this purpose have been exhausted. In the event that money remains after all applications have been disposed of, it shall revert to the District account for Renovation of Buildings.

Policies

Book: Policies

Section: E - Business Management

Title: Equipment and Supplies Management

Number: EC

Status: Active

Legal:

Adopted: 08/12/1997

Last Revised:

Last Reviewed:

Policy Detail

School-level administrators shall not transfer assets of any type from one school to another without written permission of their immediate supervisor and of their supervisor's supervisor.

Policies

Book: Policies

Section: E - Business Management

Title: Student Transportation Management: Safety: Bus Conduct (Also JCDAD)

Number: EDCB

Status: Active

Legal: S.C. Code Ann. Section 59-67-240 (Cum. Supp. 1985).

Adopted: 05/13/1986

Last Revised: 05/13/1986

Last Reviewed:

Policy Detail

The Administration is authorized to suspend or expel pupils from riding a bus for misconduct on the bus or for violating instructions of the driver. The Superintendent will develop whatever rules and/or procedures are necessary to effectuate this policy.

Book:	Policies
Section:	E - Business Management
Title:	Student Transportation Management: Safety: Drug and Alcohol Testing
Number:	EDCC
Status:	Active
Legal:	49 C.F.R. Parts 40 & 382; S.C. Department of Education Regulation 43-80.
Adopted:	12/12/1989
Last Revised:	11/12/1996
Last Reviewed:	

Policy Detail

A. Implementation of Testing for Alcohol and Controlled Substances

Pursuant to the Omnibus Transportation Employee Testing Act of 1991 and regulations promulgated thereunder and Regulation 43-80 of the South Carolina Department of Education, The School District of Greenville County hereby implements an alcohol and controlled substances testing program for employees in safety-sensitive positions. These positions are those in which an employee is (1) required to drive, inspect, service, or condition commercial motor vehicle equipment or (2) to supervise or support other employees engaged in such activities or (3) to secure a commercial motor vehicle by taking precautionary measures required by United States Department of Transportation regulations following an accident.

Alcohol testing will consist of the compulsory production of a breath specimen for a breath alcohol technician and analysis to determine the alcohol content in the producer's body. Controlled substances testing will consist of the compulsory production and submission of urine and analysis for substances including, but not limited to, marijuana, cocaine, opiates, amphetamines, and phencyclidine.

B. Required Testing

The superintendent will promulgate rules to ensure fairness, objectivity, and test reliability in the administration of tests in each of the following situations. The superintendent's rules will also ensure that all testing for alcohol or controlled substances comply with Parts 40 and 382 of Title 49 of the Code of Federal Regulations. The following testing for alcohol and controlled substances will take place for employees in, applicants for, and transferees to safety-sensitive positions:

1. Pre-employment testing of all applicants. In addition to being a requirement for all applicants, pre-employment testing will be administered to any district employee who is to be promoted, demoted, reclassified, transferred, or reassigned into a safety-sensitive position.

2. Random employee testing. As a condition of continued employment, a portion of all employees will be tested for alcohol and controlled substances on an unannounced random basis.
3. Reasonable suspicion testing. An employee will be tested for alcohol or controlled substances when a supervisor or other appropriately trained district official determines that a reasonable suspicion exists that an employee has violated any of the prohibitions set forth below. This determination must be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the employee.
4. Post-accident testing. This testing will be conducted following (a) an accident involving the death of a human being or (b) following an accident for which a driver is issued a citation for a moving violation.

A properly verified test by a law enforcement officer at the scene of an accident may fulfill this requirement.

5. Return to duty testing. If an employee is allowed to return to a safety-sensitive position following violation of any of the prohibitions set forth below, the employee must first be evaluated by a substance abuse professional for assistance in resolving problems with alcohol or controlled substances, must then be re-evaluated by a substance abuse professional to ensure that the employee has fulfilled any recommended rehabilitation program, and must pass a test for alcohol and controlled substances prior to returning to work.

Return to duty testing. If an employee is allowed to return to a safety-sensitive position following violation of any of the prohibitions set forth below, the employee must first be evaluated by a substance abuse professional for assistance in resolving problems with alcohol or controlled substances, must then be re-evaluated by a substance abuse professional to ensure that the employee has fulfilled any recommended rehabilitation program, and must pass a test for alcohol and controlled substances prior to returning to work.

6. Follow-up testing. In addition to random testing, to which all employees are subject, any employee allowed to return to duty will be subject to unannounced follow-up testing for at least twelve, but no more than sixty months following his return. A minimum of six tests must be performed during the first twelve months following the employee's return.

C. Prohibitions Applicable to Safety-Sensitive Positions.

Any employee who violates any of the following prohibitions will be terminated immediately. The employee will not be considered for re-employment in a position requiring performance of a safety-sensitive function. Any applicant or transferee will be immediately disqualified from further consideration if the result of pre-employment testing would constitute a violation of any of the following prohibitions for an employee.

1. No employee shall report for duty or remain on duty when the employee uses any controlled substance, except when the use is pursuant to the instructions of a licensed medical practitioner who has advised the employee that the substance will not adversely affect the employee's ability to perform his job safely.
2. No employee shall report for duty or remain on duty while having an alcohol

concentration of 0.02 or greater.

3. No employee shall use alcohol while performing his job functions.
4. No employee shall perform his job functions within four hours after using alcohol.
5. No employee required to take a post-accident alcohol test shall use alcohol for eight hours following the accident or until the employee undergoes a post-accident alcohol test, whichever occurs first.
6. No employee shall refuse to submit to any alcohol or controlled substances test required under this policy.
7. No employee shall fail to notify his immediate supervisor when a licensed medical practitioner has required the employee to use a controlled substance and has informed the employee of the potential of that controlled substance to impair job performance.
8. No school district supervisor or administrator shall permit any employee who violates any of the previous prohibitions to perform or to continue to perform the functions of his job.

D. Employee Intervention Program

To assist employees with personal problems that may affect their job responsibilities, including, but not limited to, the treatment of alcohol or drug addiction, the district supports the Employee Intervention program sponsored by South Carolina Vocational Rehabilitation. The district also encourages employees and their family members to seek any available assistance for any employee having a problem with drugs or alcohol. All requests for assistance will be confidential. Participation in any program is voluntary and does not affect employment status.

E. Drug and Alcohol Education Program

1. The superintendent shall provide appropriate training and educational material to all employees whose positions are covered by this policy.
 2. Employees engaging in any conduct that is prohibited by this policy shall be provided information concerning the resources available to evaluate and resolve a drug or alcohol problem, including, but not limited to, the names, addresses, and telephone numbers for community substance abuse professionals, counselors, and treatment programs.
 3. All employees in safety-sensitive positions shall be required to sign the attached statement certifying that they have received a copy of this policy and all rules promulgated hereunder, have read or been briefed about the drug and alcohol testing program, and understand the content of the policy and rules.
 4. The superintendent shall ensure that all supervisors of employees in safety-sensitive positions, their supervisors, and all principals (or a designated assistant principal) receive training in recognizing the physical, behavioral, speech and performance indicators of probable alcohol misuse and use of controlled substances.
-

Exhibit to Policy EDCC

EMPLOYEE ACKNOWLEDGMENT OR RECEIPT OF DRUG TESTING
POLICY AND RULES

Return this completed form to your immediate supervisor.

Employee's Name: _____
(Print)

Social Security Number: _____

My signature indicates that I have received and read, or been briefed, and understand The School District of Greenville County's Drug and Alcohol Testing Policy and Rules promulgated thereunder.

I understand that any violation of this policy will be grounds for immediate disciplinary action up to and including dismissal and that if I am serving in a safety-sensitive position, I will not be considered for reemployment with the school district.

(Signature)

(Date)

Book: Policies

Section: E - Business Management

Title: Student Transportation Management: Scheduling and Routing: Special Use of School Buses

Number: EDDA

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

Under certain conditions, school buses may be used for trips other than transporting children to and from school. Some of the most important of these conditions are listed as follows:

1. Trip does not interfere with the process of transporting pupils to and from school;
2. Groups to be transported must be an organized school group;
3. Trips must be for educational purposes;
4. A school official (teacher or principal) must accompany group on the bus;
5. The person wishing to use bus must request the use of the bus from the appropriate high school principal or his designee; and,
6. Person using the bus must pay the cost of the trip including mileage, damages, and driver's fee.

The use of school buses for purposes other than transporting pupils to and from school shall in no way conflict with the regular school schedule. Groups desiring to use buses for extracurricular trips must schedule these trips in such a way as to give minimum interference with drivers' classes and if possible should schedule the trips in late afternoon after regular routes are completed or at night. High school principals have the duty of denying use of buses to schools or groups if it becomes a menace to the driver's chance of passing his school work or if the use of buses interferes with his regular transportation program. Groups who keep a bus on an extracurricular trip which causes regular passengers to be late in getting home will be denied future use of school buses for extracurricular trips.

Book: Policies

Section: E - Business Management

Title: Student Transportation Management: Scheduling and Routing: Riders and Walkers (Also JGGA)

Number: EDDB

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

It is very important that all people who work with school bus transportation are aware that the primary function of the program is to transport eligible riders to and from school. (Eligible riders of school buses are pupils enrolled in public elementary and secondary schools who meet the distance and other requirements.)

School bus transportation will be provided only for those pupils who reside in the service area of the school which they attend and who are otherwise eligible for such transportation.

Book: Policies

Section: E - Business Management

Title: Food Service Management (Cf.JGH)

Number: EE

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised: 04/24/2007

Last Reviewed:

Policy Detail

The district shall operate a school food service and nutrition program. It shall maintain a continuing relationship with the state school food service supervisor and prepare and forward all reports required in this operation.

The district shall participate in all Federal food service programs operated by the United States Department of Agriculture for the service of food in school and shall comply with all rules and regulations applicable to those programs. At no time will the district's guidelines for meals be less restrictive than USDA regulations and guidelines for those programs. The district's food services personnel will assure that the district's food services program complies with all requirements of State Department of Education Regulation 43-168.

The district's food services personnel shall work routinely to improve the nutritional quality of meals served to students, with special attention to increasing the number of healthy and nutritional offerings and to decreasing the number of less healthy and less nutritional offerings.

Book:	Policies
Section:	E - Business Management
Title:	Student Transportation Management: Free Food Service
Number:	EEA
Status:	Active
Legal:	
Adopted:	03/08/1980
Last Revised:	09/12/1989

Last Reviewed:

Policy Detail

Policy Statement for Free and Reduced Price Meals

The district has entered into agreement to participate in the National School Lunch and Breakfast Programs and to receive commodities donated by the Department of Agriculture and accepts responsibility for providing free and reduced price meals to children in the schools under its jurisdiction.

Any school in which at least forty percent of the students qualify for free or reduced-priced lunches shall offer a daily breakfast in accordance with rules and regulations of the State Department of Education's Office of School Food Services and the United States Department of Agriculture. The serving of breakfast at schools where less than forty percent of the students qualify for free or reduced-priced lunches will be at the discretion of the building principal.

In fulfilling its responsibilities, the school district agrees to

1. serve meals free or at a reduced price to children who are determined to be unable to pay the full price of the meals;
2. permit no physical segregation of, or any other discrimination against, any child because of his inability to pay the full price of meals;
3. serve meals free or at a reduced price to any child who is a member of a family which has an annual income not above the applicable family size income level, which as a minimum meets the level set forth in income property guidelines prescribed by the Secretary of Agriculture; and,
4. follow the hearing procedure.

The district assures the State Department of Education, School Food Service Programs, that the school district will uniformly implement the following policy with respect to determining the eligibility of children for free and reduced-price meals in all National School Lunch and Breakfast Program schools under its jurisdiction.

Book: Policies

Section: E - Business Management

Title: Food Services Management: Nutrition

Number: EEC

Status: Active

Legal:

Adopted: 05/22/2007

Last Revised:

Last Reviewed:

Policy Detail

Elementary schools shall assist students with proper health and nutrition by complying with the following:

- Students shall be allowed a minimum of twenty minutes to each lunch once they have received their food.
- Vending sales and any other sales of food and beverages of minimal nutritional value are prohibited during the school day.
- No food may be sold as a fundraiser during the school day.
- No school shall serve to students until the end of the school day any soda, soft drinks, sports drinks, punches, iced teas, coffees, or fruit based drinks that contain less than 100 percent real fruit juice or that contain added sweeteners.
- No school shall sell any beverage other than water or nonfat, low fat, or reduced-fat milk in portions larger than 12 ounces.
- Nothing in this policy shall restrict the food that a parent or guardian provides for his child's consumption at school or the food that another appropriate person (teacher, parent, etc.) provides for a special occasion during school hours.

Cross -reference: Policies EE, IDB, & IDBA

Book: Policies

Section: E - Business Management

Title: Data Management: Data Security

Number: EFE

Status: Active

Legal:

Adopted: 11/11/1986

Last Revised: 11/11/1986

Last Reviewed:

Policy Detail

The administration will develop appropriate rules to ensure the security and integrity of all data and computer resources, hardware, software, and related materials. These rules should cover such matters as access to and procedures for the use of all data systems.

Policies

Book: Policies

Section: E - Business Management

Title: Insurance Management (Cf. EBA, ECA, EDB, FGE)

Number: EG

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

The board has the responsibility to maintain an adequate insurance program to protect the district against the loss of its properties and fleet vehicles because of fire, vandalism, and theft. Insurance shall be provided to protect the board members and district employees against liability resulting in the discharge of their duties, provided that they are acting in compliance with the policies of the district. The board may, also, authorize insurance programs of hospitalization and medical insurance for the students and employees.

The responsibility of administering the total insurance programs is delegated to the superintendent and the administrative staff. Underlying such administrative delegation, there will be prepared for review and approval, specifications for insurance coverage of various types so that the insurance may be placed out by competitive bid. The board shall be made aware of all coverage and any changes made.

The school district will make every effort to obtain insurance at the most economical cost, by obtaining quotations or negotiations, using whichever method is advantageous to the district.

The insurance program shall be dealt with as a whole in order to eliminate policy duplication, inconsistency of rate, overlapping coverage and gaps in the overall program.

No individual has an inherent right to school business. However, if there is no benefit to be gained in the form of lower premiums and/or increased services, preference will be shown to local agencies or companies whose main business is insurance and whose offices are within the school district boundaries. Participation in writing school insurance carries with it an obligation on the part of the agent or broker to render competent service promptly. All companies must be authorized to do business in South Carolina and subject to the supervision of the state insurance commissioner.

For the purpose of validating and interpreting insurance policies and assuring the district of meeting all its insurance obligations, an insurance consulting firm shall be used to assure the board that proper coverage is made available.

Policies

Book: Policies

Section: E - Business Management

Title: Insurance Management: Student Insurance Program

Number: EGB

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

A group plan of pupil accident insurance shall be made available on the voluntary basis to every pupil registered in the day schools of the district from kinder-garten through grade twelve. The specific plan shall be approved by the board.

Pupil accident insurance is required for all students who participate in secondary school athletic programs.

Policies

Book: Policies

Section: F - Facility Expansion Program

Title: Long-Range Planning: Local, State, and Federal Government Involvement

Number: FDAD-H

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

The board will work with state and federal agencies as prescribed by law, and will in addition cooperate with all governmental units in order to provide the best possible school facilities while obtaining the greatest efficiency and economy in the use of the tax dollar.

Policies

Book:	Policies
Section:	F - Facility Expansion Program
Title:	Long-Range Planning: Needs Determination (Cf.AD)
Number:	FDB
Status:	Active
Legal:	
Adopted:	03/08/1980
Last Revised:	
Last Reviewed:	

Policy Detail

The significance of providing school facilities that enhance the district's educational program is recognized by the board. To assure a comprehensive approach to projecting and planning needs, at least the following aspects of need will be considered:

1. The expanding and changing educational program of the district;
2. Relations with the total community, and projected developments in those relationships over the years;
3. Plant and site aesthetics as they affect the education of pupils and feelings of people about their school;
4. Changing make-up of our population as to age distribution, educational levels, and the like;
5. Community planning and zoning;
6. Financial ability of the district;
7. Safety and welfare of pupils;
8. Relationship between the projected new facilities and those already in existence; and,
9. True economy reflecting full value for each tax dollar expended.

The superintendent is directed to establish such administrative arrangements as he may consider necessary to determine such needs. In so doing he may draw upon a wide range of resources including the area utility, commercial, industrial, and governmental entities, as well as the district staff and educational consultants.

Policies

Book: Policies

Section: F - Facility Expansion Program

Title: Long-Range Planning: Needs Determination: Evaluation of Existing Facilities

Number: FDDBA

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised: 11/12/1985

Last Reviewed:

Policy Detail

All existing school facilities will be evaluated periodically. Evaluations will involve identifying deficiencies in the following areas:

1. Health and Safety
2. Educational Program Support
3. Major Maintenance
4. Intramural Athletics
5. Site
6. Aesthetics

Once deficiencies have been identified they will be prioritized and needs will be met in priority order as funds become available. Buildings that cannot economically be made safe for occupancy or cannot efficiently be remodeled to provide an effective teaching/learning environment or whose structure and systems cannot economically be improved to provide safe and efficient service should be considered for abandonment.

Requirements for new construction and major renovations will be submitted to the district facilities Master Plan for incorporation into that program.

Cross Ref. [FE](#)

Policies

Book:	Policies
Section:	F - Facility Expansion Program
Title:	Long-Range Planning: Naming New Facilities
Number:	FDC
Status:	Active
Legal:	
Adopted:	03/08/1980
Last Revised:	04/24/2007

Last Reviewed:

Policy Detail

The Board of Trustees must approve the naming of all school, facilities, buildings, gymnasiums, playing fields, stadia, or other areas of a school or of the district.

The Chairman will appoint an ad hoc committee to recommend to the full Board suitable names for all new schools. The ad hoc committee may solicit feedback from the community regarding the naming of a school as it deems appropriate, but the ad hoc committee is responsible for selecting recommendations for submission to the full Board. Schools, school facilities, buildings, gymnasias, playing fields, stadia and other areas of schools or the district may be named for people as long as the person so honored is not an employee of the district at the time of the Board's approval.

Persons wishing to submit requests for the naming of school or district facilities of any sort shall submit their requests to the Superintendent or his/her designee, who will forward them to the Board for consideration.

The District will provide a standard dedication plaque for schools, buildings, facilities, gymnasias, and media centers, but will not provide plaque or signage for a classroom, laboratory, cafeteria, or other portion of a building. A school may provide additional signage in both situations.

Policies

Book: Policies

Section: F - Facility Expansion Program

Title: Project Planning

Number: FE

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

A district Facilities Master Plan will be maintained and kept up-to-date. The Facilities Master Plan will reflect the needs of current instructional procedures and projected educational programming. The master plan will incorporate population projections, enrollment projections, site acquisition needs, school plant placement, and determination of financial needs for providing the necessary school facilities.

Book:	Policies
Section:	F - Facility Expansion Program
Title:	Project Planning: Project Planning Involvement
Number:	FEA
Status:	Active
Legal:	
Adopted:	03/08/1980
Last Revised:	
Last Reviewed:	

Policy Detail

Educational programs are neither unchanging nor simple to incorporate into a facility plan. Anticipation of program change makes flexible buildings necessary so that the period of "updatedness" is extended. At the same time, it is necessary to accommodate the existing program. The natural interest of parents, professional interest of educators, public relations interest of the board, neighborhood development interest of local residents, and the varied interests of many others are sufficient to both complicate the program and challenge the abilities of all concerned with school planning.

The school construction program must represent the cooperative endeavors of many people. Its success is a measure of the ability of many functionaries to cooperate. No single person or group isolating itself from the overall educational process can satisfactorily design a school building that is intended to enhance the instructional program of others. Organization and communication in planning school facilities are tantamount to success.

To insure that the school construction program proceeds as smoothly and rapidly as possible, the following step-by-step process for planning and building shall be utilized. Generally speaking, a school construction program should involve at least the following four broad phases:

1. Identifying the educational program requirements;
 2. Planning the school plant to best accommodate the program requirements;
 3. Constructing the buildings; and,
 4. Approving, occupying, and using the plant.
-

Policies

Book: Policies

Section: F - Facility Expansion Program

Title: Project Planning: Project Planning Involvement: Consultants

Number: FEAA

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

The board recognizes the complexities of providing physical facilities in a rapidly growing community. This responsibility is complicated by the demands for change made by a dynamic educational program.

Consultants and other appropriate resource personnel from state agencies, colleges, universities, planning laboratories, and consulting firms may be used to augment school system personnel when needed and authorized by the superintendent.

Book:	Policies
Section:	F - Facility Expansion Program
Title:	Project Planning: Project Planning Involvement: Architects
Number:	FEAB
Status:	Active
Legal:	
Adopted:	03/08/1980
Last Revised:	02/11/1997

Last Reviewed:

Policy Detail

The Superintendent will appoint appropriate members of the administrative staff to interview architects for a project, group of projects, or retainer for anticipated projects. Architects selected as a result of these interviews will be presented to the Board for final approval, which must occur before the architect performs any work, receives any compensation, or signs any contract with the district.

The interviews may include any number of informational resources but will, in all cases, provide the information requested in the district's architectural firm interview forms. It will also include architectural firm's ratings as shown on the school district's "evaluation of architectural services" form. This includes:

1. Design performance;
2. Production performance;
3. Engineering coordination;
4. Estimating accuracy;
5. Construction supervision;
6. Change order management;
7. Communication with State Office of School Planning and Building and the school district;
8. Project administration; and,
9. Follow-up services during warranty period.

The interview forms will record the experience, both school and other, and list consulting

engineers as well as describe the firm's work load and its relation to the school project(s).

A single architectural firm may be assigned more than one project or a number of firms may be assigned projects as considered feasible or expeditious at the time of need.

Architects shall be selected by the school board and they in turn shall prepare plans and present them for review at each of two stages.

A separate contract shall be signed for each project with the architect selected by the board. The contract shall include statements outlining specific district requirements and procedures which must be followed by the architect.

Policies

Book: Policies

Section: F - Facility Expansion Program

Title: Project Planning: Project Planning Involvement: Local and State Government

Number: FEAF-G

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

When land or improvements are needed for roads or sidewalks in order to improve ingress and egress to school facilities, such land will be given to the proper governmental agency without compensation when the need is to be fulfilled.

When land or improvements are needed for road purposes other than for directly benefiting school facilities, and other property owners are being compensated, then the school district is likewise to be compensated equally.

Policies

Book: Policies

Section: F - Facility Expansion Program

Title: Project Planning: Project Planning Involvement: State Government

Number: FEAG

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

In South Carolina the construction of new school buildings is considered a joint responsibility of the school district and the state. The lawful directives from the Department of Schoolhouse Planning and Building, South Carolina State Department of Education shall be followed throughout all stages of each building program in Greenville County.

Book: Policies

Section: F - Facility Expansion Program

Title: Project Planning: Educational Specifications

Number: FEB

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

Projecting educational programs shall be the general responsibility of the elementary and secondary education specialists and shall be based upon recommendations from school administrative staffs and faculty members. Building planning shall reflect recent educational advances and result from the interaction among personnel that occurs during the development of educational specifications.

The development of the educational specifications shall be the collective work of all school officials and must of necessity incorporate all accreditation standards of both the state and the Southern Associations of Colleges and Schools. This program shall be prepared in book form and shall include all required interior spaces, playground programs, facility relationships and necessary dimensions for proper design. Teachers, principals supervisors, food service, operations and maintenance personnel shall play a major role in developing these specifications.

Book: Policies

Section: F - Facility Expansion Program

Title: Project Planning: Architectural Programming

Number: FEC

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

Minimum standards for school building design, as specified in the state school laws, shall not be looked upon as limiting factors in creative school design.

The primary guiding principle in school design must be the educational program to be served. There is, in addition, the extremely important but intangible matter of esthetics, particularly as they reflect the aspirations of people for their schools. We must be proud of our schools, else we who are responsible for their design and construction must admit failure.

Cost is, of course, a serious matter. But true economy is a combination of original cost and long-term maintenance costs, on the one hand; on the other hand, it may more adequately be estimated in relation to the effects of the site, building, and equipment on the unfolding minds of children.

Policies

Book: Policies

Section: F - Facility Expansion Program

Title: Project Planning: Plans and Specifications

Number: FED

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

Subsequent to the approval by the district, the architect shall provide prints as required to interested bidders under the terms as set forth in the project specifications. Interested bidders may obtain these directly from the agent.

Policies

Book: Policies

Section: F - Facility Expansion Program

Title: Project Planning: Site

Number: FEDA

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

Every school site shall be master-planned for ultimate development. This planning should include the locations of all buildings, grounds, and service facilities.

If all buildings in the master plan are not constructed in the first phase, then a tentative set of increments should be developed.

The site plan shall designate potential locations for portables classrooms. Proximity to services, the permanent building, toilet rooms, and the like shall be considered.

Policies

Book: Policies

Section: F - Facility Expansion Program

Title: Project Planning: Site: Equipment

Number: FEDC

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

New schools and additions shall be equipped with library books and instructional equipment comparable to existing schools. The cost will be charged as a capital item rather than a general fund item.

Facilities for new high schools shall be completed to include football fields, gymnasiums, lights, restraining fences around playing fields, field restrooms where necessary, press box, scoreboards, and concession stands. Existing schools shall be brought up to this standard.

Physical education equipment and facilities in elementary and middle schools will meet or exceed criteria specified in the Defined Minimum Programs for South Carolina School Districts.

Maintenance of athletic facilities will be the responsibility of each individual school with certain minimal exceptions as may be provided for in the administrative rules.

Selection of Furniture and Equipment

The purpose of classroom furniture and equipment is to create a better learning environment. The selection of furniture and equipment must be considered during the initial stages of developing school facility, to promote a sound educational program, and selections must be made on the basis of contribution and compatibility with the total educational program.

The selection of furniture and equipment will be accomplished as a collaborative effort, headed by the director of school facilities planning and involving the instructional services personnel, the local school staff, and the purchasing agent.

Equipment and furniture selected for each new construction project shall be compiled into a list by the purchasing agent. These lists shall be made available to representatives of local and out-of-town supply houses.

Policies

Book: Policies

Section: F - Facility Expansion Program

Title: Project Planning: Site: Cost Estimates: Preliminary

Number: FEAA

Status: Active

Legal:

Adopted: 10/12/1999

Last Revised: 10/12/1999

Last Reviewed:

Policy Detail

Prior to the hiring of architectural consultants and the design of new school facilities, the administration shall have a current construction estimate prepared based on the current program, educational specifications, and appropriate square footage cost for construction within the current marketplace. This current or revised estimate, updated from the Long Range Facilities Plan, along with the revised estimates of other concurrent proposed facilities will be used in determining the feasibility of any project(s) at the beginning of the design process.

Policies

Book: Policies

Section: F - Facility Expansion Program

Title: Project Financing (Cf.DF)

Number: FF

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

The purchase of school sites and buildings shall be financed by issuance of general obligation bonds, bond anticipation notes, funds provided by the state, Appalachian funds, or funds obtained from the disposal of surplus property.

Policies

Book: Policies

Section: F - Facility Expansion Program

Title: Project Financing: Bond Issues

Number: FFAB

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

Legal limitations regarding the amount of bonded indebtedness shall be in accordance with the state

Policies

Book: Policies

Section: F - Facility Expansion Program

Title: Project Administration: General Supervision: School Administration
Responsibilities

Number: FGAC

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

Road and Sidewalk Improvements and Needs

When a construction project reaches the point of a determined completion schedule, road and sidewalk needs shall be presented to the Highway Committee chairman of the Greenville County Delegation, the appropriate division of the South Carolina Highway Department, and the County Supervisor or City Street Director. Monthly reports on these requests shall be obtained from each agency above and presented at the regular monthly meeting of the board.

When road and sidewalk improvements are needed at existing facilities, in addition to the agencies listed above, the PTA of the affected school shall be advised and their help solicited. A progress report will be presented at the regular monthly meeting of the board.

Policies

Book: Policies

Section: F - Facility Expansion Program

Title: Project Administration: General Supervision: Architect Responsibilities

Number: FGAD

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

"As-Built" drawings and specifications shall be prepared and presented to the district in accordance with the architect's or engineer's contract.

Policies

Book: Policies

Section: F - Facility Expansion Program

Title: Project Administration: Site Acquisition Procedures

Number: FGB

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

Property acquisition for school purposes shall generally proceed in the following manner:

1. The property shall be appraised at current market value by two or more competent appraisers;
2. Negotiations with the owner on the basis of the appraisals shall be made; and,
3. The purchase shall be consummated or condemnation proceedings shall be instituted.

Book: Policies

Section: F - Facility Expansion Program

Title: Project Administration: Bids and Quotations

Number: FGC

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

When the final plans are approved by all agencies, the State Department of Education shall authorize the advertising for bids. Bids shall be received after thirty days and reviewed by the board. The contract shall be awarded provided the low bid is within the allotted funds. If the bids are high, changes in the plans may be necessary after which, review procedures will follow.

Policies

Book: Policies

Section: F - Facility Expansion Program

Title: Project Administration: Bids and Quotations: Job Specifications

Number: FGCA

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

The amount of bidder deposits, in order to obtain plans, shall be determined by the architect and shall be sufficient to cover the plan costs. The architect shall return the deposit to the bidder when the plans are returned.

Policies

Book: Policies

Section: F - Facility Expansion Program

Title: Project Administration: Bids and Quotations: Bid Advertisements and Solicitations

Number: FGCB

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

All advertisements for bids shall be published a minimum of three times over a thirty (30) day period in at least one newspaper of widespread circulation. Invitations for bids shall be submitted in the name of the board.

Policies

Book: Policies

Section: F - Facility Expansion Program

Title: Project Administration: Bids and Quotations: Bid Opening Procedures

Number: FGCC

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

The board establishes the following guides to procedure for receiving school plant and purchasing bids:

1. The superintendent shall designate the time and place for receiving bids; and,
2. The bids will be received, opened, and tabulated in the presence of the following:
 - a. The superintendent, or a person designated by him, who shall serve as chairman;
 - b. A person to tabulate bids, and such bids shall be reported to the board at the next regular board meeting; and,
 - c. An architect designated by the architect to the board.

The above guides to receiving bids in no way affect the awarding of bids at board meetings.

Policies

Book: Policies

Section: F - Facility Expansion Program

Title: Project Administration: Contracts: Contract Awards Procedure

Number: FGDB

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

A contract shall be awarded to the lowest responsible bidder, contingent upon his compliance with all the requirements of the contract documents.

It is the intention to award the work to the lowest responsible bidder. The board reserves the right to require submission of references in sufficient time to make inquiries regarding the responsibility of the bidder before making award of the work, and the right to require a recent financial statement from the bidder whose past performance shows this firm to be generally late in past performance of construction contracts. The ability of the low bidder to provide the required bond will not of itself constitute responsibility of the bidder.

Policies

Book: Policies

Section: F - Facility Expansion Program

Title: Project Administration: Project Insurance Program (Cf.EG)

Number: FGE

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

The contractor shall maintain such insurance as will protect him from claims under workmen's compensation acts and other employee benefit acts and from claims for damages because of bodily injury, including death, to his employees and all others, and from claims from damage to property, any or all which may arise both out of and during operations under this contract, whether such operations be by himself or by any subcontractor or anyone directly or indirectly employed by either of them. This insurance shall be written for not less than ____ the limits of liability as specified as follows:

1. Contractors Public Liability Insurance, \$ 500,000 each person
including automobile (bodily injury liability) \$1,000,000 each occurrence
2. Contractors Public Liability Insurance, \$ 500,000 each occurrence
(property damage liability) \$ 500,000 aggregate
3. Automobile Property Damage Liability Insurance \$ 200,000 each occurrence

Certificates of such insurance shall be filed with the owner and architect. The contractor also shall maintain insurance required under any other employee benefits acts in force at the place of building. Property Damage Liability, including claims due to automobiles, shall be issued with Bodily Injury Claims under General Liability Policy. All liability insurance required herein shall be under Comprehensive General and Automobile Bodily Injury and Property Damage form policy. Certificates of such aforementioned insurance shall be filed with the owner and the architect.

A save harmless clause will be incorporated into each construction contract which will provide at least the same protection as the following model:

The contractor shall be responsible to The School District of Greenville County for all damage or injury thereof and shall replace and make good the same and defend and save the school district harmless.

Book:	Policies
Section:	F - Facility Expansion Program
Title:	Project Administration: Change Orders
Number:	FGG
Status:	Active
Legal:	
Adopted:	03/08/1980
Last Revised:	
Last Reviewed:	

Policy Detail

The district may make changes in the scope of the work required to be performed by the contractor by making additions or omissions without invalidating the contract, without relieving or releasing the contractor from any of his obligations under the contract or any guarantee given by him pursuant to the contract provisions, without affecting the validity of the guaranty bonds, and without relieving or releasing the surety or sureties of the bonds. All such work shall be executed under the items of the original contract unless expressly provided otherwise.

If applicable unit prices are not contained in the agreement, the architect shall, before ordering the contractor to proceed with desired changes, request an itemized proposal covering the work involved in the change, after which the procedure shall be as follows:

1. If the proposal is acceptable the architect shall prepare the change order for acceptance by the contractor.
 2. Each change order shall include in its final form:
 - a. A detailed description of the change in the work;
 - b. The contractor's proposal (if any) or a conformed copy;
 - c. A definite statement as to the resulting change in the contract price and/or time; and,
 - d. The statement that all work involved in the change shall be performed in accordance with contract requirements except as modified by the change order.
 3. No extra work shall be done nor any obligation incurred for payment except upon a written order fully signed by the owner's representative and the Office of School Planning and Building of the State Department of Education. Information on such change orders will be provided the board at the next regular board meeting. Any change order enlarging the scope requires board approval before the order is placed.
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Policies

Book: Policies

Section: F - Facility Expansion Program

Title: Completed Project: Staff Training for Occupancy

Number: FHB

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

Principals, clerks, custodians, and cafeteria personnel may be assigned to a new school in advance of its opening in order to make proper preparation.

All staff members shall receive in-service training during the initial occupancy period of a new facility in order to smooth the transition period. The in-service process will include the faculty and staff and assist these users in adapting to their new building. Topics will include learning to take advantage of design features, plant operation, and maintenance materials and procedures.

The director of school facilities planning will organize and coordinate this training, utilizing the architect, contractor and subcontractor, district maintenance coordinator, janitorial specialist, and other persons as deemed appropriate.

Book:	Policies
Section:	G - Personnel
Title:	General Section: Goals and Objectives: Equal Opportunity Employment
Number:	GAAA
Status:	Active
Legal:	Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e Age Discrimination in Employment Act, 29 U.S.C. §§ 621-634 American with Disabilities Act, 42 U.S.C. §§ 12101-12212 Section 504 of the Rehabilitation Act of 1973, 20 U.S.C. § 701 et seq. Uniformed Service Employment and Reemployment Rights Act of 1994, 38 U.S.C. § 4301 et seq. S.C. Code Ann. § 1-13-80.
Adopted:	03/08/1980
Last Revised:	06/11/1996

Last Reviewed:

Policy Detail

The School District of Greenville County will not discriminate against any employee or applicant for employment on the basis of race, color, religion, sex, age, national origin, veteran status, or disability. It will make reasonable accommodations for job applicants and employees with disabilities. This policy of nondiscrimination applies to all aspects of employment, including recruitment, selection, transfer, promotion, placement, training, termination, compensation, discipline, benefits, and reduction-in-force decisions.

The superintendent shall take appropriate steps to familiarize all employees with this policy and to ensure that each employee's work environment is free of unlawful discrimination or unwelcome harassment based on race, color, religion, sex, age, national origin, veteran status, or disability.

Employees with complaints about policies, practices, or conditions that may violate this policy should communicate their concerns to their immediate supervisor or to an appropriate person in the Human Resources Department. If they are dissatisfied with the handling of the matter, they may pursue their complaint through the District's grievance procedure.

Cross Reference: Policy GAE and Rule GAE, Grievance Procedure

Book:	Policies
Section:	G - Personnel
Title:	General Section: Goals and Objectives: Sexual Harrassment
Number:	GAAB
Status:	Active
Legal:	
Adopted:	09/09/1986
Last Revised:	
Last Reviewed:	

Policy Detail

Sexual harassment is a form of sex discrimination that violates the policies of this school district and is illegal under the equal employment opportunity statutes. The District will not tolerate the sexual harassment of any of its employees or applicants for employment by any other of its employees.

Sexual harassment includes unwelcome sexual advances, either verbal or physical, requests for sexual favors, and other verbal or physical conduct of a sexual nature when that conduct forms the basis of or contributes to employment decisions affecting the employee, interferes with the employee's work performance, or creates an intimidating, hostile, or offensive working environment.

Employees should be careful that personal friendships or social relationships, on or off the job, do not influence their treatment of employees, prospective employees, or their employment decisions.

The Administration will develop appropriate means for employees or prospective employees to report harassment, and the Administration will completely investigate all such reports. Employees who are guilty of sexual harassment will be disciplined and possibly terminated. The Administration will also ensure that all employees are made aware of this policy and of the procedures for reporting harassment.

Book: Policies

Section: G - Personnel

Title: General Section: Complaints and Grievances

Number: GAE

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised: 08/12/2003

Last Reviewed:

Policy Detail

Harmonious relations among all district employees and particularly between employees and their supervisors are crucial to the effective and efficient operation of the district. A full airing of work-related complaints benefits employee morale and contributes to the establishment and maintenance of harmony and good faith among all employees. To protect all employees from arbitrary and unfair treatment and to provide administrators a means of addressing employee complaints, the Board encourages the use of a district employee grievance procedure.

The procedure will ensure to employees the right to hear the reasons for adverse employment decisions and to respond to those reasons in a meaningful way. It will also allow employees to bring to the attention of their supervisors employment matters of which effective supervisors must be aware. Adoption of this policy does not, however, confer any employment rights beyond those already mandated by federal and state law and, specifically, creates for no employee a property interest in employment beyond that established by written contract.

The district will have a single employee grievance procedure applicable for all work-related complaints, including special assignments. Employees may not, however, file grievances challenging decisions relating to lateral (no loss of pay) assignments to positions or schools (including excessing and any evaluations made as a part of excessing) or concerning matters such as teacher dismissals or teacher pay discrimination for which state or federal law or Board policy provides a specific alternative procedure. Employees also may not file grievances challenging the results of any ADEPT evaluation, but may grieve the failure to comply with State-prescribed standards for conducting that evaluation, if the grievance specifically identifies the way in which the standards were allegedly not followed. The district's grievance procedure is not available to probationary employees. "Probationary employees" are newly hired classified personnel for the first six months of their employment with the district.

The superintendent is responsible for developing a procedure that implements these purposes. The procedure will include the opportunity to appeal an adverse decision to the superintendent (or his designee) and will prescribe the process by which an employee may appeal to the board of trustees. The Board will decide by majority vote whether to consider the grievance and conduct a hearing. The Board may elect to address a grievance without conducting a hearing.

The district's grievance procedure will be available through administrative levels for any teachers for whom section 59-26-40 of the South Carolina Code provides no procedure for challenging a decision not to re-employ for the ensuing school year.

No staff member will be threatened or retaliated against in any way because of his participation in any manner in the grievance process.

Employee Grievance Statement

Name

Supervisor or Principal

Location

(If enough space is not provided below, please continue the item on the back of the page)

Reason for Grievance: (State here the precise action or condition that you wish to grieve.)

Witnesses: (List here anyone having knowledge of the facts listed above who you think should be consulted in resolving your grievance.)

Pertinent Facts: (State here any facts that you think are important to a correct resolution of the grievance.)

Remedy Suggestion: (State here the action(s) you would like to see taken as a result of your grievance.)

Signature _____ Date Filed

Appeals

Immediate Supervisor _____ Date of Response

First Appeal Supervisor _____ Conference Requested _____ Date of Response _____

Second Appeal Supervisor _____ Conference Requested _____ Date of
Response _____

Third Appeal Supervisor _____ Conference Requested _____ Date of
Response _____

Superintendent _____ Conference Requested _____ Date of Response

Board of Trustees Hearing Requested

Policies

Book: Policies

Section: G - Personnel

Title: General Section: Complaints and Grievances: Staff Protection (Cf. EGA)

Number: GAEA

Status: Active

Legal: S.C. Code Ann. § 59-17-110.

Adopted: 03/08/1980

Last Revised: 06/11/1996

Last Reviewed:

Policy Detail

1. The district will appear and defend on behalf of the employee any district employee who is prosecuted in any action, civil, or criminal, in any court because of any act allegedly done or omitted in good faith in the course of the employee's employment. To secure the representation required herein, the employee must request it of the superintendent in writing. The superintendent shall make a recommendation to the board whether representation by the district is appropriate. The board shall make a final determination at its next meeting. If time constraints require that the decision be made sooner, the superintendent may provide the representation immediately, subject to subsequent ratification by the board. Provision of counsel by the Office of the Attorney General, by the District's in-house legal counsel, or by district insurers shall be deemed sufficient compliance with this requirement.
 2. The district will support employees who take action to initiate appropriate criminal charges against any parent, student, or other person who assaults, threatens, or physically attacks any district employee as a result of actions taken by that employee in the line of duty. All district personnel and the board attorney shall cooperate with and assist the police and solicitor in the prosecution of such charges.
 3. The district recognizes the common-law right and/or duty of its employees in the line of duty to use reasonable and prudent force to ward off or stop physical attacks on themselves, their fellow employees, and/or students. Nothing in this policy shall condone the use of force beyond that which is reasonably necessary to ward off or stop such an attack.
-

Book:	Policies
Section:	G - Personnel
Title:	General Section: Staff-Community relations: Political Activities
Number:	GAHB
Status:	Active
Legal:	
Adopted:	03/08/1980
Last Revised:	06/11/1996

Last Reviewed:

Policy Detail

I. General

The district recognizes the rights of its employees, as citizens, to engage in political activity. Employees are prohibited, however, from any political activity that interferes with their performance of their jobs.

No employee may use his district position or any district facilities, equipment, or supplies in any political campaign. No employee shall solicit support for or opposition to any political candidate, partisan or nonpartisan, on school district property during work hours, except that this prohibition shall not apply to an employee's vehicle.

II. Candidacy for Office

An employee may become a candidate for political office as long as his candidacy for, election to, and service in the office in no way interferes with his responsibilities to the school district.

An employee who wishes to offer for an elective or an appointive position on a governing board or agency must notify the superintendent and his immediate supervisor in advance of his candidacy or acceptance of an appointment and must verify in writing to them that the position will not conflict with state or federal law and/or regulations concerning the employee's right to serve (dual office holding, conflict of interest, etc.). The notice must also include the position sought and whether the employee intends to continue employment with the district.

The immediate supervisor and the employee will meet with the superintendent to discuss any potential conflict that the employee's proposal may have with the employee's job performance. The superintendent will determine and notify the employee in writing whether the proposal is compatible with the employee's performance of his job responsibilities and whether any modifications of the employee's job will be required.

Policies

Book: Policies

Section: G - Personnel

Title: General Section: Solicitations (Also KDC)

Number: GAI

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

Employees shall not use district time or facilities in connection with any personal activity for financial profit outside the regular school program. Any violation of this provision will be held to be willful insubordination.

Book: Policies

Section: G - Personnel

Title: General Section: Gifts: Gifts to Staff Members

Number: GAJB

Status: Active

Legal:

Adopted: 05/12/1992

Last Revised: 06/11/1996

Last Reviewed:

Policy Detail

No employee of the district may accept a gift for the routine performance of his job responsibilities. A "gift" refers to anything of value, including entertainment, food, beverage, travel, lodging, rebates, or discounts worth \$25 or more and for which a district employee does not give consideration of equal or greater value, unless the thing received is generally available without regard to a person's status as a district employee.

Notwithstanding this prohibition, the Board of Trustees, the superintendent, or any district supervisor may give a gift or other thing of value to a defined group of employees or to an individual employee if the gift or thing of value is given for reasons such as to award special merit, accomplishment, or achievement, to recognize retiring employees or length of service, or to honor some such other nonroutine distinction.

Cross reference: GAJB, JL, JLA, JLC, KH, KHD

Book:	Policies
Section:	G - Personnel
Title:	General Section: Personnel Records and Files
Number:	GAK
Status:	Active
Legal:	S.C. Code Ann. §§ 30-4-20 & -40. S.C. State Board of Education Regulation 43-202.
Adopted:	03/08/1980
Last Revised:	12/10/2002

Last Reviewed:

Policy Detail

I. Maintenance of records

The Human Resources Department will maintain a personnel file on each district employee.

The personnel file will include all records and documents collected by the district concerning the employee. It will include any of the following records that are retained by the district:

- evaluation reports made by the administration
- commendations for, and complaints against, the employee made by the administration
- written suggestions for corrections and improvements made by the administration
- teaching credentials
- transcripts
- pre-employment references
- application records
- documents required by law
- any other non-medical records kept about an employee

The district will also maintain a separate file on each employee containing that employee's health and medical records.

II. Additions to the personnel file

A. An employee's immediate supervisor or an administrator acting for the immediate supervisor may place appropriate items in an employee's personnel file under the following requirements:

1. The supervisor signs and dates the document or, if the items to be added are not appropriate for the supervisor's signature and date, the supervisor signs and dates a cover document that explains the relevance of the items to be added.

2. The supervisor submits to the employee a copy of any documents to be added and either obtains the employee's signature acknowledging receipt or obtains the signature of a witness acknowledging that the employee refused to sign upon receipt.
 3. Within ten days of submitting the document to the employee, the supervisor sends a copy of the document to the Human Resources Department.
 4. The supervisor must also add to the file any written denial or explanation to the supervisor's submission that the employee submits to the supervisor within ten days of receiving notice of the supervisor's addition of documents.
- B.. Personnel in the Human Resources Department may add routine employment-related documents to an employee's personnel file without notifying the employee, but the addition of documents such as evaluations, performance observations, reprimands, complaints, and suggestions must comply with subsection A above.
- III. Access to Personnel Files and Release of Information
- A. An employee will have access to his personnel and medical file as soon after making a request to view it as personnel in the Human Resources Department can reasonably arrange an appointment, except that no employee will be allowed access to job references.
- B. No other persons may have access to or receive information from an employee's personnel file except as follows:
1. Any person having the written permission of the employee specifically authorizing access to the file to that person.
 2. Any employee in the Human Resources Department when required to add documents to the file or retrieve documents from the file.
 3. Any district official requiring access because the employee is under consideration for a promotion or transfer.
 4. The employee's supervisor or another district official authorized to act on the supervisor's behalf.
 5. The school board when it is properly required to address the employee's promotion, demotion, transfer, suspension, nonrenewal, or dismissal.
 6. Any person designated to have access by a valid subpoena, discovery request, or court order.
 7. Members of the public, in accordance with the Freedom of Information Act, may receive the name, sex, race, title and employment dates of any district employee and the salaries of part-time employees, department heads (including principals), and employees paid \$50,000 or more annually. Salary ranges for other employees will be released in accordance with the Freedom of Information Act.
 8. Members of the public may receive personnel information indicating the names of new hires, transferees, and employees no longer employed with the district following presentation to and acceptance of such information by the Board of Trustees.
 9. When an employee is suspended with or without pay or dismissed and the reasons for the action also result in the filing of criminal charges against the employee, the

administration will announce the disciplinary action taken against the employee, the date the action was taken, and the reason for the action. Unless and until criminal charges have been filed, the administration will release no information on employee disciplinary actions.

10. The district may release the names and addresses of district employees to the bank participating with the district in offering an affinity credit card, as long as the bank agrees in writing to use the information released solely in conjunction with its solicitations for the affinity card.
11. Whenever compliance with any state or federal law or regulation mandates the release of information from an employee's personnel file, the district will release in such a manner and to such persons as the law requires the information necessary for compliance with the law.

IV. Other Records

In addition to the personnel and medical records described above, the district gathers and maintains separate files for an employee's payroll account and for an employee's insurance, benefit, and retirement status. The requirements of this policy also apply to these files.

V. Additional Procedures

The superintendent will establish procedures for the maintenance and protection of appropriate personnel records in compliance with all legal requirements.

Book:	Policies
Section:	G - Personnel
Title:	Classification of Employees: Compensation Guides and Contracts (Cf.EGA)
Number:	GBA
Status:	Active
Legal:	
Adopted:	03/08/1980
Last Revised:	03/14/1995

Last Reviewed: **Policy Detail**

I. Salary Schedules

The Board will adopt annually as a part of its budget salary schedules applicable to all positions. Different schedules may be used for administrative, support, and classified personnel and for teachers. The schedules shall be graded so that each position is assigned according to the level of responsibility, education, and experience required for the position. Each grade will have several defined points within it. Placement of positions in a grade on a schedule shall be based on survey information and administrative judgement. Initial placement of an individual at a defined point shall depend on the employee's training and experience for the position.

II. Extra Pay for Extra Work

The Board will adopt annually as a part of its budget salary schedules applicable to all positions. Different schedules may be used for administrative, support, and classified personnel and for teachers. The schedules shall be graded so that each position is assigned according to the level of responsibility, education, and experience required for the position. Each grade will have several defined points within it. Placement of positions in a grade on a schedule shall be based on survey information and administrative judgement. Initial placement of an individual at a defined point shall depend on the employee's training and experience for the position.

III. Fringe Benefits

The Board authorizes the superintendent to develop and periodically review a program of fringe benefits for all employees.

Book: Policies

Section: G - Personnel

Title: Classification of Employees: Positions

Number: GBB

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised: 08/16/1981

Last Reviewed:

Policy Detail

Professional And Classified

Professional personnel includes all employees who receive an annual contract.

Classified employees shall include all personnel employed for an indefinite period by letter of agreement.

Part-Time Employee

An employee may hold a regular full-time position with the school district and work in another position part time. The part-time employee is not eligible for certain benefits of the school district. Part-time employees are not eligible for many district benefits but are eligible for short-term leaves which will be earned in proportion to the average hours worked per day.

Permanent

The term "permanent" refers to personnel employed from year to year in a regular budgeted position or program.

Temporary Personnel

A temporary employee is one who is employed to work for a limited time in either a full- or part-time position. Temporary employees will not receive a regular contract but will enter into an agreement with the district.

Temporary employees are subject to termination by the immediate supervisor on short notice and a temporary employee may terminate his services on short notice. The exact date of an employee's decision to terminate will be mutually agreed upon by the temporary employee and the immediate supervisor.

Temporary employees who are expected to work 30 hours or more per week for at least six (6) months will be eligible for district benefits with the exception of parental leave and vacation days for 12 months positions.

At the time the status of a temporary employee is changed to a regular or permanent employee, he will become eligible for all benefits of the district.

Summer School Employees

All openings for summer school positions will be adequately publicized in each school building by the superintendent as early as practicable. Employees who have applied for such positions will be notified of the action taken regarding their application as early as practicable.

Positions in the summer school will be filled first by regularly appointed employees in the school system insofar as such preferences are consistent with the educational needs of the system.

In filling such positions, consideration will be given to an employee's area of competence, quality of performance, attendance record and length of service in the school system.

Adult Education Employees

All openings for the adult education program will be adequately publicized in each school building by the superintendent as early as practicable.

Positions in the adult education program will be filled first by regularly appointed employees in the school system insofar as such preferences are consistent with the educational needs of the system.

In filling such positions, consideration will be given to area of competence, quality of performance, attendance record, and length of service in the school system.

If employment of personnel other than those already under full-time contract with the district is necessary in order to serve the needs of the adult education program, they shall be considered part-time, temporary employees.

Policies

Book:	Policies
Section:	G - Personnel
Title:	Classification of Employees: Positions: Qualifications and Duties
Number:	GBBA
Status:	Active
Legal:	
Adopted:	03/08/1980
Last Revised:	
Last Reviewed:	

Policy Detail

The superintendent will establish procedures for the maintenance and protection of appropriate personnel records in compliance with all legal requirements.

Certification

Employees who hold positions for which certification is required shall hold a valid credential issued by the South Carolina State Department of Education.

It is the responsibility of the employee to submit the credential to personnel services.

Requirements for renewal shall be completed prior to September 1 of the year the certificate expires. It shall be the responsibility of the certificated employee to see that his credential is renewed before the date of expiration and submit the renewed credential to personnel services.

Duties: General

Duties of all employees shall be arranged so that they can achieve maximum effectiveness. The administration shall take positive steps to eliminate clerical and non-teaching tasks from the teachers' duties. Further, they shall make maximum effort to utilize paraprofessionals or personnel with specialized training where appropriate. It is also important that they give special consideration to utilizing the talents of outstanding professionals, so that these persons can have the broadest possible impact on the students of our district.

The duties of all employees shall be defined in accordance with job descriptions.

Duties: Teachers

The professional tasks of teachers involve considerably more time than that devoted to actual class instruction at all levels of teaching, kindergarten through I2. Some of these duties are: study and research to keep abreast of new knowledge and techniques; evaluation of students' work; record keeping; lesson planning and preparation; student, parent, and principal conferences;

inservice training meetings; and pupil supervision outside the classroom.

The board believes that teachers are one of the key influences that will affect our present and future generations. The preserving of our democracy and the leadership and survival of our nation rests, to a large degree, in the hands of the teaching profession.

A teacher is important. His behavior and actions in the community reflect not only upon himself but upon the entire profession. He is hired by this system because the board firmly believes he will be a credit to our schools and community.

The board believes that the teacher affects the orientation of the home and community in relation to the school by the way he works with children. His philosophy determines the community attitude, the position the community takes in regard to the school. In order to live in harmony with others, each teacher must constantly evaluate himself. The ability to view himself objectively and with true humility is an essential characteristic of a mature person. Through self-evaluation the teacher understands the necessity for overcoming personal weaknesses.

Policies

Book: Policies

Section: G - Personnel

Title: Classification of Employees: Recruitment

Number: GBC

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised: 08/13/1996

Last Reviewed:

Policy Detail

It is the responsibility of the superintendent and of persons delegated by him to determine the personnel needs of the district and to locate suitable candidates to recommend for employment to the board. An estimate of the cost of the recruitment and selection program will be made annually by the superintendent and presented to the board for inclusion in the annual budget.

Book: Policies

Section: G - Personnel

Title: Classification of Employees: Hiring

Number: GBD

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised: 08/13/1996

Last Reviewed:

Policy Detail

No person shall be considered an employee of the school district for any purpose and shall receive no compensation from the district in any form until that person has submitted an application for employment to the Human Resources Department, complied with all employment procedures of that Department, and received written approval from the Department to begin work. The hiring supervisor must personally interview all persons prior to employment. Additional interviews may be required for certain positions. No supervisor may permit a prospective employee to perform work for the district without such written approval. No person shall be deemed employed initially for any position at the principal level or above until the Board has approved that person for the position.

Once an employee is approved for employment, the superintendent shall issue on behalf of the Board the district's standard annual contract for teaching to all persons required by State law to receive such as contract or the district's standard annual contract for professional service to other persons required by State law to receive a contract or to persons designated by the superintendent (and approved by the Board) to receive such a contract. No contract shall extend beyond the end of the fiscal year in which it will be performed.

Policies

Book: Policies

Section: G - Personnel

Title: Classification of Employees: Assignment

Number: GBE

Status: Active

Legal:

Adopted: 03/08/1950

Last Revised: 08/13/1996

Last Reviewed:

Policy Detail

The superintendent or his designee will assign all employees. The superintendent or his designee may change an assignment at any time.

Policies

Book: Policies

Section: G - Personnel

Title: Classification of Employees: Professional Personnel Section

Number: GB-E

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

There are no separate policies and rules for professional, nonprofessional, and paraprofessional employees. When the treatment of professional and classified employees differs, this is noted in the policies and rules contained in this section.

Policies

Book: Policies

Section: G - Personnel

Title: Classification of Employees: Orientation

Number: GBF

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

Principals and department heads are responsible for the orientation of new employees under their supervision.

Book:	Policies
Section:	G - Personnel
Title:	Classification of Employees: Evaluation
Number:	GBI
Status:	Active
Legal:	
Adopted:	03/08/1980
Last Revised:	04/25/2006

Last Reviewed:

Policy Detail

The superintendent will ensure that supervisors conduct an annual evaluation of each employee who reports to that supervisor. The supervisor shall record the result of the evaluation in writing, share it with the employee, and forward it to the Human Resources Department in accordance with Policy GAK.

In addition to any other evaluation instrument or criteria, the district will follow the ADEPT regulation utilizing the Performance Assessment System to evaluate all classroom teachers based on the kind of contract the teacher holds. The superintendent will develop a program and procedures for such an evaluation according to the following guidelines:

Induction contract (First-year teachers only) -- The program for new teachers must provide them comprehensive guidance and assistance throughout their first year of teaching. The procedures shall clearly define the criteria for success. If an induction contract teacher fails to complete successfully the evaluation process that this policy requires, the district will either decline to re-employ that teacher for the ensuing school year or will re-employ that teacher at an Annual Diagnostic Assistance contract status. Successful completion, however, does not obligate the district to advance the teacher to annual status or to issue an Annual Diagnostic Assistance contract.

Annual Diagnostic Assistance Contract (Those re-employed despite an unsuccessful induction or annual year, or teacher new to the state or with only non-public school experience with 1 or more years of experience) -- The

evaluation program for Annual Diagnostic Assistance-contract teachers shall utilize the Performance Assessment for Teachers (PAS-T) model of informal evaluation. Annual Diagnostic Assistance contract teachers shall also complete a professional growth plan supportive of district strategic plans and school renewal plans. If an Annual Diagnostic Assistance contract teacher fails to complete successfully the evaluation process that this policy requires, the district will either decline to re-employ that teacher for the ensuing school year or will re-employ that teacher at an annual contract status. Successful completion, however, does not obligate the district to advance the teacher to annual status.

Annual Contract (Second-year teachers who successfully completed the induction year or teachers who completed the annual diagnostic assistance year -- The program for annual-contract teachers shall utilize PAS-T to determine whether their performance of the Performance Assessment System standards is proficient. Annual-contract teachers shall also complete a professional growth plan supportive of district strategic plans and school renewal plans. The procedures shall clearly define the criteria for success. If an annual contract teacher fails to complete successfully the evaluation process that this policy requires, the district will either decline to re-employ that teacher for the ensuing school year or, if the teacher has served only one year at annual status, will re-employ the teacher at annual contract status. Successful completion of either the first or second year at annual status, however, does not obligate the district to advance the teacher to continuing status or, if the teacher has served only one year at annual status, to issue a new contract (at annual status).

Continuing Contract (Multi-year teachers who successfully completed the annual-contract year) -- Whenever the principal has concerns about a continuing-contract teacher's performance in the classroom, the principal will use PAS-T to determine whether the teacher consistently performs according to the Performance Assessment System standards. Such teachers shall also complete a professional growth plan supportive of district strategic plans and school renewal plans.

Whenever a person from outside the school to which an employee is assigned observes that employee's performance, the observer will send to the observed employee a copy of any written evaluation or observation notes sent to the observed employee's supervisor. Whenever supervisory personnel within a school observe an employee's performance, the observer, at the request of the employee, will share with the employee the result of the observation as soon after the observation as is practical. These requirements shall not apply to PAS-T observations conducted as part of ADEPT, as the established ADEPT

procedures shall apply to such observations.

Legal reference: S.C. Code Ann. 59-26-10 through -40; S.C. Dept of Education
Reg. 43-205.1

Policies

Book: Policies
Section: G - Personnel
Title: Classification of Employees: Promotion
Number: GBJ
Status: Active
Legal:
Adopted: 03/08/1984
Last Revised: 03/08/1980

Last Reviewed:

Policy Detail

Employees who are interested in advancement shall be given the opportunity to apply. The administration shall make special efforts to insure that those persons identified as good prospects for advancement shall receive training for leadership positions. The administration shall recommend the best qualified person available, from within or out of the district, to fill any vacancy.

The School District of Greenville County does not discriminate on the basis of age, race, sex, color, handicap, religion or national origin in its dealings with employees, students, the general public, applicants for employment, educational programs, activities, or access to its facilities.

Book:	Policies
Section:	G - Personnel
Title:	Classification of Employees: Reduction in Force
Number:	GBKA
Status:	Active
Legal:	
Adopted:	04/23/1982
Last Revised:	05/14/2002

Last Reviewed:

Policy Detail

I. Introduction

Whenever the superintendent becomes aware of a problem that may necessitate a reduction in force, he should first endeavor to avoid implementation of a reduction in force under this policy by offering employees the opportunity to participate in voluntary programs to address the problem. If the superintendent cannot adequately address the problem through the use of voluntary measures, he should recommend to the board of trustees a reduction in force pursuant to this policy. The superintendent's primary consideration at all times shall be the maintenance of a sound and balanced educational program that is consistent with the functions and responsibilities of the school district.

Upon the superintendent's recommendation, the Board may implement a reduction in force whenever it identifies (1) a substantial decrease in the students enrolled in the school district; (2) a substantial decrease in the revenue of the school district; (3) a substantial increase in cost to operate the school district; (4) some aspect of the school program that should be eliminated, curtailed, or altered.

When any of the above stated conditions appears imminent, the superintendent shall alert the board of trustees to the nature of the problem and recommend when and where reductions in force could be made with the least adverse impact on educational programs. If the board of trustees decides that reductions in force are necessary, the board, after receiving recommendations from the superintendent, shall determine what programs or positions shall be eliminated and when. The superintendent, acting in accordance with the procedures set forth in this policy, shall then determine the persons to be affected as a result of the board's decision. Persons who are to be laid off will be given as much notice as possible under the circumstances, but with a minimum of ten calendar days' notice. Recall rights will be as set forth in this policy and any applicable statute.

Nothing in this policy affects the authority of the superintendent, granted under other policies, to address personnel needs at particular locations and within identified programs that depend on

specific funding, even when those situations necessitate the reassignment or termination of employees.

II. Definitions

A. Personnel Categories

1. Teachers – Employees whose job assignments require certification
2. Professional employees - Employees whose job assignments do not require certification and who are identified as exempt under the Fair Labor Standards Act
3. Classified employees –Employees whose job assignments do not require certification and who are identified as nonexempt under the Fair Labor Standards Act

B. Work status

1. Full-time employees – Employees employed to work a minimum of 30 hours per week for at least 6 months
2. Part-time employees – Employees employed to work less than 30 hours per week

C. Service Seniority - Service seniority shall be defined as the total years of the most recent period of uninterrupted employment in The School District of Greenville County. The superintendent shall develop rules to resolve situations in which two or more employees have identical service seniority.

Part-time employment preceded and/or followed by full-time employment shall not be construed as an interruption of service for the purposes of this policy. A year of part-time employment shall count as one-half year of service seniority for the purposes of this policy.

Authorized leaves shall not be considered as an interruption of years of service and shall be counted toward service seniority for the purposes of this policy only.

D. Certification Endorsement Area - The valid endorsement(s) by the State Department of Education on the professional staff member's South Carolina teacher's certificate.

E. Academic Preparation - Academic preparation shall be that which is accepted by the South Carolina State Department of Education and recorded on the South Carolina teacher's certificate; i.e., B.A. degree; B.A. plus 18 semester hours; Master's degree; Master's plus 30 semester hours; Doctoral degree.

F. Active Assignment - The endorsement area in which the employee is certified and is actively working during the most recent employment period or, if not actively working, the most recent assignment.

G. Layoff - A condition attendant to termination of employment resulting from a reduction in force and creating certain recall rights.

H. Equivalent Position - An "equivalent position" is an assignment in an employee's area(s) of certification or job category on the same level.

III. Reduction in Force Procedures

- A. At the time it decides to implement a reduction in force, the board will specify the

- program(s), area(s) of professional employment, certification endorsement area(s), area(s) of classified service, or any combination of these categories that is to be reduced. The board will also specify the number of full-time equivalent employees to be reduced from each category.
- B. The superintendent will develop new baselines for each program, department, school, or service affected by the board's action.
 - C. For each school or program receiving a new baseline, the principal or person in charge of the affected program shall identify the certification endorsement areas to be reduced to accomplish the new baselines. To the extent possible, the principal or other person making this decision shall base this determination solely on the maintenance of a sound and balanced academic program that best benefits all students.
 - D. The superintendent will compile on a district-wide basis the number of full-time equivalent positions in each certification endorsement area and in each area of professional or classified service that is to be reduced. For each identified certification endorsement area and for each area of professional or classified service to be reduced, the superintendent will prepare a district-wide master service list. Each list will separate employees by work status. For teachers, within each work status, the lists will separate employees into the following categories in the following order: (1) those holding at-will contracts, (2) those seeking certification under the Program for Alternative Certification for Educators (PACE), (3) those with transitional certificates, (4) those with provisos for their active teaching assignments, (5) those with out-of-field permits for their active teaching assignments, (6) those fully certified within their active teaching assignments, and, (7) those who are National Board certified. Within each work status and within each of these seven categories, the lists will show personnel in order of their service seniority, from least to most.
 - E. Beginning with the list of part-time personnel on each master service list and working from least to most seniority and, then, if necessary, continuing in the same order with full-time employees, the superintendent will identify the employees to be laid off. Identification will continue until the number of full-time equivalent positions necessary to accomplish the new baselines has been attained.
 - F. An employee who is selected for lay off and who is certified in other endorsement area(s) (including professional employees possessing certification) may displace an employee within the other endorsement area if the selected employee has more service seniority than the other employee. No employee selected for lay off, however, may displace an employee holding a position with a higher rate of pay than that of the initially selected employee. Qualified employees displaced by this procedure may displace other employees using the same criteria.
 - G. Once the superintendent has identified all persons selected for lay off (either directly under section 5 or by displacement under section 6, he shall notify those employees in writing. The notice shall include the reasons for the reduction in force and shall advise the employees of any right to recall.
 - H. (1) The superintendent shall prepare one master recall list of all laid-off employees possessing certification. He will divide the names into the same seven categories and by the work statuses described in section 4, but shall list the categories in the reverse of the order used under section 4 and shall list those names within each category according to service seniority from most to least. The list will also show the certification endorsement area(s) for each person.
 - I. (2) The superintendent shall also prepare master recall lists for each area of professional

or classified service affected by the reduction. Each list will rank the employees according to service seniority from most to least.

- J. For two years from the date of lay off, the district will attempt to fill any open positions by offering the vacancy to qualified persons on the master recall before hiring a new employee. The district will offer such vacant positions to qualified persons in the order their names appear on the master recall list. The failure of any person on the master recall list to accept any offered position for which the employee is qualified shall end the district's obligation to recall that employee.

IV. Appeal of Layoff or Recall Decisions

Appeal of layoff or recall decisions may be made only on the grounds that this policy was not properly applied or that the decision was unlawful. The superintendent shall develop an appeals procedure appropriate for addressing such issues. The procedure shall include an appeal to the superintendent (or his designee). This procedure shall be the sole method by which layoff or recall decisions may be appealed and shall apply only to appeals of such decisions. The existing district grievance procedure is not available for considering an issue that arises from a reduction in force.

Decisions of the superintendent (or his designee) will be final.

V. Special Conditions Affecting Employees on Layoff

- A.. Personnel on layoff shall neither accrue seniority nor be entitled to any benefits while on layoff, except to the extent that either Federal or State law mandates. Upon any return to work, however, an employee laid off under this policy shall not be considered to have had an interruption of service for benefits purposes.
 - B. Employees who are recalled from layoff can:
 - 1. reinstate health insurance without the usual waiting period if recalled within one year of layoff
 - 2. reclaim accumulated sick leave if recalled within the two year period and
 - 3. avail themselves of such other rights as Federal or State law may require.
 - C. Employees on layoff will not advance on the salary schedule during the period of layoff.
 - D. A recalled employee can reclaim seniority held as of the effective date of layoff if recalled within the two-year period.
 - E. The rules and laws governing the South Carolina Retirement System will apply to employees on layoff who are no longer considered to be contributing members.
-

Book: Policies

Section: G - Personnel

Title: Classification of Employees: Tenure

Number: GBL

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

Neither the State of South Carolina nor the district provides tenure for school district employees.

All professional contracts are on a one year basis unless otherwise stipulated in the contract. All classified agreements of employment are for an indefinite period.

Policies

Book: Policies

Section: G - Personnel

Title: Classification of Employees: Transfer

Number: GBM

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

The board, acting through the superintendent, reserves the right to reassign the work of any employee in fields of special training or capabilities at any time during the life of his contract or letter of agreement.

Re-assignment may be made when, in the judgment of the superintendent such re-assignment or transfer is for the good of the school system. Teachers may apply for the re-assignment through personnel services.

Teachers shall not be assigned, except temporarily and for good cause, outside the scope of their teaching certificates or their major or minor field of study.

The School District of Greenville County does not discriminate on the basis of age, race, sex, color, handicap, religion or national origin in its dealings with employees, students, the general public, applicants for employment, educational programs, activities, or access to its facilities.

Book:	Policies
Section:	G - Personnel
Title:	Classification of Employees: Separation
Number:	GBN
Status:	Active
Legal:	S. C. Code Ann. §§ 59-25-410 through -530; § 59-26-40.
Adopted:	03/08/1980
Last Revised:	01/08/2002
Last Reviewed:	

Policy Detail

I. Offenses That Result in Dismissal

Because the employment of non-teacher employees is at will, those employees may terminate their employment with the school district at any time for any reason. Likewise, the school district may terminate the employment of any non-teacher employee at any time for any reason. Notwithstanding the at-will nature of this employment relationship, certain serious incidents of employee misconduct or violations of school district policies or procedures can be expected to result in immediate termination of any employee on the first offense. The following list, which applies for both teachers and non-teachers, is not all-inclusive, but outlines these types of violations:

- Reporting to work under the influence of, possessing an open container on the job, or consuming at work any alcoholic beverages
- Reporting to work under the influence of, possessing on the job, or consuming at work any illegal drug or narcotic
- Fighting on the job
- Refusing to follow directions or to perform work assigned by the supervisor
- Falsifying pay or work records
- Theft, unauthorized use, or destruction of School District or another employee's property
- Use of profane, abusive, or derogatory language
- Possession of firearms or other dangerous weapons on School District property

- Improper, inappropriate, or unprofessional relationships with students

- Violation of any school district rule or policy

II. Teachers

A. Dismissal

Any teacher may be dismissed at any time in either of the situations described below. Any notice of dismissal must be in writing from the Superintendent and must state the reasons for the dismissal.

1. The teacher fails or is incompetent to give instruction in accordance with the directions of the superintendent or otherwise manifests an evident unfitness for teaching. Evident unfitness for teaching is manifested by conduct such as, but not limited to, persistent neglect of duty, willful violation of rules and regulations of the Board of Trustees, drunkenness, conviction of or pleading guilty or nolo contendere to charges of a violation of the law of this State or of the United States, gross immorality, dishonesty, or illegal use, sale or possession of drugs or narcotics. Commission of any offense listed above in section I or of any offense similar to those in section I shall be considered evident unfitness for teaching.
2. Whenever a principal or other supervisor has brought to the attention of a teacher in writing reasons, other than those covered by subsection II.A.1., that may lead to or be cited as a reason for dismissal or failure to re-employ and made a reasonable effort to assist the teacher in correcting whatever appears to be the cause of potential dismissal or failure to re-employ and the teacher, after a reasonable time for improvement, has not sufficiently improved.

B. Nonrenewal of contracts

Any teacher may be dismissed at any time in either of the situations described below. Any notice of dismissal must be in writing from the Superintendent and must state the reasons for the dismissal.

1. Induction, Provisional, and Annual Status Teachers

The contracts of teachers with induction, provisional, or annual status contracts are nonrenewable. The Superintendent shall notify all such employees in writing on or before April 15 of each year whether the district will issue them new contracts for the ensuing year. The Superintendent may refuse to issue a new contract to any induction, provisional, or annual status teacher if he deems the job performance of such a teacher unsatisfactory. Notice from the Superintendent shall state the reasons for not issuing a new contract.

2. Continuing Status Teachers

On or before April 15 of each year, the Superintendent shall also notify in writing each continuing contract teacher concerning his employment during the ensuing fiscal or academic year. The Superintendent may nonrenew the contract of any continuing-contract teacher under either of the scenarios set forth in section I.A. above or for other valid reasons. Any notice of nonrenewal shall state the reasons for the nonrenewal.

III. Other Employees

In most instances, all noncertificated employees shall be employed on an at-will basis. The Superintendent or appropriate supervisor may terminate such employees whenever he determines, in his sole discretion, that doing so is in the best interest of the school district. Because at-will employees remain employed until either they or the district terminates their employment, the concept of contract renewal does not apply to them.

The only exception to the practice of hiring employees on an at-will basis will be for employees hired pursuant to written employment contracts that vary the rule of at-will employment. For certain upper-level or specialized positions, the superintendent, with approval from the board, may enter such written employment contracts. The dismissal of an employee holding such a written contract shall be in accordance with the terms of that contract. Employees who do not hold such a written employment contract that specifically varies the rule of at-will employment are employed at will. When an employee is employed at will, either the employee or the district may terminate the employee relationship at any time for any reason.

IV. Appeals

A. Teachers

1. Induction and Provisional Status Teachers

Induction and provisional status teachers may utilize the administrative levels of the district's grievance procedure to challenge the Superintendent's decision to dismiss or not to issue them a new contract.

2. Annual Status Teachers

An annual status teacher who receives a notice of dismissal or notice of nonissuance of a new contract may receive an informal hearing on the matter before the Superintendent by delivering a request to the Superintendent within seven days of receipt of the notice. The Superintendent shall schedule the hearing no sooner than seven nor later than thirty working days after receipt of the request. At the hearing the Superintendent must review all of the evidence and such additional information, testimony, or witnesses as the teacher considers necessary. The Superintendent shall issue a written decision within twenty days of the hearing. The teacher may appeal the Superintendent's decision to the board by submitting either to the Superintendent or the board chairman within ten days of receipt of the Superintendent's decision a brief statement of the questions to be presented to the board and a brief statement in which the teacher states his belief about how the superintendent erred in his judgment. The board shall review all the materials presented at the earlier hearing and may or may not grant the request for a board hearing. The board will notify the teacher of its decision within thirty-five days of receipt of the request. If the board determines to hear the matter, it will notify the teacher in writing of the time and place of the hearing, which must be set not sooner than seven nor later than fifteen days from the time of the board's determination. The decision of the board is final.

3. Continuing Status Teachers

A continuing status teacher who receives a notice of dismissal or nonrenewal is entitled to a hearing on the matter before the board if the teacher requests one in writing either to the board chairman or the Superintendent within fifteen days of receipt of the notice from the Superintendent. Thereafter, the time requirements and procedures of §§ 59-25-460 and -470 will apply.

B. Other Employees

A supervisor's decision to dismiss a probationary employee is final. All other employees may utilize the administrative levels of the district's grievance procedure to challenge a decision to dismiss them.

Cross Reference: [BCAE\(P\)](#) - Board Hearings; GBK(P) - Suspensions

Book: Policies

Section: G - Personnel

Title: Classification of Employees: Resignation

Number: GBO

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised: 02/08/2000

Last Reviewed:

Policy Detail

A. Professional Employees

The superintendent is authorized to accept resignations from professional personnel subject to approval by the board.

Requests for release from professional contracts before the end of the contract term must be considered on an individual basis. After July 1 release from contractual obligations will be approved by the superintendent, only for reasons of sickness, change of spouse's residence out of the district, maternity, or other exceptional circumstances, and no employee will be released until a satisfactory replacement has been obtained or the superintendent determines that no replacement is necessary.

Any professional employee who fails to comply with the provisions of his contract without having been duly released from his contract shall be deemed guilty of unprofessional conduct and will not be eligible for re-employment in the district. In addition, a formal complaint may be filed with the State Board of Education requesting revocation or suspension of the employee's certification.

B. Classified Employees

Principals or department heads are authorized to accept resignations of classified personnel under their supervision. Two weeks notice of intention to resign shall be given.

Book:	Policies
Section:	G - Personnel
Title:	Classification of Employees: Retirement
Number:	GBQ
Status:	Active
Legal:	29 U.S.C. §§ 621-634; S. C. Code Ann. §§ 9-1-10 through -1960.
Adopted:	03/08/1980
Last Revised:	04/13/1999

Last Reviewed:

Policy Detail

The school district has no mandatory retirement age.

The district will pay retiring employees ten dollars per each hours-equivalent of a day, of unused accrued sick leave. To be eligible for this benefit an employee must meet the State Retirement System's eligibility for retirement and must have ten years of uninterrupted employment with The School District of Greenville County immediately prior to retirement.

Retiring employees may also be eligible for reimbursement for unused vacation time, as is described in GBRK (P) and (R).

Book: Policies

Section: G - Personnel

Title: Classification of Employees: Working Conditions: Health Examinations

Number: GBRA

Status: Active

Legal: S.C. Code Ann. §§ 44-29-150 & -160; State Dept. of Ed. R. 43-207

Adopted: 03/08/1980

Last Revised: 11/14/2000

Last Reviewed:

Policy Detail

Each applicant for employment must be appropriately evaluated for tuberculosis according to guidelines approved by the State Board of Health and Environmental Control. Prior to hiring an applicant must submit to the District a health certificate from a licensed physician certifying that he does not have tuberculosis in an active stage. Re-evaluation for employment in consecutive years is required only when indicated by the guidelines of the State Board of Health and Environmental Control. An applicant may submit a copy of the certificate presented to a prior employer.

Policies

Book:	Policies
Section:	G - Personnel
Title:	Classification of Employees: Working Conditions: Time Schedules
Number:	GBRB
Status:	Active
Legal:	29 U.S.C. §§ 201 - 216; 29 C.F.R. Parts 511 - 800.
Adopted:	06/08/1999
Last Revised:	
Last Reviewed:	

Policy Detail

The board acknowledges the district's obligation to comply with the Fair Labor Standards Act.

The superintendent will ensure that each employment position in the district is identified as "exempt" or "nonexempt" as the Fair Labor Standards Act defines those words. The district will pay to each nonexempt employee a minimum hourly wage that is no less than the minimum wage that the Act requires. (This obligation does not extend to designated training and apprenticeship programs exempt under special United States Department of Labor certification.)

For all time worked in excess of forty hours during a given work week, the district will compensate a nonexempt employee either by paying the employee at the rate of one and one-half times the employee's usual hourly wage or by giving the employee compensatory time off at the rate of one and one-half times. No nonexempt employee shall perform any work for the district (excluding that done as a bona fide volunteer) in excess of forty hours during a given work week without the express permission of his supervisor.

The superintendent will ensure that all nonexempt employees complete a daily time record showing actual hours worked. Failure to maintain or falsification of such records will result in disciplinary action, including termination. The superintendent will ensure that the district maintains all notice postings and other records in accordance with the Fair Labor Standards Act.

The superintendent shall establish regulations to ensure compliance with the Fair Labor Standards Act.

Policies

Book: Policies

Section: G - Personnel

Title: Classification of Employees: Working Conditions: Non-school Employment

Number: GBRG

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

All school personnel are employed for a specific job in the schools. It is understood that the duties of each position shall be carried out to the satisfaction of the superintendent, the principal, and supervisors.

District personnel may receive compensation for outside activities as long as these activities do not interfere with the proper discharge of their assigned duties.

Policies

Book: Policies

Section: G - Personnel

Title: Classification of Employees: Working Conditions: Non-school Employment: Tutoring for Pay

Number: GBRGB

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

It is expected that every effort will be made by the principal and teacher to help the child with his difficulties at school before recommending that parents engage a tutor. The board believes that maintaining a high quality instructional staff and providing for a rich, varied curriculum the need for individual tutoring is minimized.

Should, however, individual tutoring be recommended in exceptional cases, the superintendent is directed to establish such rules as will protect both the school system and the teachers from charges of conflict of interest.

Policies

Book: Policies

Section: G - Personnel

Title: Classification of Employees: Working Conditions: Professional Leaves and Absences (Cf. GAD)

Number: GBRH

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised: 04/25/2006

Last Reviewed:

Policy Detail

The Superintendent may allow any employee, whether eligible for sabbatical leave under Policy GBRHA, to take an unpaid leave of absence of up to two years for professional development when the Superintendent determines that this absence will benefit the instructional program.

The administration is directed to provide regulations necessary to implement such a policy of professional leave. The regulations should address such items as applications, terms of leave, placement upon return, etc.

Policies

Book: Policies

Section: G - Personnel

Title: Classification of Employees: Working Conditions: Professional Leaves and Absences: Sabbaticals

Number: GBRHA

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised: 05/11/1993

Last Reviewed:

Policy Detail

In order to encourage staff members to pursue programs of study designed to improve their professional performance, which when implemented, will benefit the instructional effort in the school district, the board of trustees provides a program of sabbatical leaves.

Certified staff members will be eligible for sabbatical leave after seven continuous years of satisfactory service in the district.

Application for sabbatical must be made in writing to the superintendent describing in detail the proposed program of study and must be submitted prior to March 1.

The superintendent will appoint a review committee of staff members to review all applications and place priorities on each for consideration by him before making his recommendation to the board of trustees.

Sabbatical leaves may be granted for one semester or a full year and upon completion the staff member will be reassigned to the same position in the district.

Salary during the sabbatical leave will be one-half the average classroom teacher's salary or one-half the actual salary the person would receive in his regular position whichever is lower. This rate of pay will be in force on a pro rata basis for the months the person is on leave.

Staff members receiving sabbatical leaves must agree in writing to return to the district for a period of three years or to refund all or a pro rata share of the money received while on leave.

Upon returning to service a report to the superintendent will be required.

The number of leaves which can be awarded in any one year will depend upon the availability of funds.

Policies

Book: Policies

Section: G - Personnel

Title: Classification of Employees: Working Conditions: Professional Leaves and Absences: Conferences and Visitations

Number: GBRHB

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

Purpose

The district encourages the participation by employees in job related professional activities whose purposes support the improvement of the educational program of the district. Membership in such organizations and participation in regular activities are generally the responsibility of individual employees; however, the board supports employees' participation by granting leave, paying certain expenses, and providing transportation under circumstances described in this policy.

Within budgetary limitations the district shall provide for the attendance of employees at professional meetings which would tend to increase their competence in their work for the district.

The superintendent, principals, and department heads shall hold such meetings as are necessary to properly conduct the business of the district.

Employees may attend conferences, conventions, etc., upon recommendation of the superintendent for the purpose of obtaining information, methods, etc., which will be useful to the district. The trip must be considered as an investment toward more efficient operation and management.

Conditions of this Policy

The superintendent is authorized to approve travel under the following conditions:

1. County travel - Members of the staff who are required to travel from school to school or from office to office, etc., in performance of assigned duties are entitled to reimbursement for such travel at the rate established by the State of South Carolina for all state employees. This travel shall be approved by the appropriate area assistant superintendent or director.
2. Out-of-County travel - Members of the staff may be reimbursed for travel, fees, and subsistence for professional meetings, conferences, etc. provided that:
 - a. All such travel outside South Carolina must have the prior approval of the superintendent;

- b. All such travel outside the county but within South Carolina must have the prior approval of the area assistant superintendent or director;
 - c. Such travel must have approval as prescribed above even if it involves only leave for the employee when some other agency or the employee pays other expenses;
 - d. Travel should be accomplished in the district car whenever available or the use of public transportation may be authorized whenever it is in the best interest of the district. Whenever necessary, private cars may be used with the reimbursement rate as prescribed in 1 above;
 - e. Fees to be paid by the district will be limited to those incurred for attendance at conferences, meetings, etc.;
 - f. Subsistence will be limited to hotel charges, meals, and other such necessary items. No purely personal charges will be paid by the district. Gratuities should be limited to no more than 15%; and,
 - g. A detailed expense account must accompany requisitions for reimbursement from district funds and should be filed as soon as possible upon completion of the authorized travel.
3. Board discretion - At its discretion the board may direct specified personnel to represent the district in a variety of activities not specifically mentioned above and beyond the limitations of this policy.

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For detailed rules on reimbursement, see [GBRF](#).

Policies

Book: Policies

Section: G - Personnel

Title: Classification of Employees: Working Conditions: Personal Leaves and Absences

Number: GBRI

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised: 03/09/1999

Last Reviewed:

Policy Detail

All regular, full-time employees may be absent the numbers of hours equivalent to two days each fiscal year for personal reasons. Employees must use time for personal leave in no less than half-day increments. Those hours will be deducted from accrued sick leave.

The immediate supervisor must approve each absence in advance and may deny requests for personal leave if, in his discretion, the timing of the leave adversely affects continuity of the program.

Policies

Book: Policies

Section: G - Personnel

Title: Classification of Employees: Working Conditions: Personal Leaves and Absences: Emergency and Legal

Number: GBRIA

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised: 06/11/1990

Last Reviewed:

Policy Detail

Family Illness

Sick leave may be used for illness in the family in accordance with Policy GBRIA. Additional absences will require full deduction from the employee's pay.

Legal Commitments and Transactions

Temporary leave will be given for mandatory court appearances except when the employee is a litigant in a personal lawsuit. A copy of the subpoena, certificate from the clerk of court, or, in the absence of such documentation, written authorization from the district's legal counsel, must be submitted with the payroll. No salary deductions will be made for this leave. The employee may retain any mileage reimbursement and fees received for complying with the subpoena.

Leave required for personal legal matters in which the employee is a litigant must be taken as personal leave, vacation, or as leave with a full salary deduction.

Policies

Book: Policies

Section: G - Personnel

Title: Classification of Employees: Working Conditions: Personal Leaves and Absences: Illness

Number: GBRIB

Status: Active

Legal:

Adopted: 06/12/1990

Last Revised: 11/11/2003

Last Reviewed:

Policy Detail

A. Paid Sick Leave

Sick leave entitles an employee to receive his usual compensation during absences that qualify under this policy. Each regular, full-time employee accrues sick leave during a fiscal year in the approximate amounts indicated below. An employee accrues and the district will record sick leave as the number of hours equal to the portion of a day of sick leave accrued during each pay period, rounded to two decimal places. An employee may accrue an unlimited amount of sick leave.

Length of Service per Fiscal Year	Sick Leave Earned
185 or 190 days (9 months and over, but less than 10 months)	15 days
210 days (10 months and over, but less than 11 months)	16 days
220 days (11 months and over, but less than 12 months)	17 days
245 days (12 months)	18 days

An employee working in a regular, budgeted, part-time position accrues the same amount of sick leave as would a full-time employee in the same position, but prorated according to the number of hours worked.

An employee accrues sick leave on the basis of days for which the employee receives compensation (i.e., days actually worked or days on which the employee is on paid leave, including personal leave, in accordance with district policies).

An employee may take sick leave for personal illness, for incapacity because of injury, pregnancy, or surgery, for appointments with doctors or other medical personnel, or to attend to a family member's illness, injury, surgery, or medical appointments. For purposes of this policy, a "family member" shall be a spouse, child, parent, ward, guardian, brother, sister, grandparent, in-law of the same degree, or other persons living in the household of the employee. Employees may also use up to thirty days of sick leave for the adoption of a child. If both adopting parents

are district employees, only one parent may use sick leave for this purpose. Written verification from the adoption agency or other entity handling the adoption shall be required before this leave is granted.

An employee may use only sick leave that he has accrued except that the district will advance to a first-year employee with no previous experience as a public school employee in South Carolina the sick leave that the employee would earn during the first year of employment.

Retiring employees who meet the requirements set forth in Policy GBQ will be paid for unused sick leave as set forth in that policy.

B. Unpaid Leave (Family and Medical Leave Act)

Employees with at least one year of service who have worked at least 1,250 hours in the twelve-month period immediately preceding commencement of the leave may take up to twelve weeks of leave under the FMLA for:

- the birth, adoption, or foster placement of a child;
- the care of a child, spouse, or parent with a serious health condition; or
- their own serious health condition.

An employee may take this leave no more than once every twelve months. The twelve-month period in which this leave is available begins on the first date of an approved FMLA leave. If an employee has any accrued sick leave or vacation time, the employee must use this paid leave concurrently with leave available as a part of the FMLA leave, if otherwise allowable under this policy. (If an employee has accrued in excess of twelve weeks of sick leave and/or vacation time, the paid leave subsumes the unpaid leave available under the Family and Medical Leave Act.) Employees using any paid leave concurrently with FMLA leave will receive pay for use of that paid leave time, but FMLA leave is otherwise unpaid leave. At the conclusion of the FMLA leave, either the same or a comparable position will be available to the employee. Failure to return to work at the conclusion of the leave may result in termination, and the employee will be required to reimburse the district for health insurance premiums paid during the leave. Employees on unpaid FMLA leave will not accrue sick leave, vacation, or experience time. District policies on reductions in force, discharge, and nonrenewal shall apply to employees on FMLA leave in the same manner that they apply to active employees.

The superintendent may promulgate rules and procedures for implementing this policy.

Policies

Book: Policies

Section: G - Personnel

Title: Classification of Employees: Working Conditions: Personal Leaves and Absences: Parental Leave

Number: GBRIC

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised: 11/11/1986

Last Reviewed:

Policy Detail

Employees who become parents, either through birth or adoption, shall be eligible for a parental leave without pay for one academic year and/or a portion thereof. The purpose of parental leave is to enable employees to spend time caring for their new children with the assurance that a comparable position will be available upon their return. However, employees who take parental leave cannot be guaranteed any specific position upon their return and while on leave are equally subject, with teachers on active service, to district policies concerning reductions in force, discharge or non-renewal.

Rejection by a returning employee of any reasonable placement offer shall terminate the district's obligation under this policy.

Requests for parental leave shall be made 30 days in advance. Exceptions should be made only when a child is born prematurely or becomes available for adoption without advance notice, or where, because of the nature of the employee's position, there would be no adverse impact on the continuity of instruction.

To facilitate personnel planning, the date for returning to duty must be agreed upon before the leave commences. Normally, this date will coincide with the start of a school semester, but the Director of Personnel may approve a change in the date of return when it is in the best interest of the School District. Upon returning to active service the employee shall be returned to the same or similar duties, as determined by the superintendent, as were performed prior to the beginning of the parental leave.

The rules and regulations of the State Department of Education governing increments for years of service shall apply to persons on parental leave in the same manner as for any other personal leave. Employees will not be eligible for sick leave while on parental leave, but the administrative rule implementing this policy shall provide a method by which employees may keep their insurance benefits in force during such leave.

THE SCHOOL DISTRICT OF GREENVILLE COUNTY
Greenville, South Carolina

REQUEST FOR PARENTAL LEAVE

Requests for parental leave shall be made 30 days in advance. Exceptions should be made only (1) when a child is born prematurely or becomes available for adoption without advance notice, or (2) when because of the nature of the employee's position, there would be no adverse impact on the continuity of instruction. See Policy GBRIC for exceptions. Employees will not be eligible for sick leave while on parental leave, but the administrative rule implementing this policy provides a method by which employees may keep their insurance benefits in force during the leave. A form to continue insurance benefits will be sent after approval of your request for parental leave.

I, _____, am employed as _____
Position (Grade and Subject)
at _____.
Location

This is to request leave in accordance with the policy of the Board of Trustees of The School District of Greenville County to begin at the close of the day _____.
Month Day Year

I plan to return to active employment with the same or similar duties as determined by the Superintendent and in accordance with Rule GBRIC and plan to do so at the beginning of:

1st semester _____ 2nd semester _____
school year school year

Date Approved	Principal
Date Approved	Area Assistant Superintendent
Date Approved	Director of Personnel Services

Policies

Book:	Policies
Section:	G - Personnel
Title:	Classification of Employees: Working Conditions: Personal Leaves and Absences: Military
Number:	GBRID
Status:	Active
Legal:	S.C. Code Ann. §§ 8-7-10 through -90 and 25-1-2250 (1976 and Cum. Supp. 1990) 43 U.S.C. §§ 2021-2026.
Adopted:	11/13/1990
Last Revised:	11/11/2003

Last Reviewed:

Policy Detail

Employees of the district may take military leave without loss of pay, seniority, or efficiency rating, for one or more periods not exceeding a total of 15 work days in one year. Saturdays, Sundays and state holidays may not be included in this 15 days unless the Saturday, Sunday or holiday is a regularly scheduled work day for the employee. "Year" refers to calendar year unless the military component requires use of its fiscal year.

This leave may be taken when the employee is engaged in training or other duties ordered by the Governor, the Department of Defense, the Department of the Army, the Department of the Air Force, the Department of the Navy, the Department of the Treasury, or any other department or agency of the government of the United States having authority to issue lawful orders requiring military service. This leave applies to employees who are either enlisted or commissioned members of the South Carolina National Guard, the United States Army Reserve, the United States Air Force Reserve, the United States Naval Reserve, the United States Marine Corps Reserve, or the United States Coast Guard Reserve.

If an employee is called upon to serve during an emergency, (to be determined by appropriate non-school district officials), he is entitled to an additional leave of absence with pay not to exceed 30 days. This period may be combined with the fifteen-day leave.

The board expects employees to request their training for a period when school is not in session.

An employee seeking leave for annual active duty training must forward a written request, including the appropriate verifying documentation, to the Human Resources Department at least 30 days prior to the start of the military activity.

District employees who are commissioned, enlisted, or selected for service in the armed forces of the United States may return to their former or a similar position with the district upon release from military service without loss of seniority or efficiency or register rating, as long as within ninety days of release from military service the employee notifies the district of his intent to return

to employment and returns to that employment and as long as the employee's return to employment is no more than five years from the date of his entry into the armed forces.

Policies

Book: Policies

Section: G - Personnel

Title: Classification of Employees: Working Conditions: Personal Leaves and Absences: Bereavement

Number: GBRIF

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised: 11/11/2003

Last Reviewed:

Policy Detail

Each employee may be absent up to three days with no deduction of pay for each occurrence of death in the family. If more than one member of the family is deceased at the same time, only five days shall be allowed for this occurrence.

For purposes of this policy, members of the family include spouse, child, parent, ward, brother, sister, grandparent, uncle, aunt, in-laws of the same degree, or other relatives living in the household of the employee.

Policies

Book: Policies

Section: G - Personnel

Title: Classification of Employees: Working Conditions: Arrangement for Substitutes (Cf.IKH, IKI)

Number: GBRJ

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

The principal or department head has the responsibility to secure substitutes for absent employees as needed. The superintendent shall develop rules for the employment of substitutes.

Book: Policies

Section: G - Personnel

Title: Classification of Employees: Working Conditions: Vacation and Holidays

Number: GBRK

Status: Active

Legal:

Adopted: 09/22/1980

Last Revised: 03/09/1999

Last Reviewed:

Policy Detail

I. Vacations

A. All regular, full-time, twelve-month employees earn paid vacation during each fiscal year in the following approximate amounts:

1. Zero through ten years experience - 10 days (10/12 days earned per month)
2. Eleven through twenty years experience - 15 days (1 1/4 days earned per month)
3. Twenty-one years of experience and above - 20 days (1 2/3 days earned per month).

An employee may use and the district will record, based on the above, vacation as the number of hours equal to the portion of a vacation day earned during each pay period, rounded to two decimal places. Employees must use vacation time in increments of at least half a day.

- B. An employee must earn vacation time before using it.
- C. For purposes of this policy only, experience includes all years during which the employee served with the school district in a full-time position requiring at least nine months of service, even if such service was interrupted. In addition, employees serving in positions for which certification is required may count as experience any years indicated on their current certificates, but earned in other school districts. Employees serving in positions for which certification is not required may count as additional experience all previous work experience related to the work of their current positions. The superintendent or his designee must verify and approve such job-related experience.
- D. An employee must take vacation within seven months of the end of the fiscal year in which it was earned.
- E. Employees with earned vacation must take that vacation time immediately prior to termination or forfeit it. When an employee uses vacation time prior to termination, the district will declare the employee's position vacant as soon as the vacation begins.
- F. Any twelve-month employee who has at least ten years of uninterrupted employment with The School District of Greenville County and who is within ten years of service retirement may elect not to use, but to accumulate (i.e., bank), up to forty-five days of

vacation time and be paid for this accumulated vacation time upon retirement. Days so accumulated shall not be forfeited unless the employee's employment terminates for any reason other than retirement.

G. Part-time employees and employees working for less than twelve months per year are not eligible for vacation time.

II. Holidays

The annual district calendar will designate certain days as holidays. Holidays need not be the same for all employees. (E.g., The length of the Winter holiday is usually longer for nine-month employees than for twelve-month employees.) Depending on the terms of an employee's employment with the district, he may receive pay for a holiday.

Policies

Book: Policies

Section: G - Personnel

Title: Classification of Employees: Working Conditions: Restrictions on the Use of Tobacco Products

Number: GBRL

Status: Active

Legal:

Adopted: 09/08/1987

Last Revised: 11/10/1992

Last Reviewed:

Policy Detail

The use of tobacco products presents a health hazard that can have serious consequences for both the smoker and the nonsmoker.

After June 30, 1993, no district employee may use any tobacco product at any time in or on any district building, vehicle, grounds, or athletic facility.

Policies

Book:	Policies
Section:	G - Personnel
Title:	Classification of Employees: Working Conditions: Substance Abuse
Number:	GBRM
Status:	Active
Legal:	Drug-Free Workplace Act of 1988; 34 C.F.R. Part 85, Subpart F.
Adopted:	09/12/1989
Last Revised:	10/08/1991

Last Reviewed:

Policy Detail

Employees of The School District of Greenville County shall not unlawfully manufacture, nor shall they distribute, dispense, possess, or use at any time on any school district property, whether during working hours or otherwise, or during any school or district sponsored events on or off school district property that include students any controlled substance or alcoholic beverage. Violations will result in termination. This proscription shall not apply to the proper use of lawfully obtained prescription drugs.

Employees must notify the school district of any conviction of a drug-related crime within five days of the conviction. If the convicted employee is directly engaged in the performance of work pursuant to the provision of a grant under which the district receives Federal funding, the superintendent, upon receipt of notice of such conviction, will within ten days of receipt of notice of the conviction notify the Federal agency supplying the funding of that conviction. Within 30 days of receipt of notice of such a conviction, the superintendent will ensure that the employee is either appropriately disciplined (possibly including termination) or required at his own expense to participate satisfactorily in a substance-abuse assistance or rehabilitation program.

Employees under the influence, but not in possession of any controlled substance (including alcohol) in the workplace may be terminated or required at their own expense to participate satisfactorily in a substance-abuse assistance or rehabilitation program.

The superintendent will ensure that all employees receive a written statement making them aware of the provisions of this policy. The superintendent will also establish a drug-free awareness program to inform employees about (1) the dangers of drug abuse in the workplace, (2) the provisions of this policy, (3) any available drug counseling, rehabilitation, and employee assistance program, and (4) the penalties that may be imposed on employees for drug or alcohol abuse violations occurring in the workplace.

Book: Policies

Section: G - Personnel

Title: Classification of Employees: Professional Organizations

Number: GBS

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

The school district shall neither compel nor forbid their employees to join any organization.

Policies

Book: Policies

Section: G - Personnel

Title: Classification of Employees: Professional Publishing

Number: GBT

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

Staff members are encouraged to contribute professional articles to local, state, and national publications. All professional articles in which the district or any of its separate departments is mentioned should be reviewed by the superintendent or his designee in advance.

All research projects must be approved by the superintendent.

Book:	Policies
Section:	G - Personnel
Title:	Classification of Employees: Ethics (Cf.GAG)
Number:	GBU
Status:	Active
Legal:	S.C. Code Ann. sections 8-13-700 through –795.
Adopted:	03/08/1980
Last Revised:	05/12/1992

Last Reviewed:

Policy Detail

ETHICS

I. Prohibited Conduct

- A. No employee may knowingly use his employment with the district to obtain an economic interest for himself, a member of his immediate family, an individual with whom he is associated, or a business with which he is associated.

This prohibition does not extend to the incidental use of public materials, personnel, or equipment subject to or available for the employee's use as long as the employee's incidental use does not result in additional public expense.

- B. No employee may make, participate in making, or in any way attempt to use his employment to influence any decision made within the district's administration or by the Board of Trustees when the employee, a member of his immediate family, an individual with whom he is associated, or a business with which he is associated has an economic interest in the decision.

If any district employee in the discharge of his official responsibilities is required to take an action or make a decision affecting an economic interest of himself, a member of his immediate family, an individual with whom he is associated, or a business with which he is associated, the employee shall prepare a written statement describing the matter requiring action or decision and the nature of his potential conflict of interest with respect to the action or decision and furnish a copy of the statement to his superior (or, in the case of the superintendent, to the chairman of the Board of Trustees), who shall assign the matter to another employee who does not have a potential conflict of interest.

- C. An employee may not, directly or indirectly, knowingly ask, demand, exact, solicit, seek, accept, assign, receive, or agree to receive anything of value for himself or for another person in return for being:
1. influenced in the discharge of his official responsibilities;
 2. influenced to commit, aid in committing, collude in, allow fraud, or make opportunity for the commission of fraud on the school district; or

3. induced to perform or fail to perform an act in violation of his job responsibilities.
- D. No district employee acting in his official capacity may receive anything of value for speaking before any group. Employees may, however, receive payment or reimbursement for actual expenses incurred for a speaking engagement as long as the expenses are reasonable and were incurred within a reasonable time and in a reasonable manner to accomplish the purpose of the engagement. If the expenses are incurred out of state, the employee must receive from the superintendent (or from the chairman of the Board of Trustees if the employee is the superintendent) prior written approval for the payment or reimbursement.
 - E. No district employee may solicit or receive in addition to his regular salary any money for any work, advice, or assistance that is within the course of his district employment.
 - F. No district employee may use or disclose confidential information gained in the course of or by reason of his official responsibilities in any way that would affect an economic interest held by himself, a member of his immediate family, an individual with whom he is associated, or a business with which he is associated.
 - G. A district employee, an individual with whom he is associated, or a business with which he is associated may not knowingly represent any person before an entity on the same level of government unless the representation is a part of the employee's official duties or concerns the employee's personal affairs or the personal affairs of his immediate family.
 - H. No district employee may cause the employment, appointment, promotion, transfer, or advancement of a family member to any position that the employee supervises or manages.
 - I. A district employee may not participate in his official capacity in any action relating to the discipline of any member of his family.
 - J. No employee may use any district personnel, equipment, materials or facilities in an election campaign.
 - K. A district employee may not have an economic interest in a contract with the district if the employee is authorized to perform an official function relating to the contract.
 - L. A former district employee or trustee may not for a period of one year after terminating his employment with the district (1) serve as a lobbyist or represent clients before the board or any division or panel of the school district on any matter which he directly and substantially participated during his employment or (2) accept employment outside the district if the employment involves a matter in which the former employee directly and substantially participated during his employment
 - M. A district employee who is participating directly in procurement, as defined in § 11-35-310(24) of the South Carolina Code of Laws, may not resign and accept employment with a person contracting with the district if the contract falls or would fall under the employee's official responsibilities.
- II. For purposes of this policy, the following definitions will apply:
- A. "Anything of value" or "thing of value" means any item of pecuniary or compensatory worth including those items set forth in Section 8-13-100(1)(a) of the South Carolina Code. The terms do not include printed informational or promotional material whose monetary value is less than \$10.00, promotional materials with a value of less than \$10.00, personalized plaques or trophies with a value of less than \$150.00, educational materials of a nominal value directly related to the employee's job responsibilities, honorary degrees, and any other item available to the general public on the same terms and conditions as it is available to district employees.
 - B. "Business" means a corporation, partnership, proprietorship, firm, enterprise, franchise, association, organization, or self-employed individual.
 - C. "Business with which he is associated" means a business of which the district employee or a member of his immediate family is a director, officer, owner, employee, compensated agent, or holder of stock worth \$100,000.00 or more at fair market value

- and which constitutes 5% or more of the total outstanding stock of any class.
- D. "Compensation" means money, anything of value, an in-kind contribution or expenditure, or economic benefit conferred on or received by a person.
 - E. "Confidential information" means information, whether transmitted orally or in writing, which is obtained by reason of district employment and is of such nature that it is not, at the time of transmission, a matter of public record or public knowledge.
 - F. "Economic interest" means an interest distinct from that of the general public in a purchase, sale, lease, contract, option, or other transaction or arrangement involving property or services in which a district employee may gain an economic benefit of \$50.00 or more.
 - G. "Family member" means an individual who is the spouse, parent, brother, sister, child, mother-in-law, father-in-law, son-in-law, daughter-in-law, grandparent, or grandchild of a district employee or a member of the immediate family of a district employee.
 - H. "Immediate family" means a child residing in an employee's household, an employee's spouse, or any individual that the employee or the employee's spouse claims as a dependent for income tax purposes.
 - I. "Individual with whom he is associated" means an individual with whom an employee or a member of the employee's immediate family mutually has an interest in any business of which the employee or a member of his immediate family is a director, officer, owner, employee, compensated agent, or holder of stock worth \$100,000.00 or more at fair market value and which constitutes 5% or more of the total outstanding stock of any class.
 - J. "Official function" means writing or preparing the contract specifications, acceptance of bids, award of the contract, or other action in the preparation or award of any district contract.
 - K. "Person" means an individual, proprietorship, firm, partnership, joint venture, joint stock company, syndicate, business trust, estate, company, committee, association, corporation, club, labor organization, or any other organization or group of persons acting in concert.
 - L. "Represent" or "representation" means making an appearance, whether gratuitous or for compensation, before the Board of Trustees.
 - M. "Substantial monetary value" means a monetary value of \$500.00 or more.

III. Disciplinary Sanctions

District employees will be subject to disciplinary procedures, possibly including termination, for violation of this policy. No employee will be terminated for violating this policy until he has received notice of the charges against him and, in the case of classified employees and contract employees in positions not requiring certification, an opportunity to use the district's grievance procedure to challenge the proposed termination or, in the case of contract employees in positions requiring certification, the opportunity to appeal the proposed termination to the Board of Trustees pursuant to the Teacher Employment and Dismissal Act.

IV. Awards and Scholarships

Nothing in this policy prevents an employee or a member of his immediate family from being awarded an award, grant, or scholarship as long as it is awarded on a competitive, objective basis and the employee has not, before the award is made, willfully contacted on behalf of the recipient any person involved in the selection of the recipient.

Book:	Policies
Section:	I - Instructional Program
Title:	Philosophy
Number:	IA
Status:	Active
Legal:	
Adopted:	03/08/1980
Last Revised:	
Last Reviewed:	

Policy Detail

Since instruction is the most important component in the operation of schools, the board desires to make its strongest contribution in this area. The board sees itself supporting and supplementing the efforts of the faculty and administration.

Teachers, administrators, and other instructional personnel need several kinds of important help from laymen. Most importantly, they need to know what students should learn. Accordingly, the board develops and formulates goals for the schools. Each staff shall determine how subjects will be taught.

The staff of each school shall determine how subjects will be taught. The board's contribution to that operation is to provide the goals, the needed equipment, materials of instruction, and such other facilitating action that may be required.

In a school district as large as The School District of Greenville County, it is necessary that supervisory services be provided to

1. Bring about continuous improvement in the instructional program;
2. Promote and stimulate the professional growth and development of instructional personnel;
3. Initiate, encourage, and support curriculum improvement;
4. Coordinate the total services and resources of the division to build and maintain a balanced, effective program of education for all pupils; and,
5. Evaluate the effectiveness of the educational program.

To this end, the district shall provide qualified professional personnel.

The instructional program in the district seeks a maximal implementation of the district's philosophy. Teachers are urged to make this philosophy the inspiration for their instruction as they creatively provide for all students the experiences which constitute an excellent education.

In the learning process students should develop a pattern of learning which will enable them to live with change and to make intelligent choices in a complex world. Each member of the school staff should revitalize his professional skills and knowledge continually. The instructional program provides the opportunity for growth for everyone in the school community.

The board supports the staff's continuing efforts to improve the instructional program--assuming that there is always room for improvement.

Finally--and of extreme importance--the Board expects the staff to present evidence of pupils' achievement in the light of the schools' goals. Such factual evidence indicates the school's and district progress and is the board's best device for evaluating the educational system, for guiding improved efforts, and for fostering approval of schools.

Cross Ref. JB

Book:	Policies
Section:	I - Instructional Program
Title:	Philosophy: Academic Freedom
Number:	IAA
Status:	Active
Legal:	
Adopted:	03/08/1980
Last Revised:	
Last Reviewed:	

Policy Detail

The teacher must be free to think and to express ideas, free to select and employ methods of instruction, free from undue pressures of authority, and free to act within his professional group. Such freedom should be used judiciously and prudently to the end that it promotes the free exercise of intelligence and pupil learning.

Academic freedom is not an absolute. It must be exercised within the basic ethical responsibilities of the teaching profession. Those responsibilities include:

1. a commitment to democratic tradition and its methods;
2. a concern for the welfare, growth and development of children;
3. the method of scholarship; and,
4. application of good taste and judgment in selecting and employing materials and methods of instruction.

(Cross Reference: [IKB](#))

Book:	Policies
Section:	I - Instructional Program
Title:	Goals and Objectives
Number:	IB
Status:	Active
Legal:	
Adopted:	03/08/1980
Last Revised:	
Last Reviewed:	

Policy Detail

It is the responsibility of the district to provide for each child in the district the education which helps him to develop to his fullest potential regardless of his race, creed, national origin, or handicap.

The primary purpose of education is to foster the power of rational thinking as the basis of intelligent choices and behavior governed by reason and understanding.

Other major purposes are these:

1. To provide experiences in responsible citizenship so that present and future generations may function effectively in a democratic society;
2. To place each student in an educational environment in which he can continue to learn and to utilize the services of community institutions and agencies when needed; and,
3. To provide the pace and pattern of education best suited to the student's capacities and to help him recognize and accept these differences in himself and in others.

The district is concerned with the student's total development, since all aspects of his growth--mental, physical, emotional, spiritual, and social--are involved in the completion of a meaningful and successful education.

1. The schools have the direct responsibility to promote continuous student growth in
 - a. building competence in skills of communication and computation;
 - b. developing an understanding of basic concepts and generalizations;
 - c. acquiring the means of continuing to learn and to adapt to a changing world by developing skills of inquiry, critical analysis, and creative thinking; and,
 - d. assuming individual responsibilities in the learning process.
2. The schools share with the home and community agencies the responsibility to guide continuous student growth in
 - a. forming strong, positive self-concepts;
 - b. building constructive habits and attitudes;
 - c. developing a positive set of values to provide a moral and ethical basis for decision making;
 - d. acquiring aesthetic appreciation;

- e. developing creativity in a variety of media;
- f. building a sound and healthy body and developing the knowledge to maintain good personal and community health;
- g. understanding vocational opportunities and acquiring vocational competences; and,
- h. making intelligent use of natural resources.

The operation of the district is based on the following premises:

1. The best interests of the student should be the first consideration in all administrative procedures, practices, and decisions;
2. Since the teacher is the key factor in instruction, every student should be guided in the learning process by well-qualified professional personnel who receive adequate compensation and who are continuing to grow in professional skill and knowledge;
3. Provision should be made for class sizes which are educationally sound, for physical facilities which insure a flexible learning situation, and for a wide variety of materials and equipment which promote optimum instructional programs;
4. The total school population should demonstrate in word and action a commitment to democratic processes;
5. The district will maintain the highest standards of education, through continuous evaluation and revision of the curriculum, organizational structure, and methodology based on the latest valid research, changing goals of society, and school objective;
6. Year-round educational opportunities should be available; and,
7. Close communications should be maintained among the board of trustees, superintendent, administrative staff, teachers, parents, and the community.

This philosophy is supported by the belief that an excellent educational program demands adequate financial support and constant vigilance to insure maximum value for the funds expended.

(Cross ref. IA)

Policies

Book: Policies

Section: I - Instructional Program

Title: Curriculum Development

Number: IC

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

The curricula of our schools shall be in harmony with the board's adopted goals. (see IB)

Curriculum development by the professional staff shall be guided by such factors as:

Book: Policies

Section: I - Instructional Program

Title: Curriculum Development: Pilot Projects

Number: ICD

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

The professional staff of the school system is encouraged to seek improvement of the educational program of the schools through all appropriate means, including carefully designed experimental programs. All new programs, including Federal programs, should be reviewed for appropriate subject matter by consultants in Instructional Services before being sent to the superintendent.

Experimental programs and "pilot studies" must have the approval of the superintendent. Approval must also be secured from the South Carolina State Department of Education and the Southern Association of Colleges and Schools if the program is at variance with standards. Experimental programs not approved by the State Department of Education shall be submitted to the board for approval.

Policies

Book: Policies

Section: I - Instructional Program

Title: Curriculum Development: Curriculum Guides and Course Outlines

Number: ICFA

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

Curriculum guides shall be prepared in harmony with the legal requirements of the state and the purposes of the program of instruction adopted by the board.

The superintendent shall have general coordinating authority and oversight over the formation of all courses of study and curriculum guides.

Policies

Book: Policies

Section: I - Instructional Program

Title: Curriculum Design: Basic Program

Number: IDA

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised: 01/11/1996

Last Reviewed:

Policy Detail

This policy is divided into the following parts which may be found on the pages indicated.

Part One:	Art	pp. 2, 3
Part Two:	Environmental Education	pp. 4, 5
Part Three:	Foreign Language	pp. 6, 7
Part Four:	Language Arts	pp. 8, 9
Part Five:	Mathematics	pp. 10, 11
Part Six:	Music	pp. 12-14
Part Seven:	Physical Education	pp. 15
Part Eight:	Reading	pp. 16
Part Nine:	Science	pp. 17-20
Part Ten:	Social Studies	pp. 21, 22

Part One: Art

I. PHILOSOPHY

A. Goals: The Art Program endeavors to help every child reach his potential through the following kinds of experiences:

1. Development of visual and tactile perception;
2. Encouragement of creative expression;

3. Study of art heritage; and,
4. Development of aesthetic judgment.

B. Strategies

1. Art teachers facilitate the creative and mental growth of students through their own experiences and professional growth. The art teacher:
 - a. Teaches to benefit every student, not just a talented few;
 - b. Understands the significance of art in our contemporary life style and is concerned about helping each student relate more aesthetically to his surroundings;
 - c. Has a thorough and versatile knowledge of a number of art media, with ability to perform effectively in each; and,
 - d. Is an active member in professional organizations such as the National Art Education Association and The Greenville Artists' Guild.

2. Art teachers should make use of the following resources:
 - a. School district workshops;
 - b. Art consultant and art consultant's resources;
 - c. Library resources - professional, school and public libraries;
 - d. Higher education from local institutions - Clemson University, Furman University, and Bob Jones University; and,
 - e. Greenville County Museum of Art and Bob Jones University art collection.

II. PROGRAM

- A. Kindergarten: Art is a part of the daily program and is the responsibility of the regular kindergarten teacher.
- B. Elementary: Students in grades 1-5 receive art instruction from a fully certified art teacher. An art guide has been written and published by the district covering art activities on recommended grade levels.
- C. Middle School: Middle school art is taught by certified art teachers. Sixth-grade students are offered art classes in accordance with the Defined Minimum Program for South Carolina School Districts. Students in grades seven and eight are offered art as an elective. These classes are scheduled during the regular school day. In accordance with state requirements, these elective courses are scheduled for a minimum of 250 minutes weekly for 9 weeks. The school district's middle school art guide outlines appropriate activities for children at these grade levels.
- D. High School: High school art classes are taught as electives by certified art teachers. Most high schools offer Art I, Art II, Art III, Art IV, and specialized courses in ceramics, photography, and crafts. A student may apply 4 units of art credit toward a diploma.
- E. Fine Arts Center: The Fine Arts Center is a magnet school for artistically gifted students from the district's fifteen high schools. Visual arts courses in design and color, drawing and printmaking, painting, ceramics, metal design, filmmaking and

video are taught by certified art teachers.

III. REQUIREMENTS

Since art is an elective at the high school level, it is unrealistic to suppose that all students will be able to take art at this point. Therefore, only those students who truly desire to take art should be placed in art classes.

Part Two: Environmental Education

I. PHILOSOPHY

During the past few years, public awareness and concern about the environment have increased dramatically. Our democracy depends on citizens making wise decisions concerning the environment; indeed, federal legislation has been mandated to protect the environment. Therefore, the schools have a responsibility to educate students in environmental responsibilities. Environmental studies can be incorporated into all subject areas.

The environmental education curriculum should provide opportunities for actual learner involvement in the environment. Environmental education activities should be open-ended, allowing the learner to collect and record data based on his own observations, as well as provide opportunities for individual interpretations of that data.

II. OBJECTIVES:

- A. Provide opportunities to involve the learner in his environment;
- B. Provide opportunities for open-ended environmental investigations and data-collecting;
- C. Provide opportunities for the learner to make his own interpretations about the data he collects;
- D. Develop in the learner an awareness of the need for individual responsibility to maintain or improve the management of his environment;
- E. Help the learner to develop the ability to accept responsibility to maintain or improve his environment for future use;
- F. Develop in the learner an awareness of problems associated with population, natural and human resources, and related environmental problems that exist in the community;
- G. Incorporate environmental resource materials into selected areas of the school curriculum at all levels of instruction;
- H. Develop a population which exhibits cognitive learnings and effective behaviors which support productive interaction between the learner and the immediate environment;
- I. Provide continual experiences starting in kindergarten or first grade and extending through all grade levels. These should expand the learner's understandings of ecological relationships as well as improve his competence to investigate the environment and to make assessments at the level of his maturity; and,
- J. Provide training opportunities for teachers to develop the ability to involve students in relevant and significant learning experiences that utilize the basic learning skills in items A to F in environmental encounters.

III. OUTCOMES OF EFFECTIVE PROGRAMS:

- A. The learner should be able to demonstrate his ability to collect, record, and

- interpret environmental data and from this identify and name trends of environmental management at his level of understanding;
- B. The learner should be able to exhibit behaviors which demonstrate a desire to maintain or improve a quality environment;
 - C. The learner should be able to demonstrate an ability to contribute feasible solutions to identifiable environmental problems;
 - D. The learner should be able to participate actively in discussions related to environmental problems including man's management role in alleviating these problems; and,
 - E. The learner should be able to demonstrate a personal commitment to intelligent management of the environment by exhibiting such behavior as voting on the basis of known data, and avoiding littering and defacing property.

Part Three: Foreign Language

I. PHILOSOPHY

Events of recent years have increased awareness of how interdependent the world has become. International travel has provided almost daily opportunities for contact with people of other language and cultural backgrounds. Increased emphasis on a multicultural society has also made necessary the need to learn a second language and to be sensitive to cultural differences. Foreign language study should be a part of the basic education of every child either in elementary or high school. The study of another language and culture provides a broad humanizing experience which cannot be obtained in other courses. It allows the student to see his own language and culture from a different perspective. Second-language skills will also be valuable assets for students in careers in government, business, and education.

II. OVERVIEW OF PROGRAM

A. Objectives:

1. To provide at each level of instruction for the development of the four skills - understanding, speaking, reading, and writing;
2. To provide for the cognitive and affective knowledge of the socio-cultural content of the countries where the language is spoken;
3. To provide opportunities for students to use their knowledge and skills to communicate with people from the language and culture which they are studying;
4. To provide experiences for advanced students to combine the study of a second language with a special interest such as drama, music, art, literature, or a certain career; and,
5. To provide exploratory experiences for elementary and middle school students.

B. Instruction

1. Elementary and Middle Schools

Foreign language instruction on these levels consists of exploratory courses. There is no extended sequence to develop the four skills. In the elementary schools some pilot courses are offered in French and Spanish as part of the Challenge Program. Middle schools provide two types of exploratory courses: a nine-week course and a one-semester course. Although these programs give

an introduction to only one language and culture, students also learn of the value of foreign language study and general information about the languages of the world.

2. High Schools

All high schools in the district offer foreign languages. Instruction is in French, Spanish, German, and Latin; however, all four languages are not in the curriculum of every high school. Students may begin their sequence of courses in the ninth grade with Level I and continue through Level IV.

Part Four: Language Arts

I. PHILOSOPHY

The language arts curriculum, outlined clearly in a language arts curriculum guide for grades K-12, includes reading, writing, speaking, listening, and perceiving, or more formally, literature, composition, and language usage. Teachers teach these skills first by organizing objectives for the classroom, and then within these structures directing students toward a long range appreciation for literature, standard oral expression, and clearly written composition.

II. PROGRAM

A. Pre-School

Beginning with the pre-school child, and recognizing his need for combining his school experiences with his home and community environment, the teacher attempts to supply the needs of the individual through helping him discover that books are enjoyable and that they also inform. With this goal in mind, the teacher provides each child with a variety of good reading material among which are story and poetry books, newspapers, and magazines.

Among other skills, the teacher directs the student toward clear enunciation, acceptable language usage, recognition of sensual responses, and an awareness of writing as a means of communication. It is the teacher's responsibility to plan instruction that will enable pupils to work toward these goals. When such growth is not present, other instruction is planned to re-emphasize these areas until such growth is assured.

B. Elementary

In elementary school much the same organization of objectives and skills is imperative in order to follow through the pre-school teacher's goals with respect to growth and further development. In composition, particularly, the student begins to compose thoughts and ideas, to construct a chronological sequence of events, to recall experiences of sight and sound, and to value neatness and legibility in writing. He is also led to develop a written and oral vocabulary with which he writes stories, poems, and paragraphs. He learns the classification of words, the basic sentence patterns and parts, along with punctuation, capitalization, syllabication, and phonetic spelling. Handwriting is taught in the elementary grades 1-6 with a series of handwriting tests which use the manuscript formations the student is learning to read. The transference to cursive is done at the third-grade level.

C. Middle School

The language arts curriculum in the middle schools contributes further to the continuum in objectives and curriculum which the language arts guide uses. The guide is a stabilizer and a director for teachers to follow in moving toward their goals. Thus, the process of learning the language and literature is developed further in a more formal and structured study of grammar and sentence makeup which the student uses in oral and written composition. The teacher presents ideas and models for the students to use in their own written and oral work.

D. High School

In high school the language arts teacher continues to help the student expand his writing experiences from narrative to descriptive and to expository. The student studies word relationships, slang, and dialect and learns to make standard choices in his own writing and speaking. He continues to develop his vocabulary and spelling skills through regular practice in classroom activities and at home while he continues to explore more formal literary works.

In composition he is taught to phrase effective sentences, to use smooth transitional devices, and to develop a well-rounded essay including the thesis statement and conclusion. This accomplishment is a basic in composition.

In literature the student experiences an association with the classics as well as with works of present day authors, and learns to distinguish between the good and the poor.

III. REQUIREMENTS

Students must earn four units or credits in English. Some high schools offer a traditional approach to the language arts in that the student is taught in a block of time by one teacher through the entire school year. Other schools offer the semester approach allowing the students to select the required number and kinds of courses he likes, provided he selects a certain number of hours in composition, in grammar, and in literature.

Part Five: Mathematics

I. PHILOSOPHY

Learning to solve problems is the principal reason for studying mathematics. In order to solve problems encountered in today's technological society, students must acquire a number of basic skills in mathematics. The basic skills, however, include much more than computational skills. In isolation, computational skills contribute little to one's ability to use mathematics. Combined effectively with other skills, they provide the basic mathematical competence needed by every adult.

Mathematics educators in The School District of Greenville County support a structured, but flexible, approach to the teaching of mathematics. A structured program provides:

A well-defined continuum of skills and concepts through which students progress;

Placement of students at an appropriate level of instruction;

Meaningful drill and practice activities;

Mastery of one level of material before moving to the next; and,

An accurate record of student progress from year to year.
A flexible program assures:
Freedom in classroom management and style of teaching;

Opportunities for enrichment and acceleration for talented students;

Rich and meaningful programs for students of average ability; and,

Opportunities for acquiring minimum competency in mathematics by students who experience difficulty in this area.

Careful placement of students in a well designed program, sound instruction by qualified teachers, support from the home, and opportunities for enrichment will assure Greenville County students a quality education in mathematics.

II. PROGRAM

The K-8 Mathematics Curriculum Guide provides a continuum of concepts and skills through which each student progresses at his own best rate. The guide includes a complete testing program. A continuous progress record is maintained for each student.

The 9-12 Mathematics Curriculum Guides define the program for remedial students, general mathematics students, and college preparatory students. Honors courses, computer programming, and Advanced Placement Calculus are options for talented mathematics students.

III. REQUIREMENTS

A student must earn two units in mathematics for graduation. In addition, the Promotion-Retention Policy requires a proficiency level of 7.0 as measured by a standardized test before a student can receive a second unit in mathematics.

Part Six: Music

I. PHILOSOPHY

Music education in the public school exists for the purpose of awakening and refining the aesthetic sensitivity of all children and developing the musical skills, understandings, and attitudes that will enable them to enjoy a richer life in an enlightened society.

Music is a personal and humanizing art created by man to express his feelings and ideas. Such an aesthetic sharing promotes emotional maturity and a sensitivity to the feelings of others. The expressive qualities inherent in the elements of music identify this art as one of the most significant forces of affective experience.

It is the responsibility of administrators and music educators to plan a sequential plan of learning experiences that meet the immediate needs of all children while stimulating the cognitive, the psychomotor, and the affective domains.

II. GOALS

1. Develop an understanding of the elements of music and acquire the necessary skills to hear, read, write, and perform musically according to their level of ability;
2. Make discriminating value judgments about music based on their knowledge of the aesthetically expressive elements of music;

3. Be able to discuss music in terms of music terminology;
4. Understand a wide variety of music of all cultures and be able to relate composers and their compositions to appropriate historical periods; and,
5. Enrich their lives by extending their classroom musical experiences into the home and community.

Musically talented and gifted students will be able to pursue with confidence advanced studies and a musical career of their own choosing as a result of specialized courses and individual guidance.

III. PROGRAM

- A. Kindergarten - An integral part of the daily instructional program, music is taught by the kindergarten teacher. Emphasis is placed on creativity and discovery of musical sounds as they relate to life.
- B. Elementary - Music is taught by specialists who meet all classes, grades 1-5, at least once each week. Music teachers are encouraged to use multiple approaches through a variety of media to develop sequential skills and understandings of basic concepts in teaching musicianship. All music specialists are required to be fully certified in the field of music education.
Opportunities for studying string instruments (violin, viola, cello, and bass) are available beginning at the fourth-grade level. Strings classes are taught twice weekly by strings instructors who are certified in the field of instructional music.
- C. Middle School - A broad curriculum of musical experiences in grades 6-8 includes regularly scheduled classes in Band, Strings, Choral Music, and General Music. Special interest classes are available to students in most middle schools as exploratory, short-term learning experiences in guitar, group piano, recorder, folk music, and other innovative programs.

The administration attempts flexible programs to develop specialized skills of the performance-oriented students while meeting the aesthetic needs of other students who profit from learning to enjoy music as an enlightened listener.

All music teachers are required certification in their area of specialization.

- D. Secondary - Students in grades 9-12 may earn four academic units of music credit which count towards the 18 hours required for graduation from South Carolina high schools.
 1. Choral offerings include multi-level groups to meet the needs of beginning, intermediate, and advanced students.
 2. Band and orchestra classes are also provided on a regularly scheduled basis.
 3. Experimental programs for credits are available in some schools which include Music Theory, Harmony, Guitar, Voice Classes, Music Appreciation, and Advanced Placement in Music Literature for college credit.
 4. The district's Fine Arts Center for Artistically Talented Students provides advanced levels of instruction for those students who plan to pursue careers in the arts upon graduation from high school.

IV. OTHER ACTIVITIES

1. In addition to annual county-wide clinics for band and choral students, all strings

students are given an opportunity for performance in an orchestra which meets for rehearsals on a weekly basis throughout the school year.

2. Recognizing the importance of live concerts to reinforce musical learnings at the elementary level, the school district supports annual Youth Concerts by the Greenville Symphony Orchestra for all fourth- and fifth-grade students. The concerts are provided during the regular school day as educational field trips.
3. Teachers are also informed of other musical events available to students in college and community series as well as community theatre productions.

V. ADMINISTRATION AND TEACHERS

1. The administrative staff includes a music consultant to assist new teachers and provide specialized help for others seeking to develop programs or initiate change in curriculum offerings.
2. All music teachers in the district meet on a regular monthly basis to plan in-service training programs and workshops to improve their skills in teaching.
3. Teachers are strongly encouraged to participate in other professional workshops and clinics sponsored by the state and national music educators organizations.

Part Seven: Physical Education

Because it is a phase of the total educational program, physical education aims for the same general goals that give purpose to all other learning experiences of the schools. Hence, the well-rounded development of all children and youth as responsible citizens shall be a goal of instruction.

The program shall include supervised physical education instruction from grades kindergarten to twelfth. In addition, interscholastic sports shall be offered at the secondary level.

The board recognizes problems of the lack of physical fitness and advocates a well-rounded physical program for all students.

As the student matures he or she shall be given more difficult and more extensive activities in an effort to bring about a condition of physical fitness as a base for increased mental and social maturity.

Part Eight: Reading

I. PHILOSOPHY

The District will utilize a phonics-based reading program in kindergarten through fifth grade. A reading teacher may use other reading programs if the teacher and principal determine that it will benefit an individual student. Every elementary student will spend at least one hour per day on reading skills.

II. PROGRAM

In the district the primary approach to reading instruction in grades one through eight is the basal reading program. Students are grouped according to instructional level and are taught from materials appropriate to that level. The basal program is supplemented by the use of a variety of materials from the Book Center, school libraries, and teachers' personal collections.

Additional programs for students having difficulty with reading are provided through federal funds in schools qualifying for such help. Project TIP (Title I Phonics) is designed for kindergarten through second grade and the Reading Center Program is designed for grades three through eight.

Reading is taught at the secondary level for those students who continue to need instruction in reading. Thirteen of the fifteen high schools have programs with one or more full-time teachers. Two schools offer one or two classes in reading.

III. REQUIREMENTS

No student will receive more than two units of credit for English unless that student has attained a reading proficiency level of at least 7.0. Retention at fifth and eighth grade should be strongly considered for students reading two years or more below grade level. Students must also meet the reading requirement of Policy IHE for promotion to the fourth grade.

IV. Administration and Teachers

Reading teachers will assist principals in coordinating the reading program in kindergarten through fifth grade.

Part Nine: Science

I. PHILOSOPHY

Science education should provide the background experience to develop competency, creativity, intellectual ability, and values.

Goals:

- A. To educate scientifically literate citizens, capable of making intelligent decisions concerning humanity and progress;
- B. To educate the individual to pursue and to enhance a satisfying life work;
- C. To educate the individual to obtain and share with others the esthetic satisfaction of his environment; and,
- D. To encounter the personal satisfaction of participating in scientific discovery and experimentation.

Objectives:

- A. To develop rational thinking by giving the student an opportunity to interpret, observe, and collect data;
- B. To stimulate inquiry. Experimentation at any grade level should have some aspect of investigation carried on by the student;
- C. To encourage independent investigation. Student involvement will stimulate further inquiry and encourage independent study;
- D. To develop attitudes of integrity and self-reliance;
- E. To encourage science as a process of inquiry by which new knowledge is obtained;
- F. To foster the enjoyment and appreciation of science as a part of our personal and community environment; and,

- G. To encourage all students to participate in the science program at their level of understanding.

II. PROGRAM

Instruction in the science program is aimed at the development of scientifically literate citizens. The program is based on a philosophy that science instruction should provide knowledge and skills to enable students to better understand themselves and their environment, as well as understand scientific processes and their relationship to other disciplines.

A. Overall Perspectives:

1. Science instruction should integrate the physical, biological and chemical sciences, structured around the major concepts and processes of science;
2. Instruction should focus on developing skills in observing, classifying, and predicting;
3. Instruction should center on student participation rather than teacher-centered instruction and should provide liberal opportunities for problem solving experiences for children;
4. Laboratories, demonstration equipment, science reference materials, and audio-visual aids are essential for a science program in which inquiry and discovery are primary features;
5. The science curriculum should emphasize the teaching of concepts rather than rote memorization of facts;
6. Science instruction should provide flexibility to facilitate maximum cognitive progress and should provide a self-determined pace from manipulation of concrete objects to abstract ideas and finally to the higher mental processes of problem solving;
7. The science program should develop skills that are applicable to everyday situations;
8. Interdisciplinary instruction, relating science to other disciplines, should be a frequent goal of every teacher; and,
9. Equipment and materials should be stored in the classroom whenever possible.

B. Elementary School:

1. Students should begin their science instruction by learning to measure, interpret data, formulate hypotheses, and experiment;
2. Children must interact with concrete objects during problem solving situations;
3. Regular science instruction should be an essential part of the curriculum; and,
4. The science program should provide opportunities to interpret, manipulate, explore, and investigate the child's environment.

C. Middle School

Students at the middle school are changing individuals. They are maturing in their ability to exercise judgment and to make significant decisions. In addition, they have a special need to understand themselves and their society. At this level:

1. Increased exploratory experiences should be made available to students;
2. Greater individualization is needed and improved physical facilities should be made available; and,
3. Students should have greater involvement in structuring their learning experiences, and concomitant efforts should be made by the school to provide continuous progress materials and equipment.

D. High School

The major goal of science education at the high school is to develop scientifically literate and personally concerned individuals with a high competence for rational thought and action. At this level

1. Physical science or biological science should be provided for all students;
2. Advanced courses should be provided for students who have special interests and aptitudes in science;
- 3.. Students should be encouraged to engage in an independent study of scientific problems that interest them;
4. At least 35 per cent of the time should be devoted to laboratory investigation, a recommendation of the South Carolina Standards for Accredited High Schools;
5. Short courses which are interdisciplinary and not sequential should be available. These short courses should place great emphasis on problem solving, laboratory research, group activities, and independent study; and,
6. Some short courses should be based on exploration of societal problems, using a unified approach to the scientific disciplines.

A well-planned science curriculum is essential to an effective science program. Curriculum planning involves the cooperative effort of administrators, teachers, and consultants at all levels.

The suggestions and recommendations made in the science curriculum guide will assist the teacher in planning meaningful experiences for the children as they grow in science.

II. REQUIREMENTS

Students must earn one unit in natural science for each grade.

Grade 7	Life Science
Grade 8	Earth Science
Grade 9	Physical Science (under unusual circumstances it may be offered in grades 10, 11, or 12)
Grade 10	Biology I (under unusual circumstances it may be offered in grades 11 or 12)
Grade 11	Chemistry I (under unusual circumstances it may be offered in 12th grade)

I. PHILOSOPHY

Social studies is the study of man, his relationships to his environment, to others and to himself. Many disciplines--history, political science, economics, geography, anthropology, sociology, and psychology--are included in social studies instruction and contribute to students' understanding of man and his environment.

The most important goal of social studies instruction, as stated in the philosophy, is "to prepare students to be active, responsible participants in society, endowed with a healthy respect for the rights of others and rich in the self-confidence that grows out of an understanding of and appreciation for their own ethnic and national heritage. Social studies education therefore consists of two equally important facets: the acquiring of knowledge and understanding coupled with the development of social studies skills."

II. PROGRAM

The social studies program is organized around concepts, content, and skills. Six key concepts form the heart of the curriculum from kindergarten through grade twelve:

IDENTITY	INTERDEPENDENCE
CULTURE	CHANGE
LAND/MAN RELATIONSHIPS	POWER

The content of the social studies program illustrates the concepts and provides for continuity. In kindergarten through grade four the "expanding horizons" approach is emphasized as students study people, families, communities, the state, and geographic regions of the world. Another cycle begins in grade five as students study North America.

Grade six includes regional studies of Latin America and Western Europe. The Eastern Hemisphere is emphasized in grade seven. Starting in grade eight, the social studies disciplines compose the curriculum.

Mastery of the skills of the social studies is essential for students to become participating citizens. The social skills help students learn to interact with each other in democratic settings. Map and globe skills and research skills provide the means for learning specific information for a lifetime, not only in school, but also as adults. By exercising the thinking skills, the students will indicate their ability to comprehend, apply, and evaluate information. Skills useful in making decisions and judgments are emphasized.

III. REQUIREMENTS

Presently, the State Department of Education requires the teaching of South Carolina history and American history as an integrated course in grade eight. Also, three units of social studies are required for graduation from high school. Two of these units are designated but the other may be an elective. Students must successfully complete one full year (one unit) of United States History and Constitution and one half unit each of economics and government. These requirements become effective with the graduating class of 1981.

Book:	Policies
Section:	I - Instructional Program
Title:	Curriculum Design: Vocational Education
Number:	IDAA
Status:	Active
Legal:	
Adopted:	03/08/1980
Last Revised:	
Last Reviewed:	

Policy Detail

I. PHILOSOPHY

The fundamental principle underlying the system of vocational education is to provide vocational training and supportive services for the identified needs of people and manpower requirements. The system is dedicated to helping all individuals realize their vocational objectives and achieve an optimum level of personal competency consistent with their interests, aptitudes, desires, and abilities.

1. Appropriate prevocational education opportunities shall exist for all ninth and/or tenth grade students;
2. Appropriate vocational education opportunities shall exist for 100% of all secondary students who choose it;
3. Appropriate opportunities shall exist for vocational education for post-secondary students;
4. Appropriate opportunities in vocational education shall exist for out-of-school youth;
5. Appropriate vocational education opportunities shall exist for adults to be re-trained or to upgrade job skills;
6. Appropriate vocational education opportunities shall exist to meet the needs of the handicapped and the disadvantaged citizens;
7. Innovative and model programs in vocational education shall exist to meet manpower needs in new and emerging occupations;
8. Vocational education programs shall be of a high quality and satisfactorily meet the needs of employers and all student populations served;
9. Relevant vocational training shall be readily accessible to all student populations; and,
10. A comprehensive planning effort for coordination and consultation shall exist among all governmental agencies and organizations involved in the delivery of vocational training to achieve articulation of vocational education programs.

II. PROGRAM

Vocational education programs endeavor to provide students with exploratory educational experiences needed to establish a career goal and to develop the competencies and

attitudes necessary for success in the occupation of their choice.

Vocational education consists of 45 different types of programs in the following categories:

Prevocational Education,
Agriculture Education,
Consumer and Homemaking Education,
Distributive Education,
Health Occupations Education,
Occupational Home Economics Education,
Office Occupations Education,
Trade and Industrial Education, and
Special Programs for Disadvantaged and Handicapped.

A high school program shall include specialization and skill development in a minimum of four (4) occupational program areas and shall offer a minimum of 12 units in grades 10-12 or vocational specialization and skill development in a minimum of 10 trade and industrial programs and two other vocational program areas.

III. REQUIREMENTS

Vocational courses are chosen or elected and are not required for graduation.

Book:	Policies
Section:	I - Instructional Program
Title:	Curriculum Design: Character Education
Number:	IDAB
Status:	Active
Legal:	S.C. Code Ann. § 59-17-135
Adopted:	02/12/2002
Last Revised:	
Last Reviewed:	

Policy Detail

The board is committed to the ideals of good character and citizenship through character education as part of the district's mission of successful teaching and learning.

These ideals include, but are not limited to, the following:

- personal integrity and honesty
- respect for the rights of all persons regardless of race, religion, sex, age, physical condition or mental state
- sense of justice and fair plan
- trustworthiness
- patriotism
- citizenship
- understanding, sympathy, concern and compassion for others
- discipline and pride in one's work
- respect for one's property and the property of others, including public property
- understanding of the rights and obligations of a citizen in a democratic society
- respect for authority

The district's program of character education will include a meaningful and challenging curriculum that respects all learners and helps them succeed

The district will maintain school communities in which positive behavior is practiced, demonstrated, modeled and reinforced within an environment of mutual respect and dignity. The district will implement this program in close cooperation with parents of students. The district will provide opportunities for the integration of character education throughout the curriculum in grades K-12.

The process of integrating character education in school programs will include the involvement of students, staff, families and the greater school community.

Book: Policies

Section: I - Instructional Program

Title: Curriculum Design: Health Education

Number: IDB

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised: 04/24/2007

Last Reviewed:

Policy Detail

A comprehensive health education program is an integral part of each student's education. Elementary schools will incorporate weekly instruction in nutrition and healthy eating into their health education curriculum.

Cross-reference: Policies EE, EEC, & IBDC

Book:	Policies
Section:	I - Instructional Program
Title:	Curriculum Design: Sexuality Education
Number:	IDBA
Status:	Active
Legal:	S.C. Code § 59-32-5 through -90.
Adopted:	06/09/1987
Last Revised:	11/11/1997

Last Reviewed:

Policy Detail

The family has the primary responsibility for the education of students in the area of human sexuality. Although the public schools should provide information concerning sexuality, the family develops the specific value system through which students translate knowledge into decisions and actions. Instruction which supports traditional family values should form the basis on which questions of human sexuality are explored in the classroom.

Sexuality education in the district should be part of a comprehensive health education program that begins in kindergarten and continues through high school. The program should help students develop a better understanding between the sexes, help students reach decisions based on facts, and enable students to understand the consequences of their actions.

In The School District of Greenville County, the goals of instruction related to sexuality education will be:

1. To promote the home as the primary source of information on sexuality education and encourage communication between parents and students;
2. To teach abstinence as the only acceptable sexual behavior until marriage;
3. To enhance and develop self-esteem;
4. To develop skills which will help students act responsibly; and
5. To provide accurate knowledge about reproductive health and family life education.

Within the focus of these goals, and at appropriate grade levels, the information presented regarding human sexuality will include:

1. Psychology of adolescent sexual growth;
2. Anatomy and physiology;
3. Dating and marriage;
4. Self-respect, self-control, personal responsibility, and respect for other people;
5. Conception, prenatal care and development, childbirth, and postnatal care;
6. Risks associated with sexual activity outside of marriage;
7. Obligations and responsibilities of marriage and parenthood, including the risks and benefits of contraception;
8. Effective communication and assertive behavior techniques;
9. Legal aspects of sexual conduct of minors, including criminal conduct;
10. Dangers of sexually transmitted diseases, including HIV/AIDS;

11. Community resources concerning sexually transmitted diseases.

Contraceptive information must be given in the context of future family planning. Contraceptive devices will not be distributed in any school in the district. No instruction will be given and no information will be distributed on contraception prior to the ninth grade.

No instruction will be given and no materials will be distributed which promote abortion as an acceptable form of contraception.

Instruction may not include a discussion of alternate sexual lifestyles except in the context of instruction concerning sexually transmitted diseases.

Male and female students will be taught separately during the sexuality education program in an effort to enhance learning, encourage modesty, and decrease embarrassment.

Personnel involved in the sexuality education program will conduct the instruction with maturity and discretion in compliance with the spirit and intent of this policy. They will ensure that each individual in the class is respected at all times, that the right to privacy is not invaded, that no student is required to talk about issues that make the student feel uncomfortable, that the use of "street" language is not a part of the program, and that inappropriate personal experiences are not a part of the classroom discussion of sexuality. Classroom management is a critical part of the program and, therefore, teachers must establish guidelines for behavior before beginning the program.

Prior to beginning classroom instruction, personnel involved in the program will receive appropriate staff development. Ongoing training will be provided in response to research and new developments in sexuality education.

Staff development must include instruction concerning the implementation of district curriculum, methodology for teaching sexuality education, and information regarding the Comprehensive Health Education Act.

Parents will have the opportunity to preview all materials prior to instruction. Students will be included in the program unless parents sign a waiver exempting their child from instruction. Alternative health education instruction will be provided for students who have been exempted during the time period in an area designated by the principal.

Approximately one month prior to instruction of the Sexuality Education Component, schools will mail to parents information concerning the program. This mailing will include:

1. Dates of sexuality education instruction;
2. The location, date(s), and time(s) for previewing materials at the school;
3. A brief description of the content of the Sexuality Education Component;
4. Information concerning parents' option to exempt their child from any portion or the entire unit of study;
5. The Release for Exemption of Student from Sexuality Education form. (Parents must return the form to the school or contact the school principal. Schools will not accept this form from students.)

The following materials will be available at the school for parent preview:

1. Sexuality Education Curriculum Guides (middle/high);
2. Student worksheets and handouts;
3. Textbooks used at each level;
4. Videos used for instruction at each level;
5. The Comprehensive Health Education Act of South Carolina;
6. The School District of Greenville County's Sexuality Education Policy;

7. The Release for Exemption of Student from Sexuality Education form.

Copies of sexuality education materials will be kept in each school's media center.

Citizens may preview sexuality education material on an individual basis by making arrangements through the Coordinator of Comprehensive Health Education.

A Sexuality Education Advisory Committee will be appointed by the Board to assist in the selection of components and curriculum materials.

The Sexuality Education Advisory Committee will consist of the following people:

1. Two parents;
2. Three clergy;
3. Two health professionals;
4. Two teachers;
5. Two other persons not employed by the local school district;
6. Two students one being the president of the student body of a high school;
7. District staff to serve as advisors to the committee.

The Sexuality Education Advisory Committee's responsibilities will be:

1. To receive information from staff and interested citizens on appropriate materials for the program;
2. To assist in the selection of appropriate materials which complement the District's goals of the program and are in compliance with the Comprehensive Health Education Act of 1988;
3. To recommend a comprehensive sexuality education program to the Board of Trustees.

The following procedures will direct the Sexuality Education Advisory Committee's selection process:

1. The District's Communication Department will issue a public announcement including information on the application process and eligibility requirements;
2. Any citizens served by The School District of Greenville County may apply to be a member as long as statutory requirements are met;
3. After one year, former committee members may apply for re-election;
4. Persons wishing to apply will indicate their interest, in writing, to the Coordinator of Comprehensive Health Education no later than thirty (30) days after the public announcement has been issued;
5. The District will forward to all applicants a Candidate Information Form which shall be returned to the Coordinator of Comprehensive Health Education by the date designated on the form;
6. The District will certify that all candidates meet eligibility requirements of the Comprehensive Health Education Act;
7. The Board Chairman will appoint an ad hoc committee to conduct an interview with each applicant and to recommend to the Board person(s) to serve on the committee;
8. In May of each year, the Board will vote on the recommendation(s) and will notify, in writing, all candidates of its action;
9. All members, except students, will be elected to three-year terms;
10. Should a member resign a position before the term of service expires, the District's Communications Department will issue a public announcement concerning the opening within ten (10) days of the vacancy, and the selection process will begin. The person elected will serve during the remainder of the unexpired term;
11. Annually, the Interhigh Council will name four students, two of whom are presidents of the student bodies of high schools, as candidates for membership on the Sexuality Education Advisory Committee. After an interview process with the ad hoc committee referred to above, two students will be selected as committee members and two as alternates.

While curriculum development is a staff function and reflects current knowledge and practices, both professionals and citizens may be consulted during the formulation of the instructional program.

All materials used in the program will be approved by the Board of Trustees.

Book:	Policies
Section:	I - Instructional Program
Title:	Curriculum Design: Health Education: Physical Fitness
Number:	IDBC
Status:	Active
Legal:	
Adopted:	05/22/2007
Last Revised:	
Last Reviewed:	

Policy Detail

Physical fitness is one component of a comprehensive health education program.

The school district will provide all students the legally mandated instruction and time in physical education and related activities.

The board may grant a waiver from physical education requirements based on one of the following criteria:

- The student presents a physician's statement indicating that participation in physical education will jeopardize the student's health and well-being.
- The parent or legal guardian of the student presents a written statement that the parent or legal guardian is a member of a recognized religious faith that, as a part of it's official doctrine or creed, objects to physical education and the parent or legal guardian can demonstrate that the student's participation in such classes would violate those religious beliefs. The board will not grant a waiver if the objection is merely a matter of personal preference or opinion.

The district will establish a Coordinated School Health Advisory Council (CSHAC) to assess, implement, and monitor district and school health policies and programs and recommend to the superintendent (or principals, as appropriate) ideas for improving these policies and programs.

Cross -reference: Policies EE , EEC, & IDB

Policies

Book: Policies

Section: I - Instructional Program

Title: Curriculum Design: Adult Education Program

Number: IDG

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

The objective of the Adult Education Program is to provide organized/ systematic instruction in the communication and computation skills of reading, writing, speaking, listening, and arithmetic for the adult learner. Each course of study will provide a planned, logical sequence of essential basic educational skills and competencies deemed necessary for the individual enrollee to overcome his inabilities and deficiencies. Through the process of screening analysis, these inabilities and deficiencies will be identified in the development of the individual's program.

Many of these adults have not yet themselves recognized their needs, or they are not aware of the opportunities being offered to correct these deficiencies. It is an obligation of those working in adult education to help these adults recognize their needs and encourage them to take advantage of the opportunities being offered. As progress is made in this endeavor, a noticeable change will occur in the attitude and behavior of many adults. This change, in turn, will enable these people to take advantage of opportunities for more extensive learning. Through the awareness of their accomplishment, many will be eager to continue their growth and will enthusiastically spread the word.

Policies

Book:	Policies
Section:	I - Instructional Program
Title:	Curriculum Design: Extended Programs: Summer
Number:	IDCA
Status:	Active
Legal:	
Adopted:	03/08/1980
Last Revised:	
Last Reviewed:	

Policy Detail

The school district will conduct a summer school program each year.

Philosophy

Although education provides many services to students and is organized in various administrative structures, the cornerstone continues to be instruction. However, the concept of instruction should not become too narrow. Historically, the setting for education on the K-12 level has been instruction for nine months with three months set aside during the summer months for vacation. This arrangement was very important in our agrarian society when the school children were needed for planting and harvesting the crops. The space age requires a new structure so that students have the opportunity to continue their education during a portion of the summer months.

Without a summer school program, many students will not have any constructive developmental program during the summer months. Not only the students are idle, but also the buildings and facilities are not used. Summer schools help reduce pupil failures, reduce or delay dropouts, help the disadvantaged catch up, and allow the able students to accelerate. The summer school program allows the district to provide a service with the students paying part or most of the cost.

Summer school in the district is a continuation of the regular school program and operates under the administrative and instructional guidelines of district policy JB. The purposes of the summer school program in the district are as follows:

1. To provide review courses for students who need special help in overcoming deficiencies in specific subject areas;
 2. To allow students to make up a unit of credit for courses not successfully completed during the regular school year; and,
 3. To offer new, advanced, and enrichment courses in selected subject areas for able students who wish to engage in an accelerated program.
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Policies

Book: Policies

Section: I - Instructional Program

Title: Curriculum Design: Special Programs

Number: IDD

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

Services beyond those normally found in the regular school may be available to meet the special needs of individual students. Pupil personnel teams are located in each area office and the district office to provide these services.

In conformity with district policies, state and federal regulations, certain services may be available to children living in the school district who attend non-public schools.

For placement of students in specific special education programs, see policies IDDF and JQ.

Policies

Book: Policies

Section: I - Instructional Program

Title: Curriculum Design: Special Programs: Remedial

Number: IDDB

Status: Active

Legal: S.C. Code Ann. § 59-63-65.

Adopted: 10/13/1998

Last Revised: 10/13/1998

Last Reviewed:

Policy Detail

The district will appropriately match and use for that purpose any funds that the General Assembly provides to reduce to fifteen-to-one the pupil-teacher ratio for classes in grades one through three. Starting with the school with the highest percentage of students eligible for free and reduced-price lunches under the federal program and continuing successively through those schools with the next highest percentages of such students, the superintendent will so reduce the pupil-teacher ratio in the grade or grades he determines appropriate until State funding for the purpose is depleted. If a qualifying school lacks the classroom space required to reduce the ratio and district funds are not available to add classrooms, the superintendent may skip that school. The superintendent, in his discretion, may exempt from this reduction any school that adequately explains to him in writing the reasons for its exclusion. Any school in which this program is implemented must participate in the State's plan for evaluating the impact of the program.

Policies

Book: Policies

Section: I - Instructional Program

Title: Curriculum Design: Special Programs: Special Education

Number: IDDF

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

Policies for Special Class Placement

The education of exceptional children has the same basic concepts and goals common to the education of all children.

The aim of a special education program shall be to provide individual instruction to a child to help him to reach his potential and thus increase his contribution to society. Special education shall involve children with special needs, teachers with special training, and special equipment and services.

Correct placement is a necessary element in the total philosophy underlying the program--the right of every child to an educational opportunity commensurate with his abilities. The goals of the district will be to assess continually the students' needs and to provide an educational environment most conducive to their progress.

Classification of Pupils:

TMH	Trainable Mentally Handicapped
EMH	Educable Mentally Handicapped
HH	Hearing Handicapped
EH	Emotionally Handicapped
OH	Orthopedically Handicapped
LD	Learning Disability
VH	Visually Handicapped
SP	Speech Handicapped
D/B	Deaf-Blind
MH	Multi-Handicapped

All students shall be placed in special classes in accordance with district policies and state and Federal regulations.

Cross Reference: JQ.

Book: Policies

Section: I - Instructional Program

Title: Curriculum Design: Cocurricular Activities

Number: IDE

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised: 05/01/1981

Last Reviewed:

Policy Detail

Values are to be gained from properly supervised extra-class activities as a part of the total school program. Such activities, properly supervised, should provide students opportunities for experiences not possible in the classroom. The amount of time these activities take students away from school during school hours or away from studies on "school nights" should be limited. This policy is applied in such areas as scheduling of interscholastic contests, meetings and trips involving school organizations, and in-school activities such as meetings, and the like.

Cross References: IDF(R), Interscholastic Activities
IDFA(P)(R), Interscholastic Athletics
IDEA(P)(R), Intramural Athletics

Policies

Book: Policies

Section: I - Instructional Program

Title: Curriculum Design: Cocurricular Activities: Intramural Athletics

Number: IDEA

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised: 05/01/1981

Last Reviewed:

Policy Detail

Intramural sports shall be encouraged in all schools as part of the regular physical education program in order that all pupils may have the opportunity to participate.

Policies

Book:	Policies
Section:	I - Instructional Program
Title:	Curriculum Design: Cocurricular Activities: Interscholastic Athletics
Number:	IDFA
Status:	Active
Legal:	
Adopted:	05/01/1981
Last Revised:	09/11/2001

Last Reviewed:

Policy Detail

The high schools shall sponsor a full program of interscholastic athletics. When funds are available for middle school athletics, the middle schools shall sponsor an interscholastic athletic program within the guidelines established by the superintendent.

Whenever the superintendent's guidelines for a middle school athletic program include a sport also offered at the high school level, middle school students may not play on high school athletic teams in that sport except that any eighth grade student who played on a high school team the previous year may try out for, and participate in, a high school team in the same sport the following year. When the guidelines do not include a sport at the middle school level, seventh and eighth grade students are allowed to play on high school athletic teams in that sport, according to the rules of the South Carolina High School League. This includes the participation of seventh and eighth graders on the JV teams of the defined "contact" sports (currently football, soccer, and wrestling) if the middle school program does not include the "contact" sport. The only exception will be to limit seventh graders in football to ninth grade teams only (no one above ninth grade allowed on this level of play). In addition to High School League rules, seventh and eighth graders will be eligible to play only at the high school where they are geo-coded to attend (the high school attendance zone in which they reside). The superintendent may waive the policy of preventing seventh and eighth grade students from playing at the high school level as he deems appropriate on an individual basis.

All interscholastic activities of the school must be under the direct supervision and control of the principal.

All scheduling of interscholastic activities shall be accomplished by the principal and his designated staff members after careful consideration of the effect and impact of the activities upon the participants and the total school program.

The amount of time spent in interscholastic athletics should not have a detrimental effect on the students' academic programs.

Individual or group practice in interscholastic activities must be conducted after the end of the six-

hour school day.

The school may provide students who participate in the instruction of, and competition in, interscholastic athletic activities with standard equipment that is kept in good repair.

Cocurricular Activities: Interscholastic Athletics South Carolina High School League

Each high school and middle school offering an athletic program shall be a member of the South Carolina High School League, and all schools and persons involved with athletics shall abide by the rules and regulations of this league.

Any alleged violation of the rules and regulations of the South Carolina High School League shall be cause for investigation by the executive director of schools and/or the school principal.

If the investigation reveals that a willful and knowing violation has been committed, the person guilty may be suspended from his duties in connection with athletics pending final dispensation of the case. Penalties may include the revoking of the person's contract with the school district.

Any fines assessed by the South Carolina High School League against any school must be paid by the person or persons found guilty of willful violation that causes the fine.

Any student, whether participating in athletics or not, shall be held accountable for his or her conduct at all athletic contests. Any student who is guilty of conduct which is in violation of any rule or regulation of the South Carolina High School League will be subject to suspension and/or expulsion and will be liable for any fine assessed against a school in the district by the league as a result of said conduct of each student.

It shall be the responsibility of the school principal to inform all personnel having duties relating to athletics and students of the provisions of this policy.

Pupil accident insurance made available by the District shall be required for all students who participate in athletic programs. In addition, special football insurance may be required for all students who participate in interscholastic football. The administration shall ensure that appropriate coverage is available for students to purchase.

Policies

Book: Policies

Section: I - Instructional Program

Title: Instructional Arrangements: Grouping for Instruction

Number: IEA

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

Principals shall be responsible for grouping pupils so that students may more nearly have the opportunity to reach their maximum potential.

Principals shall consider the strengths and weaknesses of their teachers in making teaching assignments where grouping gives varying characteristics to classes.

Book: Policies

Section: I - Instructional Program

Title: Instructional Arrangements: Organization for Instruction

Number: IEB

Status: Active

Legal:

Adopted: 06/25/1996

Last Revised: 12/09/1997

Last Reviewed:

Policy Detail

The instructional day for each high school shall consist of six or more periods a day (traditional), four periods on alternating days (AB), four periods every day, (4x4), or any combination of these three. Any significant change from this requirement must receive approval from the Board prior to implementation. This policy in no way affects pep rallies, field trips, assemblies, or any other normal daily activity.

Elementary and middle schools shall develop schedules that comply with the instructional time requirements set forth below. Any deviation from these time requirements must be requested by the principal and granted in the form of a waiver by the Superintendent.

Grades 1-5	
	<u>Minutes/Quarter</u>
English/Language Arts	5,400
Mathematics	2,700
Science	2,205
Social Studies	2,205
Health & Safety	405
Physical Education	405
Art	405
Music	405
Lunch	1,800
Other*	1,620

Other may include but no be limited to: foreign language, computer lab, science lab, library, reading recovery, assembly, DARE, additional physical education, art, music activities, etc.

Grades 6-8	
	Minutes/Quarter
English/Language Arts	2,700
Reading or Literature or Foreign Language (HS credit)	2,700
Mathematics	2,700
Science/Health	2,700
Social Studies	2,700
Lunch	1,350
	Minutes/Year
Other*	10,800

**"Other" must include instruction for each student in physical education/health for a minimum of 2,700 minutes per year.

**"Other" must include but not limited to:

general music, chorus, band, strings, art, home economics, industrial arts, keyboarding, computer literacy, computer lab, drama, journalism, exploratory foreign language (no HS credit), career exploration, etc

Policies

Book: Policies

Section: I - Instructional Program

Title: Instructional Arrangements: Class Size

Number: IEC

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

A desired narrow range and an upper limit for the maximum number of students in each class in grades K - 12 shall be determined by the board with the advice of the superintendent and the staff. A desired narrow range for the minimum number of children in each class in grades K - 12 and a lower limit for grades 9 - 12 shall also be determined by the board with the advice of the superintendent and the staff in accordance with the defined minimum program and state statutes.

Book: Policies

Section: I - Instructional Program

Title: Instructional Arrangements: Scheduling for Instruction

Number: IED

Status: Active

Legal: S.C. Code Ann. § 59-1-440

Adopted: 06/08/2004

Last Revised:

Last Reviewed:

Policy Detail

Before varying the length of the school day, the administration must consult with the affected parents of students and school faculty and obtain authorization to vary the length of the school day from the board of trustees.

Book: Policies

Section: I - Instructional Program

Title: Instructional Arrangements: Student Schedules

Number: IEE

Status: Active

Legal:

Adopted: 09/14/1999

Last Revised: 06/27/2000

Last Reviewed:

Policy Detail

Schools will not allow permanent early dismissals to any student except when a high school student's principal determines that one of the following circumstances exists: (1) The student requires early dismissal to participate in a school-sponsored work-study or service learning program or (2) The student requires early dismissal to attend a for-credit class, approved by the superintendent, at an institution of higher learning. This policy shall become effective July 1, 2000.

The superintendent may waive this policy in appropriate situations. He shall promulgate a rule setting forth situations in which such a waiver would be appropriate and specifying the procedure for obtaining a waiver

Book:	Policies
Section:	I - Instructional Program
Title:	Instructional Arrangements: Charter Schools
Number:	IEK
Status:	Active
Legal:	
Adopted:	03/11/1997
Last Revised:	06/24/1998

Last Reviewed:

Policy Detail

The board will approve an application to form a charter school in accordance with state statutes. Persons seeking such approval must submit written applications to the district Superintendent no earlier than July 1 and no later than September 1 of the year preceding the academic year in which they intend to open the charter school. The superintendent will have appropriate staff members review the application to ensure that it contains the information required by the South Carolina Charter Schools Act of 1996 and, within 30 days of receiving the application, will notify the applicant in writing of any omissions in or concerns about the application. The applicant may amend and resubmit the application at any time prior to the Board's ruling on it.

Following reasonable public notice, the Board will conduct community meetings to assist it in ruling on the charter application. During at least one of these meetings, the superintendent will present to the Board a recommendation on whether the application is complete under the requirements of the Charter Schools Act and whether it meets the spirit and intent of the Act. The Board will rule on the application within 90 days of its submission to the superintendent.

If the board denies an application, it will provide within ten days of the denial a written explanation of the reasons for the denial. The charter applicant may then amend its application to conform with the reasons for denial and reapply to the Board, which will approve or deny the amended application within thirty days of receiving it, or the applicant may appeal the decision to the State Board of Education. If an applicant indicates that the conditional authorization of a charter school is necessary for the applicant to secure space, equipment, facilities, and personnel, the board may grant such conditional authorization before such things have been secured. The Superintendent will file with the State Board of Education each approved application for a charter school.

If the State Board of Education remands to the Board of Trustees any decision denying an application for a charter school, the local board, following reasonable public notice, shall reconsider its initial decision within thirty days following the remand.

Once approved, the application for a charter school will become part of a contract between the charter school and the board. The contract will include all other agreements between the charter school and the board, including the release of the charter school from board policies. Both parties

must approve revisions to the contract.

Persons desiring reasonable technical assistance in preparing or revising their charter applications may obtain it through the Superintendent's Office at no expense.

The Superintendent is authorized to negotiate with charter school applicants the terms for and availability to them of district services such as food services, custodial services, maintenance, curriculum, media services, libraries, and warehousing. A charter school must report to the board by June 30 each year the number of students enrolled in the charter school, the success of students in achieving the specific educational goals for which the charter school was established, and the identity and certification status of the teaching staff.

Any district employee wishing to request leave to be employed in a charter school must make the request in writing by the April 25 immediately preceding the time when the leave is to begin. Employees returning to the district from such leave will be assigned where needed with no guarantee of a return to any previously held position.

Book:	Policies
Section:	I - Instructional Program
Title:	Instructional Resources: Instructional Materials
Number:	IFA
Status:	Active
Legal:	20 U.S.C. § 1232h (c)(1)(C)(i).
Adopted:	03/08/1980
Last Revised:	09/09/2003

Last Reviewed:

Policy Detail

I. Selection

The board delegates to professional personnel the authority for the selection of materials in their respective areas. Professional employees involved in procuring or developing instructional materials should seek to:

1. Provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities, and maturity levels of the pupils served;
2. Provide materials that will stimulate the growth in critical thinking that leads to the development of concepts, broad understandings, literary appreciation, aesthetic values, and ethical standards;
3. Provide a background of information which will enable pupils to make intelligent decisions for appropriate behavior in changing situations;
4. Provide materials on opposing sides of controversial issues so that young citizens may develop under guidance the practice of critical reading and thinking;
5. Provide materials representative of the many religions, ethnic, and cultural groups and their contributions to our society;
6. Provide materials having the positive values of respect for human dignity and of insight into many cultural patterns;
7. Provide materials which will develop in children an appreciation of their nation's heritage, of their own responsibilities as citizens in a world of democracy, and of their country's contribution to world progress; and,
8. Provide materials for school guidance programs as follows:
 - a. All materials used must seek to make the student a better academic learner and decision maker.
 - b. Each school will ensure a method of reviewing all materials for guidance programs to ensure that the materials comport with the expectations and values of the school's community.
 - c. Each school will provide parents and guardians a notification of guidance programs to be used and an opportunity to opt their children or wards out of programs in which they do not want them to participate.
 - d. Materials must comply with the Framework for Learning, as amended.

II. Inspection

Parents or legal guardians may inspect any instructional material used as part of the educational curriculum for their child or ward.

III. Complaints

- A. School personnel will not require a student to use instructional materials that offend the student or his parents or guardians. Parents or guardians should request in writing an alternative assignment when they find the planned materials offensive.
- B. Parents or guardians wishing to challenge the District's use of any instructional materials should first attempt to resolve their concerns with their child's teacher and principal. If a satisfactory resolution cannot be reached, the parents or guardians may submit to the Materials Review Committee a written complaint detailing their objections.

Cross reference: KNBA

Book:	Policies
Section:	I - Instructional Program
Title:	Instructional Resources: Instructional Materials: Textbook Selection and Adoption
Number:	IFAA
Status:	Active
Legal:	S.C. Code Ann. §§ 59-31-30, -45, -50, & -75.
Adopted:	03/08/1980
Last Revised:	10/14/1997

Last Reviewed:

Policy Detail

Textbooks are defined as basic instructional tools or guides which are used to implement the instructional objectives of a course or subject.

After thorough evaluation by and consultation with such persons as teachers, parents, consultants, and other educators, principals shall approve all textbooks used in their schools. The superintendent shall develop procedures to ensure that appropriate persons, methods, and considerations are used to evaluate textbooks prior to selection.

If any principal or teacher desires to have the Board request the State Board of Education to add to its approved list any textbook or series of textbooks which the State Board has reviewed but not adopted, that principal or teacher shall submit the proposal in writing to the superintendent. The proposal shall state the educational advantages of the textbook and the reasons it merits addition to the approved list. The superintendent will ensure that the proposal and textbook are evaluated according to guidelines for selection by the district and shall recommend to the Board whether it should request addition of the textbook to the State-approved list. At the next regular Board meeting occurring thirty days after submission of the proposal, the Board will consider the proposal and the superintendent's recommendation and, unless additional information is needed, decide whether to request the State Board to add the textbook to its approved list.

No school may begin a course if State-approved textbooks or other course material is not available on the first day of class or if the delivery date is after the first two weeks of classes unless the Board determines that the class should be offered.

Policies

Book:	Policies
Section:	I - Instructional Program
Title:	Instructional Resources: Instructional Materials: Supplementary Materials Selection and Adoption
Number:	IFAB
Status:	Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

Workbooks

Workbooks should be considered supporting texts, used for reinforcement and enrichment of skills, and should be geared to the needs of the individual. Each workbook activity should be preceded by careful preparation on the part of the teacher. Teachers should use these materials with the individual pupils or with small groups. The teacher should be certain that each pupil understands the purpose, the technique of responding, and the importance of the activity.

Workbooks can be quite helpful in relieving weaknesses inherent in group instruction by:

1. Providing needed practice;
2. Helping pupils become aware of progress;
3. Identifying particular pupil deficiencies;
4. Revealing areas where re-teaching is necessary;
5. Providing opportunity for self-appraisal by the pupil; and
6. Providing a quick means of teacher checking.

The teacher's role in the use of workbooks shall be as follows:

1. The teacher may use the workbook for diagnostic purposes;
2. The teacher may use the workbook to develop specific skills;
3. The teacher may use the workbook to individualize assignments;
4. The teacher may use the workbook to offer instruction and avoid repetitious mistakes by closely supervising the work;
5. Providing opportunity for self-appraisal by the pupil; and
6. Providing a quick means of teacher checking.

The teacher's role in the use of workbooks shall be as follows:

1. The teacher may use the workbook for diagnostic purposes;
2. The teacher may use the workbook to develop specific skills;
3. The teacher may use the workbook to individualize assignments;
4. The teacher may use the workbook to offer instruction and avoid repetitious mistakes by closely supervising the work;
5. The teacher should see that all work is evaluated; and,
6. The teacher should seek means and methods so that workbook activities are integrated

with other classroom activities.

Criteria for selection and purchase shall be as follows:

1. The student's reading level and his individual needs and interests should be carefully established before the selection of the workbook;
 2. Workbooks should not necessarily be recommended for every student in any particular group and should meet specific needs of students;
 3. Workbooks should correlate with the textbooks; and,
 4. Teachers should consult with the academic department head and consultant in the selection and use of workbooks and laboratory manuals. After final approval by the principal, teachers may requisition workbooks through regular channels.
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Policies

Book: Policies

Section: I - Instructional Program

Title: Instructional Resources: Instructional Services: Instructional Materials Centers

Number: IFBC

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

The school district will maintain a centralized cataloging department to receive, catalog, and process all media center materials.

Policies

Book: Policies

Section: I - Instructional Program

Title: Instructional Resources: Instructional Services: School Libraries

Number: IFBD

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

Library Media Centers

The board recognizes that an effective school library is an important and integral part of the instructional resources of each elementary and secondary school.

Hence, the school district will provide and maintain adequate school libraries. The superintendent will develop rules, regulations and procedures to insure the quality of content in these libraries and their systematic maintenance as current resources for teachers and pupils. He will annually request sufficient funds to maintain these services at a high level, using the standards of the American Library Association as a goal.

Policies

Book: Policies

Section: I - Instructional Program

Title: Instructional Resources: Instructional Services: School Libraries: Professional Library

Number: IFBDA

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

A library to supply the professional needs of district personnel shall be maintained at the district office. Materials include books on many topics of continuing and current interest, files of pamphlets and periodicals, a collection of sample copies of textbooks, reference books, trade books, and files of publishers' catalogs.

The professional library shall be open from 8:30 a.m. to 5 p.m., Monday through Friday, for use by all personnel. The following circulation schedule shall be maintained.

1. Professional books -- 1 month;
2. Sample textbooks -- 2 weeks; and,
3. Periodicals and pamphlets -- 2 weeks

Materials may be requested by telephone or written communication. They shall be sent to the teachers by a weekly courier and may be returned in the same way.

No fines shall be charged for overdue materials, but payment is expected for materials which are lost.

Policies

Book: Policies

Section: I - Instructional Program

Title: Instructional Resources: Instructional Services: Computer Assisted Instruction

Number: IFBG

Status: Active

Legal:

Adopted: 12/10/1996

Last Revised:

Last Reviewed:

Policy Detail

All student use of computer technology within the school district must support the district's curriculum.

The superintendent will develop rules for the appropriate use of computer technology by students. Instruction on computer technology, including networks, will include these rules and the rights and privileges of network use. Students will agree to comply with these rules and any local school rules. Students may be disciplined for violating them.

Policies

Book:	Policies
Section:	I - Instructional Program
Title:	Instructional Resources: Community Instructional Resources: Field Trips
Number:	IFCB
Status:	Active
Legal:	
Adopted:	03/08/1980
Last Revised:	05/09/1995

Last Reviewed:

Policy Detail

A field trip is a student instructional activity that occurs at a site other than the school and that the student's teacher or principal plans so that it directly relates to the concepts and objectives of the school curriculum. Trips that themselves form the class curriculum (such as the supported work program and the apprenticeship programs) and individualized student experiences (such as shadowing and mentoring) are not considered field trips.

Principals are responsible for approving plans for field trips taken at their schools. Plans for field trips shall describe at a minimum, the date of the field trip, the place to be visited, the purpose of the trip, the method of transportation, the cost of the field trip, plans for assisting students who lack funds to participate in the field trip, provisions for safety and supervision, appropriate written instructional plans for nonparticipating students who remain at school, and the name(s) of the person(s) supervising participating and nonparticipating students.

Written consent from the parent or legal guardian is a prerequisite for all students participating in a field trip.

Principals will ensure that the number of days a student in grades 4-12 is on a field trip does not exceed three consecutive school days. There will be no overnight field trips for students in K5-Grade 3.

In formulating plans for field trips, teachers and principals will make provisions to identify those students who may not be able to participate because of their inability to pay and will offer assistance to those students in paying the cost of the field trip. Field trips of unusual cost must be approved by the Superintendent.

All provisions of the District's discipline code as well as the discipline code of the particular school will apply during each field trip.

Cross Reference: [IDE\(P\)](#), [IDF\(P\)](#), [IDFA\(P\)](#)

Book: Policies

Section: I - Instructional Program

Title: Instructional Resources: Community Instructional Resources: School Volunteers

Number: IFCD

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

The board encourages the use of community resources and citizens to assist in furthering the educational program.

Volunteer Program

Citizen interest and involvement in the education of children can be a meaningful part of the school program. The use of constructive volunteer services will improve the quality of education for all children. Effective volunteer services can:

1. Help improve academic achievement in children by allowing teachers and other school staff more time for professional instruction;
 2. Extend services to school children through the use of volunteers from each school community;
 3. Provide resources from the community for enrichment of the school program;
 4. Increase community understanding of the problems facing public schools and enlist the support of citizens in an effort to improve education; and,
 5. Provide an exchange of ideas, concerns, and proposals between school personnel and citizens of the community
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Book: Policies

Section: I - Instructional Program

Title: Guidance Program

Number: IG

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

The unique purpose of guidance services is to assist students in gaining certain personal goals as a basis for meeting their needs:

1. Developing initiative, responsibility and self-direction;
 2. Reognizing, understanding, facing and solving problems--both present and future;
 3. Reaizing his potential through developing his ability to plan wisely and to make realistic choices;
 4. Accepting responsibility for the choices he makes;
 5. Making adjustments (home, school, community, beyond high school, and the like) both present and future; and,
 6. Accepting himself as a unique individual so that he may not be pressured by the demands of adults, expectations of his parents beyond his capabilities, or the criticism of his peers.
 7. Gidance is a cooperative program in which many people, working together, organize their knowledge and efforts to assist the individual student in the solution of his problem and in the development of his potentialities.
-

Book: Policies

Section: I - Instructional Program

Title: Academic Achievement

Number: IH

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

It shall be the responsibility of the superintendent and his professional staff to provide for the annual classification, reporting of progress, and maintenance of records for all pupils. These activities shall be carried out with careful and considerate treatment of all pupils, taking into account basic educational requirements and available facilities.

Book: Policies

Section: I - Instructional Program

Title: Academic Achievement: Grading Systems

Number: IHA

Status: Active

Legal:

Adopted: 10/10/2000

Last Revised: 05/22/2007

Last Reviewed:

Policy Detail

The district complies with the State Board of Education policy regarding a statewide uniform grading scale.

The Uniform Grading Policy is effective for all students beginning in the 2007-2008 school year and is set out below.

A = 100-93
B = 92-85
C = 84-77
D = 76-70
F = 69-61

The administration will develop regulations and procedures necessary to implement this policy.

Book: Policies

Section: I - Instructional Program

Title: Academic Achievement: Final Examinations

Number: IHAA

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised: 05/22/2007

Last Reviewed:

Policy Detail

A cumulative final examination shall be given in each academic course in high schools, vocational centers, the high school alternative schools, and the Fine Arts Center except when the superintendent determines that there is a suitable substitute (e.g., an AP IB exam, South Carolina End of Course Exams, or final project of comparable significance and complexity). No student shall be exempted or excused from these examinations.

Book: Policies

Section: I - Instructional Program

Title: Academic Achievement: Grading Systems: Report Cards

Number: IHAB

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised: 05/22/2007

Last Reviewed:

Policy Detail

The district recognizes that both pupil and parent have a right to know, and need to know, the pupil's progress and his developmental behavior patterns. Pupil progress reports offer a real guidance aid for both pupil and parent. The methods and instruments used for reporting on pupil progress shall, as nearly as possible, accurately reflect his performance in terms of the school's objectives and in terms of purposes and potentialities of the learner.

Purpose of Grades:

Educators use grades

1. to give students and parents feedback about student's progress and achievement
2. to provide guidance for instructional planning and implementation
3. to provide guidance to students and parents about future academic progression and coursework
4. to make administrative decisions

Interim progress reports are to be sent by teachers to parents no later than the mid-point of the grading period. Teachers must contact parents of students failing at mid-term and at the end of quarter grading period.

Book: Policies

Section: I - Instructional Program

Title: Academic Achievement: Grading Systems: Parent Conferences

Number: IHAD

Status: Active

Legal:

Adopted: 11/11/1997

Last Revised:

Last Reviewed:

Policy Detail

The Act 135 Plan of each school shall include a parental involvement component that describes how the school will

1. Involve parents in the planning, review, and improvement of school programs.
 2. Communicate the school's responsibility to help all students meet the state's challenging performance standards.
 3. Describe to parents their responsibility to support their children's learning.
 4. Establish ongoing and timely communication between teachers and parents.
 5. Build the capacity of parents and school staff for strong parental involvement.
 6. Increase accessibility for participation of parents who have limited English proficiency, limited literacy, or are of any racial or ethnic minority background.
-

Book:	Policies
Section:	I - Instructional Program
Title:	Academic Achievement: Homework
Number:	IHB
Status:	Active
Legal:	
Adopted:	03/08/1980
Last Revised:	08/22/2006

Last Reviewed:

Policy Detail

Purpose and Philosophy

- Homework is an integral part of the learning process and includes opportunities for students to reinforce, synthesize, and extend classroom learning.
- Homework should be meaningful and engaging, should purposefully support the curriculum, and should help students develop responsibility and good work habits.
- Homework is a natural extension of the school day and an important part of a student's educational experience.
- Homework should be designed to be completed independently.
- The three generally recognized types of homework are practice, preparation, and extension.
 - a. Practice homework reinforces newly acquired skills taught in class.
 - b. Preparation homework helps students prepare for upcoming lessons, activities, or tests.
 - c. Extension homework provides challenging, often longer-term, opportunities for enrichment and extension that parallel class work.
- Students should be taught study techniques, including the wise scheduling and use of time for both daily and long-range assignments.
- Within five days of a student's return from an excused absence, the student must work out provisions for making up missed work with the

teacher(s).

- The principal must approve the make up of work missed during an unexcused absence after consultation with the teacher(s).

Recommended Time by Grade Level: The times below are daily averages since students should not have homework in all subjects every night.

Grades K-2 15 – 30 minutes per day

Grade 3 30 – 45 minutes per day

Grades 4-5 45 – 60 minutes per day

Grades 6-8 60 – 120 minutes per day

Grades 9-12 60 – 150 minutes per day

Students should spend some time each day reading independently. This time should not be considered part of homework and should include a variety of types of reading.

Grading/Assessment of Homework: Research indicates that providing feedback on homework enhances student achievement. Although it is neither feasible nor recommended that teachers collect and grade all homework, they should employ strategies that help them manage their workload while maximizing the effectiveness of the feedback.

- Homework should have clear meaning and importance relating to the curriculum.
 - The homework average should count no more than 10% of the overall quarterly grade at the elementary level.
 - The homework average should count no more than 20% of the overall grade at the middle and high school levels.
 - Depending on the assignment, homework grades should be based on effort, correctness, or a combination of the two.
 - Because they require a much greater amount of time and effort than daily assignments, grades for long-range assignments should not count as part of the homework percentage.
-

Book:	Policies
Section:	I - Instructional Program
Title:	Academic Achievement: Promotion and Retention
Number:	IHE
Status:	Active
Legal:	S.C. Code § 59-18-500.
Adopted:	03/08/1980
Last Revised:	11/10/1998

Last Reviewed:

Policy Detail

The promotion and retention policy of The School District of Greenville County assures that students reach minimal academic standards at each grade level before they are promoted. Without the necessary skills, social promotion will only increase a child's academic problems.

For a child to be successful in school, Greenville County Schools emphasize the basic skills, especially in the primary grades. The decision to retain a student is not, and should not be, a last-minute decision. Nor is it an arbitrary decision made without standards to provide clear expectations for each grade level. To be promoted, the student must reach certain levels of achievement. Therefore, strong academic kindergarten programs, including transitional classes, will be available to ensure that no child enters the first grade without being prepared for work on the first grade level.

Beginning in the 1998-99 school year, a school will notify at the beginning of each school year the parent or legal guardian of the need for a conference for each student in grades three through eight who lacks the skills to perform at his current grade level. The school will identify these students based on assessment results, school work, or teacher judgment. At the conference, the student, parent, and appropriate school personnel will discuss the steps needed to ensure student success at the next grade level.

They will also develop and sign an academic plan outlining additional school and district services to be provided, including any requirement for summer school attendance, and actions the student and parents will undertake to further student success. If a parent, after attempts by the school to schedule the conference at the parent's convenience, does not attend the conference, the school will appoint a school mentor, either a teacher or adult volunteer, to work with the student and advocate for services. The mentor will observe all district policies regarding confidentiality of student records. A copy of the academic plan will be sent to the parent by certified mail.

Appropriate school personnel will review the student's performance at the end of the school year. If the student's work has not been at grade level or if the terms of the academic plan have not been met, the student may be retained or required to attend summer school.

At the end of summer school, a district review panel assigned to the school the student most recently attended will review the student's progress and report to the parent whether it indicates readiness to achieve grade level standards at the next grade. If the student is not at grade level or his assessment results show standards are not met, the student will be placed on academic probation. A conference of the student, parents, and appropriate school personnel will revise the academic plan to address academic difficulties. At the conference school personnel will stipulate that academic probation means if either school work is not at grade level or if assessment results again show standards are not met, the student will be retained. This retention may apply to the grade the student attended just prior to attending summer school.

Within seven days of receipt of written notice that a student will be retained or required to attend summer school, the student's parent may appeal the decision to the school's district review panel. The parent shall file this appeal by submitting to the principal of the school the student most recently attended a letter stating in precise detail why the decision is not appropriate. The superintendent shall assign to each elementary and middle school a district review panel consisting of an executive director, a curriculum consultant, and a principal from another school at the same level. Within ten days of the filing of the appeal, the school's review panel shall review the decision and the basis for the appeal. The panel will make a reasonable effort to notify the parent of the time and place of this review and will permit the parent to attend. The panel will affirm the decision of the school unless the parent presents a compelling reason for not doing so. The panel will notify the parent in writing of its decision. Decisions of the district review panel shall be final.

The superintendent shall provide information on this policy to every student who has not reached the ninth grade by the 1998-99 school year and to their parents.

Policies

Book: Policies

Section: I - Instructional Program

Title: Academic Achievement: Graduation Requirements

Number: IHF

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised: 02/10/2004

Last Reviewed:

Policy Detail

The requirements for graduation from high school will be those established by State statute and regulations of the South Carolina Department of Education.

In the spring of each year, each school will arrange for appropriate awards and recognition programs and, in high schools, graduation exercises. There will be no graduation exercises for elementary and middle schools.

Only seniors in high school who have earned sufficient credits for a State high school diploma, State High School Certificate, Greenville County Occupational Diploma, or Greenville County Special Education Certificate will be permitted to participate in graduation exercises.

Policies

Book:	Policies
Section:	I - Instructional Program
Title:	Testing Programs
Number:	II
Status:	Active
Legal:	South Carolina Code §59-30-10 et. seq.
Adopted:	12/13/1983
Last Revised:	04/17/1984

Last Reviewed:

Policy Detail

BASIC SKILLS ASSESSMENT PROGRAM

Improvement of the instructional process is a continuous goal of The School District of Greenville County. It is believed that the quality of instruction can be improved greatly by utilizing diagnostic-prescriptive teaching methods. In accordance with this belief and a legislative mandate, The School District of Greenville County shall participate fully in the Basic Skills Assessment Program (BSAP) established by the South Carolina Legislature in Act 631 of 1978.

The term "basic skills" shall include mathematics and the communication skills of reading and writing. The District BSAP will include continuous assessment of the individual student's progress in relation to the state minimum standards of student achievement set for kindergarten through grade twelve. The tests shall be in a form prescribed by the State Board of Education and shall be administered in accordance with regulations adopted thereby.

Any student who is unable to take any of the tests prescribed in the act because of absence from school and who can provide school authorities with a valid reason for such absence shall be given the missed test if the student returns to school within the period specified by the South Carolina Department of Education.

The parent(s) or guardian(s) of any student who fails to meet the established minimum score on any test prescribed by the Basic Skills Assessment Act shall be notified in writing by the school of such deficiencies or failures. The parent(s) or guardian(s) will be requested to schedule a conference with appropriate school personnel to discuss suggestions for appropriate assistance which the parent or guardian may give the child. A record of communication with parents/guardians will be maintained at the school.

In addition, any parent or guardian who requests test results information will be provided such in writing.

The results of the test administered under the Basic Skills Assessment Program will be used to help in the diagnosis of student deficiencies. When a deficiency is indicated, basic instruction

will be provided to aid the student in bringing his performance up to the statewide minimum standards for a particular grade. This instruction shall be geared to the individual's specific needs as revealed by the test.

Appropriate in-service training will be provided for all certified personnel implementing the Basic Skills Assessment Program to insure efficient and effective methods of instruction and test administration.

Handicapped children shall be given the basic skills test unless the IEP developed pursuant to P. L. 94-142 states otherwise.

BASIC SKILLS ASSESSMENT PROGRAM (First Grade Readiness Test)

Each student in grade one shall, at the beginning of the school year, be given a readiness test to measure that student's readiness to begin the formal school curriculum. The test shall be in a form prescribed by the State Board of Education and administered in accordance with regulations adopted thereby.

The parents of each student whose score on the readiness test indicates he or she is "not ready" for first grade instruction shall be so notified within the period specified by the South Carolina Department of Education. The notice will be in writing and contain:

1. An explanation of deficiencies; the parent(s) or guardian(s) will be requested to schedule a conference with appropriate school personnel to discuss suggestions for appropriate assistance which the parent(s) or guardian(s) may give the child.
2. Advice that the child receive a complete physical examination.
3. Information on what local governmental health services are available for obtaining such an examination.
4. A request that, if such an examination is obtained, the results be forwarded to school health personnel.

Classroom activities appropriate to the particular student's needs, as revealed by the Readiness Test, will be started as soon as practicable.

The scholastic record of the student shall contain a copy of the aforementioned notice sent to the parent(s) or guardian(s) of students "not ready" for first grade instruction.

Handicapped children shall be given the readiness test unless the IEP developed pursuant to P. L. 94-142 states otherwise.

Policies

Book:	Policies
Section:	I - Instructional Program
Title:	Testing Programs: Test Administration (Test Security)
Number:	IIB
Status:	Active
Legal:	S.C. Code Ann. § 59-1-445 & 59-1-447 (Cum. Supp. 1985). R. 43-100, "Test Security Regulations," State Board of Education (5/14/86).
Adopted:	05/13/1986
Last Revised:	08/12/1986

Last Reviewed:

Policy Detail

All mandatory tests administered to the students of the District by or through the State Board of Education and/or The School District of Greenville County shall be administered in accordance with State law and regulations. An individual violating any State law or regulation or any of the guidelines herein may be subject to liability, criminal proceedings (resulting in fines and/or imprisonment), termination, suspension, and revocation of administrative and/or teaching credentials.

Individuals shall adhere to all procedures specified in all operating manuals governing the mandated testing programs. The use of current tests as instructional tools is specifically prohibited.

Tests administered by this District by or through the State Board of Education and/or the School District shall include, but not be limited to:

1. The Basic Skills Assessment Program tests;
2. The Statewide Testing Program tests mandated by the Education Finance Act of 1977;
3. The Criterion Observations Required in Reliability Training for the Assessments of Performance in Teaching;
4. The High School Equivalency Program test (GED);
5. The District Testing Program tests.

State-owned test materials and District-owned materials which are the same as those utilized in any mandated testing program shall not be used for census testing in the grades included in the state- or District-mandated program(s) except on testing dates specified by the State Department of Education or the School District.

Except during test administration periods, all tests and test materials, including observational answer keys, video tapes, completed observation sheets, and examinee answer documents, shall be kept under lock and key in the District Office and/or such other central locations as the superintendent may designate. The key(s) shall be under the control of the superintendent or his designee. During test administration periods all secure test materials shall be kept under lock and key at the testing locations and the key shall be under the control of the site principal or his designee(s).

Each school year, the superintendent shall designate one individual in the District who shall be solely responsible for procuring commercial tests used in testing programs administered by or through the State Board of Education and/or the School District. The name of the individual so designated shall be provided annually to the State Department of Education in writing.

No employee of the District shall knowingly or willfully: (1) give examinees access to test questions prior to testing; (2) copy, reproduce, or use in any manner inconsistent with test security regulations all or any portion of any secure test booklet; (3) coach examinees during testing or alter or interfere with examinees' responses in any way; (4) make answer keys available to examinees; (5) fail to follow security regulations for distribution and return of secure tests as directed or fail to account for all secure test materials before, during, and after testing; (6) participate in, direct, aid, counsel, assist in, encourage, or fail to report any of the acts prohibited in this policy.

Any individual(s) who knowingly engage(s) during testing in any activity that results in invalidation of scores derived from Teacher Certification Examinations, the criterion observations required in reliability training for the Assessments of Performance in Teaching, and/or the High School Equivalency Program test (GED) thereby forfeits all opportunities to retake the test(s).

Any knowing involvement in the presentation of forged, counterfeit, or altered identification for the purpose of obtaining admission to a test administration site for any of the tests administered by or through the State Board of Education shall be considered a breach of test security within the meaning of Section 59-1-545 of the South Carolina Code. Any individual(s) who knowingly cause(s) or allow(s) the presentation of forged, counterfeit, or altered identification for the purpose of obtaining admission to any test administration site specified in this paragraph thereby forfeits all opportunities to retake the test(s).

Book:	Policies
Section:	I - Instructional Program
Title:	Evaluation of Instructional Program
Number:	IJ
Status:	Active
Legal:	
Adopted:	03/08/1980
Last Revised:	
Last Reviewed:	

Policy Detail

The board expects the faculty of each school and the administration regularly to evaluate the education program. Such evaluation may be expected to lead to recommendations for modifications of practice, changes in content, and new courses.

Curriculum Guide Management Information System

The object of curriculum is to organize learning experiences in meaningful and productive ways. As learner potential and learning experiences converge, the curriculum is said to be fulfilling its purpose.

It is the intent of the board to provide for the improvement of instruction through the use of curriculum guides. Curriculum guides serve the instructional program by setting forth learning outcomes at each grade level. As students progress through the grades, guides chart their course providing instructional goals and standards of achievement. By indicating what is to be accomplished, guides furnish the means through which curriculum effectiveness can be assessed. Effectiveness, in this context, becomes a matter of gauging the extent to which curriculum is giving rise to learning outcomes.

To determine the extent to which learning outcomes are being achieved, evaluation of the guides and their effectiveness in producing learning outcomes is needed. Once evaluation has taken place, the resulting information must adjust either the guides or their implementation. This is the function of a management information system: to provide decision-makers with usable information.

The administration is directed to provide a Curriculum Guide Information System consistent with this statement of policy.

Policies

Book: Policies
Section: I - Instructional Program
Title: Miscellaneous
Number: IK
Status: Active
Legal:
Adopted: 03/08/1980
Last Revised:
Last Reviewed:

Policy Detail

School Exhibits

To acquaint parents and others of the progress and productivity of students, school principals, teachers, and consultants are encouraged to exhibit meritorious accomplishments of students.

Pupils should be encouraged to attend the exhibits, but the district will not assume costs of transportation to such exhibits.

Book:	Policies
Section:	I - Instructional Program
Title:	Miscellaneous: Controversial Issues
Number:	IKB
Status:	Active
Legal:	
Adopted:	03/08/1980
Last Revised:	
Last Reviewed:	

Policy Detail

The unique contribution of the study of controversial affairs is two-fold: it brings a sense of dedication to the total democratic way as well as proficiency in those means by which mankind can approach more closely full democracy. The freedom to teach controversial issues is, therefore, a responsibility of all teachers; and it is believed that an unbiased and objective discussion of controversial issues is necessary in a free and healthy system of learning.

Courses of study should include those issues which are relevant to the course, meaningful to the student, and consistent with concerns expressed by the student.

Students should be encouraged to acquire such democratic attitudes as the following:

1. To respect the opinions of others;
2. To maintain a sense of responsibility in regard to working with those who hold different opinions;
3. To think critically and to be open-minded;
4. To reach decisions based on consideration of facts;
5. To seek new facts and to accept new evidence; and,
6. To reserve judgment until the full issue is presented.

As citizens, teachers have the right to personal opinions on controversial subjects; they also have the professional responsibility to refrain from expressing their personal opinions in group discussion. It is the teacher's role to facilitate discussion by seeing that all facts, evidence, and aspects of an issue are honestly presented and that students are helped to evaluate their sources of data as well as their own procedures and conclusions.

Cross Reference: [IAA](#).

Book:	Policies
Section:	I - Instructional Program
Title:	Miscellaneous: Teaching About Religion
Number:	IKC
Status:	Active
Legal:	U. S. Constitution, Amendment I.
Adopted:	04/14/1992
Last Revised:	05/14/1996

Last Reviewed:

Policy Detail

It is the policy of The School District of Greenville County that its schools may educate about religions but may not promote, conform, impose, or indoctrinate students with the ideology or practices of a religion. The school's approach to religion is solely academic, not devotional.

In every aspect of its mission, including instructional and personnel matters, the school district will maintain strict neutrality in all matters of religion. Consequently, neither the school district nor any of its employees will during the school day engage in any instruction or other kind of display, demonstration, promotion, or activity that tends toward the establishment of or shows hostility toward any religion. Specifically prohibited is any activity by school district personnel that promotes, leads, advances, imposes, indoctrinates, or suggests a requirement of conformity to or nonapproval of any religious ideology or practice.

Nothing in this policy prohibits academic instruction about religion, the nature of different belief systems, the role of religion in history and culture, and religious literature taught as literature. Such instruction is expected and encouraged as long as it is not used to promote any religion, to denigrate any religion, or for devotional purposes.

Nothing in this policy prohibits the free exercise of religion on an individual basis by any student or district employee as long as the act of individual free exercise does not tend toward the promotion or advancement of religion on others. The United States Constitution affirmatively mandates accommodation, not merely tolerance, of all religions and forbids hostility toward any.

Cross reference: JKB

Policies

Book: Policies

Section: I - Instructional Program

Title: Miscellaneous: School Ceremonies and Observances

Number: IKD

Status: Active

Legal: 1994-95 State Budget Act, Department of Education Proviso 19.83.

Adopted: 03/08/1980

Last Revised: 06/14/1996

Last Reviewed:

Policy Detail

- A. In planning high school graduation ceremonies, schools should adhere to the following principles:
1. The use of an invocation and/or benediction at graduation exercises shall rest within the discretion of the graduating senior class, with the advice and counsel of the principal or the senior class advisor.
 2. The invocation and benediction, if used, shall be given by a student volunteer.
 3. Consistent with the principle of equal liberty of conscience, any invocation or benediction shall be nonsectarian and nonproselytizing in nature.
- B. Each school shall provide for a minute of mandatory silence at the beginning of each school day.
-

Book:	Policies
Section:	I - Instructional Program
Title:	Miscellaneous: School Ceremonies and Observances: Flag Displays
Number:	IKDA
Status:	Active
Legal:	S. C. Code Ann. §§ 59-1-320 & 59-1-455 (1976.)
Adopted:	03/08/1980
Last Revised:	02/08/1994

Last Reviewed:

Policy Detail

Flag Salute and Treatment

Each school will designate a specific time during the course of each school day at which all students will say the Pledge of Allegiance to the Flag. Time should also be taken on occasion to discuss what the flag and pledge represent.

Any person not wishing to say the Pledge of Allegiance is exempt from participation and may not be penalized for failing to participate. A person not wishing to participate may leave the classroom, remain in his seat, or express his nonparticipation in any form that does not materially infringe upon the rights of other persons or disrupt school activities.

All high schools will have the playing or singing of the National Anthem and/or the reciting of the Pledge of Allegiance at all varsity football games.

Schools will emphasize the importance of patriotism and, when appropriate, use the symbols and songs of our country in group gatherings.

As weather permits, the flags of the United States of America and of the State of South Carolina shall be flown at each school during all sessions and also displayed at other appropriate times and places. The flags shall be raised before the opening of school and taken down at its close.

Policies

Book: Policies

Section: INDEX

Title: Code Finder

Number:

Status: Active

Legal:

Adopted:

Last Revised:

Last Reviewed:

Policy Detail

THE CODE FINDER

This index will help you find what does where fast. All the terms used in the EPS/NSBA school board policy classification system are listed here in alphabetic order with their codes identified in the left hand column. Major terms appear in several places as an aid to the search for proper term placement. (Example: Activities Funds Management and Student Activities Funds Management.) Italicized terms are either synonyms to EPS/NSBA descriptors or terms requiring special cross-referencing. (Example: *Board of Education Chairman* in place of School Board President.) The user should, of course, depart as necessary from EPS terminology to meet local requirements.

A

	<i>Absences</i> (Use Leaves and Absences, and Student Absences and Excuses)
IH	Academic Achievement
IAA	Academic Freedom
IHEB	Acceleration
JGFG	Accidents
	<i>Accountability</i> (See discussion in EPS/NSBA Handbook, 2 nd Edition)
DI	Accounting and Reporting
DIA	Accounting System
MK	Accreditation Agency Relations
JHA	Activities Fees
JHB	Activities Funds Management
BCAD	Adjourned Board Meetings
	Administration
CA	Administration Goals and Objectives
BDG, CMB	Administration in Policy Absence
CC	Administration Organization Charts
C	General School Administration
CJ	Administrative Consultants
CL	Administrative Councils, Cabinets, and Committees
CI	Administrative Intern Program
	Administrative Personnel
CGE	Assignment
CGA	Compensation Guides and Contracts
CGPFB	Conferences and Visitation
CGPEA	Consulting
CK	Development Opportunities
CB	Ethics
CGI	Evaluation
CGPD	Expenses
CGPA	Health Examinations
CGD	Hiring
CGPE	Nonschool Employment
CGF	Orientation
CH	Part-Time
CGPG	Personal Leaves and Absences
CGB	Positions
CGG	Probation
CGPF	Professional Leaves and Absences
CGJ	Promotion
CGBA	Qualifications and Duties
CGC	Recruitment
CGN	Resignation
CGO	Retirement

CGPFA	Sabbaticals
CGM	Separation
CGH	Supervision
CGK	Tenure
CGPB	Time Schedules
CGL	Transfer
CGPH	Vacations
CGP	Working Conditions
CGPC	Work Load
CN	Administrative Records
	<i>Administrative Regulations (Use Administrative Rules)</i>
CO	Administrative Reports
	Administrative Rules
BDG, CMB	Administration in Policy Absence
CMAB	Adoption
CMAC	Dissemination
CMAA	Drafting
BDF, CMAD	Review
JBC	Admissions
DFGA	Admissions and Gate Receipts
IDG	Adult Education Program
JQJ	Adult Students
IDCE, MKC	Advanced College Placement
KJ	Advertising in the Schools
BBF	Advisory Committees
	Agendas
HAIC	Negotiations Agendas
BCBD	School Board Meeting Agendas
JCDAB	Alcohol Use
BCAA	Annual Board Meetings
DC	Annual Operating Budget
BF	Annual Reports
EGAE	Annuities
JQ	Anomalous Students
	<i>Appraisals (Use, Audits)</i>
FFE	Appropriations
	<i>Arbitration (Use Im passe Procedures)</i>
	Architects
FDAB	Facility Expansion Long-Range Planning —Architect Involvement
FGAD	Facility Expansion Project - Architect Responsibilities
FEAB	Facility Expansion Project Planning — Architect Involvement
FEC	Architectural Programming
IKE	Assemblies
	Assignment
CGE	Administrative Personnel
GCE	Nonprofessional Personnel
GDE	Paraprofessional Personnel
GBE	Professional Personnel
	<i>Assistant Principals (See Job Descriptions)</i>
	<i>Assistant Superintendents (See Job Descriptions)</i>
	<i>Associate Superintendents (See Job Descriptions)</i>
MG	Associations
IDFA, MDBA	Athletics
	Attendance
AD	Attendance Areas
JBA	Compulsory Attendance Ages

JB	Student Attendance <i>Attendance Officer</i> (See Job Descriptions) Attorney
FDAC	Facility Expansion Long-Range Planning —Attorney Involvement
FEAC	Facility Expansion Project Planning - Attorney Involvement
BDBA	Policy Development - Attorney Involvement
BBE	School Attorney <i>Audiovisual Aids</i> (Use In structural Materials Centers) <i>Audiovisual Personnel</i> (See Job Descriptions) Audits
IJA	Educational
DID	Financial
JGFF	Automobile Use by Students
JN, KHA	Awards and Scholarships

B

	Banking (Use Dep ository of Funds)
LEGB	Banking Programs for Students
IDA	Basic Instructional Program <i>Basic Skills Instruction</i> (Use Basic Instructional Program)
JCDA	Behavior Code <i>Benefits</i> (See Compensation and Benefits)
JGFE	Bicycle Use

Bids and Quotations

FGC	Facility Expansion
DJED	Purchasing
DJEJA	Bill Payment Authorization <i>Black Studies</i> (Use Basic Instructional Program)
KC	Board-Community Relations <i>Board of Education</i> (See Sc hool Board) <i>Board Organizational Meeting</i> (See School Board Meetings)
EBBCA, JGFAA	Bomb Threats
FFAC	Bond Anticipation Notes
DH	Bonded Employees
BBBD	Bonded School Board Members <i>Bond Election Campaigns</i> (use I nformation Campaigns)
DJG	Bond Payments
FFAA	Bond Referenda Bond Sales
FFAB	Bond Issues
FFAE	Bond Sales Investment
FFAD	Bond Sales Reserves
DFD	Bond Sales Revenues
FFA	Facility Expansion Bond Sales
IKG	Book and Science Fairs <i>Book Complaints</i> (Use Pu blic Complaints) <i>Bookkeepers</i> (See job Descriptions)
LEC	Booster Organizations Relations <i>Boycotts</i> (Use Jo b Actions) <i>Breakfasts</i> (See Food Se rvic e) Broadcasting and Taping
BCBJB, KBCCB	School Board Meetings
KBCDB	Sports and Special Events
	Budget
DC	Annual Operating Budget

DCF	Appeals Procedure
DCCA	Deadlines and Schedules
DCG	Encumbrances
FFD	Facility Expansion Annual Budget Use
DCE	Final Adoption Procedures
DCB	Fiscal Year
DCA	Goals and Objectives
DCDB	Hearings and Reviews
DCI	Line Item Transfer Authority
DCCD	Local Government Involvement
DCH	Periodic Budget Reconciliation
DCD	Preliminary Adoption Procedures
DCC	Preparation Procedures
DCDA	Publication of Recommendations
DCCC	Public Involvement
DCEA	Referenda
DCCB, GAB	Staff Involvement
DCCE, JCC	Student Involvement
DN	Surplus Funds
FB	Building Committees
FHCA	Building Plaques
	Buildings and Grounds
EBA	Insurance Program
EBH	Leasing and Renting
EBI	Long-Range Maintenance Program
EB	Management
EBJ	Records
EBB	Safety
EBC	Security
EDCB, JCDAD	Bus Conduct
	<i>Bus Drivers</i> (See Job Descriptions)
	<i>Buses</i> (See Student Transportation)
LEG	Business and Labor Organizations Relations
E	Business Management
	<i>By-Laws</i> (Use Policy Development)

C

	<i>Cabinets</i> (Use Councils, Cabinets, and Committees)
	<i>Cafeteria Workers</i> (See Job Description)
AEA	Calendar
IDCC	Camps
	<i>Capital Equipment Purchasing</i> (Use Purchasing)
FEF	Capitalization Planning
DL	Cash in School Buildings
	<i>Censorship</i> (Use Public Complaints)
ADA	Census
IKD	Ceremonies and Observances
	<i>Certificated Personnel</i> (Use Professional Personnel)
	Change Orders
FGG	Facility Expansion
DJEH	Purchasing
DJA	Checking Accounts
DJAB	Check-Writing Services
LED	Church Relations
	<i>Citizens' Committees</i> (Use Advisory Committees)

	<i>Citizenship Education</i> (Use Basic Instructional Program)
	<i>City Government</i> (Use Local Government)
LDAL	Civil Defense Agency Relations
	<i>Civil Defense Alarms</i> (Use Warning Systems)
JCA	Civil Rights of Minors
	<i>Class Gifts</i> (Use Student Gift to Schools)
IHC	Class Rankings
	<i>Classroom Materials</i> (Use Instructional Materials)
IEB	Classroom Organization
IEC	Class Size
EBE	Cleaning Program
	<i>Clerk of the Works</i> (See Facility Expansion Supervision)
	<i>Closed Board Meetings</i> (Use Executive Sessions)
IFBEA	Closed-Circuit Television
	<i>Coaches</i> (See Job Description)
IDE	Cocurricular Activities
	<i>Collective Bargaining</i> (Use Negotiations)
	<i>Collegebound Guidance</i> (Use Guidance)
	<i>College Preparatory Program</i> (Use Basic Instructional Program)
MF	Colleges and Universities
MFA	Colleges and Universities Shared Services
	Committees
FB	Building Committees
CL	Councils, Cabinets, and Committees
BBC	School Board Committees
BBF	School Board Advisory Committees
JGCC	Communicable Diseases
	Community
LB	School-Community Cooperation
LE	School-Community Organizations Relations
LC	School-Community Programs
GAH, KD	Staff-Community Relations
	Community Activities
KEA	Community Activities and Performances
KEAA	Community Activities and Performances by Students
KEAB	Community Activities and Performances for Students
GAHA, KDA	Staff Participation in Community Activities
IFC, KF	Community Instructional Resources
	Community Involvement
DCCC	Budget Planning
KCB	Community Involvement in Decision-making
FDAE, FEAE	Facility Expansion — Community Involvement
BDBC	Policy Involvement
IFCC	Community Resource Persons
IFCA	Community Resource Guides
KG	Community Use of School Facilities
	Compensation and Benefits
CGA	Administrative Personnel Compensation Guides and Contracts
GCA	Nonprofessional Personnel Compensation Guides and Contracts
GDA	Paraprofessional Personnel Compensation Guides and Contracts
GBA	Professional Personnel Compensation Guides and Contracts
BBBE	School Board Members Compensation and Expenses
CEE	School Superintendent Compensation and Expenses
	Complaints
GAE	Personnel Complaints and Grievances
KN	Public Complaints

JCE	Student Complaints and Grievances
JBA	Compulsory Attendance Ages
IFBG	Computer Assisted Instruction
JCD	Conduct
	Conferences
IHAD	Parent Conferences
IHAC	Student Conferences
	Conferences and Visitations
CGPFB	Administrative Personnel Conferences and Visitations
GBRHB	Professional Personnel Conferences and Visitation
ML	Professional Visitors and Observers
	Conflict of Interest
BHA	School Board Members
GAG	Staff
LDDA	Congressional Representatives Relations
	<i>Conservation Education</i> (Use Basic Instructional Program)
FEDB	Construction Plans and Specifications
	Consultants
CJ	Administrative Consultants
CGPEA	Administrative Personnel Consulting
FDA A	Facility Expansion Long-Range Planning —Consultant Involvement
FEAA	Facility Expansion Project Planning — Consultant Involvement
GBRGA	Professional Personnel Consulting
BBG	School Board Consultants
CEH	School Superintendent Consulting
JM, KHB	Contests for Students
EDAC	Contracted Bus Service
IKB	Controversial Issues Teaching
IKBA	Controversial Speakers
	<i>Cooks</i> (See Job Descriptions)
DJECC	Cooperative Purchasing
	<i>Coordinators</i> (See Job Descriptions)
JDA	Corporal Punishment
DJEC	Cost Control
	Cost Estimates
FEE	Facility Expansion Cost Estimates
FEEB	Facility Expansion Final Cost Estimates
FEEA	Facility Expansion Preliminary Cost Estimates
DJED	Purchasing Bids and Quotations
CL	Councils, Cabinets, and Committees
MH	County Education Agency Relations
	<i>County Government</i> (See RESERVED CATEGORY)
	<i>Crossing Guards</i> (See Job Descriptions)
MB	Cultural Institutions Relations
	<i>Culture-Free Tests</i> (Use Test Selection and Adoption)
	Curriculum
ICF	Adoption
ID	Design
IC	Development
ICA	Development Resources
ICFA	Guides and Course Outlines
ICE	Pilot Project Evaluation
ICD	Pilot Projects
ICB	Planning
ICC	Research
	<i>Curriculum Libraries</i> (Use Curriculum Development Resources)

Custodians (See Job Description)

D

EFB	Data Collection and Retrieval Methods
EFD	Data Dissemination
EF	Data Management
	<i>Deans (See Job Description)</i>
DE	Debt Limitation
	<i>Decentralization (Use School District Legal Status or School Board Authority)</i>
JCEC	Demonstrations and Strikes by Students
	<i>Demonstration Schools (Use Pilot Projects)</i>
	<i>Dental Hygienists (See Job Descriptions)</i>
	<i>Departmentalization (Use Organization for Instruction)</i>
	<i>Department Chairmen (See Job Descriptions)</i>
DG	Depository of Funds
	<i>Desegregation (Use Attendance Areas or Equal Education Opportunities)</i>
JDB	Detention
	Development Opportunities
CK	Administrative Personnel
BBBC	School Board Members
CEG	School Superintendent
GAD	Staff
IEG	Differentiated Staffing
	Directors (See Job Descriptions)
IDDA	Disadvantaged Programs
JD	Discipline
JGFC	Dismissal Precautions
ECD	Distribution of Equipment and Supplies
AFA	Double Sessions
JCDB	Dress Code
IDDE	Driver Training
JQH	Drop-Outs
IDBB	Drug Education
JCDAC	Drug Use
JCAA	Due Process

E

MK	Educational Accreditation Agency Relations
M	Education Agencies Relations
IJA	Educational Audits
FEB	Educational Specifications
IFBEB	Educational Television
ME	Education Research and Service Centers
ABCD	Election of Board Members
LDAC	Elections Board Relations
AFC, EBBB	Emergency Closings
EBBC, JGFA	Emergency Drills
FIA	Emergency Schoolhousing
EBGB	Emergency Repairs
IDDFD, JQD	Emotionally Disturbed Students
	Employee Organizations
HAH, HBH	Negotiating Organization
GCS	Nonprofessional Personnel
GDS	Paraprofessional Personnel
GBS	Professional Personnel

LDCB	Employment Department Relations
JJ	Employment of Students
FDBD	Enrollment Projections
JBB	Entrance Age
	<i>Environmental Education (Use Basic Instructional Program)</i>
JAA	Equal Educational Opportunities
GAAA	Equal Opportunity Employment
	Equipment and Supplies
ECH	Authorized Uses
ECF	Equipment Maintenance
FEDC	Equipment Plans and Specifications
ECD	Distribution
ECA	Insurance Program
ECE	Leasing and Renting
EC	Management
ECB	Receiving
ECG	Records
IFAC	Selection and Adoption of Instructional Services
ECC	Warehousing
	Ethics
CB	Administration
GBU	Professional Personnel
BH	School Board Members
	Evaluation
CGI	Administrative Personnel
ICE	Curriculum Pilot Project
IJA	Educational Audit
IJ	Instructional Program
GCI	Nonprofessional Personnel
GDI	Paraprofessional Personnel
GBI	Professional Personnel
CEI	School Superintendent
II	Testing Program
AFB	Evening Sessions
IHAA	Examinations
JQK	Exchange Students
GBRHC	Exchange Teaching
BCBK	Executive Sessions
DJ	Expenditures of Funds
	Expenses
CGPD	Administrative Personnel
BBBE	Board Members
GCRE	Non Professional Personnel
GDRF	Paraprofessional Personnel
GBRF	Professional Personnel
DJD	Reimbursement Procedures
CEF	School Superintendent
JDE	Expulsion
AEB	Extended School Year
	Extra Duty
GCRD	Nonprofessional Personnel Overtime
GDRE	Paraprofessional Personnel Extra Duty
GBRE	Professional Personnel Extra Duty

F

FDBA	Facilities Inventory
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FDBB	Facilities Obsolescence Determination
	Facility Expansion
F	Expansion Program
FA	Goals and Objectives
FD	Long-Range Planning
FE	Project Planning
FGA	Supervision
	<i>Fact Finding</i> (Use Impasse Procedures)
FGDAA	Fair Employment Clause
	<i>Family Life Education</i> (Use Sex Education)
	Federal Aid
FDAH, FEAH	Facility Expansion
DD	Federal Aid Eligibility Determination
DFC, FFG	Federal Aid Revenues
LDD	Federal Government Relations
MJ	USOE Relations
DFG	Fees, Payments, and Rentals
EGE	Fidelity Insurance
IFCB	Field Trips and Excursions
IHAA	Final Examinations
	<i>Financial Aid</i> (See Federal Aid or State Aid)
DIB	Financial Reports and Statements
DFJ	Fines
LDAK	Fire Department Relations
EBBA	Fire Prevention
JGFGA	First Aid
LDAA	Fiscal Authorities Relations
D	Fiscal Management
DCB	Fiscal Year
IKDA	Flag Displays
	Food Service
JGH	Food Service
EE	Food Service Management
EEA, JGHA	Free Food Service
EEC	Records
EEB	Sanitation Inspections
JQKA	Foreign Students
EEA, JGHA	Free Food Service
KI	Free Materials Distribution in Schools
	<i>Fringe Benefits</i> (See Compensation and Benefits and Insurance Management)

G

DFGA	Gate Receipts
IDDD	Gifted Students Programs
	Gifts
GAJ, JL	Gifts
DFK	Gifts and Bequests
GAJA	Gifts by Staff Members
GAJB, KHD	Gifts to Staff Members
JLC, KHC	Gifts to Students
KH	Public Gifts
KHE	Public Gifts to Schools
JLB	Student Gifts to Schools
JLA	Student Gifts to Staff Members

Goals and Objectives

CA	Administration
DCA	Budget
EA	Business Management
FA	Facility Expansion
DA	Fiscal Management
IB	Instructional Program
HBB	Nonprofessional Personnel Negotiations
LA	Organizational Relations
GAA	Personnel Policies
HAB	Professional Personnel Negotiations
KA	Public Relations
MA	Relations With Other Education Agencies
BA	School Board
JA	Students
	<i>Grade Level Organization (Use School District Organization Plan)</i>
IHA	Grading System
	<i>Graduation Ceremonies (Use Ceremonies and Observances)</i>
IHF	Graduation Requirements
DFD	Grants
	Grievance Procedures
GAE	Personnel Complaints and Grievances
JCE	Student Grievance Procedures
	<i>Grounds Management (Use Buildings and Grounds Management)</i>
IEA	Grouping for Instruction
	<i>Group Insurance (Use Compensation Guides and Contracts or Insurance Management)</i>
	Guarantees
FGDAB	Facility Expansion Affidavits and Guarantees
DJEBE	Purchasing Guarantees
IG, JE	Guidance
	<i>Guidance Counselors (See Job Description)</i>

H

LDAF	Health Authorities Relations
IDB	Health Education
	Health Examinations
CGPA	Administrative Personnel
GCRA	Nonprofessional Personnel
GDRA	Paraprofessional Personnel
GBRA	Professional Personnel
JGCA	Students
EGAC	Health Insurance
JGC	Health Services
	Hearings
DCDB	Budget
BCAE, KCC	School Board
JCEB	Student Hearing Procedures
EBD	Heating and Lighting
	Hiring
CGD	Administrative Personnel
GCD	Nonprofessional Personnel
GDD	Paraprofessional Personnel
GBD	Professional Personnel
	Holidays
GCRI	Nonprofessional Personnel Paid Holidays

AEAB	School Holidays
JGEA	Home Visits
IDDC	Homebound Instruction
IHB	Homework
IHD	Honor Rolls
IDCG	Honors Program
	<i>Hospitalization Insurance</i> (Use Compensation Guides and Contracts or Insurance Management)
LDAE	Housing Authorities Relations
	<i>Human Relations Education</i> (Use Basic Instructional Program)
LEE	Human Relations Organizations Relations

I

HAM, HBM	Impasse Procedures
	<i>Inclement Weather Procedures</i> (Use Emergency Closings)
IEH	Independent Study
IEIA	Individual Help
IEI	Individualized Instruction
LDAM	Industrial Development Authorities Relations
FC, KBE	Information Campaigns
KB	Information Program
JGCB	Inoculations
	<i>Inservice Education</i> (See Development Opportunities)
	Inspections
FGFA, FHA	Facility Expansion Project
DJEED	Purchasing
	Instructional Program
IE	Instructional Arrangements
IFA	Instructional Materials
IFBC	Instructional Materials Centers
FDDBC	Instructional Needs Projections
IB	Instructional Program Goals and Objectives
IA	Instructional Program Philosophy
IFBF	Instructional Radio
IF	Instructional Resources
IFB	Instructional Services
IFBE	Instructional Television
	Insurance
EBA	Buildings and Grounds
ECA	Equipment and Supplies
FGE	Facility Expansion
EGE	Fidelity
EG	Insurance Program Management
EGD	Liability
EGC	Property
EGA	Staff Insurance Program
EGB, JGA	Student Insurance Program
EDB	Student Transportation
EGAA	Workmen s Compensation
	<i>Insurance Appraisals</i> (Use Financial Reports and Statements)
MD	Interdistrict Relations
MDA	Interdistrict Shared Service
CI	Intern Program
	Interrogations, Investigations, and Searches
LDAJA	By Police
JCAB	By School Officials

IDF, MDB	Interscholastic Activities
IDFA, MDBA	Interscholastic Athletics
	<i>Interviews With Staff</i> (Use News Conferences and Interviews)
KEC	Interviews With Students
	<i>Intramural Sports</i> (Use C ocurring Activities)
DIC, FDBA	Inventories
	Investments
FFAE	Bond Sales Investment
DFL	Investment Earnings

J

HAN, HBN	Job Actions
	<i>Job Descriptions</i> (Except for CEB-Sup erintendent s Duties, all job descriptions are to be filed as sub-categories of any of the following descriptors: CGBA — Administrative Personnel Qualifications and Duties, GBBA — Professional Personnel Q&D, GC BA —Nonprofessional Personnel Q&D, or GDBA —Paraprofessional Personnel Q&D)
	<i>Jury Duty</i> (See Leaves and Absences)

K

L

	Lay-Offs
GCKA	Nonprofessional Personnel
GDKA	Paraprofessional Personnel
GBKA	Professional Personnel
	Lay Readers (See Job Description)
	Leasing and Renting
EBH	Buildings and Grounds
ECE	Equipment and Supplies
DJF	Lease and Rental Payments
EDAB	Leased Buses
	Leaves and Absences
CGPF, CGPG	Administrative Personnel
CGRG	Nonprofessional Personnel
GDRH	Paraprofessional Personnel
GBRH, GBRI	Professional Personnel
	<i>Legal Counsel</i> (Use School Attorney)
LDCA	Legislative Representatives Relations
IKI	Lesson Plans
EGD	Liability Insurance
	<i>Librarians</i> (See Job Descriptions)
MBA	Libraries Relations
	Library Materials Selection and Adoption (Use Supplementary Materials Selection and Adoption)
EGAB	Life Insurance
CD	Line and Staff Relations
	Local Government
DCCD	Budget Planning Involvement
FDAF	Facility Expansion Planning Involvement
FEAF	Facility Expansion Project Planning Involvement
LDA	Local Government Relations
DJEE	Local Purchasing
DFA	Local Tax Revenues
	<i>Locker Searches</i> (Use Interrogations and Searches)
	<i>Lunch Service</i> (Use Food Service)

Lunch Workers (Use Job Description)

M

EBK	Mail Service
	Maintenance
EBI	Buildings and Grounds Long-Range Maintenance
ECF	Equipment Maintenance
EDE	Transportation Maintenance
	<i>Maintenance Workers (See Job Descriptions)</i>
IHEA	Make-Up Opportunities
IDGA	Manpower Training Program
JQF	Married Students
	<i>Mayors Office (Use Local Government Relations)</i>
	<i>Maternity Leave (See Leaves and Absences)</i>
	<i>Media Specialists (See Job Description)</i>
	<i>Mediation (Use Impasse Procedures)</i>
	<i>Medical Insurance (Use Health Insurance)</i>
JGCD	Medicines
	Meetings
GDRD	Paraprofessional Personnel Staff Meetings
GBRD	Professional Personnel Staff Meetings
BCAE, KCC	Public Hearings
BC	School Board Meetings
JQB	Mentally Handicapped Students
IDDFB	Mentally Handicapped Students Program
	Merit System
GCAA	Nonprofessional Personnel
GDA A	Paraprofessional Personnel
GBAA	Professional Personnel
	<i>Metropolitan Government (See REVERSED CATEGORY)</i>
	<i>Military Leaves (See Leaves and Absences)</i>
BCBH	Minutes of Board Meetings
	<i>Modular Schedules (Use Scheduling for Instruction)</i>
	<i>Municipal Government (Use Local Government Relations)</i>
MBB	Museum Relations

N

FDC	Naming New Facilities
	<i>National School Boards Association (Use School Boards Associations)</i>
	Negotiations
H	Negotiations
HBH	Nonprofessional Personnel Negotiating Organization
HB	Nonprofessional Personnel Negotiations
HAH	Professional Personnel Negotiating Organization
HA	Professional Personnel Negotiations
HAE, HBE	School Board Negotiating Agent
HAC, HBC	Scope of Negotiations
LEF	Neighborhood Associations Relations
	<i>Neighborhood Schools (Use Attendance Areas)</i>
	<i>Nepotism (Use Conflict of Interest)</i>
FDC	New Facilities Naming
KBCB	News Conferences and Interviews
	News Coverage
KBC	News Media Relations
KBCA	News Releases
BCBJ, KBCC	School Board Meeting News Coverage

KBCD	Sports and Special Events News Coverage
	<i>Noncertificated Personnel</i> (Use Nonprofessional Personnel)
	<i>Nongraded</i> (Use Organization for Instruction)
	Nonprofessional Personnel
GCE	Assignment
GCA	Compensation Guides and Contracts
GCS	Employee Organizations
GCI	Evaluation
GCRE	Expenses
GCRA	Health Examinations
GCD	Hiring
GCKA	Lay-Offs
GCRG	Leaves and Absences
GCAA	Merit System
HB	Negotiations
GCRF	Nonschool Employment
GCF	Orientation
GCRD	Overtime Pay
GCRI	Paid Holidays
GCB	Positions
GCG	Probation
GCJ	Promotion
GCBA	Qualifications and Duties
GCC	Recruitment
GCP	Reemployment
GCO	Resignation
GCQ	Retirement
GCN	Separation
GCH	Supervision
GCK	Suspension
GCL	Tenure
GCRB	Time Schedules
GCM	Transfer
GCRH	Vacations
GCR	Working Conditions
GCRC	Work Load
JBCB	Nonresident Students
	Nonschool Employment
CGPE	Administrative Personnel
GCRF	Nonprofessional Personnel
GDRG	Paraprofessional Personnel
GBRG	Professional Personnel
DJG	Note and Bond Payments
BCBB	Notification of School Board Meetings
	O
	<i>Objectives</i> (Use Goals and Objectives)
JCEA	Ombudsman
	<i>Order of Business</i> (Use Agendas)
	Organization Charts
CC	Administration
CCC	School Building
CCA	School District
CCB	School District Departmental
IEB	Organization for Instruction
	<i>Organization of Grade Levels</i> (Use School District Organization Plan)

L	Organizational Relations
LA	Organizational Relations Goals and Objectives
	Orientation
CGF	Administrative Personnel
GCF	Nonprofessional Personnel
GDF	Paraprofessional Personnel
GBF	Professional Personnel
BBBB	School Board Members
GCRD	Overtime Pay

P

	Paraprofessional Personnel
GDE	Assignment
GDA	Compensation Guides and Contracts
GAM	Conduct
GDS	Employee Organizations
GDI	Evaluation
GDRF	Expenses
GDRE	Extra Duty
GDRA	Health Examinations
GDD	Hiring
GDKA	Lay-Offs
GDRH	Leaves and Absences
GDA	Merit System
GDRG	Nonschool Employment
GDF	Orientation
GDB	Positions
GDG	Probation
GDJ	Promotion
GDBA	Qualifications and Duties
GDC	Recruitment
GDP	Reemployment
GDO	Resignation
GDQ	Retirement
GDN	Separation
GDRD	Staff Meetings
GDH	Supervision
GDK	Suspension
GDL	Tenure
GDRB	Time Schedules
GDM	Transfer
GDR	Vacations
GDRC	Work Load
GDR	Working Conditions
IHAD	Parent Conferences
LEB	Parents Organizations Relations
EBBE	Parking Controls
LDAH	Parks Department Relations
BBABF	Parliamentarian
	<i>Parochial Schools (Use Private Schools Relations)</i>
CH	Part-Time Administrators
DJCA	Pay Day Schedules
	Payment Procedures
FGH	Facility Expansion Project
DJF	Lease and Rental Payments
DJG	Note and Bond Payments

DJEJ	Purchasing
DJC	Payroll Procedures
	<i>Pensions</i> (Use Retirement)
IDDFC, JQC	Perceptually Handicapped Students
	<i>Performance Bonds</i> (Use Guarantees)
IEJ	Performance Contracting
	Personnel
CG	Administrative Personnel
GC	Nonprofessional Personnel
GD	Paraprofessional Personnel
GB	Professional Personnel
GAE	Personnel Complaints and Grievances
	Personnel Director (See Job Descriptions)
GAK	Personnel Records
DJB	Petty Cash Accounts
	<i>Physical Education</i> (Use Basic Instructional Program)
	<i>Physical Examinations</i> (Use Health Examinations)
IDDFA, JQA	Physically Handicapped Students
ICD	Pilot Projects
LDAN	Planning Authorities Relations
DB	Planning Programming Budgeting System
FED	Plans and Specifications
LDAJA	Police Department Interrogations and Investigations
LDAJ	Police Department Relations
	Policy Development
BDG, CMB	Administration in Policy Absence
BDBA	Attorney Involvement
BDBC	Community Involvement
BDC	Policy Adoption
BDA	Policy Development System
BDD	Policy Dissemination
BDB	Policy Drafting
BDAA	Policy Draft Writer
CM	Policy Implementation
BDE	Policy Review
BDH	Policy Suspension
BDF	Review of Administrative Rules
BDBB	Staff Involvement
BDBD	Student Involvement
GAHB	Political Activities by Staff
KIA	Political Campaign Materials Distribution
	<i>Positions</i> (See Job Descriptions)
JQI	Post-Secondary Students
LDAD	Poverty Authorities Relations
	<i>Practice Teaching</i> (Use Student Teaching and Internships)
JQE	Pregnant Students
	Press Services
BCBJA, KBCCA	School Board Meetings
KBCDA	Sports and Special Events
	<i>Principals</i> (See Job Descriptions)
MC	Private Schools Relations
MCA	Private Schools Shared Services
	Probation
CGG	Administrative Personnel
GCG	Nonprofessional Personnel
GDG	Paraprofessional Personnel

GBG	Professional Personnel
JDC	Students
MGA	Professional Associations (See also Professional Organizations) <i>Professional Growth</i> (See Development Opportunities)
IFBDA	Professional Libraries
GBS	<i>Professional Organizations</i> (See also Professional Associations)
	Professional Personnel
GBE	Assignment
GBA	Compensation Guides and Contracts
GBRGA	Consulting
GBU	Ethics
GBI	Evaluation
GBRF	Expenses
GBRE	Extra Duty
GBRA	Health Examinations
GBD	Hiring
GBKA	Lay-Offs
GBAA	Merit System
HA	Negotiations
GBRG	Nonschool Employment
GBF	Orientation
GBRI	Personal Leaves and Absences
GBB	Positions
GBRH	Professional Leaves and Absences
GBS	Professional Organizations
GBJ	Promotion
GBBA	Qualifications and Duties
GBC	Recruitment
GBP	Reemployment
GBO	Resignation
GBQ	Retirement
GBRHA	Sabbaticals
GBN	Separation
GBRD	Staff Meetings
GAEA	Staff Protection
GBH	Supervision
GBK	Suspension
GBL	Tenure
GBRB	Time Schedules
GBM	Transfer
GBRGB	Tutoring for Pay
GBRK	Vacations
GBR	Working Conditions
GBRC	Work Load
GBT	Professional Publishing
ML	Professional Visitors and Observers <i>Program Development</i> (Use Curriculum Development) <i>Program Development Officer</i> (See Job Descriptions)
	Projections
FDBD	Enrollment
FDBE	Facilities Community Use Needs
FDBG	Facilities Cost
FDBC	Instructional Needs
FDBF	Site Availability
	Promotion of Staff
CGJ	Administrative Personnel

GCJ	Nonprofessional Personnel
GDJ	Paraprofessional Personnel
GBJ	Professional Personnel
IHE	Promotion and Retention of Students
DO	Properties Disposal Procedure
EGC	Property Insurance
DFN	Property Sales
JGD	Psychological Services
JGDA	Psychological Testing
GAHC, KDB	Public Appearances by Staff
KN	Public Complaints
FHC	Public Dedications
KH	Public Gifts
	<i>Public Hearings (Use Hearings)</i>
	<i>Public Information Officer (See Job Descriptions)</i>
KB	Public Information Program
BCBI, KCA	Public Participation at Board Meetings
K	Public Relations
KK	Public Sales on School Property
KBA	Public's Right to Know
KL	Public Use of School Records
GBT	Publishing
	Purchasing
DJEAB	Administrative Leeway
DJEA	Authority
DJED	Bids and Quotations
DJEJA	Bill Payment Authorization
DJEAA	Board Approval
DJECC	Cooperative Purchasing
DJEC	Cost Control
DJEBE	Guarantees
DJEBD	Inspections
DJEE	Local Purchasing
DJEJ	Payment Procedures
DJEJB	Purchasing Guides and Vendor Lists
DJEG	Purchase Orders and Contracts
DJEB	Quality Control
DJECB	Quantity Purchasing
DJEF	Requisitions
DJEIA	Sales Calls and Demonstrations
DJEBA	Specifications
DJEBC	Trial Tests and Field Checks
DJEI	Vendor Relations

Q

DJEB	Quality Control
DJECB	Quantity Purchasing
BCBFA	Quorum for School Board Meetings

R

	<i>Racial Balance (Use Attendance Areas)</i>
IHC	Ranking of Students
JBG	Readmission of Students
ECB	Receiving Equipment and Supplies
	Records
CN	Administrative

FGI	Building Project
EBJ	Buildings and Grounds
ECG	Equipment and Supplies
EEC	Food Service
GAK	Personnel
BE	School Board
JR	Student
EDF	Student Transportation
LDAI	Recreation Department Relations
	Recruitment
CGC	Administrative Personnel
GCC	Nonprofessional Personnel
GDC	Paraprofessional Personnel
GBC	Professional Personnel
CEC	School Superintendent
	Reemployment
GCP	Nonprofessional Personnel
GDP	Paraprofessional Personnel
GBP	Professional Personnel
	Referenda
FFAA	Bond
DCEA	Budget
MEB	Regional Laboratories
	<i>Regulations (Use Administrative Rules)</i>
DJD	Reimbursement for Expenses
JBF	Released Time
MCB	Released Time for Religious Instruction
IKC	Religion
	<i>Religious Absences (Use Leaves and Absences and Student Absences and Excuses)</i>
IDDB	Remedial Programs
ABCF	Removal from Office
	Renting (Use Fees, Payments, and Rentals or Leasing and Renting)
EBG	Repairs
IHAB	Report Cards
	Reports
CO	Administrative
FGI	Building Project
DIB	Financial
BF	School Board Annual Reports
DJEF	Requisitions
ICC	Research
	<i>Research Director (See Job Descriptions)</i>
LDB	RESERVED CATEGORY (County, Regional, and/or Metropolitan Relations)
DM, FFC	Reserve Funds
JBCA	Resident Students
	Resignations
CGN	Administrative Personnel
GCO	Nonprofessional Personnel
GDO	Paraprofessional Personnel
GBO	Professional Personnel
ABCE	School Board Members
CEK	School Superintendent
IFBB	Resource Teachers
	<i>Retarded Students (Use Mentally Handicapped Students)</i>
IHE	Retention of Students

	Retirement
CGO	Administrative Personnel
GCQ	Nonprofessional Personnel
GDQ	Paraprofessional Personnel
GBQ	Professional Personnel
CEL	School Superintendent
DF	Revenues
	Rights and Responsibilities
GAM	Staff
JC	Students
EBGA	Routine Repairs
DFI	Royalty Income
	Rules
CMA	Administrative Rules
BCBF	Rules of Order
BCBFB	Suspension of the Rules
	S
	Sabbaticals
CGPFA	Administrative Personnel
GBRHA	Professional Personnel
	Safety
EBB	Buildings and Grounds Safety
EBBF	Safety Inspections
JGF	Student Safety
JGFD	Student Safety Patrols
EDC	Student Transportation Safety
DJCB, GAL	Salary Deductions
	Sales
DFM	Equipment and Supplies Sales
KK	Public Sales on School Property
DFN	Property Sales
DJEIA	Sales Calls and Demonstrations
	<i>Salesmen (Use Vendor Relations)</i>
	<i>Sanctions (Use Job Actions)</i>
EBF, EEB	Sanitation
	Schedules
CGPB	Administrative Personnel
GCRB	Nonprofessional Personnel
GDRB	Paraprofessional Personnel
GBRB	Professional Personnel
IEE	Student
	Scheduling
IED	Scheduling for Instruction
EDD	Student Transportation Scheduling and Routing
JBC	School Admissions
BBE	School Attorney
	School Board
BBF	Advisory Committee
BF	Annual Reports
BBE	Attorney
ABA	Authority
BBC	Committees
BHA	Conflict of Interest
BBG	Consultants
ABCD	Election Method

BH	Ethics
FGAA	Facility Expansion Responsibilities
BA	Goals and Objectives
BB	Internal Organization
AB	Legal Status
	<i>Meetings</i> (See School Board Meetings)
	<i>Members</i> (See School Board Members)
BG	Memberships
HAE, HBE	Negotiating Agent
	<i>Officers</i> (See School Board Officers)
B	Operations
BD	Policy Development
ABB	Powers and Duties
BE	Records
BBD, CF	School Superintendent Relations

School Board Meetings

BCAD	Adjourned Meetings
BCBD	Agendas
BCAA	Annual Meetings
BCBJB	Broadcasting and Taping
BCBE	Distribution of Materials
BCBK	Executive Sessions
BCB	Meeting Procedures
BCBH	Minutes
BCBJ	News Coverage
BCBB	Notification
BCBC	Preparation
BCBJA	Press Services
BCAE	Public Hearings
BCBI	Public Participation
BCBFA	Quorum
BCAB	Regular Meetings
BCBL	Review of Procedures
BCBF	Rules of Order
BCAC	Special Meetings
BCBFB	Suspension of Rules
BCBA	Time and Place
BCBG	Voting Method

School Board Members

BBBD	Bonded Members
BBBE	Compensation and Expenses
BHA	Conflict of Interest
BBBC	Development Opportunities
BBBA	Duties
ABCD	Election Method
BH	Ethics
ABC	Legal Status
ABCA	Number
BBBB	Orientation
ABB	Powers
ABCB	Qualifications
ABCF	Removal from Office
ABCE	Resignation
ABCC	Terms of Office
ABCD A	Unexpired Term Fulfillment

School Board Officers

BBABD	Clerk
BBAB	Officer Duties
BBAA	Officer Method of Election
BBABF	Parliamentarian
BBABA	President
BBABC	Secretary
BBABE	Treasurer
BBABB	Vice-President
BGA, MGB	School Boards Associations
CCC	School Buildings Organization Charts <i>School Bus Program</i> (Use Student Transportation)
AEA	School Calendar
IDCC	School Camp Program
ADA	School Census
LB	School-Community Cooperation <i>School-Community Coordinators</i> (See Job Description)
LE	School-Community Organizations Relations
LC	School-Community Programs
AF	School Day <i>School Directories</i> (Use School-Sponsored Information Media)
AC	School District Organization Plan
LD	School-General Government Relations
AEAB	School Holidays
IFBD	School Libraries <i>School Lunch Service</i> (Use Food Service) <i>School Newspapers</i> (Use Student Publications) <i>School Nurses</i> (See Job Descriptions) <i>School Physicians</i> (See Job Descriptions) <i>School Psychiatrists and Psychologists</i> (See Job Descriptions)
KBB	School-Sponsored Information Media <i>School Social Workers</i> (See Job Descriptions)
IKF	School Stores
	School Superintendent
CED	Appointment
CEE	Compensation and Benefits
CEH	Consulting
CEB	Duties
CB	Ethics
CEI	Evaluation
CEF	Expenses
ABD	Legal Status
HAF, HBF	Negotiations Role
CEG	Professional Development Opportunities
CEA	Qualifications
CEC	Recruitment
CEK	Resignation
CEL	Retirement
BBD, CF	School Board Relations
CEJ	Separation
AEAA	School Vacations
IFCD	School Volunteers
AE	School Year
IKG	Science Fairs
HBC	Scope of Nonprofessional Negotiations
HAC	Scope of Professional Negotiations

JHCAA	Secret Societies
EBC	Security of Buildings and Grounds
	Selection and Adoption
IFAC	Instructional Equipment and Supplies
IFAB	Instructional Supplementary Materials
IIA	Tests
I FAA	Textbooks
	<i>Self-Contained Classrooms</i> (Use Organization for Instruction)
	<i>Semester Schedules</i> (Use Scheduling for Instruction)
	Separation
CGM	Administrative Personnel
GCN	Nonprofessional Personnel
GDN	Paraprofessional Personnel
GBN	Professional Personnel
CEJ	School Superintendent
IDBA	Sex Education
	Shared Services
MFA	Colleges and Universities
MDA	Interdistrict
MCA	Private Schools
DFE, FFB	Short Term Notes
	Sites
FGB	Site Acquisition Procedures
FDBF	Site Availability Projections
FEDA	Site Plans and Specifications
JCDAA	Smoking
	<i>Snow Days</i> (Use Emergency Closings)
JHD	Social Events by Students
LEA	Social Service Agencies Relations
JGE	Social Services
	Solicitations
GAIA, KDCA	By Staff
JKB, KEBB	By Students
GAIB, KDCB	Of Staff
JKA, KEBA	Of Students
KBD	Speaker Services
IDDF	Special Education
KIB	Special Interest Materials Distribution
	<i>Specialists</i> (See Job Descriptions)
BCAC	Special School Board Meetings
IDD	Special Programs
	Specifications
FEDB	Construction Plans and Specifications
FEB	Educational Specifications
FEDC	Equipment Plans and Specifications
FED	Plans and Specifications
DJEBA	Purchasing Specifications
FEDA	Site Plans and Specifications
KBCDB	Sports and Special Events Broadcasting and Taping
KBCD	Sports and Special Events News Coverage
KBCDA	Sports and Special Events Press Services
GAH, KD	Staff-Community Relations
	Staff Involvement
GAB, DCCB	Budget Planning
GAC	Decisionmaking
FDAD	Facility Expansion Long-Range Planning

FEAD	Facility Expansion Project Planning
BDBB	Policy Development
GAHA, KDA	Staff Participation in Community Activities
GAHB	Staff Political Activities
GAEA	Staff Protection
GAHC, KDB	Staff Public Appearances
GAM	Staff Rights and Responsibilities
GAF	Staff-Student Relations
DJECA	Standardization of Goods, Services and Equipment
	State Aid
FDAG, FEAG	Facility Expansion
DD	State Aid Eligibility Determination
DFB, FFF	State Aid Revenues
MI	State Education Agency Relations
LDC	State Government Relations
	<i>State School Boards Associations (Use School Boards Associations)</i>
	<i>Statistical Research (Use Data Management)</i>
	<i>Strikes (Use Job Actions and Demonstrations and Strikes by Students)</i>
JBD	Student Absences and Excuses
DK	Student Activities Funds Management
JGB	Student Aid Programs
LEGB	Student Banking Programs
IHAC	Student Conferences
JHCB	Student Government
JGC	Student Health Services
EGB, JGA	Student Insurance Programs
	Student Involvement
DCCE	Budget Planning
JCB	Decisionmaking
BDBD	Policy Development
	Student Food Service
EEA	Free Food Service
EE	Management
EEC	Records
JA	Student Policy Goals and Objectives
JGD	Student Psychological Services
JHCC	Student Publications
JR	Student Records
JGFD	Student Safety Patrols
JGE	Student Social Services
JP	Student-Staff Relations
MFB	Student Teaching and Internships
	Student Transportation Services
EDCB, JCDAD	Bus Conduct
EDA	Carriers
EDB	Insurance Program
EDE	Maintenance
ED	Management
EDF	Records
EDCA	Safety Inspections
EDD	Scheduling and Routing
EDDA	Special Use of School Buses
EDDB, JGGA	Walkers and Riders
JQL	Student Veterans
JI	Student Volunteers
	Students

JBD	Absences and Excuses
JGFG	Accidents
JH	Activities
JCDAB	Alcohol Use
JBCCB	Assignment to Classes
JBCCA	Assignment to Schools
JB	Attendance
JGFF	Automobile Use
JCDA	Behavior Code
EDCB, JCDAD	Bus Conduct
JHCA	Clubs
JO, KE	Community Relations
JCD	Conduct
IHAC	Conferences
JD	Discipline
JCDB	Dress Code
JCDAC	Drug Use
JJ	Employment
JBB	Entrance Age
JAA	Equal Educational Opportunity
JS	Fees, Fines, and Charges
JLB	Gifts to Schools
JLA	Gifts to Staff Members
JCE	Grievances and Complaints by Students
JBCB	Nonresident
JHC	Organizations
JHE	Performances
JGCA	Physical Examinations
JDC	Probation
IHE	Promotion and Retention
JHCC	Publications
JIB	Public Service
JBG	Readmissions
JC	Rights and Responsibilities
JGF	Safety
IEE	Schedules
JIA	School Service
JCDAA	Smoking
JHD	Social Events
JDD	Suspension
JBCD	Transfers and Withdrawals
KBF	Use of Students in Information Program
JG	Welfare

Substitutes

GBRJ	Arrangements for Substitutes
	<i>Substitute Teachers</i> (See Job Descriptions)
IKH	Substitute Teaching
AEBA, IDCA	Summer Sessions

Supervision

CGH	Administrative Personnel
FGA	Facility Expansion Project
GCH	Nonprofessional Personnel
GDH	Paraprofessional Personnel
GBH	Professional Personnel
JGFB	Supervision of Students

Supervisors (See Job Descriptions)

FFE	Supplementary Appropriations
IFAB	Supplementary Materials Selection and Adoption <i>Supplies</i> (Use Equipment and Supplies)
FGEC	Surety Bonds
	Suspension
GCK	Nonprofessional Personnel
GDK	Paraprofessional Personnel
GBK	Professional Personnel
JDD	Students
BDH	Suspension of Policies
BCBFB	Suspension of Board Meeting Rules

T

DFEA	Tax Anticipation Notes
LDAB	Taxation Authorities Relations
IFBA	Teacher Aides <i>Teacher Contracts</i> (Use Professional Personnel Compensation Guides and Contracts) <i>Teachers</i> (See Job Descriptions) <i>Teachers Associations</i> (See Professional Organizations and Professional Associations)
IKI	Teachers Lesson Plans
	Teaching
IKB	Controversial Issues Teaching
GBRHC	Exchange Teaching
MFB	Student Teaching and Internships
IKC	Teaching About Religion
IKA	Teaching Methods
IEF	Team Teaching
	Television
IFBEA	Closed-Circuit
IFBEB	ETV
IFBE	Instructional
FI	Temporary Facilities to Meet Expansion Needs
	Tenure
CGK	Administrative Personnel
GCL	Nonprofessional Personnel
GDL	Paraprofessional Personnel
GBL	Professional Personnel
	Testing
IJA	Educational Audit
IIB	Test Administration
II	Testing Program
IIA	Test Selection and Adoption
IIC	Use and Dissemination of Test Results
IFAA	Textbook Selection and Adoption
MEA	Title III Centers <i>Time Schedules</i> (See Schedules) <i>Tornado Warnings</i> (Use Warning Systems) <i>Track System</i> (Use Grouping for Instruction)
EBBE	Traffic and Parking Controls <i>Traffic Guards</i> (See Job Descriptions)
	Transfer
CGL	Administrative Personnel
GCM	Nonprofessional Personnel
GDM	Paraprofessional Personnel

GBM	Professional Personnel
JBCD	Students
	<i>Transportation</i> (Use Student Transportation)
	<i>Travel Expenses</i> (Use Expenses)
IDCD	Travel Study Program
DJEB	Trial Tests and Field Checks
JBE	Truancy
JBCBA	Tuition
DFH	Tuition Income
IHEAA	Tutoring
GBRGB	Tutoring for Pay

U

JHCCA	Underground Newspapers
	<i>Unemployment Insurance</i> (See Insurance Management)
ABCD	Unexpired Board Member Term Fulfillment
MJ	United States Office of Education
	<i>Universities</i> (Use Colleges and Universities)
JQG	Unwed Mothers

V

Vacations

CGPH	Administrative Personnel
GCRH	Nonprofessional Personnel
GDR	Paraprofessional Personnel
GBRK	Professional Personnel
AEEA	School Vacations
EBCA	Vandalism Protection
DJEI	Vendor Relations
	<i>Veterans</i> (Use Student Veterans)
	<i>Visitations</i> (Use Conferences and Visitations)
	<i>Visiting Teachers</i> (See Job Descriptions)

Visitors

ML	Professional Visitors and Observers
KM	Visitors to the School
	<i>Vocational Program</i> (See Basic Instructional Program)

Volunteers

IFCD	Adult Volunteers
JI	Student Volunteers
BCBG	Voting Method at Board Meetings

W

JGGA, EDDB	Walkers and Riders
	<i>Walkouts and Slowdowns</i> (Use Job Actions)
ECC	Warehousing
EBBB	Warning Systems
LDAG	Welfare Authorities Relations
	<i>Women's Rights</i> (Use Equal Educational Opportunity or Equal Opportunity Employment)

Working Conditions

CGP	Administrative Personnel
GCR	Nonprofessional Personnel
GDR	Paraprofessional Personnel
GBR	Professional Personnel

Work Load

CGPC	Administrative Personnel
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GCRC	Nonprofessional Personnel
GDRC	Paraprofessional Personnel
GBRC	Professional Personnel
EGAA	Workmen s Compensation Insurance
JJC	Work-Study Employment
IDCF, LEGA	Work-Study Programs

X

Y

Yearbooks (Use Student Publications)
Year Round Schools (Use Extended School Year)

Z

LDAO	Zoning Authorities Relations
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Policies

Book: Policies

Section: INTRODUCTION

Title: Introduction

Number:

Status: Active

Legal:

Adopted:

Last Revised:

Last Reviewed:

Policy Detail

Introduction

In the recently accomplished policy revision process approximately one-third of the policies and rules contained in the manual were substantially revised. Therefore, persons who use this manual should not rely on their knowledge of previous policies and rules, but should review the applicable portions of this manual carefully.

An even greater change was made in the indexing system. The new index contains more major categories and uses alphabetical rather than numerical designators. This reorganization may cause some initial confusion but will enable the user to find policies more quickly once some familiarity with the new system is attained. A major advantage of the new system is the CODE FINDER located in the index section. The alphabetical listing of subject matter allows pertinent policies to be located quickly.

The Index System

The use of a standard index system has advantages and disadvantages. One disadvantage is that there will not be a policy or rule corresponding to every listed title. The index at the front of each section lists all of the possible policies, rules, and exhibits. The existence of a district policy, rule, or exhibit is indicated by the date of issue in the appropriate column. A blank indicates there is no district policy or rule corresponding to the title in the master index. The Code Finder will assist you in finding other policies or rules which may deal with the subject you are looking for. An advantage is that new policies and rules can be put in the manual without changing the standard index.

Materials in the manual are divided into four categories: policies, rules, exhibits, and index materials. Policies, rules, and most exhibits have an identification block at the top of the page. The alphabetical designator is in the "code" box on the right hand side. The alphabetical designator is followed by either a (P) for policies, an (R) for rules, or an (E) for exhibits.

Effect of Policies and Rules

Policies are adopted by the board of trustees and are the board's primary tool for directing the activities of the district. Rules are issued by the superintendent, subject to review by the board. Both policies and rules are binding on employees of the district. If, however, a policy or rule appear to conflict, the policy is superior, and the rule should be interpreted in a manner consistent with the policy. Questions of proper interpretation of policy or rules should be submitted through normal administrative channels to the superintendent who is responsible to the board for interpreting and applying district policies and rules.

Both policies and rules are subordinate to state and federal laws or regulations and are null and void insofar as they may conflict with such laws and regulations. Persons who believe such a conflict exists should immediately seek advise through normal administrative channels rather than make a decision which may be wrong.

Policies

Book: Policies

Section: J - Students

Title: Goals and Objectives

Number: JA

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

The focus of the school system is on the learner, the student. His educational development is the central concern of the board's policies and the administrative regulations.

The board will attempt to provide adequate facilities and means for the attainment of this goal for all children of school age who reside within the school district.

Book:	Policies
Section:	J - Students
Title:	Attendance
Number:	JB
Status:	Active
Legal:	Sections 59-65-10, 59-63-20 and 59-63-30 of the 1976 S. C. Code, as amended.
Adopted:	03/08/1980
Last Revised:	01/09/1985

Last Reviewed:

Policy Detail

In accordance with state law, all children between the ages of five and sixteen, inclusive, must be enrolled in school. Parents/guardians may, however, waive the compulsory kindergarten attendance requirement for five-year-olds. (See JBA(P) and JBA(E)). It is expected that they be in regular attendance as well as enrolled. Regular attendance is necessary for the desired and expected academic and social progress to be made.

The school year consists of 180 school days. Students must attend 85 days of each 90-day semester course and 170 days of each 180-day year course to receive credit. (See JBD(P) and JBD(R) - Absences and Excuses).

Attendance is the presence of a student on days when school is in session. Students may be counted present only when they are actually at school, on homebound instruction, or are present at a school activity which is authorized by the school. This may include field trips, athletic contests, music festivals, student conventions and similar activities.

Book:	Policies
Section:	J - Students
Title:	Attendance: Compulsory Attendance Ages
Number:	JBA
Status:	Active
Legal:	Sections 59-35-10, 59-63-20 (3), (4), (6) and 59-65-10 of the 1976 S. C. Code, as amended.
Adopted:	03/08/1980
Last Revised:	01/09/1985

Last Reviewed:

Policy Detail

All children between the ages of five and sixteen, inclusive, are required to attend a public or private school or kindergarten. However, a parent or guardian whose child or ward is not six years of age on or before the first day of November of the school year may waive kindergarten attendance for their child. Parents who do not want their children to attend kindergarten will be allowed to sign a waiver form. (See JBA(E)). The signed waiver will be retained and placed in each child's permanent record when he enters school.

The maximum age for public school attendance is 21. However, a student who reaches his 21st birthday while enrolled as a high school senior and is a candidate for graduation may remain in school to complete that school year.

Policies

Book:	Policies
Section:	J - Students
Title:	Attendance: Entrance Age
Number:	JBB
Status:	Active
Legal:	Section 59-63-20 (3), (4) of the 1976 S. C. Code, as amended.
Adopted:	01/09/1985
Last Revised:	06/25/1996

Last Reviewed:

Policy Detail

Preschool Programs

Eligible students desiring to participate in the district's preschool programs for three-year-olds must attain that age by September 1 of the school year in which participation is desired. Eligible students desiring to participate in the district's program for four-year-olds must attain that age by November 1, 1993. Beginning with the 1994-95 school year, students must attain the age of four on or before September 1 of the school year in which participation is desired.

Kindergarten

Students will be allowed to enter kindergarten if they will attain the age of five on or before September 1 of the school year or if they have substantially initiated a public school kindergarten program in another state which has a different attendance age requirement. Beginning with the 1995-96 school year the date for determining a student's age eligibility will be September 1 rather than November 1.

Student selection for full-day kindergarten programs will be designed to guarantee that at least half of the seats in extended day programs will be first offered to students who qualify as "at-risk" by meeting one or more of the following criteria:

1. Having previously attended Head Start;
2. Having previously attended the public school 4-K program; or
3. Having a sibling in the school who qualifies for free or reduced lunch.

Children of parents attending the district's family literacy programs to obtain a GED will also be given priority.

Final determination for acceptance in full-day kindergarten programs will rest with the administration.

Any individual exceptions to this policy will be made by the administration.

These criteria do not apply to the four, all-day kindergarten programs approved by the Board as experimental.

First Grade

Students will be allowed to enter the first grade if they will attain the age of six on or before November 1 of the school year or if they have attended a public school kindergarten program for one full school year or have substantially initiated a first grade program in another state that has a different attendance age requirement. Beginning with the 1996-97 school year the date for determining age eligibility for all programs will be September 1 rather than November.

1. The Board of Trustees will not waive the age requirements set forth in this policy.
-

Book:	Policies
Section:	J - Students
Title:	Attendance: School Admission: Resident Students
Number:	JBC
Status:	Active
Legal:	
Adopted:	03/08/1980
Last Revised:	12/07/1999

Last Reviewed:

Policy Detail

A resident student may enroll in school in this district only if qualified under each of the following conditions:

1. The student establishes the right to attend school under one of the residency criteria set forth in Policies JBCA and JBCB.
2. The student has attained the entrance age set forth in Policy JBB, but has not reached his twenty-first birthday.
3. Within the twelve months preceding the date the student seeks to enroll in this district, the student was not expelled from another school, either public or private, for an offense that would have prompted a recommendation for expulsion in this district. Whenever a student fails to qualify for enrollment under this item because of expulsion from a private school, the superintendent shall determine whether in expelling the student the private school afforded him the procedural rights afforded under state law to a public-school student subject to expulsion. If the superintendent cannot determine that the private school afforded the student such rights, he shall notify the student's parent or legal guardian of the precise reason the student does not qualify for enrollment in this district and that the student is entitled to a hearing and all other procedural rights afforded under state law to a student subject to expulsion.
4. The student's nonschool records or disciplinary records in any school in which the student was previously enrolled reflect no adjudication of delinquency, no violations or activities constituting violent crimes under section 16-1-60 of the South Carolina Code, no adjudication for assault and battery of a high and aggravated nature, no unlawful use or possession of weapons, and no unlawful sale of drugs. Whenever a student fails to qualify for enrollment under this item, the superintendent shall notify the student's parent or legal guardian of the precise reason the student does not qualify and

- that the student is entitled to a hearing and all other procedural rights afforded under state law to a student subject to expulsion. A student who fails to qualify for enrollment under this item is barred from enrolling for one year after the district issues a final determination on the student's failure to qualify.
5. If entering kindergarten or first grade, the student shall submit a birth certificate or other documentation to verify his date of birth and show evidence of compliance with Department of Health and Environmental Control rules and regulations concerning immunizations.

Placement of Transfer Students

Students transferring into the district's schools will be placed initially on the grade level they would have reached elsewhere pending their observation and evaluation by classroom teachers, guidance personnel, and the school principal. After such observations and evaluations have been completed, the principal will determine the final grade placement of the children.

1. A home-schooled or private-school student or a student enrolled in a charter school of this district may participate in extra-curricular programs carried on by the district in accordance with the following rules:

Participation in District Programs by Resident Students Not Enrolled in District Schools

- a. The student's participation shall be subject to all policies, rules, regulations, and standards of the district relating to the participation and any additional policies, rules, regulations, and standards established by the district for the participation.
 - b. The participation shall be at the district school that the student would otherwise attend.
 - c. The participation shall not preclude the participation of any student enrolled in the school.
 - d. If the student's participation would result in any cost to the district or school, the student may participate so long as the cost is paid.
 - e. The participation does not violate the rules of the South Carolina High School Athletic League or of any other governing organization of which the district, a school, or a school chapter is a member.
2. A home-schooled or private-school student may participate in district classes if the student can show reasonable need and interest for the class, the appropriate district-level administrator approves the student's participation prior to entry, and the student pays any additional cost as calculated by the district. The following rules shall apply to any participation in classes by students not enrolled in the district's schools:
 - a. The student's participation shall be subject to all policies, rules, regulations, and standards of the district relating to the participation and any additional policies, rules, regulations, and standards established by the district for the participation.
 - b. The participation shall be at the district school that the student would otherwise attend.
 - c. The participation shall not preclude the participation of any student enrolled in the school.
 - d. If the student's participation would result in any cost to the district or school, the student may participate so long as the cost is paid.
 3. Any student may participate in any class or program whenever Federal and/or State regulations require the student's participation. The above rules shall apply to this participation to the extent they are appropriate.
 4. Use of district-owned facilities, supplies, and equipment shall be limited to enrolled students and students participating

in classes or extracurricular programs in accordance with this policy.

5. The administration is directed to provide necessary regulations to implement this policy.
-

Book:	Policies
Section:	J - Students
Title:	Attendance: School Admissions: Resident Students
Number:	JBCA
Status:	Active
Legal:	
Adopted:	03/08/1980
Last Revised:	09/08/1992

Last Reviewed:

Policy Detail

Questions of Residency

- A. For purposes of South Carolina school attendance a student is considered a resident of a school district if he lives with his parent or legal guardian and his parent or legal guardian resides within the school district. Students will also be considered residents of the district if they reside in a home within Greenville County under the supervision of the Family Court. Questions of legal guardianship fall into three categories discussed below.
1. South Carolina Residents
Only a family or circuit court can legally establish guardianship. Nothing less than a copy of a court order will be accepted as proof of guardianship.
 2. Residents of other states and United States territories
A court order from a court in the state of residency will be accepted as proof of guardianship. Guardians without such an order should be referred to the Greenville County Family Court for determination of the validity of the guardianship.
 3. Nonresident Aliens
Guardianship papers executed in the country of residency will be accepted provided that they are accompanied by an English translation and have been certified by the United States Consulate in that country.
Resident aliens will be admitted to the schools on the same basis as American Citizens.
Non-immigrant alien students will be admitted with the approval of the superintendent.
- B. For purposes of school attendance, a student who resides with an adult resident of The School District of Greenville County as a result of one of the following five reasons may be enrolled in the school district without charge. (An affidavit must be signed attesting to the condition. See JBCA(E).):
1. the death, serious illness, or incarceration of a parent or legal guardian;
 2. the relinquishment by a parent or legal guardian of the complete control of the child as evidenced by the failure to provide substantial financial support and parental guidance;
 3. abuse or neglect by a parent or legal guardian;
 4. the physical or mental condition of a parent or legal guardian is such that he or she cannot provide adequate care and supervision of the child; or
 5. the child or the child's parent or legal guardian does not have a fixed, regular and adequate nighttime residence or a nighttime residence that is a shelter or institution that provides temporary living accommodations.
-

STATE OF SOUTH CAROLINA)
)
COUNTY OF GREENVILLE)

AFFIDAVIT

PERSONALLY appeared before me, _____, who
being duly sworn states:

1. I am an adult resident of The School District of Greenville County, residing
at _____.

2. The child, _____, has resided with me
since _____. The child's relation to me is _____.

3. The child resides with me as a result of

- _____ a. the death, serious illness, or incarceration of a parent or legal guardian;
- _____ b. the relinquishment by a parent or legal guardian of the complete control of the child as evidenced by the failure to provide substantial financial support and parental guidance;
- _____ c. abuse or neglect by a parent or legal guardian;
- _____ d. the physical or mental condition of a parent or legal guardian is such that he or she cannot provide adequate care and supervision of the child; or
- _____ e. the child or the child's parent or legal guardian does not have a fixed, regular and adequate nighttime residence or a nighttime residence that is a shelter or institution that provides temporary living accommodations.

4. The specific circumstances which led to this living arrangement are as follows: _____

5. The child's claim of residency in the district is not primarily related to attendance at a particular school within the district.

6. I agree to accept responsibility for educational decisions for the child including, but not limited to, receiving notices of discipline; attending conferences with school staff; and granting permission for athletic activities, field trips, and other activities.

7. I UNDERSTAND THAT IF IT IS FOUND THAT I HAVE WILFULLY AND KNOWINGLY PROVIDED FALSE INFORMATION IN THIS AFFIDAVIT TO ENROLL A CHILD IN A SCHOOL DISTRICT FOR WHICH THE CHILD IS NOT ELIGIBLE, I MAY BE FOUND GUILTY OF A MISDEMEANOR AND, UPON CONVICTION, MUST BE FINED AN AMOUNT NOT TO EXCEED TWO HUNDRED DOLLARS OR IMPRISONED FOR NOT MORE THAN THIRTY DAYS AND ALSO MUST BE REQUIRED TO PAY TO THE SCHOOL DISTRICT AN AMOUNT EQUAL TO THE COST OF THE DISTRICT OF EDUCATING THE CHILD DURING THE PERIOD OF ENROLLMENT.

SWORN TO Before me this

_____ day of _____, 19 _____

Notary Public for South Carolina (L.S.)

My Commission Expires: _____

Book:	Policies
Section:	J - Students
Title:	Attendance: School Admissions: Nonresident Students
Number:	JBCB
Status:	Active
Legal:	
Adopted:	03/08/1980
Last Revised:	10/10/1995

Last Reviewed:

Policy Detail

Nonresident students who wish to attend school in this district may request permission to enroll in Greenville County Schools. This request must be in writing and approved by the area assistant superintendent for the area in which the student wishes to enroll. In the case of students residing in other South Carolina school districts, a written release from the superintendent of that district must accompany the request. After written approval has been obtained, the pupil will be assigned to a school that has room to accommodate him, not necessarily the school nearest his home nor the school he requests permission to attend.

Tuition

All nonresident students except exchange program students and the children of District employees will be charged tuition. Tuition for South Carolina residents is based on expenditures per pupil paid by the district from funds other than state funds. For out-of-state residents the tuition fee is based on the total district expenditure per pupil including state funds. At least one semester's tuition must be paid in advance before the student can be enrolled.

Normally, parents or guardians will be responsible for tuition. However, in some cases the school district in which the student resides may assume this responsibility. In such a case the parent or guardian will be responsible for securing clearance from the district of residency and their agreement to pay tuition.

Other Foreign Students

Resident aliens will be admitted to the schools on the same basis as American citizens. Nonimmigrant alien students will be admitted with the approval of the superintendent.

Policies

Book:	Policies
Section:	J - Students
Title:	Attendance: School Admissions: Nonresident Students: Tuition
Number:	JBCBA
Status:	Active
Legal:	
Adopted:	03/08/1980
Last Revised:	
Last Reviewed:	

Policy Detail

Tuition

All nonresident students except exchange program students will be charged tuition. Tuition for South Carolina residents is based on expenditures per pupil paid by the district from funds other than state funds. For out-of-state residents the tuition fee is based on the total district expenditure per pupil including state funds. At least one semester's tuition must be paid in advance before the student can be enrolled.

Normally, parents or guardians will be responsible for tuition. However, in some cases the school district in which the student resides may assume this responsibility. In such a case the parent or guardian will be responsible for securing clearance from the district of residency and their agreement to pay tuition.

Exchange Programs

Students participating in an exchange program approved by the district will not be charged tuition.

Policies

Book: Policies

Section: J - Students

Title: Attendance: School Admissions: Assignment: To Schools

Number: JBCCA

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised: 03/10/1987

Last Reviewed:

Policy Detail

Assignment to schools will be based on attendance lines established by the board to ensure a healthy racial balance and to comply with other board policies. Area assistant superintendents will annually review attendance lines and recommend changes to the superintendent in accordance with board policies.

To the extent practical, each pupil in the district will be advised of his next year's school assignment prior to the end of the school year. Information concerning transportation will be secured and transmitted to the affected areas at the earliest possible date.

The State Department of Education will provide transportation for those pupils living more than 1-1/2 miles from their assigned schools. Once a pupil is picked up by the bus, the actual distance traveled is not the overriding concern for school assignment, but rather the amount of time that the pupil spends on the bus.

Cross Ref. [AD\(P\)](#)

Policies

Book:	Policies
Section:	J - Students
Title:	Attendance: School Admissions: Assignment: To Classes
Number:	JBCCB
Status:	Active
Legal:	
Adopted:	03/08/1980
Last Revised:	
Last Reviewed:	

Policy Detail

Placement in a school is determined by the philosophy and objectives of the school district. The program is built upon the belief that public education is concerned with providing opportunities for the maximum development of each student. Pupils in a classroom group vary widely in many ways; for example, in height, physical strength, intelligence, interests, and attitudes. These differences become greater as the education of each student is extended.

Placement is a most important factor in a student's educational program. Since each student is unique and complex, consideration must be given to a multiplicity of factors which relate specifically to him. Therefore, the only valid placement which should be made is that which best serves the student's needs and interests.

Though the placement of a student should be the result of an agreement reached by the parents, teacher, and principal, the final responsibility is the principal's, as is any official action taken in his school.

Book:	Policies
Section:	J - Students
Title:	Attendance: Absences and Excuses
Number:	JBD
Status:	Active
Legal:	
Adopted:	03/08/1980
Last Revised:	01/09/1985

Last Reviewed:

Policy Detail

Regular attendance at school is necessary in order for the student to reap the maximum benefit from the educational program and related educational experiences.

Each school will develop its own procedures for dealing with excuses and/or permission for absences consistent with this Policy and Rule JBD.

A student shall be expected to remain on the school campus for the entire school day unless he is dismissed because of illness, medical and dental appointments, work or educational experience approved by the principal, or an emergency.

Inasmuch as the school district maintains adequate lunchroom facilities and provides balanced school lunches with scheduled time for lunch, and the principal is legally responsible for his students during regular school hours, it shall therefore be the policy of the school district that students remain on the school campus during the lunch hour.

The board hereby designates and instructs each building principal to promptly approve or disapprove any student absence beginning with the first one, in accordance with Rule JBD.

Policies

Book:	Policies
Section:	J - Students
Title:	Attendance: Released Time
Number:	JBF
Status:	Active
Legal:	
Adopted:	03/08/1980
Last Revised:	11/11/1997

Last Reviewed:

Policy Detail

The board authorizes pupils, with the written consent of their parents, to receive moral or religious instruction at a suitable place away from the school, designated by the religious group.

Pupils shall be excused from school for such purposes no more than one class period per week and in each case the pupils so excused shall attend school at least the legal minimum school day. A "class period" is the time set aside for instruction in a single subject, as determined by each school.

The superintendent is instructed to establish regulations governing the attendance of pupils at such instruction and the reporting thereof.

Permanent Early Dismissal From School

Every school should provide a wide range of curriculum offerings in order that many opportunities for exploration as well as extension will be presented each student. The length of the school day is set to provide a maximum of options for the student. The school day should encourage students to have many in-school experiences which go beyond the meeting of minimum course requirements for graduation or only basic skills for a particular vocation. Students must be encouraged to take a long-range view of the educational process and not be unduly influenced to allow other activities to detract from giving the school program their major attention.

Work experiences outside the school have excellent values for many students, and circumstances often dictate that students contribute to the family income. The school day should be flexible enough to allow for early dismissal of some students for work under certain conditions. There may be other compelling reasons for granting early dismissal on a regular basis. The administration is directed to establish regulations and procedures for granting early dismissals on a regular basis. The early dismissal of students may not violate other policies of this board, policies established by the State Board of Education, standards of the Southern Association of Colleges and Schools, or any legal statutes.

College Visitation

High school juniors and seniors may be granted released time to visit college campuses. The Superintendent is instructed to establish regulations governing student visits to colleges.

Book:	Policies
Section:	J - Students
Title:	Rights and Responsibilities
Number:	JC
Status:	Active
Legal:	
Adopted:	03/08/1980
Last Revised:	
Last Reviewed:	

Policy Detail

The board wishes to provide means insofar as possible for the solution of student-staff-board relationship problems within the school structure. The board asks the superintendent to establish regular channels of communication among the respective groups with lines of responsibility, roles, power, and responsibilities clearly set forth so that the schools may benefit from each group.

The resolution within the school district of differences, disputes, and conflict between students and staff is not a criminal matter. As such, constitutional provisions for the right to counsel, trial by jury, power to subpoena witnesses, and comparable safeguards do not necessarily apply. Rather, the definition of due process between student and staff should be in a clarification of the role of each, a giving of proper notice, the holding of hearings within the framework of a teacher-student relationship, and an adequate opportunity for the student to express "his side."

Freedom of Speech

Provision for expression of differences of opinion as provided in the First Amendment shall be adequately provided and protected. Prohibition of a particular expression of opinion, or means of expression, shall be based upon something more than a mere desire to avoid the discomfort and unpleasantness that may accompany an unpopular point of view. (Cf. JHCC).

However, no person--parent, teacher or student--has an absolute right to freedom of speech. It is a myth to say that any person has a constitutional right to say what he pleases, where he pleases, and when he pleases. Uncontrolled and uncontrollable liberty is an enemy to domestic peace.

Freedom of speech in our schools is limited by board policy, canons of good taste as acceptable in the community, and legal considerations.

School Symbols

The board recognizes that symbols such as school colors, song, motto, flag, and ring frequently

play important roles in school life. The board endorses their selection and identification with the activities of the schools so long as they conform to the following criteria:

1. Their existence and use support the goals of the school system;
 2. They cast no aspersion upon any members of the school and community with respect to color, race, national origin, or creed;
 3. No student of the school system is required to support, adhere to, employ, or possess any such symbol; and,
 4. Where student's purchase of a symbol or materials for making it is the only acceptable way to acquire it, designs and standard specifications will be made available both to students and potential vendors. Student purchases will be made at their discretion from any available symbol vendors preferably off the school premises and during out of school time.
-

Book:	Policies
Section:	J - Students
Title:	Student Rights and Responsibilities: Civil Rights of Minors
Number:	JCA
Status:	Active
Legal:	
Adopted:	02/14/1995
Last Revised:	12/19/2006

Last Reviewed:

Policy Detail

A. Illegal Harassment

1. Prohibition

No student shall be subject to harassment on the basis of race, color, sex, national origin, religion, or disability by any district employee or other student. This protection shall apply during the school day and at any school-sponsored function or extracurricular event.

2. General Definition

The illegal harassment prohibited under this policy refers to any unwelcome and persistent verbal or physical act based on race, color, sex, national origin, religion, or disability that has the purpose or effect of unreasonably interfering with a student's performance or of creating an unreasonably intimidating, hostile, or offensive learning environment.

3. Definition of Sexual Harassment

In addition to its inclusion in the previous definition, illegal harassment on the basis of sex also refers to unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to the conduct is made either explicitly or implicitly a term or condition of a student advancement or assessment, of student participation in school programs or activities, or of any decision affecting the student.

4. Sanction

A violation of Part A of this policy will subject the violator to disciplinary sanction, possibly including termination or expulsion.

5. Reporting Illegal Harassment

(a) Any student who believes that he or she has been the victim of any illegal harassment when the alleged harasser is another student should promptly report the alleged harassment to his or her teacher.

(b) Any student who believes that he or she has been the victim of any illegal harassment when the alleged harasser is a teacher or other staff member of the school should promptly report the alleged harassment to his or her principal.

(c) Any student who believes that he or she has been the victim of any illegal harassment when the alleged harasser is the principal or any District staff member outside the student's school should report the alleged harassment promptly to the superintendent.

(d) If any employee receives a report of illegal harassment, but is not the person identified above to receive it, that employee must advise the student of the person to whom the student should properly make the report.

6. Investigation

Any District employee identified in the previous subsection to receive a report of illegal harassment and who receives such a report must promptly investigate that report, determine whether the allegation is true, and, if it is true, take appropriate steps to eliminate the illegal harassment.

7. No Retaliation

No person making a complaint of illegal harassment will be subjected to any retaliatory action because of making of the complaint.

8. Annual Discussion

Each principal shall develop an annual process for discussing illegal harassment with students. This discussion may take place in the context of an annual discussion of the entire District code of conduct and may be accomplished through the use of resources provided by the District administration for these purposes.

9. Annual Notice

The superintendent shall ensure that this policy is included in any annual notice or publication sent to parents or students. Any school that publishes a student handbook shall include this policy in that handbook.

B. Bullying

1. Prohibition

The harassment, intimidation, or bullying of one student or group of students by another student or group of students is prohibited. This prohibition shall extend to all District classrooms, all District property, all school buses, all other school related vehicles, all school-sponsored activities or events (regardless of where those activities or events occur), and all other programs or functions at which school officials are responsible for the student.

2. Definition

The words "harassment, intimidation, or bullying" mean a gesture, an electronic communication, or a written, verbal, physical, or sexual act directed at another student or group of students when, to a reasonable person, that gesture, communication, or act has the effect of (a) harming the other student (or students) physically or emotionally or damaging that student's (or students') property or placing that student (or students) in reasonable fear of personal harm or damage to that student (or students) property or (b) insulting or demeaning that student (or student's) in such a way as to cause substantial interference with the orderly operation of the school.

3. Appropriate Student Behavior

All students should conduct themselves at all times in accordance with the District's Code of Conduct and with a proper regard for rights and welfare of other students and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment.

4. Sanctions, Consequences, and Remedial Actions

Sanctions, consequences, and remedial actions for a student who commits an act of harassment, intimidation or bullying shall be at the discretion of the classroom teacher or principal (or principal's designee). Depending on the severity of the infraction and the age of the student, the resulting sanction, consequence, and/or remedial action may range from positive behavioral interventions up to and including suspension or expulsion.

5. Reporting Harassment, Intimidation, and Bullying

Any student who believes that harassment, intimidation, or bullying has occurred in violation of this policy should report the situation to the classroom teacher. If the student has previously reported the harassment, intimidation, or bullying to the classroom teacher, but the misconduct continues, the student should report the situation to the principal (or designee). A student may submit a report anonymously, but a teacher or principal (or designee) may not impose formal disciplinary action based solely on an anonymous report. If requested, the identity of the victim will be protected to the extent the law allows.

6. Investigation

Whenever a teacher or principal (or designee) receives a report alleging harassment, intimidation, or bullying, the person shall promptly investigate it and shall determine whether the alleged perpetrator violated this policy.

7. No Retaliation

Reprisals or retaliation against any student who reports an act of harassment, intimidation or bullying are prohibited. The staff member to whom a report of retaliation is made shall determine the appropriate sanction for any student who engages in such action.

8. False Accusations

Falsely accusing another student of harassment, intimidation or bullying is prohibited. The staff member to whom the false accusation was made shall determine the appropriate sanction for any student who engages in such action.

9. Annual Discussion

Each principal shall develop an annual process for discussing harassment, intimidation or bullying with students. This discussion may take place in the context of an annual discussion of the entire District's Code of Conduct and may be accomplished through the resources provided by the District administration for these purposes.

10. Annual Dissemination of Policy

The superintendent shall ensure that this policy is included in any annual notice or publication sent to parents or students. Any school that publishes a student handbook shall include this policy in that handbook. Each notice of this policy shall specify that it applies at all school-sponsored functions.

Policies

Book:	Policies
Section:	J - Students
Title:	Rights and Responsibilities: Civil Rights of Minors: Interrogation and Searches
Number:	JCAB
Status:	Active
Legal:	
Adopted:	03/08/1980
Last Revised:	06/08/1993
Last Reviewed:	

Policy Detail

- VII. School district personnel may search the person or personal effects of students whenever there exist reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school. Before undertaking a search, an employee must be able to specify and articulate objective facts to explain the suspicions that justify the search. If any school district employee conducts a search of a student or the student's personal effects, the search must be reasonable in scope and intrusiveness in light of the age and sex of the student, the nature of the alleged infraction, and the exigencies of the situation. These same standards will also govern searches by school officials of students' vehicles brought onto school property.

Lockers and students' desks are the property of the school district. While available for student use, the district retains ownership of both. To ensure health and safety standards, school officials may examine the contents of either at any time.

School principals and their designees are authorized to use either hand-held or stationary metal detectors to ascertain the presence of weapons at school and to deter students from bringing them. Designated administrators may use the detectors randomly, choosing students by chance, without individualized suspicion for the check. Users for such a random, nonindividualized check must be able to articulate the process by which they selected students and must be able to demonstrate that race, color, religion, sex, or disability was in no way a factor in the selection process. Whenever the metal detector is used to check a student who is not selected randomly, but is selected because of an individualized suspicion, the administrator must adhere to the standard set forth above for conducting a search. An indication from the detector that dense metal is present on a student or in the student's personal effects shall constitute a reasonable suspicion to conduct a reasonable search of the student as is described above.

- VIII. Interrogations
A. By School Personnel

Teachers and principals may question students about any matter pertaining to the operation of a school, the enforcement of the school's rules, and the health and safety

of all staff and students at the school. Any such questioning will be discrete and conducted so as to avoid unnecessary embarrassment to the student being questioned. False or evasive answers or refusals to answer a proper question may result in disciplinary action.

B. By Law Enforcement Agencies

1. Criminal Investigations

The school district encourages law enforcement officers to conduct criminal investigations at locations other than schools whenever possible. When law enforcement officers find it necessary to question students during the school day, school officials will make reasonable efforts to contact the student's parent or guardian for permission prior to permitting the interrogation. School officials will not permit the release of any minor student to law enforcement officials without permission from the student's parent or presentation of an appropriate warrant. If law enforcement officials remove a student from school, school officials will make immediate and reasonable efforts to notify the student's parent or guardian.

2. Child Abuse Cases

When law enforcement officers, representatives from the Solicitor's Office, representatives from the Department of Social Services, properly appointed guardians ad litem, or other properly authorized governmental representatives must interview a student during the school day concerning an investigation of a charge of abuse or neglect of the student or someone in the student's family, school officials will permit the interview to occur without notification to the parents either before, during, or after the interview.

Book:	Policies
Section:	J - Students
Title:	Rights and Responsibilities: Conduct
Number:	JCD
Status:	Active
Legal:	
Adopted:	03/08/1980
Last Revised:	06/28/2005

Last Reviewed:

Policy Detail

A student's conduct is a personal matter that he should keep within reasonable bounds that apply equally to all members of the community. He should have freedom and encouragement to express his individuality in school in any way so long as his conduct does not intrude upon and endanger the freedom of others--especially upon the freedom of his peers to receive instruction. The board's intent is to establish a rational position between freedom for each individual and the necessity for sufficient order to permit the operation of the instructional program.

Respect for the individuality of pupils argues against attempts by the school to force pupil behavior into a common mold. Our board-approved statement of school goals emphasizes our schools' responsibility for helping each pupil develop his unique abilities to the maximum.

The board recognizes that implementation of this policy calls for sensitive, tolerant, intelligent action on the part of the school staff so that fostering of individuality is not incompatible with educationally sound group effort. In each instance in which an employee acts to help a student conduct himself properly, emphasis shall be placed upon the growth of the student in ability to discipline himself.

All students, on the other hand, should recognize the consequences of their conduct. This refers to their actions toward each other, to their language, to their dress, and to their manners.

Students both individually and in groups shall comply with school regulations, and shall recognize the authority of the teachers. Disobedience or open defiance of the teacher's authority shall constitute sufficient cause for disciplinary action and may result in suspension or expulsion from school. When, in the judgment of a teacher, an individual or a group effectively challenges his authority to conduct meaningful instruction in a classroom through disruptive acts, abusive language, or threats of bodily harm, the teacher shall report such activity at once to the principal who is empowered to institute appropriate corrective and/or disciplinary action.

Vandalism

The board views vandalism against school property by students as reprehensible. The causes of

such misbehavior often are complex, calling for careful study by parents, school staff, and appropriate community officials to determine the cause.

Accordingly, the superintendent is directed to take such steps as are necessary to:

1. Identify the student(s) involved;
2. Call together persons, including the parents, needed to study the causes and to advise him on appropriate disciplinary action;
3. Decide upon disciplinary action in accordance with the Code of Conduct and to assess costs against the students and/or their parents; and,
4. Take any constructive actions needed to try to guard against further such student misbehavior.

Cross Reference: [EBCA](#)

Policies

Book: Policies

Section: J - Students

Title: Rights and Responsibilities: Conduct: Behavior Code: Smoking

Number: JCDAA

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised: 06/28/2005

Last Reviewed:

Policy Detail

Students are not permitted to use or possess any tobacco products while in school buildings, on school grounds, on school buses, or at any time that a student is under the direct administrative jurisdiction of the school or school officials. Disciplinary actions will be handled in accordance with the Code of Conduct.

Policies

Book:	Policies
Section:	J - Students
Title:	Rights and Responsibilities: Conduct: Behavior Code: Drug and Alcohol Use
Number:	JCDAB/C
Status:	Active
Legal:	
Adopted:	03/08/1980
Last Revised:	06/28/2005
Last Reviewed:	

Policy Detail

Policies relating to incidents involving the possession, sale, and/or use of behavior-affecting substances such as marijuana, alcohol, glue, LSD, barbiturates, hard narcotics, and others are made for the purpose of protecting the rights of the community, students, staff, and administrators. All means possible including education, counseling, parental involvement, medical referral, court referral, police referral, and invoking appropriate sections of the district's discipline code (Policy JD), and the Code of Conduct, will be used to control situations relating to behavior-affecting substances.

All personnel must understand that most drug abuses are not only breaches of school discipline but are unlawful, which in many cases will necessitate referral to an appropriate agency in addition to any action taken in keeping with the district's discipline code. It is imperative that everyone exercise the utmost in discretion in following the procedures outlined to insure the rights of all concerned.

The following procedures shall be followed by all school personnel:

I. Discipline

All disciplinary cases shall be handled in accord with Policy JD.

II. Search and Seizure

Lockers are the property of the school and may be searched by school authorities in the interest of maintenance, health, and safety. Any search must be carried out in accord with Policy JCAB. Inspections for the location of drugs, narcotics, liquor, weapons, poisons, and missing property are matters relating to health and safety and may be regarded as reasonable purposes for locker inspection by school personnel.

III. Police Questioning and Apprehension

In the event that law enforcement officers come to the school about a drug abuse problem, Policy LDAJA must be followed.

IV. Referrals

A. Referral to Law Enforcement Agencies

In order to make a referral to a law enforcement agency a clear cut case of possession or selling must be made. "Using" or "being under the influence" may not necessitate referral to a law enforcement agency. In this case medical treatment may be appropriate as determined in consultation with the school nurse and/or counselor. Referral can be made directly to the juvenile court without involving the police. Every effort must be made by the school to keep the referral to a law enforcement agency as discreet as possible in order to avoid unnecessary embarrassment to the offender or school personnel. Once referral is made to a law enforcement agency the school should work closely with the agency in carrying out their suggestions and directions.

B. Referral to District Agencies

Cases of drug offenses which do not constitute violations of the law may be handled more appropriately within the various agencies of the district. These are the school nurse, the school counselor(s), local school peer programs, and the district's consultant for drug education. Parents or guardians shall be involved in referrals to district agencies.

C. Referral to Outside Agencies

School personnel, particularly administrators, counselors, and nurses should be familiar with available agencies and procedures for referral. The district's consultant for drug education is an appropriate resource for information about and assistance with referral to outside agencies. Parents or guardians shall be involved in referral to outside agencies.

V. Responsibilities of School Personnel

A. All Personnel:

1. Should be familiar with drugs, their use and abuse, and drug education;
2. Should be familiar with school, district, and outside agencies to which substance abuse problems may be referred and procedures for referral;
3. Shall be familiar with board policies concerning substance abuse and operate in conformity with these policies; and,
4. Shall immediately refer to the school nurse and/or principal any student ill or injured as a result of substance abuse.

B. Principals and/or Assistant Principals:

1. Shall take appropriate action in conformity with board policies and local, state, and federal laws in dealing with students who violate the district's discipline code and/or drug laws.
2. Shall require all students who find it necessary to take medication at school to present written permission from parent or guardian stating type, dosage, and duration of treatment. This permission must remain in the office or health room along with medication. Students shall go to the office or health room to take medication under supervision; and,
3. Shall ensure that the school program includes instruction in substance abuse for students and staff.

C. School Nurses:

1. Shall be familiar with symptoms related to substance abuse and shall recommend appropriate actions to the principal;
2. Shall assist in a school drug education program for students and staff; and,
3. Shall keep the principal informed of cases related to substance abuse.

D. Counselors, Teachers, and Other School Personnel:

1. Shall assist in a school drug education program for students and staff; and,

2. Shall keep the principal informed of cases related to substance abuse.

VI. Confidentiality

Laws relating to privileged information may become a vital part of any substance abuse proceedings. All school personnel have responsibilities to students which require a great deal of discretion in dealing with individual problems. The possibility of invasion of privacy charges being initiated require that information obtained in confidential interviews be handled in privileged relationship; however, school personnel must involve parents or guardians in substance abuse cases.

School records as they relate to substance abuse problems must be handled in accord with Policy JR.

Policies

Book: Policies

Section: J - Students

Title: Rights and Responsibilities: Conduct: Behavior Code: Bus Conduct

Number: JCDAD

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised: 06/28/2005

Last Reviewed:

Policy Detail

In accordance with the laws of South Carolina governing student conduct on school buses, students shall follow all rules and regulations as stated in the Transportation Manual as referenced in the Code of Conduct.

Policies

Book: Policies

Section: J - Students

Title: Rights and Responsibilities: Conduct: Dress Code

Number: JCDB

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised: 06/28/2005

Last Reviewed:

Policy Detail

Students are expected to dress in an appropriate manner and are required to follow the standards for dress as outlined on the district and the local school's Code of Conduct.

Policies

Book:	Policies
Section:	J - Students
Title:	Rights and Responsibilities: Complaints and Grievances: Demonstrations and Strikes
Number:	JCEC
Status:	Active

Legal:

Adopted: 03/08/1980

Last Revised: 06/28/2005

Last Reviewed:

Policy Detail

Plan for Handling Student Disorder: Definition

The term "student disorders" shall mean any unlawful student assemblage, group act of violence, disruption, vandalism, building seizure or interference with the functioning of school personnel or of any student or group of students. Disciplinary actions for infractions related to school disorders shall be in accordance with the district's discipline code (Policy JD) and the Code of Conduct.

The board is required by law to provide proper school facilities and to maintain an appropriate program of education for all children of school age. Any disruption or interference with the normal operation of the schools hinders the effectiveness of the board in fulfilling its legal responsibilities and impinges on the constitutional right of every child to a suitable education.

For these reasons the board hereby declares that unlawful student assemblage, violence, disruption, vandalism, seizure of a school building, or interference with the assigned work of school personnel or students cannot be permitted under any circumstances.

The board directs the administration to devise and implement a plan for handling of student disorders. The plan should:

1. Provide for dealing with various types of disorder;
2. Be tailored to the specific incident of disorder;
3. Recognize educators' responsibility to educate;
4. Recognize educators' rights;
5. Recognize the students' legal rights; and,
6. Provide for students' accountability for their actions.

Book:	Policies
Section:	J - Students
Title:	Discipline
Number:	JD
Status:	Active
Legal:	S.C. Code Ann. §§ 59-19-90 & 59-63-210 through -250.
Adopted:	03/08/1980
Last Revised:	06/28/2005
Last Reviewed:	

Policy Detail

I. Discipline Code A. Philosophy

Most disciplinary problems can be handled between teacher, student, and parent.

While discipline matters generally should be handled on an individual basis, the school district is unequivocally committed to the principle that disorderly and disruptive behavior shall not be permitted to interfere with the right of other students to pursue an education; nor will improper conduct be tolerated. All students will be required to conduct themselves at all times in a manner that will be in the best interests of the school and its students. Improper conduct will not be tolerated

The school district will make every reasonable effort to keep students within the school's sphere of influence and suspension and/or expulsion will be used only as a last resort. Nevertheless, any student conduct that disrupts class work, brings disorder to the school, or infringes upon the rights or safety of others is a basis for suspension and/or expulsion of students. Every effort must be made by the school to keep referrals to a law enforcement agency as discreet as possible in order to avoid unnecessary embarrassment to the offender or school personnel.

B. Misconduct for Which Disciplinary Action is Appropriate

1. The following types of misconduct are some of the actions that will lead to disciplinary sanctions. These and other misconduct are included in the "Catalog of Offenses and Consequences" of the Code of Conduct.

- Theft
- The use of obscene or profane language or gestures

- Refusal to obey a teacher
- An unauthorized walk-out from a classroom, school building, or campus
- Intimidating, threatening, or physically abusing another student
- Blackmail of other students or school personnel
- Possession of a weapon on school property, including a knife with a blade less than two inches in length
- Distribution of materials unauthorized by the principal
- Willful destruction of school property or property on school grounds
- Deliberate failure to attend classes
- Violation of school bus regulations
- Other disruptive acts which interfere with the educational process
- Commission of crimes
- Gross misbehavior
- Possession on school property of any alcoholic beverage, illegal drugs or narcotic, or toxic or controlled substance (except as Board Policy JGCD permits)
- Violation of any written rules or regulations
- Threatening to inflict or inflicting any bodily harm on any district staff member
- Gross immorality
- Fighting
- "Ganging" or participation as a member of a gang in inflicting harm or threatening to inflict harm on another person
- Arrival on school property after using any alcoholic beverage, illegal drug or narcotic, or toxic substance
- Conduct away from school that is detrimental to the best interest of the school
- Possession or use of a paging device or mobile phone in violation of the Code of Conduct

2. Students may be subject to suspension and/or expulsion when they are guilty of repeating offenses that would not result in such sanction for the first offense.

C. Specific Disciplinary Sanctions for Serious Misconduct

1. Breaches of conduct, if they occur on school grounds, school buses, or school property or at any school-related function at any time, will result in the principal's recommendation for expulsion of middle and high school students:

A. Possession of any kind of weapon. "Weapon" includes, but is not limited to, guns, blackjacks, brass knuckles, razors, box openers, knives, with a blade over two inches long, or any other device or object that is possessed or used with the intention of inflicting bodily injury or death.

B. Possession, sale, or distribution of an alcoholic beverage, illegal drug or narcotics, toxic substance, or drug paraphernalia.

C. Unauthorized possession, use, or distribution of a controlled substance or medication.

D. Threatening to inflict or inflicting any bodily harm, however slight, upon any school employee.

E. "Ganging" or participating as a member of a gang in threats to inflict or the infliction of bodily harm, however slight, upon another person. A "gang" shall consist of two or more persons acting together. "Participation" may include any act that interferes with or hinders a staff member from stopping threats or the infliction of bodily injury that was taking place.

F. Coming onto school property at any time after use of any alcoholic beverage, illegal drug, or toxic or controlled substance or evidenced by scent, actions or admission.

2. Principals are required to refer to the superintendent (or his designee) any

elementary school student who commits any of the offenses described in subsection C.1. In their discretion principals may recommend elementary school students for expulsion.

3. In addition, principals may recommend high school and middle school students for expulsion for the following misconduct:
 - a. Fighting
 - b. Threatening to or inflicting bodily harm, however slight, upon another person
 - c. Other offenses that disrupt the educational process and operation of a school, such as stealing, obscene language or gestures, disobedience, unauthorized walkouts, blackmail, destruction of property, repeated offenses of any degree and other similar offenses
 - d. Conduct away from school that is detrimental to the best interest of the school

D. Criminal Prosecution

Any student committing a breach of the disciplinary code and the Code of Conduct that may also constitute a crime will, in addition to school district disciplinary action, also be referred to appropriate law enforcement officials for possible criminal prosecution. No plea bargain or other type of agreement arising from such a referral, regardless of the assent of any district employee, will be binding on the Board.

II. Unassigned, Unauthorized Students/Non-Students on School Grounds

The building principal is authorized to take appropriate action against unassigned or unauthorized students as well as non-students who come into the buildings or onto the school grounds or other school property without permission. Students who are suspended or expelled shall not be allowed to come onto school grounds or school buses, to interfere with students or district staff, or to disturb school in any way.

III. Hearings

Hearings in discipline cases shall be closed at all levels. Third parties will not be admitted to any hearing except as legal counsel, support person, witnesses, or parent or guardian. Members of the administration and/or board shall not be involved in any hearing until the case has proceeded to their level.

IV. Legal Counsel

If the student or parent or guardian intends to be represented by legal counsel at any hearing, notice must be given to the school administrator who is conducting the hearing and the school district will provide legal counsel for the school administrator during such hearing.

V. Responsibilities

Principals and teachers are authorized and directed by the board to maintain and preserve order and discipline in their schools and classrooms so that students may achieve their maximum educational opportunity.

Parents of students enrolled in the schools of Greenville County are urged to read this Discipline Code carefully and to discuss its contents with their children. An atmosphere in the schools which is conducive to learning can be maintained only through constant cooperation between school personnel and parents.

IV. Notice of Discipline Code

Summaries of this policy, including a detailed description of offenses that can lead to expulsion, as described in the Code of Conduct, will be distributed to all students at the beginning of the school year and to each new student as the student enrolls.

Criminal Statutes: Weapons on School Property

Section 16-23-420. Carrying or displaying firearms in public buildings or areas adjacent thereto.

Any person who carries into any private or public school, college or university building or any publicly owned building, or has in his possession in the area immediately adjacent to such buildings, a firearm of any kind, without the express permission of the authorities in charge of the buildings, or who, upon entering such buildings, or the areas immediately adjacent thereto, displays, brandishes or threatens others with a firearm shall be deemed guilty of a misdemeanor and, upon conviction, shall be fined not more than five thousand dollars or be in prison not more than five years, or both, in the discretion of the court.

The provisions of this section shall not apply to any guard, law enforcement officer or member of the armed forces, or to any student of military science, or to any married student residing in apartments provided by such private or public school whose presence with a weapon in or around a particular building is authorized by persons legally responsible for the security of such buildings.

Section 16-23-430. Carrying weapons on school property.

1. It shall be unlawful for any person, except State, county or municipal law enforcement officers or personnel authorized by school officials, to carry on his person, while on any elementary or secondary school property, a knife, with a blade over two inches long, a blackjack, a metal pipe or pole, firearms or any other type of weapon, device or object which may be used to inflict bodily injury or death.
2. Any person violating the provisions of this section shall be deemed guilty of a misdemeanor and upon conviction shall be fined in an amount not to exceed one hundred dollars or imprisoned for a term not to exceed thirty days. Any weapon or object used in violation of this section may be confiscated by the law enforcement division making the arrest.

Book:	Policies
Section:	J - Students
Title:	Discipline: Corporal Punishment
Number:	JDA
Status:	Active
Legal:	
Adopted:	03/08/1980
Last Revised:	05/14/1991

Last Reviewed:

Policy Detail

Corporal punishment is not to be administered in the schools of this district.

For purposes of this policy, corporal punishment is defined as spanking, paddling, slapping, or otherwise striking a student, or causing the commission of these acts on a student, as punishment.

This prohibition shall not be construed to prohibit:

- a. the use of reasonable and necessary force to quell a disturbance or remove a student from the scene of a disturbance which threatens physical injury to persons or damage to property;
- b. the use of reasonable and necessary force to prevent a student from inflicting physical harm on himself;
- c. the use of reasonable and necessary force for self-defense or the defense of others; or
- d. the use of reasonable and necessary force to obtain possession of weapons or other dangerous objects or controlled substances or paraphernalia which are upon the person of the student or within his control.

In determining whether a person was acting within the exceptions provided in this section, deference must be given to reasonable judgments at the time of the event which were made by a teacher, principal, or other person employed by this school district.

Policies

Book: Policies

Section: J - Students

Title: Discipline: Detention

Number: JDB

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

Sometimes it may be advisable to detain a student after regular school hours. In such cases advance notice of at least one day shall be give to the student and his parents in writing so that transportation may be arranged by the parents.

Policies

Book: Policies

Section: J - Students

Title: Discipline: Probation

Number: JDC

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

The board believes that every student should have ample opportunities to receive an education. Therefore, if a student has had discipline problems which have caused a suspension of the student, the building principal may re-admit the student on a probationary basis for a specified period of time. The conditions of this probation as determined by the principal and/or area assistant superintendent shall be set forth in writing and given to the student and his parent or legal guardian.

Policies

Book:	Policies
Section:	J - Students
Title:	Discipline: Suspension
Number:	JDD
Status:	Active
Legal:	S. C. Code Ann. §§ 59-63-210, -220, and -230.
Adopted:	03/08/1980
Last Revised:	06/28/2005

Last Reviewed:

Policy Detail

Suspension is the temporary removal of a student from class or school to correct unacceptable behavior. No student may be suspended in excess of ten days for any one offense unless expulsion is recommended. No student may be suspended for more than thirty days in any one school year unless expulsion is recommended. No student may be suspended during the last ten days of a school year if the suspension will make the student ineligible to receive credit for the school year without the approval of the school board unless the presence of the student constitutes an actual threat to a class or school or a hearing is granted within twenty-four hours of the suspension.

Authority to suspend students from school under the discipline code is granted to the superintendent, superintendent's designees, the building principal, and the building assistant principal or administrative assistant. Written records of all suspensions shall be kept in the school.

In order to suspend a student, the appropriate administrator as listed above shall inform the student of the specific charge against him and notify him of the evidence in support of this charge. The student must be given an opportunity to refute the charge. If the student challenges the charge and the administrator feels that further investigation is warranted, he should make such investigation. If the administrator determines that the student has committed an offense for which suspension is appropriate, the administrator shall suspend the student from school and notify the student's parents or legal guardian in writing of the reason for the suspension and its length and of a time and place when the administrator will be available for a conference. The conference shall be set within two school days of the start of the suspension.

In unusual circumstances, when the conduct of a student requires immediate action because his presence in school is dangerous to staff or students, the student may be suspended immediately without written notice or the opportunity to respond to the charge, provided the parent or legal guardian is notified as soon as possible, but no later than 24 hours of the suspension, if possible, of the time and place for a conference to discuss the matter.

Requests for review of suspensions may be made to the principal, then to the district superintendent or his designee, and then to the board.

Book:	Policies
Section:	J - Students
Title:	Discipline: Expulsion
Number:	JDE
Status:	Active
Legal:	20 U.S.C. § 8921; S.C. Code Ann. §§ 59-63-210, -235 & -240.
Adopted:	03/08/1980
Last Revised:	06/28/2005

Last Reviewed:

Policy Detail

In accordance with its discipline code set forth in Policy JD and the district Code of Conduct, the board authorizes the administration to initiate expulsion proceedings against any student. The superintendent shall contract with retired superintendent- or school-level administrators who shall rotate in serving as the hearing officer to conduct on behalf of the board any hearing on a recommendation for expulsion.

Except for the special circumstances set forth in the next paragraph, expulsion means the removal of a student from school and the cessation of educational services for the remainder of the school year or the remainder of summer school, after which point the student may petition for readmission as provided below. Unless the board or its authorized hearing officer makes a specific exception, expulsion shall also prohibit a student from coming onto school property, entering school buses, or attending any school event except for prearranged conferences with an administrator.

Any student determined to have brought a firearm to school shall be expelled for a period of not less than one year, except that for disabled students and elementary school students, the superintendent may modify this requirement on a case-by-case basis. The board may permanently expel any incorrigible student. The board will only consider the permanent expulsion of those students so recommended by its hearing officer.

Except for students permanently expelled, every expelled student shall have the right to petition the board for readmission for the succeeding school year. A student expelled for an offense committed during the last quarter of the school year or during a summer program, however, shall not be readmitted prior to the second semester of the school year following his or her expulsion. Unless waived by the board, all expelled students will be required to present evidence of successfully completed counseling or other appropriate intervention prior to readmission. Taking into consideration the recommendation of the superintendent in each case, the board will act on these requests as it deems appropriate. All students readmitted to the district will be on probation for the semester in which they are readmitted.

The following steps must precede an expulsion. The superintendent will ensure the timely processing of all expulsion cases.

1. The principal will ensure compliance with the procedures for suspension set forth in Policy JDD.
2. Having concluded that a recommendation for expulsion is warranted for the offense, the principal will notify the parents or legal guardian in the notice of suspension that he is initiating expulsion proceedings. The notice shall also specify the reason for the recommendation and shall set a place and time for a conference. The conference shall be set within two school days of the start of the suspension. The suspension shall remain in effect until the expulsion proceedings are terminated.
3. If the principal determines after the conference that a recommendation of expulsion is appropriate, he will so notify the parents and will send the recommendation to the superintendent (or his designee) within three school days of the incident that precipitated the expulsion recommendation.
4. Within two school days of receipt of the recommendation, the superintendent (or his designee) will review each recommendation and either remand it to the principal for alternative disciplinary action, impose alternative disciplinary action (with parental consent), or forward it to the board's hearing officer for a decision on the recommendation. He will also notify the parents or legal guardian by letter of his action and, if he forwards the recommendation to the hearing officer, of the student's right to a hearing before the hearing officer. The letter shall also set forth the name of the hearing officer and the hearing rights described in Step 5(b). Any parent desiring a hearing must so inform the superintendent (or his designee) upon receipt of the letter.
5.
 - a. Within ten days of the mailing of the letter required in Step 4, the hearing officer, acting for and under the authority of the board, will review the recommendations for expulsion and will conduct any hearing requested.
 - b. At the hearing the parents or legal guardian shall have the right to legal counsel and all other regular rights, including the rights to be accompanied by one adult, to call witnesses on the student's behalf, and to question all witnesses. The hearing will be closed to the public. The superintendent will ensure that the hearing officer convenes the hearing and that the hearing is appropriately recorded.
 - c. The hearing officer may remand the case to the principal for alternative disciplinary action, impose alternative disciplinary action, or expel the student. The hearing officer may consider mitigating, extenuating, or aggravating circumstances in reaching his decision.
 - d. Within five days of the hearing officer's review and any hearing, the hearing officer shall render a written decision and send it to the parents. If the decision is for expulsion, the letter will include the right to appeal to the board as described in Step 6 and the reasons described in Step 7 that will cause the board not to affirm the decision of its hearing officer.
6. Parents may appeal the decision of the hearing officer to the board by sending to either the superintendent (or his designee) or to the board chairman a notice of appeal within ten days of receipt of the decision of the hearing officer. The notice of appeal must be in writing and must state the precise basis, consistent with the grounds set forth in Step 7, for overturning the decision of the hearing officer.
7. The superintendent (or his designee) shall present any appeals to the board at or before its next monthly meeting following receipt of the notice of appeal. The board shall consider the notice of appeal, its hearing officer's decision letter, all materials submitted to the hearing officer, and any response by the superintendent (or his designee) to the appeal. The board will affirm the decision of its hearing officer unless the parents demonstrate to the board that (a) the decision of the hearing officer is not supported by substantial evidence, (b) the decision is not consistent with Policy JD, (c) the student's rights to notice and a fair hearing, consistent with this policy and with relevant statutory and constitutional requirements, were not ensured in the expulsion process, or (d) the decision was motivated by illegal discrimination or arbitrariness.

If the board determines that the parents have demonstrated any of the four situations set forth in the previous paragraph, it will reverse or modify the hearing officer's decision, or, for sufficient reason, it may order a new hearing. Within five days of its decision, the board will notify the parents or legal guardian and the superintendent in writing of its decision. The board will not hear witnesses or any other oral presentation in reaching its decision.

8. The action of the board may be appealed to the proper court.

The superintendent will report to the board monthly the following information for each case presented to a hearing officer since the last report: the alleged offense, the date of the offense, the school, the hearing officer that reviewed the case, the date of the hearing officer's review, and the hearing officer's disposition of it.

Book: Policies

Section: J - Students

Title: Student Welfare: Student Health Services: Physical Exams

Number: JGCA

Status: Active

Legal: 20 U.S.C. § 1232h(c)(1)(D) & (c)(2)(C).

Adopted: 11/11/2003

Last Revised:

Last Reviewed:

Policy Detail

Before a school district employee shall administer any nonemergency, invasive physical examination or screening that is

- (1) required as a condition of school attendance,
- (2) scheduled in advance, and
- (3) not necessary to protect the immediate health and safety of the student or other students,

the student's parent or legal guardian must receive prior notification of and give permission for the examination or screening. This prohibition shall not affect the obligation of school personnel to make inquiries into and report suspected child abuse in accordance with Policy JGI.

Policies

Book:	Policies
Section:	J - Students
Title:	Student Welfare: Student Health Services: Communicable Diseases
Number:	JGCC
Status:	Active
Legal:	S. C. Code Ann. §§ 44-1-140 and 44-29-200; Dept. of Health and Environmental Control R. 61-20.
Adopted:	03/08/1988
Last Revised:	

Last Reviewed:

Policy Detail

Actions by the school board to protect the well being of students attending district schools and of school district employees will be guided by current public health recommendations provided by the South Carolina Department of Health and Environmental Control. The board reserves the right to exclude from school any student whose medical condition, in the opinion of the board, presents a significant risk to the health of other students or district employees and to provide alternative education arrangements. In making such decisions, DHEC recommendations will guide the board in confirming the health risks. The board will make such decisions on a case-by-case basis through discussions involving school administrative officials, the personal physicians of the student, the student's family, and appropriate DHEC health professionals. The Board's decision to re-enroll a student in the regular school program will be made after similar discussions. The Board will take particular precaution in all health-related matters to safeguard the personal privacy of students and their families.

Book:	Policies
Section:	J - Students
Title:	Student Welfare: Student Health Services: Medicines
Number:	JGCD
Status:	Active
Legal:	
Adopted:	08/13/1996
Last Revised:	
Last Reviewed:	

Policy Detail

Pursuant to the specific written instructions of a student's parent or legal guardian, school personnel will administer prescription medication to students or, in certain limited situations, issue permission to a student to administer prescription medication to himself. The superintendent shall develop a form for obtaining parental permission, necessary instructions, and other information appropriate to the safe dispensing of prescription medication by school personnel. Any prescription medications to be dispensed by school personnel must be delivered to the school nurse or other designated school employee by the student's parent or legal guardian or a previously designated adult.

When a physician determines that a student's condition is such that the student may require immediate access to a prescribed medication and the physician so certifies in writing to the school principal, the student will be permitted to carry the medication on his person at school in accordance with the physician's directions. Violation of such directions or permitting another student to possess the medication will result in appropriate disciplinary action. Except with a physician's certification, no student may possess any prescription medication at school at any time except while actually taking the medication. Principals will take appropriate disciplinary action, possibly including a recommendation for expulsion, against students who violate this policy.

Book: Policies

Section: J - Students

Title: Student Welfare: Student Safety

Number: JGF

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

The board is responsible that proper attention is paid to the safety of pupils.

The superintendent is responsible for recommending to the board plans for giving proper attention to the safety of pupils.

Principals, teachers, or bus drivers to whom they may delegate their authority are responsible for the safety of pupils enrolled in their schools during the time pupils are enroute to or returning from school, and while they are on the school premises.

It is the responsibility of the principal and teachers to arrange for adequate supervision of playgrounds at all times. Special attention should be given to the prevention of accidents and to the development of habits of good citizenship.

The principal in cooperation with the police or sheriff's department shall provide for the safety of pupils. The organization of school patrols shall be encouraged as a valuable aid to safety on and around school grounds.

Book:	Policies
Section:	J - Students
Title:	Student Welfare: Student Safety: Dismissal Precautions
Number:	JGFC
Status:	Active
Legal:	
Adopted:	05/11/1996
Last Revised:	
Last Reviewed:	

Policy Detail

No elementary school shall release any student prior to the end of the school day unless either (1) the student's custodial parent or legal guardian is the person picking up the child or (2) the school has previously received from the student's custodial parent or legal guardian a signed note indicating the date, time, and reason for the early dismissal and the person who will pick up the student for the early dismissal. If school personnel do not know a person attempting to pick up a student, they will require the person to produce appropriate identification, such as a driver's license, before releasing the student.

For purposes of this policy, "legal guardian" shall include (1) any person to whom a court of competent jurisdiction has awarded custody of the child, (2) a foster parent, (3) an appropriate employee of a residential community-based care facility licensed by the Department of Social Services or operated by the Department of Social Services or the Department of Youth Services, for a child living in such a facility, and (4) a person who signed an affidavit permitting the child to attend school under Policy JBCA.

Cross-reference: [JBCA](#)

Book:	Policies
Section:	J - Students
Title:	Student Welfare: Student Safety: Automobile Use
Number:	JGFF
Status:	Active
Legal:	
Adopted:	12/14/1993
Last Revised:	
Last Reviewed:	

Policy Detail

The school district will attempt to provide bus transportation for students between their home high schools and the appropriate career centers and the Fine Arts Center. The Board of Trustees prefers that all students take advantage of this bus service when it exists. When the bus schedule, travel time, or unusual destinations prohibit a student from participating in special programs, however, students will be allowed to use private vehicles, either as a driver or a passenger, from their home high schools to these centers and other destinations. Such use will be permitted only if one or more of the following conditions is met:

1. Because of the travel time and/or distance to the destination use of a private vehicle makes accessible to a student a class that the student could not otherwise attend.
2. Course requirements necessitate that the student work in a cooperative/apprenticeship arrangement at a location away from the school.
3. The student is regularly employed before or after school hours and needs to use a private vehicle because of work schedules.
4. Use of a private vehicle is necessary for a student's participation in a school-sponsored extracurricular activity.

The administration will develop a standard form that students must use to apply for a permit to drive or ride in a private vehicle to a career center, the Fine Arts Center, or other destination. The administration will also develop rules regulating use of private vehicles and may revoke a student's permit if the student violates any of the rules.

Book:	Policies
Section:	J - Students
Title:	Student Welfare: Student Safety: Accidents
Number:	JGFG
Status:	Active
Legal:	
Adopted:	03/08/1980
Last Revised:	
Last Reviewed:	

Policy Detail

Reporting

Accident record keeping's basic purpose is to provide information for and support to a comprehensive safety education program for all children and school employees.

Accident reports support the safe and efficient operation of the school system as well as the protection and education of the students. In addition, careful analysis and study of the reports have far-reaching implications for buildings, equipment, curriculum practices, and administration.

Some specific goals for the accident reporting process shall be:

1. To protect students, teachers, and administrators from physical deficiencies of the school buildings and grounds;
 2. To measure uses of the school and grounds (such as movements of pupil groups during peak times and in certain areas of the school) and to modify conditions so as to reduce congestion and accidents;
 3. To provide information on kinds of accidents and the areas in which they occur and to adjust safety instruction in an effort to reduce the number of future mishaps;
 4. To reveal gaps in the instructional program which may be filled by well-planned safety educational experiences;
 5. To determine relationships between accident experiences and school population, i.e., are falls caused by faulty traffic patterns during class changes, or are a few children having problems such as coordination or vision which cause them to be unable to cope with the traffic patterns; and,
 6. To protect the school and school personnel from suffering unfortunate publicity and from becoming involved in litigation arising out of accident cases.
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Policies

Book: Policies

Section: J - Students

Title: Student Welfare: Student Safety: Investigation and Enforcement Services:
First Aid

Number: JGFGA

Status: Active

Legal:

Adopted: 08/14/1984

Last Revised:

Last Reviewed:

Policy Detail

In order to provide emergency medical care for all district students, each school shall have at least one person designated for this purpose available during school hours. This person must have completed successfully, as a minimum level of training, the Basic Red Cross First Aid course and the course in Coronary Pulmonary Resuscitation.

Policies

Book:	Policies
Section:	J - Students
Title:	Student Welfare: Child Abuse
Number:	JGI
Status:	Active
Legal:	S. C. Code Ann. Sections 20-7-490, -510, -530, -540, -550, and -560.
Adopted:	03/08/1980
Last Revised:	01/11/2000
Last Reviewed:	

Policy Detail

I. Mandate to Report Child Abuse

Any school district employee who in the course of his professional or employment capacity receives information which gives him reason to believe that the physical or mental health or welfare of any child under eighteen years of age has been or may be adversely affected by abuse or neglect must himself report the suspected abuse or neglect both orally and in writing to the Greenville County Department of Social Services or to appropriate law enforcement officials. If an employee has reason to believe that a child died because of abuse or neglect, he must make the reports to the County Coroner. Employees making such reports shall notify the school principal or their immediate supervisor as soon as possible after making the report.

Because the law provides that a person who reports the suspected abuse or neglect of a child is immune from civil and criminal liability as long as the report was made in good faith, any questions or doubts about reporting a case should be resolved in favor of reporting. Failure to make a report when circumstances warrant may subject persons having knowledge of those circumstances to criminal prosecution. No school district employee may assert a privilege of confidentiality that would excuse that employee from complying with the reporting requirement of this policy.

II. Taking Photographs or X-rays

Any person required to report suspected child abuse may take, or cause to be taken, color photographs of the areas of trauma visible on a child who is the subject of a report. The person reporting must send to the Department of Social Services at the time a report is made or as soon as reasonably possible after the report is made copies of all photographs, negatives, and any medical reports related to the report of suspected abuse.

III. Definitions

- A. "Abuse or neglect" occurs to a child whenever a person responsible for a child's welfare causes harm to the child in one of the following ways:

1. Inflicts or allows to be inflicted upon the child physical or mental injury, including injuries sustained as a result of excessive corporal punishment, but excluding corporal punishment or physical discipline which:
 - a. is administered by a parent or person in loco parentis.
 - b. is perpetrated for the sole purpose of restraining or correcting the child.
 - c. is reasonable in manner and moderate in degree.
 - d. has not brought about permanent or lasting damage to the child.
 - e. is not reckless or grossly negligent behavior by the parents.
 2. Commits or allows to be committed against the child a sexual offense as defined by State law.
 3. Fails to supply the child with adequate food, clothing, shelter, education (as required under the South Carolina Compulsory Attendance Law), supervision appropriate to the child's age and development, or health care though financially able to do so or when offered financial or other reasonable means to do so and the failure to do so has caused physical or mental injury or presents a significant threat of injury as defined in this policy. "Adequate health care" includes any medical or nonmedical remedial health care permitted or authorized under State law.
 4. Willfully deserts a child or willfully surrenders physical possession of a child without making adequate arrangements for the child's needs or the continuing care of the child.
 5. Encourage, condones, or approves the commission of delinquent acts by the child and the commission of the acts is shown to be the result of the encouragement, condonation, or approval.
 6. Exposes the child to a substantial risk of any of the above items.
- B. A "person responsible for the child's welfare" includes the child's parent, guardian, foster parent, an operator, employee, or caregiver of a public or private residential home, institution, agency, or other child day-care facility, or an adult who has assumed the role or responsibility of a parent or guardian for the child, but who does not necessarily have legal custody of the child. (A person whose only role is as a caregiver and whose contact is only incidental with a child, such as a babysitter or a person who has only incidental contact but may not be a caretaker, has not assumed the role or responsibility of a parent or guardian.)
- C. "Physical injury" means death or permanent or temporary disfigurement or impairment of any bodily organ or function.
- D. "Mental injury" means an injury to the intellectual or psychological capacity of a child as evidenced by a discernible and substantial impairment of the child's ability to function when the existence of that impairment is supported by the opinion of a mental health professional or medical professional.
- IV. The administration shall provide necessary regulations and annual training necessary to implement this policy and the related legal requirements.
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Policies

Book: Policies

Section: J - Students

Title: Student Activities: Activities Funds Management

Number: JHB

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

The accounting system for managing student funds shall be designed to yield the largest possible educational return to pupils without sacrificing the safety of funds or exposing pupils to undue responsibility or unnecessary routine.

The administration is charged with the responsibility for making rules, regulations, and procedures for the conduct operation, and maintenance of extracurricular accounts, and for the safeguarding, accounting, and audit of all funds received and derived therefrom.

Disbursement of student funds shall be made by the principal of the school upon the advice of the appropriate student group.

Book:	Policies
Section:	J - Students
Title:	Student Activities: Student Organizations: Student Clubs
Number:	JHCA
Status:	Active
Legal:	
Adopted:	03/08/1980
Last Revised:	04/14/1992

Last Reviewed:

Policy Detail

IX. Definitions

- A. A "limited open forum" exists whenever a school grants an offering to or opportunity for one or more noncurriculum-related student groups to meet on school premises either before classroom instruction begins or after it ends.
- B. A "noncurriculum-related" student group is one that does not directly relate to the body of courses offered by the school. A group directly relates to the body of courses only if:
 1. the subject matter of the group is actually taught or soon to be taught in a regularly offered course,
 2. the subject matter of the group concerns the body of courses as a whole,
 3. participation in the group is required for a particular course, or
 4. participation in the group results in academic credit.
- C. A school ensures a "fair opportunity" to students who wish to conduct a meeting within a limited open forum if the school uniformly provides that:
 1. the meeting is voluntary and student initiated;
 2. there is no sponsorship of the meeting by the school, the government, or its agents or employees;
 3. employees or agents of the school are present at religious meetings only in a nonparticipatory capacity;
 4. the meeting does not materially and substantially interfere with the orderly conduct of educational activities within the school and;
 5. nonschool persons may not direct, conduct, control, or regularly attend activities of student groups.
- D. "Sponsorship" includes promoting, leading, or participating in a meeting.
- E. "Instructional time" for all schools in the district shall begin and end according to the daily schedule established by the Superintendent.
- F. "Noninstructional time" refers to any time other than "instructional time" as defined above.
- G. A "meeting" includes all activities of student groups.

X. Clubs Meeting During Instructional Time

Any elementary, middle, or high school may organize or sanction the organization of curriculum-related student groups or of student groups formed around a particular interest or hobby and permit such organizations to meet during instructional time. No student group may meet during instructional time without the approval of the school's principal.

The superintendent shall ensure that each school that permits clubs to meet during instructional time will formulate rules applicable to the formation and existence of such organizations. Membership in student organizations permitted to meet during instructional time shall not be denied to any student on the basis of race, sex, color, disability, religion, or national origin. No school shall permit a meeting during instructional time of any organization whose program or purpose contravenes the district's neutrality on religious matters.

XI. Clubs Meetings During Noninstructional Time

No school shall permit any meeting during noninstructional time of any noncurriculum-related student group unless the school has explicitly created a limited open forum. Each high school principal will determine for his school whether to create a limited open forum, but no elementary or middle school in the district shall create a limited open forum.

Elementary and middle schools may permit only curriculum-related student groups to meet during noninstructional time.

If a high school creates a limited open forum, the school shall not deny equal access to or a fair opportunity to or discriminate against any students who wish to conduct a meeting within that limited open forum on the basis of the religious, political, philosophical, or other content of the speech at such meetings. The superintendent will ensure that prior to any high school's creating a limited open forum, the school has formulated rules and guidelines describing particularly the access to school resources to be available to groups meeting within the limited open forum. Whatever resources the school makes available must be equally available to all noncurriculum-related student groups. Membership in student organizations permitted to meet during noninstructional time shall not be denied to any student on the basis of race, sex, color, disability, religion, or national origin.

No school district employee may be compelled to attend the meeting of any noncurriculum-related student group if the content of the speech at the meeting is contrary to the beliefs of that employee. No high school shall use any public or other funds for noncurriculum-related student groups beyond the incidental cost of providing meeting space and other such immediately available resources. Nothing in this policy shall be construed to limit the authority of the school to maintain order and discipline on school premises, to protect the well-being of students and faculty, and to assure that attendance of students at meetings of noncurriculum-related student groups is voluntary. The right of students to form a noncurriculum-related student group shall not be limited because the group is not of a specified numerical size.

Book: Policies

Section: J - Students

Title: Student Activities: Student Government

Number: JHCB

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

Student Council

There shall be at each secondary school an organized, student-elected body which shall provide counsel to the school administration and which shall be the agency for student self-government.

The school administration is directed to aid the student body in establishing an effective student government consistent with the general policies of the board.

Inter-High Council

The inter-high council, composed of representatives of all high schools, shall be sponsored by the district to coordinate activities among the high schools.

Book:	Policies
Section:	J - Students
Title:	Student Activities: Student Publications
Number:	JHCC
Status:	Active
Legal:	
Adopted:	03/08/1980
Last Revised:	
Last Reviewed:	

Policy Detail

Student publications are important to the instructional program and contribute directly to the accomplishment of the schools' goals. The board wishes to support the development of student produced newspapers, annuals, and magazines.

Freedom of speech and of expression in student publications as guaranteed by the First Amendment is to be observed scrupulously by the administration and faculty. Freedom, however, does not confer upon students a license to destroy the school itself; therefore, the professional staff should define the limits of students' freedom of speech respecting school affairs in order to foster a school atmosphere conducive to an orderly program of learning. (Cf. JC)

Freedom of expression in our schools shall be interpreted as including, but not being contrary to:

1. Development of student responsibility in distinguishing between freedom and license;
2. Consideration by the faculty of the maturity levels of students and of appropriate standards of journalistic taste; and,
3. Care for the development of skills of written expression among students.

The regulation of student publications shall be vested in a student-faculty committee with provisions for direct appeal successively to the principal, area assistant superintendent, the superintendent, and the board.

Policies

Book: Policies

Section: J - Students

Title: Student Activities: Student Social Events

Number: JHD

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

A number of our school goals are supported by well-conceived and well-managed social events. Parents expect their children to learn to feel at ease in appropriate social situations. Consequently, parties, dances, teas, and comparable social events have an important place in a well-rounded school program. The staff is encouraged to utilize such events intelligently.

Book:	Policies
Section:	J - Students
Title:	Solicitations: Solicitations of Students
Number:	JKA
Status:	Active
Legal:	20 U.S.C. § 1232 h.
Adopted:	02/14/1995
Last Revised:	09/09/2003

Last Reviewed:

Policy Detail

District personnel may survey students when the survey is a part of the student's instructional program or when the survey is designed to assess a school's performance.

Parents or guardians of district students may inspect all instructional materials, including teacher's manuals, films, tapes, or other supplementary material that will be used in connection with any survey, analysis, or evaluation permitted by the district. Upon request to the principal or classroom teacher, parents or legal guardians may inspect any survey created by a third party before the survey is administered or distributed to a student.

No student will be required to submit to any survey, analysis, or evaluation that reveals information concerning:

1. political affiliations or beliefs of the student or the student's parents;
2. mental and psychological problems of the student or the student's family;
3. sex behavior or attitudes;
4. illegal, anti-social, self-incriminating, or demeaning behavior;
5. critical appraisals of other individuals with whom respondents have close family relationships;
6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; religious practices, affiliations, or beliefs of the student or student's parent; or
7. 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 written consent of the student's parent or guardian (or of the student, if emancipated).

The superintendent shall ensure that parents and students receive notice of rights described herein.

Cross reference: KEB(P)

Book: Policies

Section: J - Students

Title: Solicitations: Solicitations by Students

Number: JKB

Status: Active

Legal:

Adopted: 09/10/1996

Last Revised:

Last Reviewed:

Policy Detail

Students are permitted to distribute nonschool-related printed materials at school in accordance with rules established at each school. Each school shall establish rules to implement this right and, in doing so, may place reasonable, content-neutral restrictions only on the time, place, and manner of the distribution. School rules should require review of the materials prior to distribution to ensure compliance with the school's rules on distribution. The review should also ensure that no obscene, scurrilous, or libelous materials are distributed, that the materials contain no advertisements for unlawful products or services, and that the materials are not likely to cause a material and substantial disruption of the educational process. Schools should prohibit the distribution of any materials violating these criteria. Schools may not otherwise base a student's right to distribute materials on the content of those materials.

No school district employee, agent, or volunteer shall participate in any way in the distribution of any such private, nonschool-related material. Such persons must also take no action to assist or discourage any distribution of materials if such action would violate the district's requirement of strict neutrality in religious matters.

Book: Policies

Section: J - Students

Title: Gifts

Number: JL

Status: Active

Legal:

Adopted: 05/12/1992

Last Revised:

Last Reviewed:

Policy Detail

For purposes of section J of this policy manual, a "gift" refers to anything of value, including entertainment, food, beverage, travel, lodging, rebates, or discounts worth \$25 or more and for which a district employee does not give consideration of equal or greater value unless the thing received is generally available without regard to a person's status as a district employee.

Cross reference: [GAJB](#), JL, JLA, JLC, KH, KHD

Book: Policies

Section: J - Students

Title: Gifts: Gifts to Staff Members

Number: JLA

Status: Active

Legal:

Adopted: 05/12/1992

Last Revised:

Last Reviewed:

Policy Detail

Staff members may not accept gifts from students. Principals, teachers, parents, and homeroom parents should not pressure any child or parent either to give anything to a staff member or to contribute money for the purchase of anything for a staff member.

Cross reference: [GAJB](#), JL, JLA, JLC, KH, KHD

Book: Policies
Section: J - Students
Title: Gifts:Gifts to School
Number: JLB
Status: Active
Legal:
Adopted: 03/08/1980
Last Revised:
Last Reviewed:

Policy Detail

Class Gifts to Schools

Class and student gifts to schools will be dealt with according to the board's policy and administrative regulations governing grants, gifts, and bequests.

(Cross Reference: DFF)

Book: Policies

Section: J - Students

Title: Gifts: Gifts to Students

Number: JLC

Status: Active

Legal:

Adopted: 05/12/1992

Last Revised:

Last Reviewed:

Policy Detail

Teachers shall not sponsor, promote, or endorse the giving and receiving of presents among students. The drawing of names for the exchange of presents among students is not allowed.

Cross reference: [GAJB](#), JL, JLA, JLC, KH, KHD

Book:	Policies
Section:	J - Students
Title:	Awards and Scholarships
Number:	JN
Status:	Active
Legal:	
Adopted:	03/08/1980
Last Revised:	
Last Reviewed:	

Policy Detail

Awards for Achievement

Excellence in any area of school life on the part of pupils should receive recognition. All awards must be justified on the basis of worthy contributions to the school community.

The school district may accept plaques, gifts, or memorials honoring students or graduates of the district for outstanding achievement or personal sacrifice. The acceptance of such plaques, gifts, or memorials from persons not connected with the schools is not approved unless the school staff determines that the origins and purposes of such trophies, prizes, or awards are consistent with school goals.

The board encourages the professional staff to maintain a set of criteria and procedures for presenting letters or other suitable awards to students for scholarship and distinguished service in any school activity. In all cases, the relationship between the award and the relevant goal or goals of the schools should be pointed out.

Recipients of awards must be approved by group action including pupils, teachers, and administration. In some cases interested citizens may be involved, but the final selection shall reside within the school staff.

The J. E. Sirrine Scholarship Program

Under terms of the will of the late Joseph Emory Sirrine, as interpreted by the Supreme Court of the State of South Carolina, the board is charged with the responsibility of administering the proceeds of Mr. Sirrine's trust fund to assist "deserving" graduates of the high schools in The School District of Greenville County to complete their post-secondary education. The board accepts this responsibility and charges the administration to establish procedures for the distribution of scholarships in accordance with the following fundamental principles:

1. The Sirrine Scholarship Program shall be administered in accordance with the terms of the will, the decisions and interpretations of the courts, and the policies and rules of the school

- district.
2. As specified in the will, full consideration shall be given to the "need and capacity" of each applicant.
 3. The family of a student is expected to make a maximum effort to assist the student with his educational expenses. Financial assistance from the Serrine Scholarship Program should be viewed only as supplementary to the resources of the family, including aid which may be secured from other available sources. In determining the amount of an individual scholarship, of the board does not intend to meet one hundred percent of the student's need, nor shall the amount of any scholarship exceed a maximum figure which shall be set annually by the board.
 4. The names of scholarship recipients and the total value of scholarships awarded by categories shall be made public. Since the amount of financial assistance awarded generally reflects the financial situation of the student's family, no public announcement will link an individual recipient's name with the size of his award.
 5. An advisory committee, composed of citizens and financial aid consultants, will be appointed annually to review the general operations of the Program and to recommend changes in policy and procedure.
 6. Scholarships may be awarded to applicants for:
 - a. four-year colleges and universities (undergraduate level);
 - b. two-year junior or community colleges;
 - c. technical schools (one- and two-year programs); and,
 - d. business and career schools recommended by the administration and approved by the board.
 7. All scholarships will be renewable annually until completion of the course of study, provided that the student maintains satisfactory progress and provided that the student continues to demonstrate financial need.
 8. In any given year, original applications shall be accepted only from the following groups of students:
 - a. members of the given year's graduating class who plan to begin their post-secondary education not later than the fall term following graduation;
 - b. members of the three graduating classes immediately preceding the given year who did not previously apply; and,
 - c. members of the three graduating classes immediately preceding the given year who were not eligible for a scholarship during the year of their graduation but who, because of altered circumstances, would be eligible during the given year. The nature of the altered circumstances shall be a factor in screening such applicants. A sum not to exceed fifteen percent of funds available for new scholarships shall be allocated to this group each year.
-

Book: Policies

Section: J - Students

Title: Anomalous Students

Number: JQ

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

Definition. "Special education programs" refers to any class or instructional program operated by the school district to meet the needs of students who are in one (or more) of the following categories:

1. Educable mentally handicapped;
2. Emotionally handicapped;
3. Hearing handicapped;
4. Orthopedically handicapped;
5. Multi-handicapped;
6. Trainable mentally handicapped;
7. Learning disabled;
8. Visually handicapped;
9. Speech handicapped; and,
10. Deaf/Blind.

Equality of Educational Opportunity. Students in special education programs shall have equality of educational opportunity without regard to race, color, national origin, or sex.

1. Uniform nondiscriminatory criteria shall be used for referral, evaluation, and placement.
2. The operation of special education programs shall be nondiscriminatory.

Due Process. Uniform procedures shall be used to insure that students and their parents or guardians are guaranteed procedural safeguards in decisions regarding identification, evaluation, and educational placement as defined by PL94-142 and the regulations and laws of the State of South Carolina.

1. Prior written and oral notice shall be given to parents or guardians in their primary language whenever the school district proposes to psychologically evaluate the student or to change the educational placement of the student, including a full explanation of the nature and implications of such proposed change.
2. The parents or guardians shall be given an opportunity to obtain an impartial due-process hearing, examine all relevant records with respect to the classification of the student, and obtain an independent evaluation of the students.
3. Procedures shall be used to protect the rights of the student when the parents or guardians are unknown, unavailable, or the student is a ward of the State, including the assignment of an individual, who is not an employee of the State or school district, to act as a surrogate for the parents or guardians.
4. The decisions rendered in the impartial due process hearing shall be binding on all parties, subject only to appropriate administrative or judicial appeal.
5. To the maximum extent appropriate, special education students shall be educated with students who are not exceptional. Special classes, separate schooling, or other removal of

special education students from the regular education environment shall occur only when the nature or severity of the exceptionality is such that education in regular classes with the use of supplementary aides and services cannot be achieved satisfactorily.

Psychological Evaluation of Students. Test materials and other assessment devices used to identify, classify, and place special education students shall be selected and administered in a manner which is nondiscriminatory to students of any race, color, national origin, or sex.

Testing materials, evaluation materials, and procedures shall be appropriate for students of all racial and ethnic groups being considered for placement in special education programs. Procedures and tests shall be used which are considered to measure and evaluate significant factors related to the learning process--for example, sensorimotor, physical, sociocultural and intellectual development, as well as adaptive behavior, which is the effectiveness or degree with which the individual meets the standards of personal independence and social responsibility expected of his age and cultural group.

Placement Committees. Special education placement committees shall be established to interpret evaluation data and make placement decisions for each special student.

Periodic Review. A periodic review of the individual educational program will be conducted annually to evaluate the effectiveness of the program in meeting the special educational needs of the child.

Reevaluation. Uniform procedures shall be used to reevaluate at least once every three years the students' participation in special education programs.

Program Guidelines. Special education programs shall be operated according to the South Carolina Code of Laws, the Defined Minimum Program for South Carolina School Districts (S.C. Department of Education), the Administrator's Guide to Public School Programs for Handicapped Children (S.C. Department of Education), Procedures for Survey, Screening, Evaluation, Placement, and Dismissal of Children Into/Out of Programs for the Handicapped, (Red Book), A Handbook for Hearing Officers, the Audit Manual (S.C. Department of Education), P.L. 94-142, S.C. Guidelines from P.L. 93-380, Section 504 of P.L. 93-112, P.L. 93-380, P.L. 94-482, and P.L. 89-313. All other regulations adopted by the State and the Federal government will be followed in placing handicapped children in special education programs.

Rules and Regulations. The administration is directed to develop such rules, regulations, and forms as may be necessary to implement the policies stated above. Also see attached rules to JQ which are to be followed.

Book: Policies

Section: J - Students

Title: Anomalous Students: Pregnant Students

Number: JQE

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised: 02/11/1992

Last Reviewed:

Policy Detail

Pregnant students, whether married or unmarried, shall have the same educational and extracurricular opportunities as other students. The district shall provide programs which will offer several alternatives for pregnant students to continue their education.

1. If the student elects to enroll in the School for Teen-Age Parents, Extension, or Adult programs, the school shall make appropriate arrangement through the area assistant superintendent.
 2. If the student elects not to remain in school, the school shall provide appropriate homebound instruction if requested or recommend correspondence courses.
-

Book: Policies

Section: J - Students

Title: Anomalous Students: Married Students

Number: JQF

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised: 02/11/1992

Last Reviewed:

Policy Detail

Married students will have the same educational and extracurricular opportunities as other students.

Policies

Book: Policies

Section: J - Students

Title: Student Records

Number: JR

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised: 02/14/1995

Last Reviewed:

Policy Detail

The Family Education Rights and Privacy Act of 1974 requires the district to list in one regulation all records which are kept concerning students from which a student may be personally identified. In order to comply with this requirement of federal law, no such records will be kept except as authorized in this regulation. District personnel who find that the maintenance of additional records is essential to the performance of district functions should request amendment of this regulation to incorporate such records.

The title of the persons(s) ultimately responsible for the maintenance of certain records is set forth throughout this regulation. Mailing addresses for such persons are listed in the appendix.

A. Student Cumulative Records

Statement of Policy

A cumulative record shall be maintained for each student from his entrance into school through the twelfth grade. This record shall contain only verified information of educational importance and may be used only for the benefit, promotion, or welfare of the student. All material in each student's file shall be confidential and access thereto strictly limited as set forth in this policy.

Classification of Data

For purposes of collection and dissemination of information for student education records, data shall be classified as follows:

Class "A" Data: These data shall include official administrative records that constitute minimum personal data necessary for operation. These data shall include identifying

personal and family data including certification of name and date of birth and addresses; academic work taken as well as completed; level of achievement (grades, standardized achievement test scores) and attendance data.

Class "B" Data: These data shall include information of clear importance in helping the student but not absolutely necessary for operation. These data shall include scores on standardized intelligence and aptitude tests, interest inventory results, health data, family background information, systematically gathered teacher or counselor ratings and observations, and verified reports of serious or recurrent behavior patterns.

Class "C" Data: These data shall include potentially useful information but not yet verified or clearly needed beyond the present. These data may include legal or clinical findings including some personality test results, and unevaluated reports of teachers, counselors, and others which may be needed in ongoing investigations and disciplinary or counseling activities.

Collection and Recording of Data

1. All information classified under Class "A" Data above may be collected and recorded by the school or such other division of the school district as may be necessary without prior consent of the parent or guardian.
2. Information classified under Class "B" Data above may be collected and recorded by the school or such other division of this district as may be necessary without prior consent of the parent or guardian except for information concerning the student's family background (for example income and occupational data, husband-wife relations, and the like) which may be gathered and recorded only with prior written consent of the parent or guardian as provided below, and information such as interest inventories and the like which may be gathered and recorded upon prior notification of parent or guardian.
3. Information classified as Class "C" Data above may be collected and recorded by the school or such other division of the school district as may be necessary without prior consent of the parent or guardian except such legal and/or clinical information including personality test results, psychological examinations, and the like which may be gathered and recorded only with prior written consent of the parent or guardian. Information in this category shall be destroyed as soon as the student graduates or leaves the district.
4. Individual student responses to tests or questionnaires administered to secure statistical group, school, or school system data useful in program improvement and/or research shall be anonymous and not made a part of each student's record.
5. Information to be used for non-school purposes, either by school personnel or outsiders, (for example, students being used for medical or social science research studies, students being used for educational research, and the like) must be governed by the regulations above and may be collected only after notifying students or parent that participation is voluntary and upon the written approval of the superintendent. If in the superintendent's opinion the topics may be intimate, or embarrassing to students even under conditions of anonymity, prior written consent of the parent or guardian shall be required.

Security of Records

A system for supervision, security, and protection of the records both during hours when school is open and closed shall be devised by the principal of each school and approved by the area assistant superintendent. This system shall designate a staff person to be responsible for student record maintenance and access in accord with these policies. All school personnel shall receive periodic training with regard to the implementation of these policies with particular emphasis upon rights of privacy for students and parents.

All cumulative records for students who have graduated or left school shall be maintained

in the school for a period of five years. After five years all student records shall be placed in the central records when so directed.

Parent and Student Access to Records

Either parent or the legal guardian of a student under 18 shall be allowed to inspect and review the student's cumulative record. When a student reaches 18 the parent or guardian's right to review and inspect the student's record is terminated, and the student or former student shall then be allowed to inspect and review his own record. In the case of a divorce or separation both parents retain their right of access to student records unless the custodian has been served with a court order extinguishing such rights. A copy of any such court order shall be maintained with the student's records.

School officials shall reply to reasonable requests for explanations of material contained in student records and shall provide copies of such records where circumstances would preclude effective parental or student review of such records.

Requests to review student records should be made to the office of the principal of the school the student attends or last attended within a period of five years. After five years, requests should be directed to Central Records, The School District of Greenville County, Box 2848, 301 Camperdown Way, Greenville, S. C. 29602.

Requests for Amendment of Records

Parents of students under 18 or students over 18 may request amendments to portions of student records that they believe to be inaccurate, misleading, or maintained in violation of the privacy or other rights of the student.

All such requests shall be considered by the principal who shall determine the validity of the challenged data and grant or deny the request. If the request is denied, the person making it shall be so informed and notified of his or her right to appeal the decision.

If such appeal is made, the area assistant superintendent will hold a due process hearing. The parent or student making the appeal will be given reasonable advance notice of the time and place of such hearing. At the hearing the person making the appeal may be represented by counsel and be given a full and fair opportunity to present pertinent evidence. If the person making the appeal elects to be represented by counsel, sufficient advance notice must be given to allow the district to be similarly represented.

Within 15 days of such hearing, the hearing officer shall make a written decision, based solely on evidence presented at the hearing, which includes a summary of such evidence and the reasons for the decision.

If the decision is unfavorable to the person making the appeal, such person shall be informed of his right to insert into the education records in question a statement commenting upon the contested data and/or setting forth grounds for disagreeing with the decision to retain it. Such statement shall become part of the record in question so long as the disputed data is maintained and shall be disclosed to any party to whom the disputed data is disclosed.

Disclosure of Personally Identifiable Information from Student Education Records

Except as provided below, written consent of a parent or guardian of a student under 18 or

of a student or former student over 18 is required before personally identifiable data from a student's record may be disclosed to any person. Such written consent must include a specification of the records to be disclosed, the purpose(s) of the disclosure, and the party or parties to whom disclosure may be made. Upon request, the person requesting such disclosure shall be given a copy of the material to be disclosed. Whenever personally identifiable data from a student record is disclosed, the party to whom it is disclosed must be notified that the information is confidential and shall not be redisclosed to third parties without consent of the parent or guardian of a student under 18 or the student or former student if over 18.

Personally identifiable information concerning students may be disclosed without consent as set forth below:

1. To professional staff of the school district who have a need for such information arising out of their duties. Whenever the educational need of the staff member requesting access to a student record is not clear to the records custodian, the custodian should consult with the principal before granting access to a student's records. District security and law enforcement personnel are not to be given access to student records but may be given a student's home address and telephone number when necessary in the conduct of an investigation;
2. When required by court order or lawfully issued subpoena. However, before releasing student records under court order or subpoena, reasonable efforts must be made to notify the parent or student, as appropriate, that the information is to be released;
3. To officials of another school or school system in which the student seeks or intends to enroll upon receipt of a written request for the transfer of student education records from such officials. Upon request the parent or student as appropriate shall be given a copy of all records transferred;
4. To Federal and State officials as provided in the Family Educational Rights Act of 1972 and regulations promulgated thereunder. Any such disclosures must be cleared with the superintendent;
5. To appropriate parties in the case of an emergency when disclosure is required to protect the health and safety of the student or other persons. In determining whether to disclose data under such circumstances, the following factors must be taken into account:
 - a. The seriousness of the threat to the health and safety of the student or others;
 - b. The need for the information to meet the emergency;
 - c. The capacity of the persons to whom the information is to be released to deal with the emergency; and,
 - d. The extent to which time is of the essence in dealing with the emergency.
6. Directory information consisting only of a student's name, school, grade, dates of attendance, degree and awards received, participation in officially recognized activities and sports, and weight and height of members of athletic teams. For any high school senior, directory information shall include, in addition to the foregoing, the student's address. This information will be released only after the district, in such manner as the superintendent shall direct, has given public notice of these categories of information that will be made public and has given parents or guardians (or students over eighteen years of age) a reasonable period of time after the notice to direct the district not to release the designated information on their child or ward (or, for adult students, on themselves) without prior written consent.

Transcripts

When the request for disclosure as set forth above specifies that a transcript is to be sent, the following information may be released:

1. Student Identifying Information:

- a. student's name (full legal and common if different);
 - b. sex;
 - c. birth date;
 - d. name and address of parents or guardian; and,
 - e. social security number, if available
2. School Identifying Information:
- a. school's full name and address;
 - b. school's accreditation information; and,
 - c. name of school principal.
3. Student's Academic Record:
- a. all courses taken with final grade;
 - b. credit value of each course;
 - c. grade point ratio and/or rank in class, if available;
 - d. explanation of grading system and course difficulty, if applicable; and,
 - e. grades on courses in progress, if available.
4. Other Information:
- a. student's attendance record;
 - b. school activities;
 - c. honors; and,
 - d. Standardized Test Scores (aptitude and achievement).

Three transcripts will be furnished each student at no charge. Each request in excess of three transcripts or transcripts for students who have been out of school for more than five years will be sent upon written request with payment of \$1.00 for each transcript requested. Payment must accompany the request.

Except as provided above or when a request for records is made by another school district or by subpoena, a charge of ten cents per page will be made for copies of student records or this regulation. However, all charges shall be waived if the person making a request is impoverished and is unable to personally inspect the records in question.

Record of Disclosures of Student Records

A record of requests for and disclosures of personally identifiable information from a student record shall be kept as a part of each such record. This record shall contain a listing of the names of parties making such requests, the information requested, the purpose for which it was requested, and whether or not it was disclosed. However, requests by and disclosures to the following need not be recorded:

1. The parent or guardian of a student under 18, a student or former student over 18, or a disclosure to a third party made at such a parent or student's written request; and,
2. District professional staff members having a legitimate educational interest in such records.

Written requests by a parent or student for disclosure of student education records should be kept on file for five years. These may be kept with the student record or in a separate

alphabetical file.

Disclosure of Anonymous Data from Student Records

Schools or divisions of the school district may provide anonymous data from its records for outside agencies under conditions where the likelihood of identifying any individual is negligible and with the prior written consent of the superintendent.

Communication with Parents Concerning Records

The administration is directed to develop such forms as may be necessary to obtain parental permission to collect and disseminate student data in accord with the policies stated above.

B. Special Student Records

The following special student records may be kept at the district and area offices. All such records are subject to the provisions of Part "A" above concerning recording of data, security, access and disclosure. The superintendent's designee and each area assistant superintendent shall be responsible for the maintenance and control of access to such records in accord with these policies.

Disciplinary Records

When a student disciplinary matter is referred to an area assistant superintendent, he or she may keep a record on any students involved which shall contain only information relative to the disciplinary proceeding. Such records shall be destroyed when the student leaves the school district permanently or the disciplinary proceeding is otherwise terminated.

Should a student disciplinary matter be referred to the superintendent's designee, he or she may keep a record on any students involved subject to the above restrictions.

Special Education Records

When a student is referred for special education, such records as shall be necessary to implement District Policy and Rule JQ shall be kept at the district and area offices. Such records shall be destroyed when the student leaves the school district permanently.

Social Worker's Records

When a student is referred to a social worker, such records as the district social worker consultant deems necessary may be kept at the district and area offices. Such records shall be destroyed when the student leaves the school district permanently.

C. Other Student Records

The following records concerning students are authorized to be kept. These records are not subject to the provisions of Part "A" above concerning "Student Cumulative Records," but are subject to separate confidentiality, security, and access requirements as set forth below.

Personal Records of Professional Staff

Professional staff members may keep private records concerning students with whom they

have a professional relationship provided that they remain in the sole possession of the person who makes them and are neither revealed nor accessible to any other person except a substitute performing the function of the maker on a temporary basis. If such records are revealed or accessible to any other person, including the maker's supervisor, they must be made part of the "Students Education Record" subject to all the provisions concerning such records.

Security and Enforcement Records

Security and Enforcement may keep records concerning students arising from investigation of school related criminal activity. Such records shall be utilized solely for law enforcement purposes and disclosed only to law enforcement officers having jurisdiction in Greenville County. If, after Security and Enforcement investigates an incident, it is determined that internal school discipline of a student is more appropriate than legal prosecution, all records concerning that student arising from the incident under investigation must be transferred to one of the records set forth in Part "A" or "B" above subject to all the provisions concerning such records.

Student Employment Records

Records made in the normal course of business may be maintained by district departments such as transportation which employ students. All such records shall relate exclusively to such students in their capacity as an employee and shall be subject to District Rule GAK.

Personnel Records

Other records concerning a student who is employed as a part of his educational program may be kept as a part of his "Student Education Records" subject to all the provisions concerning such records.

Medical, Psychiatric, and Related Records

When a student is undergoing treatment which is not part of the student's educational program, a staff physician, psychologist or other recognized professional or paraprofessional may make and maintain records pertaining to such treatment. Such records shall not be revealed nor accessible to persons other than those professionals or paraprofessionals participating in the treatment of the student, except that they may be personally reviewed by a physician or other appropriate professional of the student's choice.

Records concerning treatment of a student as a part of his educational program must either be kept separately as "Personal Records of Professional Staff" or made part of one of the records set forth in Part "A" or "B" above subject to all the provisions concerning such records.

The addresses of all locations where student records are kept are listed below. Requests concerning records kept at the district office should be addressed to the appropriate person named in the regulation. Requests concerning records kept in the area offices should be addressed to the appropriate area assistant superintendent. Requests concerning records kept at individual schools should be addressed to the principal.

All requests should give the school(s) attended and dates of attendance.

Northeast Area Schools

Northeast Area Office, 206 Church Street, Greer 29651

HIGH SCHOOLS

Blue Ridge High

Route 3, Greer 29651

Eastside High

Rt. 4, 700 Brushy Creek Road, Taylors 29687

Greer High

505 North Main Street, Greer 29651

Riverside High

Route 8, Suber Road, Greer 29651

Wade Hampton High

100 Pine Knoll Drive, Greenville 29609

MIDDLE SCHOOLS

Greenville Middle

16 Hudson Street, Greenville 29615

Greer Middle

301 Chandler Road, Greer 29651

Northwood Middle

710 Ike's Road, Taylors 29687

Sevier Middle

101 Sunny Dale Drive, Greenville 29609

ELEMENTARY SCHOOLS

Brook Glenn Elementary

2003 East Lee Road, Taylors 29687

Brushy Creek Elementary

Rt. 4, 750 Brushy Creek Road, Taylors 29687

Crestview Elementary

Route 9, American Legion Road, Greer 29651

Duke Street Elementary

1001 Duke Street, Greer 29651

East Greer Elementary

200 Morgan Street, Greer 29651

East North Street Elementary

1720 E. North Street, Greenville 29615

Fairview Elementary

315 Hillcrest Drive, Greer 29651

Lake Forest Elementary

31 Shannon Drive, Greenville 29615

Mitchell Road Elementary

4124 East North St. Ext., Greenville 29615

Paris Elementary

1004 Piedmont Park Road, Greenville 29609

Pelham Road Elementary

All Star Way, Greenville 29615

Skyland Elementary

Route 2, Greer 29651

Taylors Elementary

809 Reid School Road, Taylors 29687

Tryon Street Elementary

108 Tryon Street, Greer 29651

Wade Hampton Elementary

200 Waddell Road, Taylors 29687

Woodland Elementary

209 West Road, Greer 29651

Northwest Area Schools

Northwest Area Office, 4900 Old Buncombe Road, Greenville 29609

HIGH SCHOOLS

Berea High
Parker High
Travelers Rest High

515 Berea Drive, Greenville 29611
900 Woodside Avenue, Greenville 29611
Howard Street, Travelers Rest 29690

MIDDLE SCHOOLS

Berea Middle

Route 15, Montague Road, Greenville 29609

Lakeview Middle

3801 Old Buncombe Road, Greenville 29609

Monaview Middle

1012 West Parker Road, Greenville 29611

Northwest Middle
29690

Rt. 2, Box 173, Geer Highway, Travelers Rest

ELEMENTARY SCHOOLS

Alexander Elementary

1601 Bramlett Road, Greenville 29611

Armstrong Elementary
29609

Rt. 3, 8359 White Horse Road, Greenville

Arrington Elementary

925 North Franklin Road, Greenville 29609

Berea Elementary

104 Farr's Bridge Road, Greenville 29611

Cone Elementary

500 Gridley Street, Greenville 29609

Duncan Chapel Elementary

210 Duncan Chapel Road, Greenville 29609

Ebenezer Elementary

Route 4, Box 256, Travelers Rest 29690

Gateway Elementary

Route 5, Travelers Rest 29690

Monaview Elementary

1006 West Parker Road, Greenville 29611

Mountain View Elementary

Route 1, Taylors 29687

Sans Souci Elementary

302 Perry Road, Greenville 29609

Slater-Marietta Elementary

Route 2, Slater Road, Marietta 29661

Tigerville Elementary

Tigerville 29688

Travelers Rest Elementary

Center Street, Travelers Rest 29690

Westcliffe Elementary

105 Eastbourne Road, Greenville 29611

Southeast Area Schools

Southeast Area Office, 502 Boyd Avenue, Simpsonville 29681

HIGH SCHOOLS

Hillcrest High

J. L. Mann High

Mauldin High

Laurens Road, Simpsonville 29681

61 Isbell Lane, Greenville 29607

701 E. Butler Road, Mauldin 29662

MIDDLE SCHOOLS

Beck Middle

Bryson Middle

Hillcrest Middle

302 McAlister Road, Greenville 29607

Box 338, Fountain Inn 29644

Route 4, Garrison Road, Simpsonville 29681

ELEMENTARY SCHOOLS

Bethel Elementary

111 Bethel School Road, Simpsonville 29681

Bryson Elementary

29681

Route 2, Box 453, Howard Dr., Simpsonville

East Gantt Elementary

Route 4, Box 1-A, Greenville 29605

Fountain Inn Elementary

North Main Street, Fountain Inn 29644

Greenbrier Elementary

P. O. Box 797, Simpsonville 29681

Laurel Creek Elementary

Rt. 14, 100 Dallas Drive, Greenville 29607

Mauldin Elementary

Box 96, 101 E. Butler Avenue, Mauldin 29662

Morton Elementary

310 Benson Street, Simpsonville 29681

Overbrook-Eastover Elementary

111 Laurens Road, Greenville 29607

Plain Elementary

106 Neely Ferry Road, Simpsonville 29681

Sara Collins Elementary

1200 Parkins Mill Road, Greenville 29607

Simpsonville Elementary

305 College Street, Simpsonville 29681

Sirrine Elementary

301 E. Dorchester Boulevard, Greenville 29605

Southwest Area Schools

Southwest Area Office, 37 Tindal Avenue, Greenville 29605

HIGH SCHOOLS

Carolina High	2725 Old Anderson Road, Greenville 29611
Greenville High	1 Vardry Street, Greenville 29601
Southside High	100 Blassingame Road, Greenville 29605
Woodmont High	Route 4, Box 402, Piedmont 29673

MIDDLE SCHOOLS

Hollis Middle	100 Hawkins Street, Judson, Greenville 29611
Hughes Middle	122 DeOyley Avenue, Greenville 29605
League Middle	125 Twin Lake Drive, Greenville 29609
Tanglewood Middle 29611	Rt. 8, Old Easley Bridge Road, Greenville
Woodmont Middle Piedmont 29673	Route 2, Box 289,

ELEMENTARY SCHOOLS

Augusta Circle Elementary	100 Winyah Street, Greenville 29605
Baker's Chapel Elementary	200 Old Piedmont Hwy., Greenville 29611
Blythe Elementary	100 Blythe Drive, Greenville 29605
Ellen Woodside Elementary	Route 3, Box 159, Pelzer 29669
Fork Shoals Elementary	Route 3, Pelzer 29669
Greenview Elementary	625 Piedmont Highway, Greenville 29605
Grove Elementary	Route 5, Box 506, Piedmont 29673
Hollis Elementary	14 Eighth Street, Judson, Greenville 29611
Stone Elementary	412 Wilton Street, Greenville 29609
Sue Cleveland Elementary	Church Street, Piedmont 29673
Summit Drive Elementary	424 Summit Drive, Greenville 29609
Welcome Elementary	36 Welcome Road, Greenville 29605
West Greenville Elementary	15 Endel Street, Greenville 29611

Book:	Policies
Section:	J - Students
Title:	Student Records: Fingerprinting
Number:	JRA
Status:	Active
Legal:	S. C. Code Ann. Section 59-63-50 (as amended by 1985 Act No. 201, Part II, Section 9 (J)); Op. S.C. Att'y Gen. to Hon. Charlie G. Williams (September 5, 1985).
Adopted:	11/12/1985
Last Revised:	
Last Reviewed:	

Policy Detail

In accordance with state law, school officials are authorized to fingerprint or to have fingerprinted a child enrolled in their school when the parents or guardian of that child requests the fingerprinting for identification purposes for the child's protection. The superintendent will develop rules setting forth the procedure to follow in making the fingerprints, in enlisting the assistance of the State Law Enforcement Division or local law enforcement agencies, and in obtaining the forms and ink pads necessary to record the fingerprints.

The fingerprints must be given to the student's parents or guardian. They will remain under the custody and control of the school only until this transfer can occur. While under the custody and control of the school, the fingerprints must be treated as part of the student's record. At the time the school releases custody and control of the fingerprints to the parents or guardian of the student, the parent or guardian receiving them must acknowledge receipt thereof by signing a copy of the form set forth as JRA(E). The original of this form will remain in the student's record.

JRA(E)
11/12/85

Students

2 2

Student Records

Fingerprinting

11/12/85

The undersigned, the parent/guardian of _____, a student in The School District of Greenville County, hereby acknowledges receipt of the fingerprints of that student. I understand that The School District of Greenville County hereby releases custody and control of these fingerprints to me and will not retain a copy thereof.

Parent/Guardian

Date

Witness

Book:	Policies
Section:	J - Students
Title:	Student Fees, Fines, and Charges
Number:	JS
Status:	Active
Legal:	S.C. Constitution, Art. X, § 11; S.C. Code Ann. §§ 59-1-160 & 59-19-90(8)
Adopted:	03/08/1980
Last Revised:	06/24/2003

Last Reviewed:

Policy Detail

The District is committed to its legal responsibility to provide free public schools open to all children. Accordingly, students should receive a basic, formal education at public expense.

South Carolina law also authorizes local school boards to charge and collect matriculation and incidental fees from students. The Board authorizes schools to charge and collect such fees to offset the cost of educational materials and supplies and to provide activities beyond those the District includes in its basic education. Use of such fees is especially appropriate for elective or optional classes or activities in which students choose to participate, particularly those classes or activities in which a student creates items that become the property of the student.

The superintendent shall develop rules for schools to use in deciding when to charge fees. The charges and collections must take into account the students' ability to pay and must hold the fee to a minimum reasonable amount. Fees may not be charged to students eligible for free lunches and must be reduced pro rata for students eligible for reduced price lunches. Fees charged for the same item at more than one school shall be uniform throughout the district, but schools may sell items to students at the cost incurred by the school.

In addition to any fees charged at a school, all students (and their parents or guardians) are responsible for the cost of replacing materials or property that they lose or damage.

Policies

Book: Policies

Section: K - General Public Relations

Title: Goals and Objectives

Number: KA

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised: 08/09/1994

Last Reviewed:

Policy Detail

The intent of the board is to:

1. Keep the citizens of the district regularly and thoroughly informed through all the channels of communication on all the policies, programs, problems, and planning of the school system, and to carry out this policy through its own efforts and the offices of the superintendent and the communications department;
 2. Invite the advice and counsel of the people of the school district; and;
 3. Solicit the sound thinking and studied counsels of the people through advisory committees selected from the community to consider those problems which vitally affect the future of our children.
-

Book: Policies

Section: K - General Public Relations

Title: Public Information Program

Number: KB

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised: 08/09/1994

Last Reviewed:

Policy Detail

It is the desire of the board that two-way channels of communication be kept open at all times between the school system and the people of the school district. The board will continuously attempt to create and maintain schools that reflect both the public's wishes and the board's perception of the best interests of the student population, and will do its best to keep the people informed of the affairs of the school system.

To help achieve the above goals, the board authorizes the employment of a staff whose duties will include:

1. Planning and implementing a District Communications plan;
 2. Preparing or guiding the preparation of informational materials including newsletters, articles for periodicals, newspaper, television and radio releases, special pamphlets and other assigned material, and maintaining close liaison with mass media and publicity organizations for improved output of school information;
 3. Organizing or assisting in development of speakers' bureaus and speaking engagements with civic, PTA, church, and other groups;
 4. Providing staff members with assistance and materials for working with educational conventions and in preparation of material for community and staff consumption (handbooks, recruiting leaflets, etc.);
 5. Assisting in coordinating work with civic and other groups which contribute to school system values (science fair, art and other exhibits, etc.);
 6. Assisting in recruiting and training a volunteer corps of citizens to aid staff members in the daily performance of their duties;
 7. Expanding business/education partnerships.
 8. Assisting individual schools, centers, and offices in the annual preparation of a communications plan; and;
 9. Serving as community relations counselors to the superintendent and other staff members.
-

Policies

Book: Policies

Section: K - General Public Relations

Title: Public Information Program: Public's Right To Know

Number: KBA

Status: Active

Legal: S. C. Code Ann. 30-4-30(b).

Adopted: 02/13/1990

Last Revised: 08/09/1994

Last Reviewed:

Policy Detail

Whenever a response to a request for information under the South Carolina Freedom of Information Act requires more than one hour of time by a staff member or members, the person filing the request will pay the district for this time. The charge will be determined by multiplying the amount of time that each employee devotes to the project by that employee's regular hourly rate. If the response necessitates the payment of overtime wages, the amount due will include these also. A charge of 15c/ per page will be made for all copies required in making the response. Cassette tapes must be provided by the person requesting copies of audio-recordings of Board or Committee meetings. Payment of all charges is due prior to receipt of the requested information.

Policies

Book: Policies

Section: K - General Public Relations

Title: Public Information Program: Use of Students

Number: KBF

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

Public school students must not be exploited in their capacity as students by organizations and individuals in the community. Students who desire to represent a school in an outside school activity must receive permission from the principal of the school before participating in the activity. The student(s) must be supervised by authorized school personnel.

All requests from groups or individuals to use students to distribute materials to people in the community, with the exception of requests from school-connected organizations like PTA's or citizens' advisory committees, will be referred to the office of the superintendent to determine whether the requests comply with overall school purpose and policy.

Policies

Book: Policies

Section: K - General Public Relations

Title: Board-Community Relations

Number: KC

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

In an effort to utilize all available channels for open two-way communications, the board is committed to two-way internal and external public relations programs.

Internal communications involve an unleashing of the communications potential within the school that extends to every member of the faculty, auxiliary personnel, and students. Effective interaction with each other and with the citizens of the community must be an integral aspect of the work of all employees and of the total organizational structure.

The communications office will assist all staff groups to organize, develop, and encourage the participation and involvement of all internal and external publics to bring about a greater understanding of the goals and objectives of the school district.

Responsibilities of the Superintendent

As executive officer for the board and chief administrator for the public school system, the superintendent is responsible for implementing the board's public relations policies and assuming leadership in the school-community relations program. He involves all employees of the school system, instructional and non-instructional, in the total public relations effort and includes leaders of the social, political, and civic segments of the community in active support of the schools.

The superintendent is responsible for interpreting board policies to the staff and to the public; he will require an active and comprehensive informational program to be conducted for the promotion of the widespread understanding of the educational program.

The superintendent will take precautions necessary to avoid exploitation of the schools, school personnel, or school children in the interest of commercial, ideological, or other non-school organizations under the guise of creating good relationships.

Book:	Policies
Section:	K - General Public Relations
Title:	Board-Community Relations: Public Participation in Board Meetings
Number:	KCA
Status:	Active
Legal:	
Adopted:	03/08/1980
Last Revised:	01/13/1998
Last Reviewed:	

Policy Detail

- I. Appearances at Meetings of the Board of Trustees
 1. Prior to beginning the conduct of any business on its agenda for regularly scheduled monthly meetings, one hour will be set aside during which persons may speak to the Board.
 2. Immediately prior to adjourning each regularly scheduled monthly meeting, the Board will set aside an unlimited amount of time during which persons may speak to the Board.
 3. Persons wishing to speak, must register in person, prior to the board meeting. Registration will be from 6:15 p.m. to 6:50 p.m. on the night of the board meeting. Each person shall register with his name, address, and topic to present. The chairman will recognize those registered in the order in which they registered. The administration will provide for an expeditious and orderly registration procedure.
- II. Appearances at Meetings of the Committee of the Whole

Citizens who want to appear before the Committee of the Whole will have an opportunity to register to do so on the day of the meeting between 8:30 and 9:00 for items related to the Instruction category of the agenda and between 12:30 and 1:00 for items related to the other categories of the agenda. All persons registering will disclose sufficient information to allow the appropriate agenda liaison to determine whether the purpose of the proposed appearance properly comes within the subject matter of his agenda category. If it does, the agenda liaison will place the speaker on the agenda. The allocated time for all speakers will not exceed twenty-one minutes during each category of the agenda. Once this limit is reached, any pending requests will be carried over to the next meeting. A person who has spoken at one meeting and requests to speak on the same topic again at a later meeting will be placed at the bottom of the list of speakers.

- III. General Rules for Board and Committee Appearances
 1. Persons not registering to appear under the procedure set forth herein will be allowed to participate only with the unanimous consent of the members present and only when their presentation pertains to an item under discussion.
 2. Speakers may not ask questions of individual board members and board members may not engage the speakers in discussion.

3. Abusive language or personal attacks aimed at students or district staff members will not be permitted. The chairman will rule either out of order and may require the speaker to relinquish the floor as a result of engaging in either.
 4. No speaker may engage in disorderly or disruptive conduct nor direct any scurrilous, obscene, or recklessly defamatory language at any Board member. The chairman will rule such conduct out of order and may require the speaker to relinquish the floor as a result of engaging in it.
 5. Action or discussion generated as a result of a speaker will be handled at the appropriate time on the agenda, at a later meeting, or at the chairman's direction.
 6. The superintendent will designate an administrator to follow up on matters that speakers raise in their presentations. The designee will ensure that an appropriate response is provided to each speaker, and the superintendent will supply monthly to each Board member a report of any follow-up activity.
 7. No presentation by any speaker will exceed three minutes.
-

Book: Policies

Section: K - General Public Relations

Title: Staff-Community Relations: Solicitations

Number: KDC

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised: 11/15/1994

Last Reviewed:

Policy Detail

Any distribution of materials to or solicitation of district personnel on district property for any purpose by any individual, group, or agency at any time must have the prior written approval of the superintendent or his designee for each specific distribution or solicitation.

Any survey of the staff on behalf of any individual, group, or agency during school or working hours must have the approval of the superintendent or his designee for each specific survey.

Any research project involving the staff or their records to be conducted on behalf of any individual, group, or agency other than the school district itself must have the written approval of the superintendent or his designee for each specific project.

The superintendent shall establish appropriate rules to ensure the fair administration of this policy.

Book: Policies

Section: K - General Public Relations

Title: Staff-Community Relations: Solicitations: Solicitations of Staff

Number: KDCB

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised: 08/09/1994

Last Reviewed:

Policy Detail

No organization, group, or individual may seek funds from staff members on school property except for "sunshine fund" type efforts intended to benefit specific staff members or students in instances such as illness, death, retirement, marriage, births, or other events of noteworthiness or hardships. The superintendent may make additional exceptions as appropriate.

Book: Policies

Section: K - General Public Relations

Title: Student-Community Relations: Community Activities and Performances: By Students

Number: KEAA

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised: 08/09/1994

Last Reviewed:

Policy Detail

Principals and teachers are encouraged to provide students for public performances when such performances contribute to the educational process and do not interfere unduly with other scheduled classes or activities within the school.

With the permission of the principal, school groups may participate in local public events that fall into the following classifications:

1. Events sponsored by the schools. Educational events for which the schools serve as hosts shall have priority in scheduling appearances;
2. Community functions organized in the interests of the school, such as those that the PTA originates;
3. Non-commercial civic occasions of community, county, state or national interest;
4. Events that are primarily patriotic in nature;
5. Charity benefit activities;
6. Programs sponsored jointly by the school district and a communications organization when the programs are of a public nature.

School groups may not participate in events that fall into any of the following classifications:

1. Events that are for the purpose of private gain or for the advertising of any commercial project or product. A school name, the names of school-sponsored groups, or school equipment shall not be exploited in events of a commercial nature;
 2. Events that are for the furtherance of any politically partisan interest. (In questionable cases, the matter shall be referred to the board.);
 3. Events that are primarily for the furtherance of any sectarian concern;
 4. Events that cause undue interference with the regular school program or that cause excessive absences because of rehearsal or preparation.
-

Book: Policies

Section: K - General Public Relations

Title: Student-Community Relations: Solicitations

Number: KEB

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised: 11/15/1994

Last Reviewed:

Policy Detail

Surveys of students by or on behalf of any individual, group, or agency will not be permitted unless specifically mandated by law.

Any research project involving students or their records to be conducted on behalf of any individual, group, or agency must have the written approval of the superintendent or his designee for each specific project and must comply with Policy [JR](#).

Any analysis or evaluation of students must also comply with Policy JKA.

No fundraising drives are to be conducted by nonschool agencies or for nonschool activities among school students. Any fundraising drive conducted by the school, its support groups (such as the PTA or a booster club), or a student organization must have the prior approval of the principal.

Book: Policies

Section: K - General Public Relations

Title: Use of School Facilities

Number: KG

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised: 06/11/1991

Last Reviewed:

Policy Detail

The buildings and properties of the school district shall be available for community use, including partisan political events, under those conditions prescribed or permitted by law and in accordance with this policy.

1. School buildings and facilities are available for community use at no expense to the individual or organization, provided that:
 - a. The building's use is scheduled for hours it is normally open and staffed;
 - b. The normal instructional program is in no way disrupted by the use of the building;
 - c. No attempt is made to raise money during the time of use;
 - d. The request for use of the building for a designated purpose is approved by the superintendent or his designee; and,
 - e. Permission to use a building shall not extend for more than twelve months and may be revoked at any time.
2. School buildings and facilities are available to citizen groups when a building is usually closed, provided a reasonable fee is charged to cover extra costs created by the use.
3. School buildings are available to church groups for worship services while their facilities are under construction. Those church groups involved in a building restoration program and those in the formative stage must produce documentary evidence that they are actually going through with such plans without undue delay. Property deeds, building contracts, financial reserves on hand and arranged for, etc. will constitute such evidence.
4. School buildings and facilities are available to citizen groups for money-raising ventures at a fee which shall include cost plus a specific amount for each type of facility used.
5. The board will not permit the use of schools for private social functions, regular commercial ventures, or regular business for profit.
6. The group or individual using the building must agree in advance to pay for or restore to original condition any property lost or damaged through excessive abuse or through carelessness. The principal or appropriate director shall be the sole judge of excessive abuse and carelessness with regard to school property.
7. Requests for use of school buildings must be submitted in writing at least ten days prior to the date for which the use of the facility is requested. Requests should set forth complete information as to the purpose for which the use is desired. The requests must also stipulate the time, date, and individual or organization responsible for compliance with the

foregoing requirements. The superintendent shall develop rules for the processing of requests.

8. Civic clubs and professional societies should secure permission prior to the opening of school for weekly or monthly meetings. A PTA sponsored supper or carnival may not be held in a school until a request in writing has been approved.
 9. Unless approved by the superintendent or his designee, school buildings and facilities will not be used on Sundays except for church services and school district activities.
 10. School buildings and facilities will not be rented when in the opinion of school district officials the projected use would be detrimental to the facilities or disruptive to the school program.
 11. The school district shall not be liable for injuries to persons or property arising out of the use of school facilities under this policy. Prior to using any district facility, the user must agree in writing to indemnify and hold the district harmless for any and all accidents, injuries, or causes of action arising in any way from the user's use of the facility. Users may wish to secure insurance to protect themselves from liability.
 12. The applying organization is responsible for the observance of all local, state, and federal rules and regulations. This includes, but is not limited to, regulations of the police and fire departments and the State Department of Health and Environmental Control.
 13. Organizations wishing to bring equipment on school property or erect decorations, lights, or other apparatus, shall make arrangements for the same at the time the application is made. Utilization of any equipment requiring electrical, plumbing, or other connections other than through the existing outlets must be approved by the Coordinator of Operations. The applicant must arrange to remove all equipment properly and at the time agreed to and shall be responsible for leaving all systems on the school property in as good a condition as when connections were made by the applicant.
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Book:	Policies
Section:	K - General Public Relations
Title:	Public Gifts: Contests for Students
Number:	KHB
Status:	Active
Legal:	
Adopted:	03/08/1980
Last Revised:	
Last Reviewed:	

Policy Detail

The goals and objectives of the school district and the needs and interests of students must be given priority at all times.

Criteria for Selection of Educationally Desirable Contests

1. On a national basis, the schools should confine their participation to those national contests which are currently placed on the approved list published annually by the Committee on National Contests and Activities of the National Association of Secondary School Principals.
 2. On a state and local basis, the contest or activity should be one:
 - a. That supplements and does not interfere with the regular school program;
 - b. That is beneficial to youth in educational, civic, social, or ethical development;
 - c. That makes it possible for individual students to work out contributions by their own efforts and does not invite dishonest collaboration;
 - d. Whose subject is not commercial or sectarian and must emphasize high moral standards, good citizenship, and intellectual competence;
 - e. From which no contestant is excluded because of race, color, creed, national origin, or payment of entry fee;
 - f. Which does not place an undue burden on students, teachers, or the school, nor require frequent or lengthy absence of participants from the school; and,
 - h. Sponsored by an organization engaged in a creditable or acceptable enterprise regardless of kind or number of prizes offered. The contest must not be used as a "front" for advertising a company name or produce.
-

Book: Policies

Section: K - General Public Relations

Title: Public Gifts: Gifts to Staff Members

Number: KHD

Status: Active

Legal:

Adopted: 05/12/1992

Last Revised: 09/13/1994

Last Reviewed:

Policy Detail

The public, and especially vendors, doing or proposing to do business with the district, are requested to respect Policy GAJB, which restricts district employees from accepting gifts with a value of \$25.00 or more. Vendors and their representatives may be prohibited from business dealings with the district if they violate Policy GAJB.

Cross reference: [GAJB](#)(P)

Book: Policies

Section: K - General Public Relations

Title: Free Materials Distribution in the Schools

Number: KI

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

Students and faculty of the schools are to be protected from intrusions on their time during the school day by announcements, posters, bulletins, surveys, evaluations, questionnaires, and communications of any kind from individuals and organizations not directly connected with the schools.

The superintendent and the principals are urged to interpret this policy strictly. Exceptions may be made when, in their judgment, the best interests of the students will be served. In case of differences of opinion, the decisions of the superintendent will be final.

Book: Policies

Section: K - General Public Relations

Title: Advertising in the Schools

Number: KJ

Status: Active

Legal:

Adopted: 05/28/1982

Last Revised: 06/08/1993

Last Reviewed:

Policy Detail

None of the facilities, the staff, or the students of a school shall be used in any manner for advertising or otherwise promoting commercial or other non-school interests with the following exceptions:

- A. With the approval of the superintendent the school may cooperate in furthering the work of any non-profit social service agency, provided such cooperation does not restrict or impair the educational program of the schools;
- B. The school may use approved films or other approved educational materials bearing simple notation of the producing firm;
- C. The superintendent may announce or authorize to be announced any lecture or other community activity of particular merit; and,
- D. With approval by the superintendent the schools may cooperate with any government agency in promoting activities of general public interest which are nonpartisan and which promote the education and/or other best interests of the students.
- E. Schools may select a school photographer for class and yearbook pictures and allow that photographer access to the school and students for this purpose. Competitive bidding shall be used to select school photographers, but principals shall have the right to reject any bid.
- F. Schools may accept gifts of school supplies and other educational materials which bear the name or trademark of the donor.
- G. Schools may accept gifts or loans of equipment, furniture and similar items which bear the name or trademark of the donor.
- H. With the approval of the superintendent or his designee, schools may cooperate with business firms by permitting acceptable advertising in exchange for benefits which will enhance the instructional program and/or students and staff.
- I. Gifts of structures or buildings may be recognized by an appropriate plaque. An appropriate plaque recognizing gifts and services under the Business Education Partnership program may be placed in a school.
- J. With the approval of the superintendent or his designee, schools may designate a time after completion of all school activities and meetings when vendors will be allowed to meet at the school with interested staff members to discuss financial planning. All vendors wishing to do so will be allowed to attend. The School District of Greenville County and its officials, administrators, and employees, acting in their official capacities, shall favor no vendor, proposal, program, or product. Neither the district nor any of its officials,

administrators, or employees, acting in their official capacities, endorse, recommend, or decline to endorse or recommend any vendor, vendor's representative, or vendor's products or advice.

Policies

Book: Policies

Section: K - General Public Relations

Title: Public Use of School Records

Number: KL

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised: 09/13/1994

Last Reviewed:

Policy Detail

The names and addresses of students and employees shall not be provided to commercial firms or to any other non-school district agency except in accordance with Policy JR and Policy GAK.

Book:	Policies
Section:	K - General Public Relations
Title:	Visitors to the Schools
Number:	KM
Status:	Active
Legal:	S. C. Code §§ 16-3-1040, 16-17-420, 16-23-420, & 16-23-430
Adopted:	03/08/1980
Last Revised:	10/13/1998

Last Reviewed:**Policy Detail**

Citizens who wish to visit the schools shall follow guidelines established by the administration. All visitors to a school shall check in at the school office upon entering the school.

Just as the Board expects all district personnel to treat parents and other members of the public courteously and respectfully, it also recognizes the necessity for principals and district administrators to maintain order in the schools and administrative offices.

1. Any building administrator may direct any visitor to leave the premises under the administrator's control if the visitor (a) interferes with or disturbs in any way the students or personnel of a school, (b) loiters about a school or school premises, or (c) acts in an obnoxious manner on any school property. Any district employee observing such conduct shall report it immediately to the building administrator. Building administrators shall report incidents of such conduct to law enforcement personnel and may issue trespass notices to persons who engage in such conduct.

2. If any person uses obscenities or speaks in a loud, demanding, rude, insulting, or demeaning manner to any district employee, the employee will first calmly and politely admonish the speaker to communicate civilly. If the inappropriate language or tone continues, the employee will politely terminate the meeting, conference, or telephone conversation and, if the person is on school district property, direct him to leave the premises promptly. Any employee observing such conduct shall report it immediately to the building administrator. Building administrators may issue trespass notices to persons who engage in such conduct.

3. Whenever any person knowingly and willfully delivers or conveys to any district employee by any means a communication that contains any threat to take the life of or to inflict bodily harm upon the employee or his immediate family, the employee shall report the matter to law enforcement personnel and to the building administrator. Building administrators may issue trespass notices to persons who communicate such threats.

4. No weapons, alcohol, or drugs may be brought onto school property except as specifically authorized by law. Building administrators shall report to law enforcement officials any person,

except for authorized law enforcement personnel, who brings a weapon onto any school district property at any time.

5. The Superintendent will ensure that building administrators receive training in techniques for dealing safely with the kind of situations described in this policy.

Cross reference: [GAEA](#) & KMA

Policies

Book: Policies

Section: K - General Public Relations

Title: Visitors to the Schools: Trespassing

Number: KMA

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised: 12/31/1994

Last Reviewed:

Policy Detail

The principal is empowered to take appropriate action against any person who comes into school property without proper authorization. This action includes the sending of trespass notices, the calling of law enforcement officials, and the initiation of arrest procedures.

Whenever any school district administrator sends any person, including a student, a trespass notice, that notice will apply to all school district property and will forbid the person receiving the notice to enter upon any school district property without express permission for the entry from the district administrator supervising the property entered upon. District administrators are authorized to state in any notice given the extent of the prohibition against trespass set forth in this policy.

Book:	Policies
Section:	K - General Public Relations
Title:	Complaints: About Instructional Materials
Number:	KNBA
Status:	Active
Legal:	
Adopted:	03/08/1980
Last Revised:	10/24/2006

Last Reviewed:

Policy Detail

Any parent or citizen may lodge a complaint against any reading material used in the school system. A student who objects to or finds offensive any instructional materials should be given alternatives. If the complaint cannot be resolved satisfactorily during a conference with the principal or media specialist or teacher concerned, then the following procedure will be used:

A materials challenge shall be filed by completing and returning to the principal the form entitled "Citizens Request for Reconsideration of Instructional Materials." This form is available in the online Board Manual or in the Medial Center at all schools.

The principal will submit the challenge to the District Media Services Coordinator who will gather challenge materials necessary to convene the committee. Materials will be sent to the Associate Superintendent for Student Performance to convene the appropriate district level committee.

Pending review by the Materials Review Committee, the books or materials will remain in use throughout the district.

Three Material Review Committees will handle complaints from the public concerning the appropriateness of instructional materials, including library materials.

The Committees' responsibilities will be:

1. To receive written complaints from members of the public concerning the appropriateness of instructional materials.
2. To review the materials complained of in light of the age of the students using them, the purpose of the materials, any mandatory use of the materials, their educational value, the basis for the complaint, and relevant community standards.
3. To render a decision on the appropriateness of the challenged materials.
4. The Associate Superintendent will convey the Committee's decision on the matter in writing to the parent or citizen who made the complaint and to the principal. A copy of this correspondence will be sent to the superintendent.

If the person who filed the complaint does not agree with a Committee's decision, he may appeal

the decision to the Board by notifying the superintendent in writing within ten days of receipt of the Committee's decision of his desire to appeal.

The notice of appeal shall state the specific bases of the disagreement. The Board will review the appeal and the Committee's decision at or before its next regular monthly meeting. The Board will take such action as it deems appropriate.

The committee's will be composed as follows:

For Complaints Arising from Elementary Schools:

1. Three parents, each of whom must have a child enrolled in a District elementary school.
2. Four District elementary school teachers, each of whom shall teach a different grade level.
3. One District elementary school media specialist.

For Complaints Arising from Middle Schools:

1. Three parents, each of whom must have a child enrolled in a District middle school.
2. Three district middle school teachers, each of whom shall teach in a different discipline.
3. One District middle school media specialist.

For Complaints Arising from High Schools:

1. Three parent, each of whom must have a child enrolled in a District high school.
2. Three District high school teachers, each of whom shall teach in a different discipline.
3. One District high school media specialist.
4. Two high school students.

In addition to the above members, each committee will include as full members one member of the clergy and two other persons who are not employees of the District.

The appropriate Language Arts Coordinator will serve as the staff advisor for each committee, depending on the school level of the material for review. The District Media Services Coordinator will serve as an advisor on all level review committees.

Members of the committees will be selected as follows:

1. The Superintendent will issue a public announcement describing the Materials Review Committees and the procedure for selecting members. Persons will have thirty days from the date of the announcement in which to apply in writing to serve on the committees. The superintendent shall design a form for applicants to use and shall forward it to all interested persons.
2. The Superintendent (or his designee) will review all applications from adults and recommend to the Board persons to serve on the committees. Those whom the Board approves will become members of the committees.
3. Persons approved shall serve three-year terms, except for students, who shall serve for one year.
4. Within ten days of a member's resignation, of expiration of a member's term, or of the member's ceasing to qualify for the category for which he was selected, the unexpired term will be filled using the process set forth above.

5. Annually, the Inter-High Council will name four students as candidates for membership on the High School Materials Review Committee. The Superintendent (or his designee) will interview these students and appoint two of them as committee members and two as alternatives. Students serving on the Sexuality Education Advisory Committee shall not be eligible to serve on the Materials Review Committee.

6. Members leaving the committees may not reapply for membership until one year after their departure.

Cross Reference: IFA(P)

Book: Policies

Section: L - Interorganizational Relations

Title: School-Community Cooperation

Number: LB

Status: Active

Legal:

Adopted: 09/08/1987

Last Revised:

Last Reviewed:

Policy Detail

Meaningful and appropriate partnerships among schools, parents, citizens, business, industry, civic groups, and other community organizations are essential in the creation of effective schools. The Board endorses and will strive to achieve:

1. The effective involvement of parents in the education of their children.
2. The participation and cooperation of business, industry, civic groups, and community organizations in the schools.
3. The support of all citizens in the life of the district's schools.
4. Mutually beneficial relationships between the district's staff and students and business, industry, civic groups, and community organizations.

The administration will strive to achieve these objectives and will report annually to the Board on its success. The recognition of parents, citizens, businesses, industry, civic groups, and community organizations that involve themselves significantly in the promotion and improvement of education in the district will be a part of this annual report. In addition, the administration will develop programs and other means by which the district's schools, their staffs, and their students can form dynamic partnerships with parents, citizens, businesses, industry, civic groups, and community organizations.

Policies

Book: Policies

Section: L - Interorganizational Relations

Title: School-Community Cooperation: Board Representation on External Groups

Number: LBA

Status: Active

Legal:

Adopted: 05/14/1991

Last Revised:

Last Reviewed:

Policy Detail

When any group, body, or committee outside the school district invites the Board of Trustees to send a Board member as a representative or liaison to that group, the Board shall first determine whether to accept the invitation. If it accepts, the chairman of the Board shall appoint a Board member to serve. The extent, manner, and responsibilities of that Board member's participation in the external group will be determined by the rules of that group, but the term of the appointment shall expire with the term of the Board chairman who made the appointment. Members may be reappointed to the same position.

Policies

Book: Policies

Section: L - Interorganizational Relations

Title: School General Government Relations: Local Government: Parks and Recreation Departments

Number: LDAH/I

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised: 08/09/1994

Last Reviewed:

Policy Detail

City Parks and Recreation Department/County Recreation Commission

The Greenville County Recreation Commission and the City of Greenville Parks and Recreation Department shall be authorized to use district schools and playgrounds throughout the summer and at any other time authorized by the superintendent.

Policies

Book: Policies

Section: L - Interorganizational Relations

Title: School General Government Relations: Local Government: Fire Department

Number: LDAK

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised: 08/09/1994

Last Reviewed:

Policy Detail

The administration shall ensure that each building principal establish a relationship with the fire department serving the principal's school and that each school coordinate its fire safety plans with its local fire department.

Policies

Book: Policies

Section: L - Interorganizational Relations

Title: School General Government Relations: Legislative Representatives

Number: LDCA

Status: Active

Legal:

Adopted: 11/15/1994

Last Revised:

Last Reviewed:

Policy Detail

Each December the newly elected chairman shall appoint a board member to serve as liaison to the legislative delegation. This liaison shall be responsible for maintaining effective communication with members of the legislative delegation and for providing them information regarding legislative matters that affect public school operations and services.

The administration shall also maintain regular communication with the legislative delegation. Information sent to the legislative delegation will be provided to the board of trustees.

Book: Policies

Section: L - Interorganizational Relations

Title: School Community Organizations Relations

Number: LE

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised: 05/28/1982

Last Reviewed:

Policy Detail

No identification of the schools with the promotion of any commercial or political enterprise will be permitted, except as permitted by Policy KJ.

Citizens' Advisory Councils

Separate citizens' advisory councils shall be organized at each school to assist the staff at that school in accordance with the mandate of the South Carolina Education Finance Act.

Book:	Policies
Section:	L - Interorganizational Relations
Title:	School-Community Organizations Relations: Parent Organizations
Number:	LEB
Status:	Active
Legal:	
Adopted:	03/08/1980
Last Revised:	
Last Reviewed:	

Policy Detail

The Parent-Teacher Associations in our schools are viewed by the board as sincerely interested in, and staunch supporters of, public education in the district.

The purpose of the PTA are endorsed by the board:

1. To promote the welfare of children and youth in home, school, church, and community;
2. To raise the standards of home life;
3. To secure adequate laws for the care and protection of children and youth;
4. To bring into close relation the home and school, that parents and teachers may cooperate intelligently in the training of the child; and,
5. To develop between educators and the general public such united efforts as will secure for every child the highest advantages in physical, mental, social, and spiritual education.

Staff members shall be encouraged to join the associations and to participate actively in their programs.

Book:	Policies
Section:	M - Relations With Other Education Agencies
Title:	Local Cultural Institutions Relations: The Roper Mountain Science Center
Number:	MBC
Status:	Active
Legal:	
Adopted:	03/12/1985
Last Revised:	
Last Reviewed:	

Policy Detail

The Roper Mountain Science Center Advisory Council

The purpose of the Advisory Council is to provide private sector input on the development of the Roper Mountain Science Center including:

- Programs
- Construction and development projects
- Fund raising from private sources
- Solicitation of public participation and support

While the Advisory Council does not have authority to act in any of the above areas without the approval of the School Board, the Board recognizes the Council as an independent body which can function best if it is able to act with only broad guidance from the Board. Therefore, the Council will provide the Board with both a long range plan covering a period of five years and an one-year plan which becomes the budget each year.

The five-year plan should be updated each year. These plans should be submitted in November each year for approval at the December meeting of the Board. Once approved the Council will act in accordance with that plan through the ensuing year. Necessary deviations from the plan will be submitted to the Board for approval. The Council will use the approved five-year plan as the basis for planning its actions beyond the one-year budget period.

The philosophy of planning should be clearly understood by the Board and the Council. The plans should be carefully stated so that the Council has maximum flexibility in meeting its goals. At the same time the Board must be satisfied that it is meeting its public responsibility for school programs and property. The objectives of both parties must be to get effective participation and support from the private sector so that Roper Mountain Science Center is developed as rapidly as possible to its full potential, recognizing that School District funds are limited essentially to staffing and operating costs of the facilities.

For maximum private support, the public must be convinced that the Council is independent of the Board and that private funds contributed will not be intermingled with School District tax funds. Therefore, private funds collected must be applied to specific programs and projects and not placed in School District accounts where they might be used for other purposes.

Since the various projects may be modified in size or scope as the needs as well as the funds available are more clearly understood, construction plans should be both cost effective and flexible. Although the School District will take over ownership of each project when construction starts, it is important that the Advisory Council and The Roper Mountain Science Center Association be involved in authorizing any significant changes that are considered.

The Roper Mountain Science Center Association

The Roper Mountain Science Center Association was organized as a means of generating broader public support and participation in Science Center plans, activities, and projects. The Association has been authorized by the School Board to:

- Conduct fund raising campaigns
- Collect, hold, and disperse funds
- Solicit memberships from throughout the community
- Organize and encourage volunteer participation in planning and conducting programs

The Association and the Advisory Council have a common interest in all these activities. Therefore, it is very important that both of these organizations agree on common goals and objectives and a means of reviewing and approving changes as they are necessary. A Joint Steering Committee consisting of representatives of both organizations will recommend common goals and objectives in December of each year for approval by the Council and by the Board of the Association. Changes during the year will be reviewed by the Steering Committee. Such changes may be approved by the Steering Committee if in their judgment the changes are of a minor nature. Significant changes will be submitted to their boards for approval. Major changes will be submitted to the School Board for final approval.

The Advisory Council is made up of business and community leaders while the Association has broad representation throughout the community. It is most important that these two organizations work closely together to get maximum private sector support, as well as to serve the needs of the School District and the needs of the whole community.

Relationship of the Roper Mountain Science Center to The School District of Greenville County

The Roper Mountain Science Center is a unique operation in the School District. Not only does it show great promise as a teaching facility for the District, but it will also serve a wide variety of interests of people in the whole community and tourists as well. It is appropriate, then, that private contributions provide a major part of the funds for the development of the Center.

Not only will donors expect that their gifts be kept separate from District funds, but they will also require assurance that the Center will receive broad direction toward teaching and inspiring the whole community. That direction should come directly from the District Superintendent with counsel and advice from the Advisory Board of the Science Center.

The Roper Mountain site offers a great opportunity for bringing together laboratories, classrooms, exhibits, performances, and nature itself in a setting unmatched elsewhere in the area. Each part of the Roper Mountain development should be carefully planned, developed and managed so that all parts fit together properly. This can best be done if all are under the Director of the Roper Mountain Science Center.

The Director of the Science Center will report directly to the Superintendent of the District and other facilities on Roper Mountain will report to the Director of the Center. It is important even in the beginning stages of the Science Center development that it have a very high profile in the community. The future of the Center depends on complete community support, both financial as

well as volunteer support. Without both, the ambitious development plans will not be realized.

Use of Roper Mountain Science Center

Roper Mountain Science Center is owned and operated by The School District of Greenville County. It is to be used principally as a teaching facility for the primary and secondary school children in the District. However, other organizations and individuals that have an interest in the facilities of the Science Center and can use it effectively for teaching, for compatible community events, or for generating a greater interest in the field of science, are encouraged to use the Center.

Scheduling of teaching use, special events, as well as public visits, is the responsibility of the Superintendent or his designee. Use will be scheduled based on the following priority list:

1. Greenville County School District
2. Private primary and secondary schools
3. Public visits
4. Special events
5. Teaching use by post secondary schools

The Superintendent will establish a procedure for accepting requests and establishing the various schedules, keeping in mind that facilities are provided through private donation and the Center is to be used for the benefit of the whole community.

Book:	Policies
Section:	M - Relations With Other Education Agencies
Title:	Colleges and Universities: Student Teaching and Internships
Number:	MFB
Status:	Active
Legal:	
Adopted:	03/08/1980
Last Revised:	
Last Reviewed:	

Policy Detail

Contractual arrangements may be made by the superintendent with colleges or universities who supply student teachers.

Student teachers shall not be used as substitute teachers. No compensation shall be made to the student teachers for services rendered.

All student-teacher relationships shall be arranged after authorization by the superintendent.

Personnel services shall be responsible to the superintendent for the efficient administration of the student teacher training program. Personnel services shall be responsible for making all arrangements pertinent to the orientation, assignments, and training of student teachers. Personnel services shall make such reports and recommendations to the superintendent as shall be necessary for the advancement of the program.

Book: Policies

Section: M - Relations With Other Education Agencies

Title: Associations: School Boards Associations

Number: MGB

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

Membership in recognized associations will be maintained by the schools for several reasons, such as:

1. The in-service education benefits to members of the staff and board which come from participating in meetings, conferences, clinics, and conventions;
2. Access to the communication media of such associations, such as newsletters, periodicals, and advisory services; and,
3. Representation in actions affecting education in general and the school district in particular.

The board in maintaining such membership in no way abdicates its authority over and responsibility for the schools of the district as outlined in state law and board policy.

The superintendent is authorized to budget funds for such memberships and for paying the costs of adequate participation of staff in the activities of such affiliations to achieve the purposes listed above.

Book: Rules

Section: B - School Board Operations

Title: Policy Development

Number: BD

Status: Active

Legal:

Adopted: 04/03/1987

Last Revised: 04/03/1987

Last Reviewed:
Policy Detail

1. Any administrator, administrative committee, board member, or others may draft proposals for policies. These proposals should not be submitted to Word Processing or be typed on policy paper. Those initiating them should discuss and revise them while they appear on plain white paper only.
2. Once the draft of the initiator(s) is complete (and not earlier), the draft should be submitted to the legal counsel for editing and review. He will have the draft submitted to Word Processing, printed on policy paper, and entered into the system for final approval. Thereafter, all changes to be made in the proposal must be submitted to the legal counsel. Word Processing has been instructed to type no draft on policy paper and to make no changes in any policy or proposed policy, once it has been entered into the system, without approval by the legal counsel.
3. The legal counsel will discuss the proposed policy with the superintendent and/or deputy superintendent for their suggestions and approvals.
4. The legal counsel will submit the policies to Management Team for review unless Management Team has been involved in the drafting process as a part of or after Step 1.
5. Once reviewed by Management Team, the superintendent and/or deputy superintendent will approve the proposal for submission to the appropriate board committee. It is the responsibility of the administrator in charge of the board committee overseeing the subject matter of the proposed policy to place the proposal on the committee's agenda and to inform the legal counsel of whatever action the committee takes. Any changes must be submitted to the legal counsel.
6. The legal counsel will place on the board agenda any policy proposals reported to him as approved by a board committee.
7. The legal counsel will oversee the requirements of first and second readings by the board and any modifications that the board makes unless the board refers the proposal back to the committee. If this is done, the proposal again becomes the responsibility of the administrator in charge of that committee. Official changes (i.e., any to appear on policy paper) must again be made through the legal counsel.
8. Administrative rules will be developed by following Steps 1 through 4 except that the superintendent or deputy superintendent will notify the legal counsel of final approval of the rule once Management Team has reviewed and approved it.

- 9 The legal counsel's office will oversee the printing and distribution of all rules and policies.
10. Dates on material printed on policy paper for final distribution should be filled in according to the following descriptions: (1) "Date" section indicates the date of final approval of the current revision of the policy or rule; that is, the date the version shown on that page was approved. (2) "Dated" section indicates the date of the first policy or rule bearing the same code. (3) "Rescinds" section indicates the "Date" appearing on the version of the policy immediately prior to the current version. If a policy is new, the dates for "Date" and "Dated" will be the same and "Rescinds" will be blank.

POLICY: BD

Book: Rules

Section: C - General School Administration

Title: Line and Staff Relations

Number: CD

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

The central administrative staff of the school district helps principals and teachers develop, organize, administer and supervise the school program. They visit each school as a part of a planned schedule and are also available for special help upon request. They also:

1. Conduct and direct research that determines the future development of the educational program;
2. Establish working relationships and communication channels among school personnel;
3. Help teachers and principals secure needed supplies and services;
4. Organize the resources of teachers and lay groups in program planning;
5. Assist in evaluating the school program;
6. Supervise the maintenance, operation and repair of the school plant;
7. Provide pupil personnel services;
8. Participate in the supervision of instruction;
9. Assist in solving school problems;
10. Supervise the planning and construction of new facilities;
11. Provide special services for the orientation of new personnel;
12. Direct the program of continuous curriculum development; and,
13. Inform the public on the status and needs of the school program.

It is the function of the superintendent and his staff to administer the school system on the basis of the policies and directives of the state board of education and the state statutes.

The procedures for operating the system are developed through the cooperative action of the staff, principals, and teachers. Some of these procedures apply directly to all situations in the school district. Others are general in nature and require the local school and in some instances the individual teacher to develop practices to meet specific needs.

Requests for Legal Services

The following procedures for processing and referring requests for legal services are established in order to ensure more effective use of the legal resources of the district.

Routine Requests

All routine requests for legal services shall be submitted to the appropriate area assistant superintendent or director. The attached form shall be completed whenever the problem appears complex, a written response is desired, and/or there is no immediate urgency. Oral requests may be made where time is a factor and the legal service requested is relatively simple. Area assistant superintendents and directors may authorize members of their staff to contact the legal research assistant directly with oral requests which need immediate attention.

The legal research assistant will log all written and oral requests and action taken. Whenever an oral request appears to involve substantial research or require a formal response, the legal research assistant will fill out a request for legal assistance and refer it to the appropriate administrative assistant to the superintendent.

Emergency Requests

Whenever the appropriate area assistant superintendent or administrative assistant is not available, principals or directors may contact the legal research assistant directly with emergency problems that need the immediate attention of an attorney.

If the legal research assistant is not available, attempts should be made to contact either an administrative assistant or the superintendent.

REQUEST FOR LEGAL ASSISTANCE
SCHOOL DISTRICT OF GREENVILLE COUNTY

Nature of Problem:

Date Needed and Nature of Deadline(s):

Requested By:

Name & Title	Location	Date
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- Initial Referral: Mgmt. Team ()
- Superintendent ()
- Admin. Asst. ()
- Handle Personally ()

Signed _____	_____
Name & Title (Director or Area Assist.)	Date

- Referral: Board Attorney ()
- Legal Research Assistant ()
- Other (specify) ()

Instructions:

Signed: _____ Date: _____

Date Received _____ Comments:

Log Entry Number _____

Date Work Complete _____

Rules

Book: Rules

Section: C - General School Administration

Title: School Superintendent: Duties

Number: CEB

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

The superintendent shall submit to the board, not later than the regular meeting in April, tentative budgets for the General Fund and the Building Fund for the ensuing fiscal year. The board may at this time establish priorities for bringing these tentative drafts into balance or for other revisions, and the superintendent shall consider these priorities in further budget and deliberations with his staff. He shall submit a final, balanced budget to the board not later than the regular meeting in June.

POLICY: CEB

Book: Rules

Section: C - General School Administration

Title: Consultants (Cf.BBG)

Number: CJ

Status: Active

Legal:

Adopted: 03/27/1984

Last Revised:

Last Reviewed:

Policy Detail

Fee Schedule and Reimbursement Procedures

The Board encourages the use of Consultants as a means of providing the school district with invaluable specialized services not normally required on a continuing basis.

Funds will be made available through the Human Resources Development Center and other departments to attract the most outstanding authorities in various fields. However, the use of Consultants from outside the school district who promote a particular commercial product is discouraged. When such Consultants are used, it should be made clear to them that they are to perform as Consultants and not as salespersons.

A school or department seeking to procure any professional/consultant services on a fee basis must not exceed the following fee schedule:

<u>HOUR</u>	<u>FEE</u>
Up to two hours	up to 150.00
Two to four hours	150.00 - 300.00
Over four hours	300.00 - 500.00

For procurement of professional/consultant services on a fee basis which exceeds the fee schedule, the school or department shall secure prior approval in writing from the appropriate Area Assistant Superintendent, Associate Superintendent or Superintendent. All professional/consultant services which exceed 500.00 must have prior written approval of the Superintendent.

The school or department which requested the services of a consultant will be responsible for preparing a requisition for payment with completed reimbursement form and documentation. Requisitions will be sent to accounting for processing. Payment will be mailed to the address indicated on the requisition or reimbursement form.

THE SCHOOL DISTRICT OF GREENVILLE COUNTY

Request for Reimbursement For Professional/Consultant Services

Please mail reimbursement to:

NAME _____

STREET _____

CITY _____ STATE _____ ZIP _____

Fee

Automobile mileage (_____ miles @ 20.5¢) _____

Air transportation (tourist rate) _____

Other transportation _____

Meals _____

Lodging _____

Miscellaneous Expenses _____

TOTAL

Please attach receipts.

SIGNED _____ DATE _____

APPROVED BY _____ DATE _____

Rules

Book:	Rules
Section:	C - General School Administration
Title:	Professional Development Opportunities (Cf.GAD)
Number:	CK
Status:	Active
Legal:	
Adopted:	03/08/1980
Last Revised:	
Last Reviewed:	

Policy Detail

1. In order to discover and develop an adequate supply of potential administrators, and to provide opportunities to district personnel, two administrative trainee programs shall be organized, one on the elementary level and one on the secondary level.
2. Both programs will be under the general supervision of the assistant superintendent for instruction. The direct supervision is to be under the directors of elementary and secondary education in their respective areas.
3. Candidates for the administrative trainee program must file an application with the personnel department for consideration by no later than September 20 of a given school year. He must have a Bachelor's degree from an accredited college, and agree to enroll in an approved graduate school to take courses leading to a Master's degree and principalship certificate. In addition, the candidate must have full certification in South Carolina, two years' experience as a successful classroom teacher, with at least one year in The School District of Greenville County, and an "A" on the National Teachers' Examination.
4. Candidates for this program should possess the qualities and attributes generally accepted as basic to excellent administrators, including sound character, intelligence, scholarship, motivation, enthusiasm, poise, open mindedness, balanced temperament, willingness to work and learn, and generally good personal qualities.
5. Membership in the program will be limited. An administrative committee will screen all applications and select the most promising candidates for inclusion in the program.
6. The sessions are held every two weeks for a total of fifteen sessions. It should be understood that these sessions will require regular and prompt attendance. A candidate should give serious consideration to his goal and ambition before seeking admission to the class. The sessions will be of the seminar type, utilizing many of the staff personnel to provide as complete and balanced orientation to administration as possible.
7. Inclusion into and completion of the administrative trainee program is no guarantee that the candidate will eventually secure an administrative position in The School District of Greenville County. The decisions on administrative positions must be determined by those in authority in terms of a much broader context, not just a short training program, even though this program is considered highly important. However, it is only logical that a candidate who has the essential qualifications and characteristics and who successfully completes the program will occupy a favorable position relative to administrative openings.

Book: Rules

Section: C - General School Administration

Title: Councils Cabinets Committees

Number: CL

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

This rule covers the following major topics:

- Part I: Community Advisory Committees
- Part II: Superintendent's Cabinet
- Part III: Area Steering Committees
- Part IV: Administrative Advisory Council

Part I: Community Advisory Committees

Community Advisory Committees for the staff shall use the following guidelines as to purpose, membership, officers, and meetings.

Purposes

The purposes for Community Advisory Committees for the staff shall be to

1. Gain knowledge of the current structure of and services performed by the respective department;
2. Disseminate information to other citizens within the community and to clarify information concerning the respective department's programs;
3. Offer for consideration to the respective staff member or department suggestions concerning improvements with respect to services performed; and,
4. Review annually an evaluation of the department's programs and make suggestions concerning changes or continuation.

Membership

1. The committee shall be composed of a minimum of five members from the appropriate firms and agencies in the private sector selected from a list of nominations made by members of the above sectors. Such nominees are to be selected in such a manner as to be representative of a cross section of the appropriate firms and agencies in the private sector;
2. The committee shall include the staff member who is directly responsible for the department. The administrative assistant to the superintendent with responsibility for the department shall

- serve as an ex-officio member; and,
3. It is recommended that members be selected to serve a one-year term with eligibility for re-selection to only one consecutive term. Members should be selected by May 1 for the next respective term.

Officers

1. The officers of the committee shall consist of a chairperson, vice chairperson, and secretary. They shall be elected no later than the first meeting of the school year; and,
2. The chairperson shall preside at all meetings of the advisory committee. The district staff member in consultation with the chairperson shall prepare, according to committee guidelines, the agenda for all meetings of the committee and shall have the flexibility to modify or change the agenda if it is determined to be in the best interest of the committee's work.

Part II: Superintendent's Cabinet

The cabinet shall meet monthly for the purpose of intercommunication concerning the long- and short-term problems of the school system.

The superintendent's cabinet shall include representation from all five attendance areas and all levels of instruction. Each member shall serve a term of two years. Other staff members shall be invited from time to time when their specialized knowledge is needed. The superintendent shall prepare the agenda and will place items thereon when requested by members of the cabinet.

Part III: Area Steering Committees

Each attendance area shall organize an area steering committee. Each school or center in an attendance area shall elect one teacher representative and an alternate to serve on the area steering committee. These committees shall meet on the first Tuesday of each month at 3:30 p.m. The purpose of the steering committee shall be to

1. Help staff members define their problems and offer possible solutions to them;
2. Open channels of communication;
3. Stimulate and coordinate self-improvement activities of school personnel;
4. Promote democratic practices and to increase skill in working with others democratically;
5. Develop procedure which will enable and stimulate personnel to participate in arriving at group decisions. Such decisions to be referred through the proper channels with the recommendations that they be considered for becoming operating policy.
6. Serve as a clearing house in the channeling of problems which have been discussed by school faculties and which are connected with the total school program and employee welfare.

Each faculty shall channel its concerns through the school representative to the area steering committee. If solutions can be found at this level, they are then communicated back to the faculties. If the concerns are of district wide importance, they shall be channeled through the management team to the superintendent. Each faculty will be informed of action taken through the area representative and by written minutes.

Part IV: Administrative Advisory Council

The administrative advisory council is an elected representative group through which the thinking of all school personnel is directed toward improvement in the areas of teacher welfare, curriculum development and professional growth. The work of this council shall be a group endeavor involving study, research, and experimentation. It is the responsibility of each teacher in the district to participate actively in the work of the council.

Each school faculty shall have a representative on the steering committee of its attendance area. The area steering committees shall send representatives to the administrative advisory council, which meets at the district office.

These groups welcome visitors at their meetings. Non-members are urged to attend and become better acquainted with the work of the organization.

Purpose

The purpose of the council shall be to

1. Help staff members define their problems and offer possible solutions to them;
2. Provide opportunities to associate with and exchange ideas with fellow teachers;
3. Serve as a clearinghouse for concerns and ideas connected with the total school program and teacher welfare, including those which have been referred by the area steering committees;
4. Support and promote in-service education through the professional development committee; and,
5. Provide a channel for better communications between teachers and the administration.

The council provides a direct channel of communication for suggestions, questions and concerns of all teacher groups. An appropriate agenda item may originate in any school faculty meeting, go to the area steering committee, and on to the council.

Membership

Representatives from each of the four area steering committees, G.C.E.A., classroom teachers, elementary principals, secondary principals, and area assistant superintendents compose the council.

POLICY: CL

Rules

Book: Rules

Section: D - Fiscal Management

Title: Annual Operating Budget: Final Adoption Procedures

Number: DCE

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

The following rules are designed to secure the maximum participation by all elements of the district in the preparation of the annual budget.

1. In the fall of each year, principals shall consult with their Citizens' Advisory Committees, their faculties, and other appropriate groups in determining their needs and spending plans for the ensuing fiscal year.
 2. At the beginning of each calendar year, the principals, directors, or other supervisors of all locations within the district shall submit, through their immediate superiors, to the budget department their anticipated needs for the ensuing fiscal year.
 3. The budget department shall prepare a preliminary budget, incorporating the requests of the various departments.
 4. The superintendent shall appoint a budget committee, consisting of representatives from all areas and departments of the district, to review the preliminary budget and to make recommendations that will bring it into balance.
 5. The Superintendent shall submit a tentative budget to the board of trustees not later than the regular meeting in April in order to enable the board to give it careful consideration, at workshop sessions if desired, before its formal presentation at the June meeting.
-

Rules

Book: Rules

Section: D - Fiscal Management

Title: Annual Operating Budget: Encumbrances

Number: DCG

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

All requisitions requiring expenditures from the general fund shall be submitted to the budget department for verification that sufficient funds remain in the designated account to cover the requested purchase.

Any requisition that would cause overspending in an account shall be returned to the originator for revision or cancellation.

Book:	Rules
Section:	D - Fiscal Management
Title:	Revenues: Gifts and Bequests
Number:	DFK
Status:	Active
Legal:	
Adopted:	04/23/1980
Last Revised:	05/28/1982

Last Reviewed:

Policy Detail

Any gifts presented to the district must be accompanied by a letter from the donor for official action and recognition by the superintendent or school principal. Gifts include any donation of time, services, materials, or money.

To be acceptable, a gift must satisfy the following criteria:

1. It must have a purpose consistent with those of the district;
2. Acceptance of the gift must not add substantially to staff load;
3. Acceptance of the gift must not begin a program which the district would be unwilling to take over when gift or grant funds are exhausted;
4. Acceptance of the gift must not bring undesirable or hidden costs to the school system;
5. Acceptance of the gift must place no restrictions on district programs;
6. The gift must not be inappropriate or harmful to the best education of pupils;
7. Acceptance of the gift must not imply endorsement of any business or product, however, gifts may carry the name or trademark of the donor or be recognized by an appropriate plaque permitted by Policy KJ; and,
8. Acceptance of the gift must not be in conflict with any provision of the district policy or state and federal regulations.

In addition to meeting the requirements set forth above, gifts which entail the alteration of school facilities or the construction of school facilities must have the prior written approval of either the director of school facilities planning or the director of operations. Proposed gifts which involve the creation of major facilities or major alterations to facilities should be reviewed by the director of school facilities planning. Gifts involving minor projects of the sort normally carried out by the district maintenance department should be submitted to the director of operations. Approval of the superintendent will be secured by the director of school facilities planning or director of operations prior to entering into any contractual arrangement or commitment.

All gifts, grants, and bequests shall become district property.

A letter of appreciation signed by the superintendent or principal shall be sent to the donor. The letter shall describe the gift and state that it is accepted on behalf of the school district. Where a gift is intended for use in a particular school, the letter shall state that under district policy the gift will remain in that school so long as it may be beneficially used there.

POLICY: DFK

Rules

Book: Rules
Section: D - Fiscal Management
Title: Equipment and Supplies Sales
Number: DFM
Status: Active
Legal:
Adopted: 03/08/1980
Last Revised: 08/16/1981

Last Reviewed:

Policy Detail

The disposal of all school properties (personal) shall be carried out by the purchasing agent. No other persons--teachers, principals, supervisors, directors, or any other school personnel--shall have the right to exercise this prerogative.

School property shall not be conveyed to any private school or other organization unless assurances and legal opinion are obtained to the effect that this transfer would not be violative of any state or federal statute or regulation thereunder.

Finally, at no time shall any item of school property be given to, leased, or sold to an employee of the District without there first having been made a public announcement of the intended disposal of that property. No employee of the district shall receive any special or private consideration in the disposal of school property, either real or personal. Such employees may acquire such property only as a member of the general public and under the same terms and conditions as any other member of this same public. The purchasing agent, members of his staff, and persons to whom he reports shall not be eligible to purchase items from the district.

A. Disposal of School Properties (Personal)

Items of school property coming under this heading are everything owned by the schools other than lands and permanent buildings. Some of the more common of such items which come up for disposal from time to time are furniture, refrigerators, freezers, stoves, typewriters, adding machines, calculators, duplicating machines, sewing machines, automotive vehicles, tractors, shop machinery, portable classrooms, and the like.

Personnel having in their charge such properties as those mentioned above which they consider either as surplus or in need of replacement should so notify in writing the purchasing agent for logistics. The Purchasing Agent will arrange for any needed storing of such items until such time as proper disposition can be made.

Methods of Disposal

The disposal of personal property owned by the district shall be by one of the following methods:

1. Turn in to the vendor as part payment on a replacement item (generally the same kind of item); and,
 2. Sell, by prior public announcement, to any organization or individual. Some such sales will be conducted on a sealed bid basis, with the sale generally going to the highest bidder. Other sales will offer items at a pre-established price, these to be determined by appraisal or by the purchasing department.
-

Rules

Book:	Rules
Section:	D - Fiscal Management
Title:	Accounting and Reporting: Accounting System
Number:	DIA
Status:	Active
Legal:	
Adopted:	03/08/1980
Last Revised:	
Last Reviewed:	

Policy Detail

State aid in South Carolina is based on information collected through the Pupil Accounting System. It is vital that extreme care be taken in keeping appropriate records and in preparation of the required reports.

Each school location will be given the appropriate forms for both record keeping and reporting. The information necessary for the maintenance of proper records and the preparation of reports will be contained in a manual distributed with the forms and will be given to appropriate personnel in workshops scheduled for this purpose.

Reports as required by the district and the State Department of Education will be forwarded to the office of pupil accounting at the district office according to an announced schedule.

Rules

Book: Rules

Section: D - Fiscal Management

Title: Accounting and Reporting: Inventories

Number: DIC

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

A physical inventory shall be taken once each year of warehouse stock and the books shall be balanced accordingly.

Rules

Book: Rules
Section: D - Fiscal Management
Title: Expenditure of Funds
Number: DJ
Status: Active
Legal:
Adopted: 03/08/1980
Last Revised:
Last Reviewed:

Policy Detail

Purchases by the school system shall be made under the supervision of the purchasing agent and in accordance with rules contained in subsequent sections of this series.

It shall be the responsibility of the budget department, under the supervision of the director of financial services, to monitor all expenditures and to insure that they are in conformity with the annual budget approved by the board.

POLICY: DJ

Rules

Book: Rules

Section: D - Fiscal Management

Title: Expenditure of Funds: Petty Cash Accounts:

Number: DJB

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

Money in School Building

Funds received in the school office are to be deposited to the school bank account and accounted for according to procedures outlined in the Manual of Fiscal Management.

jhhhvghhyhjz jzz j zzz j zzzzzzz

Book: Rules
Section: D - Fiscal Management
Title: Expenditure of Funds: Payroll Procedures
Number: DJC
Status: Active
Legal:
Adopted: 03/08/1980
Last Revised: 03/09/1999

Last Reviewed:

Policy Detail

Payment of Salaries

The district will pay salaried employees in 26 equal payments occurring at regular intervals throughout the calendar year. The district will pay hourly employees every two weeks. The Finance Department will set the payroll calendar annually at the start of the fiscal year.

Issuance of Payroll Checks by Schools

Only the district's Finance Department will issue any check or other payment to an employee, including a substitute, temporary, or part-time employee, compensating that employee for work performed. No school or other location may issue compensation to any employee.

Termination Pay

All employees who resign or are discharged shall be paid on the next regularly scheduled payday at the regular place and in the regular manner of payment for that employee.

Rules

Book: Rules

Section: D - Fiscal Management

Title: Expenditure of Funds: Personnel: Salary Deduction

Number: DJCB

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

Social Security

The district will administer the Social Security Law as it applies to employees.

Rules

Book:	Rules
Section:	D - Fiscal Management
Title:	Travel Expense Reimbursement: District Business
Number:	DJD
Status:	Active
Legal:	
Adopted:	05/28/1982
Last Revised:	
Last Reviewed:	07/01/2007

Policy Detail

When traveling on district business, employees are required to use the most economical means for transportation and lodging. Reimbursement for expenses will not be considered unless the trip had prior approval.

To receive reimbursement for eligible expenses, the District Reimbursement Request for Travel Expenses form must be completed by the employee. After the form is reviewed for accuracy, signed, dated and approved by the supervisor who approved the travel, the form should be submitted for payment to the Budget Department with the conference agenda attached.

The employee must provide original receipts for all expenses except meals and personal vehicle mileage. For example: lodging, conference registration or work-related telephone charges; parking, air, boat, train, bus and shuttle/taxi fares, etc.

Meal reimbursement is based on the District's schedule. If a conference or seminar registration includes meals, the employee is not eligible for meal reimbursement. However, if an employee is the District's representative, or designee, at a non-conference event with his supervisor's prior approval, an original receipt for actual meal cost reimbursement may be submitted in lieu of the per meal schedule.

Per Meal Reimbursement Schedule

Breakfast, a.m. \$ 8.00
Lunch \$12.00
Dinner, p.m. \$19.00
Total \$39.00

Limitations of Allowable Expenses

1. Personal Automobile

When an employee drives his personal automobile on necessary district business, the District will reimburse the employee at a rate per mile based on the IRS standard mileage rate. Mileage between the employee's home and his main or regular work location is not reimbursable. These costs are considered personal commuting expenses. Commuting miles must be subtracted from miles driven.

For Example:

If an employee's regular commute is 10 miles and he drives 25 miles to a school prior to reporting to his primary work location, he can request reimbursement for 15 miles ($25 - 10 = 15$). If an employee's regular commute is 10 miles and his first stop is at a school that is 5 miles from his home, he cannot claim reimbursement. The miles driven were less than his regular commute.

The employee shall bear the expense of insurance, supplies and upkeep of his personal vehicle.

2. District Owned Vehicles

When traveling in a district owned vehicle, the District shall bear the expense of gas, insurance, supplies and maintenance; no mileage reimbursement will be allowed. For commuting and incidental personal use of district owned vehicles, employees should follow established guidelines. The employee will be responsible for any tax liability relating to the commuting or personal use of a district vehicle.

3. Lodging (Hotels)

When attending a conference, the maximum rate for lodging will be the single room, conference site rate. If not attending a conference, the employee should request the Federal Lodging Rate as established by the U.S. General Services Administration i.e. the most economically reasonable rate available. If you cannot obtain a federal lodging rate, you must state on the Reimbursement Request form that you requested the federal lodging rate. Payments should be submitted in advance to allow direct payment to the vendor (hotel). If the number of hotel days exceeds the number of conference days, a written explanation must be submitted with the reimbursement request. For example, "I had to stay over Saturday night for a reduced air fare; copies of rate differences are attached."

4. When the most economical means of transportation is an airline flight, and the employee elects to travel by personal vehicle, travel reimbursement to and from the destination will be restricted to the price of the airfare for a coach ticket. This rule will be waived when an employee is restricted by reason of health from traveling by air, provided appropriate medical documentation is submitted with the reimbursement request.

5. If several employees of the District are attending the same meeting (conference), the most economical means for transportation and lodging shall be coordinated. For example: use a district vehicle and/or organize a car pool.

6. No reimbursement will be made for overnight lodging within 50 miles of the employee's assigned work location.
7. For in-county, business related meals; reimbursement will be based on the District's Per Meal Reimbursement schedule.
8. If a dependant, or spouse who may be an employee, accompanies the employee on an authorized trip, only those expenses that are directly attributable to the employee for the leave may be reimbursed.

Advance of Funds for Travel

Travel advances should only be considered when there are no other payment options. Advance funds for travel shall not be requested if the expense can be paid with a purchase order.

The District's minimum advance amount is \$300.00. Employees traveling on official business may submit the District Travel Advancement Request form prior to their departure date if the total anticipated travel expenses exceed \$300.00. Following a trip, district procedures must be followed to reconcile the advance by submission of a district Reimbursement Request for Travel Expenses form, with required documentation, no later than 30 days following the trip. Any advanced funds not expended must be returned to the District.

Rules

Book: Rules

Section: D - Fiscal Management

Title: Expenditure of Funds: Purchasing: Purchasing Guides and Vendor Lists

Number: DJEBB

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

Warehouse Catalogue

One copy of the warehouse catalogue is furnished for each school or department, except that the larger high schools may have as many as three copies. The catalogue shall be distributed in August each year prior to the opening of school. Principals and department heads are asked to return all copies on the last courier in June so that the catalogues may be revised during the summer. New items as well as new prices shall be included in the revised edition each year.

Rules

Book: Rules
Section: D - Fiscal Management
Title: Expenditure of Funds: Purchasing: Vendor Relations
Number: DJEI
Status: Active
Legal:
Adopted: 03/08/1980
Last Revised: 01/16/1989

Last Reviewed:

Policy Detail

All suppliers' representatives shall have a hearing relative to their products the first time they call. Subsequent visits shall be promptly acknowledged and interviews granted or not, depending upon the circumstances. Purchasing personnel are not required to put their time absolutely and indiscriminately at the disposal of all salesmen. The director of operations must be the judge, but he is not relieved from his obligation of courtesy.

The schools shall not extend favoritism to any vendors. Each order shall be placed on the basis of quality, price, and delivery, with past service being a factor if all other considerations are equal.

All letters, wires, and other types of communications shall be answered or acknowledged promptly.

The schools shall not solicit funds or material from vendors, however worthy the purpose.

Funds that are a part of the approved budget of the school district may be used to purchase products or services from district employees or members of their immediate households only with the specific approval of the purchasing agent. Prior to giving such approval, the Purchasing Department must have on file a letter from the potential seller specifying the product or service to be purchased, the name of the employee connected with the transaction, and that employee's relationship to the seller.

School level funds may be used to make purchases from district employees or members of their immediate households only with the approval of the building principal.

No employee shall endorse any product of any type or kind in such a manner as will identify him in any way as an employee of the district.

Presents from Vendors

Vendors shall be notified of district policy regarding presents to employees in the fall of each year by a letter from the director of operations.

Rules

Book: Rules

Section: D - Fiscal Management

Title: Expenditure of Funds: Purchasing: Vendor Relations: Sales Calls and Demonstrations

Number: DJEIA

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

An official letter of authorization from the superintendent or his designee must be presented to the principal of a building before solicitors, salesmen, or representatives of any concern will be allowed to interview teachers during school hours.

When such permission is given by the superintendent and is presented to the principal, the principal then shall give a note of authorization to be presented to the teachers.

Teachers should demand to see this letter of authorization before spending any school time with the above mentioned representatives.

Rules

Book: Rules

Section: D - Fiscal Management

Title: Expenditure of Funds: Purchasing: Payment Procedures

Number: DJEJ

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

Payment of bills will be withheld pending receipt of a voucherable invoice and evidence of the receipt of goods. Invoices will contain the following information:

1. Vendor's name and business location;
2. Date of invoice;
3. The district purchase order number if applicable;
4. Description of merchandise;
5. Quantity;
6. Unit price;
7. Total cost; and,
8. School or department for which purchased.

All bills will be paid by check.

Rules

Book: Rules

Section: E - Business Management

Title: Buildings and Grounds Management

Number: EB

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

The operations division is responsible for maintenance of school property, food service, purchasing, school bus transportation, building security, enforcement and investigation and for the operation of school plants. It is also responsible for delivering to the individual schools those supplies necessary for operation of the schools.

Maintenance

All requisitions for routine maintenance will be forwarded on form 130-5 to the maintenance department.

Calls for emergency maintenance will be accepted by telephone from 7:30 a.m. to 4 p.m. and at night. Emergencies are conditions seriously and actually endangering lives, general safety, health and public property; also, conditions that cannot be safely left uncorrected until the following day, such as failure of heating systems, broken water lines that cannot be valved off at the fixture, stove, oven or refrigerator failure when food spoilage might result, and major electrical system failure. A telephone request on conditions not meeting this criteria will not be accepted.

POLICY: EB

Rules

Book: Rules

Section: E - Business Management

Title: Buildings and Grounds Management: Security

Number: EBC

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

Every break-in and/or act of vandalism, or any damage to district property, regardless of the extent of the loss or damage, shall be promptly reported to the appropriate law enforcement agency and the office of the director of operations. Notification of the operations office must be confirmed on a break-in report form, a copy of which should be retained by the sender.

Principals and persons in charge of buildings must keep a record of the serial numbers of moveable equipment to aid in the identification of recovered stolen property.

All outside doors and windows of all buildings shall be closed and locked each evening. This is a responsibility which may be delegated to the custodian or plant engineer. Persons in charge of buildings should make periodic checks to assure that this responsibility is being faithfully discharged. Any laxity in this regard shall be considered serious and custodial personnel should be so advised.

Experience indicates that damage from break-ins is less when interior doors are left unlocked.

Funds should not be left in school buildings overnight, but should be placed in the night depository of a bank if collected after banking hours, or otherwise safeguarded (see policy DJB).

All personnel shall give all assistance possible to law enforcement agencies in the detection, apprehension, and prosecution whenever indicated, of vandals, burglars, and arsonists.

POLICY: EBC

Book:	Rules
Section:	E - Business Management
Title:	Buildings and Grounds Management: Leasing and Renting
Number:	EBH
Status:	Active
Legal:	
Adopted:	04/23/1982
Last Revised:	
Last Reviewed:	

Policy DetailLeases of Undeveloped Real Property

Undeveloped real property owned by the district may be leased for periods of up to three (3) years. Leases may be renewed for one year periods by mutual agreement. All such leases shall be in writing and shall contain the following:

1. The names of the lessee and the district, and a provision that the lease may not be assigned nor the property subleased without written permission of the district;
2. A description of the property;
3. The period of the lease;
4. The amount to be paid to the district in consideration for the lease and the schedule of payments;
5. A description of the use to be made of the property including any improvements (including grading, cleaning, fencing, planting, and erection of structures) to be made;
6. A provision that the lessee shall defend and hold the district harmless from any and all liability relating to any activity upon or condition of the leased property during the life of the lease, with the lessee before entering upon the property to provide adequate insurance in a form and in amounts acceptable to the district covering such responsibility;
7. A provision that all improvements must be specifically approved in advance in writing by the district. If any unauthorized improvements are made, lessee shall immediately remove such improvements at the lessee's expense upon direction by the district. If any unauthorized improvements are made, the lease may be terminated by the district immediately without prior notice and the lessee shall reimburse the district for the cost of removing any unauthorized structures and for restoring the land to its original condition;
8. A provision that, in addition to the amount paid the district under the lease, the lessee shall be responsible for payment of any taxes levied upon the property or the activities of the lessee during the term of the lease;
9. A provision that the lessee shall be responsible during the term of the lease for maintaining the property free of all health hazards, litter, trash, and public nuisances;
10. A provision that lessee will not permit the property to be used during the term of the lease for any unlawful purpose nor permit any unlawful activity upon the property. In the event of a violation of this provision, the lease may be terminated by the district without prior notice;
11. A provision that all improvements made upon the property with the approval of the district

shall become the property of the district if not removed from the property within sixty (60) days of termination of the lease;

12. In the case of use of the leased property for agricultural or livestock purposes, a provision requiring good conservation measures designed to preserve soil productivity, prevent erosion, and preclude the cutting of any timber or trees;
13. A provision that the district may terminate the lease upon ninety (90) days written notice in the event that the board of trustees determines that the property is needed for use or development for school purposes and the lease in any way conflicts with such developments; and
14. A provision that the lease may be terminated by the district upon written notice upon any of the following events:
 - a. If any use contrary to that permitted under the terms of the lease is made by the lessee without prior written approval of the district;
 - b. If any lease payment is not made as called for under the lease terms;
 - c. Upon evidence satisfactory to the district of the sale, possession or use by any person of any unlawful substance or alcoholic beverage upon the leased property; and/or,
 - d. If any other provisions of the lease terms are broken.

The director of school facilities planning shall review all proposed leases to ensure that the proposed use is compatible with district plans for development of the property and shall present all such proposals to the board with a recommendation for approval or disapproval.

In the event that two or more persons wish to lease the same property, the director of school facilities planning shall consider the following factors in deciding which proposal to recommend:

1. Whether the proposed use will benefit the public and especially children of school age;
2. Whether the proposed use will improve the property for eventual development by the district;
3. The amount proposed to be paid as consideration; and
4. All other considerations being equal, previous lessees who have used the property as agreed should be favored.

POLICY: EBH

Rules

Book: Rules

Section: E - Business Management

Title: Buildings and Grounds Management: Long Range Maintenance Program

Number: EBI

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised: 08/21/1986

Last Reviewed:

Policy Detail

Matching Funds and Athletic Facilities

PART I - MATCHING FUNDS

In order for a school to apply for matching funds, the principal must complete an "Application for Approval of Matching Funds" and forward it to the Director of Operations and/or the Director of School Facilities Planning. An information copy should be sent to the proper Area Assistant Superintendent. A sample of this form is attached to this Rule as Exhibit EBI(E).

No application will be approved unless it meets all of the following requirements:

1. The requested project is included on the renovation list of the Board.
2. District matching funds are available.
3. After project approval, all local school funds pertinent to the request must be available to the District. All local funds due the District must be transferred to the District no later than 30 days after project completion.
4. All provisions of the District Procurement Code are followed throughout the project.
5. All goods and services involved in the project meet District standards.
6. Funds requested from the District do not exceed one dollar for every three dollars raised by the school or \$25,000, whichever is less. In computing the amount raised by the school, the school will count donated goods and services at actual cost.

Applicants for matching funds must agree to the following for use of the funds:

- 1.. The local school cannot enter into any contracts or make any other commitments.
2. Projects may be divided into several separate and distinct components. In those circumstances, the District may be wholly responsible for the design, construction, and payment of certain of those components, and (except as provided in Para. 6 below) parties other than the District may then be responsible for the design, construction, and payment of the remaining components. Private and public funds shall not be mixed or commingled.
3. In circumstances in which the division of projects into separate and distinct components is not advantageous and in which public funds in any amount are to be involved, all procurement procedures are to be fully followed. In those circumstances, funds raised by the local school must be transferred to the District, which will procure all contracts. Such contracts will be between the vendor or contractor and the District.

4. Funds allocated to the attendance areas for minor renovations (B-IV money) may not be used to increase the District's match on any project above twenty-five percent of the cost of the project or \$25,000, whichever is less.
5. Matching District funds must be expended during the fiscal year within which they are obligated.
6. All gifts to the District must meet the requirements of Board Policy [DFK](#).
7. All improvements are subject during installation to inspection and approval by officials from the Office of School Facilities Planning and/or the Director of Operations. At the conclusion of a project, no party may pay any supplier and/or contractor prior to receipt of written acceptance and approval by either the Director of Operations or the Director of School Facilities Planning.
8. The District will provide installation of recommended window air conditioners and provide matching funds for the purchase of the equipment.
9. Matching funds may be applied toward the total cost of installing any other type of equipment. This means that for equipment such as paddle fans, all costs of the purchase of recommended equipment, the costs of needed installation materials, and the costs of installation would be combined and matched on the basis of the matching funds policy.

PART II - ATHLETIC FACILITIES

Maintenance of athletic facilities shall be the responsibility of each school, with the following exceptions:

The district will:

1. Provide and apply fertilizer to athletic fields;
2. Maintain light bulbs on athletic fields and in gymnasiums;
3. Maintain seats in gymnasiums and athletic fields to include the replacement of boards only; and,
4. Take such corrective actions to maintain stadium and gymnasium facilities as health inspectors, insurance safety inspectors, OSHA inspectors, district operations and maintenance inspectors, and engineers and architects hired as consultants on specific projects recommend to ensure the welfare of spectators and to reduce the potential liability of The School District of Greenville County.

Any other maintenance will be accomplished at the expense of the individual school.

POLICY: EBI

<u>Business Management</u>	EBI(E)	8/21/86
	1	2
<u>Buildings and Grounds Management</u>		
<u>Long Range Maintenance Program</u>	8/13/85	5/13/86

APPLICATION FOR APPROVAL OF MATCHING FUNDS

Requesting School _____

1. Project (Must be on Renovation List)

—

2. Summary of Costs and Source of Funds

	Local School	District Matching	Total Project Cost
New Construction	_____	_____	_____
Renovations	_____	_____	_____
Equipment	_____	_____	_____
Site Improvements	_____	_____	_____
Materials	_____	_____	_____
Services	_____	_____	_____
Other _____	_____	_____	_____
TOTALS	_____	_____	_____

3. Product Information. Attach specifications of all products to be used, equipment to be purchased, etc.
4. Contractual Services. Identify the general or sub-contractors proposed to perform the work. Include the South Carolina Contractors license number if available.
5. Architectural and/or Engineering Work. Identify proposed architects and/or engineers.
6. Insurance. Identify the types and limits of insurance protection carried by the contractor on this project.

<u>Business Management</u>	EBI(E)	8/21/86
	2	2
<u>Buildings and Grounds Management</u>		
<u>Long Range Maintenance Program</u>	8/13/85	5/13/86

7. Save harmless clause. The contractor must agree to the following statement by signing below:

"The undersigned contractor shall be responsible to The School District of Greenville County for all damage or injury to adjoining or nearby lands and/or buildings or to the owners thereof and shall replace and make good the same and defend and save the District harmless."

Contractor's Signature Date

8. Principal's signature verifies that all required local funds for this project are available.

Submitted by (Principal) _____ Date _____

APPROVED BY:

1. _____

Director of School Facilities Planning

Director of Operations

Date

2. _____ Date _____

Superintendent

Book: Rules

Section: E - Business Management

Title: Buildings and Grounds Management: Mail Service

Number: EBK

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

In order to facilitate the delivery of materials and communications among the schools and offices of the school district, a courier service shall be provided, with truck routes making deliveries at all schools three times a week during the school year, normally on Tuesday, Thursday and Friday. All items to be carried by the courier service should be marked clearly to ensure prompt delivery. Boxes should be kept within a reasonable weight, considering that they will have to be lifted on and off trucks. Materials going out to the schools from the district office must be in the courier boxes not later than 2 p.m. the day prior to courier day. Materials being sent from schools to the district office will be delivered the same day that the truck has been at the school.

There is also a book truck service which carries filmstrips, audio visual equipment, and the like, and makes deliveries at each school each week.

Limits on Use of Courier Service

Use of the district courier service shall be limited to matters involving district business and activities sponsored by the district. It is the policy of the district to be in compliance with the U. S. Postal laws and regulations applicable to such service.

Matters Not Involving Official School Business

Printed materials not involving official school business may be distributed within the district so long as such materials are of the type authorized under district policy. Such materials may be distributed in the district only after approval of the superintendent or his official designee. Materials receiving such approval are not eligible for the courier service and must be mailed or delivered during approved school hours to the appropriate school or office person officially designated to receive and distribute such materials.

Rules

Book: Rules

Section: E - Business Management

Title: Buildings and Grounds Management: Telephone Use

Number: ECI

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

The telephones in the schools and offices are for school district business and are under the supervision of the principals or department heads.

The principal shall develop rules governing the use of the school telephone(s) by faculty and students.

In the event an employee must make a personal long distance telephone call from a school district telephone, the employee must arrange to have the charges assigned to his own telephone or to pay for the call. Prior approval must be given by the supervisor before a personal long distance call is made if the call is to be charged to a school district telephone. Money collected to pay for such calls must be sent to the manager of operational accounting.

The WATS lines available to the district office shall be used for school district business and WATS calls should be limited to five minutes. Long distance calls not covered by WATS must be reported on the form "Report of Long Distance Call" and given to the switchboard operator. All reports must have the approval of the department head.

Rules

Book:	Rules
Section:	E - Business Management
Title:	Student Transportation Management: Responsibility of Division of Operations
Number:	ED
Status:	Active
Legal:	
Adopted:	03/08/1980
Last Revised:	
Last Reviewed:	

Policy Detail

The division of operations shall be responsible for providing school bus transportation to all pupils entitled such transportation.

Responsibility of Principals

Efficient operation of buses requires local supervision. Each principal shall work out with his teachers a schedule of bus duties to fit the needs of the local situation, and shall provide a specific place inside the building where bus students may be provided supervised shelter during inclement weather and be supervised in an area outside the building when weather permits.

Principals shall cooperate with bus drivers by assisting with prompt and orderly loading and unloading of pupils on the school grounds, and giving prompt attention to disciplinary cases the driver reports. At all schools where separate driveways are provided for school buses, principals shall be responsible for keeping other vehicles out from the area where buses load and unload children. The principal shall be responsible for securing "Buses Only - Do Not Enter" signs and their enforcement. Drivers shall cooperate with principals by maintaining a regular schedule and reporting promptly to the principal any misbehavior of pupils riding his bus.

Special Transportation for Exceptional Children

The state is responsible for the transportation of exceptional children. This transportation will be arranged by the transportation office working with the area special education consultants. In some cases a reimbursement to a contractor for mileage traveled will be provided in lieu of school bus transportation.

Rules

Book: Rules

Section: E - Business Management

Title: Student Transportation Management: School Owned Buses

Number: EDAA

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

School-owned vehicles shall be bought with local funds and shall be for the exclusive use of that school for student activities. They shall be insured by the particular school owning the bus through the county fleet policy.

Repair and servicing of school-owned vehicles is the responsibility of the school owning the bus. Maintenance work is performed by commercial mechanics and the cost is borne by the school.

These vehicles are not to be used to transport students to and from school.

Rules

Book:	Rules
Section:	E - Business Management
Title:	Student Transportation Management: Safety: Bus Conduct (Also JCDAD)
Number:	EDCB
Status:	Active
Legal:	
Adopted:	03/08/1980
Last Revised:	
Last Reviewed:	

Policy Detail

Regular Routes and Services

The driver of a school bus has supervision of his riders. The driver must insist that pupils enter and leave his bus in an orderly manner and maintain this orderly behavior while on his bus. The driver may, with the approval of the principal or superintendent, suspend a pupil or pupils from riding the bus driven by him for misconduct beyond his reasonable control. However, he shall not suspend any pupil from riding his bus for more than one week for the first offense, or more than two weeks for the second offense, or more than three weeks for the third offense. After the third suspension an unruly pupil may be suspended from riding the bus for the remainder of the school session then in progress.

Extracurricular Trips

Bus drivers who use their buses for extracurricular trips must keep in mind that driving regulations are in full effect while on the extracurricular trip. Also, drivers must be especially careful when the bus is on the road at night or at anytime when buses do not normally operate. Drivers must assume the responsibilities for securing the white copy of the permit for use of school bus before making any extracurricular trips.

We believe that bus drivers perform an important service for the schools of this district by driving on extracurricular trips. The fee for the driver plus the rental fee of the bus must be assumed by the school or group using a bus for an extracurricular trip. Payment shall be made through the district office. High school principals will send a supplemental bus driver's payroll for extracurricular trips. Elementary or junior high schools will include the amount of the driver's salary in the check made payable to the high school for bus rental.

POLICY: ECDB

Rules

Book: Rules

Section: E - Business Management

Title: Student Transportation Management: Scheduling and Routing: Special Use of School Buses

Number: EDDA

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

Bus Permits for Trips

Application for bus permits must come from the high school which will furnish the bus and driver. The request must be submitted in writing and be signed by the high school principal or bus supervisor. The request must state the name of the school to use the bus, the name of the group taking the trip, the date the bus will be used, and the reason for the trip.

Elementary and junior high school principals must apply for buses for extracurricular activities through the high school whose fleet of buses serves them or to the high school whose boundary encompasses their boundary. The application must be made at least ten school days prior to the date that the bus is to be used. The principal or bus supervisor at the high school will inform the elementary and/or junior high school principal if there is a driver and bus available for the trip on the date requested. The principal at the high school has full authority to deny the use of his fleet of buses when requests exceed the capacity of drivers to miss class.

Principals of high schools or bus supervisors should notify all coaches and teachers who may use buses during the year that requests must be made ten days prior to the time when the bus will be needed so that the request form may be filled in and reach this office three days prior to the time when the bus will be used. Three days notice at the district office is necessary if the request is to be granted. The maintenance shop needs three days to properly prepare the bus for extra use.

Use of State-Owned Buses

When state-owned buses are used by the schools for educational purposes other than transporting pupils to and from school, the cost of operation shall be borne by the school using the buses. The rental charge is applicable to all trips other than the regularly scheduled trips to and from school as shown on the route description. Also, schools will be responsible for damage to the bus as a result of abuse. School officials should inform those persons or groups who request the use of the buses that they should be prepared to pay for vandalism that might occur when the bus is parked and left unguarded.

The use of state-owned buses shall be limited to those events and activities actually conducted and sponsored by school authorities. They shall be used only for pupils regularly enrolled in grades one through twelve. Buses may not be used for picnics, Boy and Girl Scout activities, church groups, adult groups, Little League and American League Baseball, and summer recreational programs.

The use of state-owned buses for extracurricular purposes for trips outside the state shall be limited to athletic and other school activities in adjacent

counties in Georgia and North Carolina with the exception of the following counties in North Carolina: Polk, Henderson, Transylvania, Jackson and Macon. Due to the mountainous terrain in these counties, state-owned buses shall not be used for extracurricular activities in these counties.

Extent of Transportation

Where buses are used for athletic or other extracurricular events, their use shall be limited to the transportation of participants and chaperones. Such use is to be limited to the transportation of participants and chaperones from the school to their destination and return to home after extracurricular trips.

Chaperone

An adult driver or chaperone must be assigned to each bus that is used for any type of extracurricular activity. The chaperone must ride on the school bus and should assist the bus driver in maintaining proper behavior of the passengers. The chaperone should be familiar with regulations governing school bus operation and should see that the regulations are followed and that the bus is clean when the trip is completed.

Bus Drivers

Extracurricular trip permits will be issued only if a school principal has a certified regular or substitute driver for the bus. Elementary and junior high principals must not secure a driver and expect to receive a bus from their high school. All principals should make sure that driver's have a valid school bus drivers certificate in their possession when an extracurricular trip is taken.

POLICY: EDDA

Book:	Rules
Section:	E - Business Management
Title:	Student Transportation Management: Maintenance Program
Number:	EDE
Status:	Active
Legal:	
Adopted:	03/08/1980
Last Revised:	
Last Reviewed:	

Policy Detail

The school buses are owned and maintained by the State Department of Education. A state-owned school bus repair shop operates 12 months a year keeping regular route buses plus spare or substitute buses in suitable repair for carrying on the program in the district.

The bus maintenance shop annually inspects each bus as required by state law.

During the summer months each mechanic thoroughly inspects the buses assigned to the school fleet he routinely services. This inspection includes a major tune-up and servicing.

During the school term each driver is responsible for completing a mechanic's report requesting attention to a particular problem of his bus. These forms are completed daily and each fleet mechanic assesses the difficulty and makes repair on campus or, if need be, the mechanic takes the bus to the shop. If the repair to the bus requires several hours of work, the shop assigns a spare (substitute) bus to the route.

En route to and from school, drivers are furnished with emergency telephone numbers including the bus shop and may call for assistance if there is mechanical difficulty.

Vandalism

1. Drivers of school buses shall be required to keep buses in the best possible condition. They should remember that unnecessary maintenance expenses reflect on the total transportation program of their schools. In an effort to keep these expenses at a minimum, drivers shall be required to take all possible measures to prevent theft or vandalism.
 2. To prevent loss of extinguishers, drivers should take them out of the buses at home and at school. A wire can be attached to the extinguisher to hang the bus key on. This will eliminate the chance of leaving the extinguisher when running the route.
-

Rules

Book: Rules

Section: E - Business Management

Title: Food Service Management (Cf.JGH)

Number: EE

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

The food service program is governed by the policies of the district as adopted by the board. The rules and regulations concerning the operation of the food service program are published in a "Food Service Manual" released and updated periodically by the food service staff to stay in line with federal, state and local policy.

POLICY: EE

Rules

Book: Rules

Section: E - Business Management

Title: Data Management

Number: EF

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

The department of data processing shall be supervised by the manager of data processing who is responsible to the director of financial services. It shall be the responsibility of the director of financial services to develop new applications and to establish operational priorities.

The department of data processing shall offer service to all divisions of the district. Services shall include: scheduling of secondary schools, calculation of grade point ratios, determining rank-in-class, analyzing standard tests and norms, and listing employees.

The department shall accumulate for the individual schools enrollment and attendance data and prepare the reports required by the State Department of Education.

The department shall perform business office operations such as payroll and preparation of vendor checks.

Book:	Rules
Section:	E - Business Management
Title:	Data Management: Data Security
Number:	EFE
Status:	Active
Legal:	
Adopted:	11/11/1986
Last Revised:	10/02/2007

Last Reviewed:

Policy Detail

I. Introduction

Every employee at GCS is expected to be familiar with and consistently follow the baseline control measures that this rule defines. These security measures, sometimes called “standard of due care controls”, are the minimum controls required to prevent problems like fraud and embezzlement, sabotage, errors and omissions, system unavailability, and various legal problems, such as allegations of negligence, breach of fiduciary duty, and privacy violation.

II. Legal Requirements

GCS management is committed to complying with applicable information security legislation and relevant information security standards and requirements. These include, but are not limited to the following:

- The Family Educational Rights and Privacy Act (FERPA)
- Children’s Internet Protection Act (CIPA)
- Health Insurance Portability and Accountability Act (HIPAA)
- Individuals with Disabilities Education Act (IDEA)

Users of the network are responsible for respecting and adhering to local, state, federal, and international laws. Any attempt to break those laws through the use of GCS information systems may result in litigation against the offender by the proper authorities. If such an event should occur, GCS will fully cooperate with the appropriate authorities to provide any information necessary for the civil and/or criminal litigation process.

III. Employee Technology Acceptable Use Rule

The purpose of this directive is to provide GCS employees with guidance on the proper use of the district’s information technology resources, including but not limited to the Internet, the Intranet, e-mail, the Portal, and the district’s network and supporting systems and the data transmitted on these systems.

The use of the district technology resources is a privilege granted to employees for the enhancement of job-related functions. Employees may have limited access to these resources for

personal use, if they comply with the provisions of this rule. Violations of this rule may result in the revocation of this privilege. Employees may also face disciplinary action up to and including termination, civil litigation, and/or criminal prosecution for misuse of these resources.

A. Information Security Awareness:

Each year every staff member must review the Information Security Awareness materials on the GCS Portal web site.

B. Prohibited Uses of GCS Computer Resources:

- Unauthorized or excessive personal use.
- Use of GCS computer resources to infringe the intellectual property rights of others.
- Use of GCS computer resources for personal profit.
- Use of GCS computer resources to further political causes.
- Staff shall not upload or otherwise transfer out of the district's direct control any software licensed to the district or data owned or licensed to the district without explicit written authorization. Failure to observe copyright or license agreements may result in disciplinary action from GCS or legal action by the copyright owner.
- Staff shall not use IT resources to reveal confidential or sensitive information, student data, or any other information covered by existing state or federal privacy or confidentiality laws, regulations, rules, policies, procedures, or contract terms. Staff who engage in the unauthorized release of confidential information via the district's IT resources will be subject to sanctions in existing policies and procedures associated with unauthorized release of such information.
- Staff shall not download executable software, including freeware and shareware, unless it is required to complete their job responsibilities.
- Staff shall not use district IT resources to intentionally disable or overload any computer system or network, or to circumvent any system intended to protect the privacy or security of the district's IT resources.
- Staff shall not access, store, display, distribute, edit, or record sexually explicit or extremist material using district IT resources.
- Violation of this rule may result in immediate disciplinary action. The incidental and unsolicited receipt of sexually explicit or extremist material, such as might be received through email, shall not constitute a violation of this section, provided that the material is promptly deleted and neither stored nor forwarded to other parties.
- Staff is prohibited from accessing or attempting to access IT resources for which they do not have explicit authorization by means of user accounts, valid passwords, file permissions or other legitimate access and authentication methods. It is a violation of district rule to grant another individual access to any district accounts that have been authorized to you; or use another individual's district authorized accounts, user-ids and/or passwords.
- Staff shall not add, modify, repair, remove, reconfigure or otherwise tamper with any device on the network infrastructure including, but not limited to: wireless network devices, workstations, printers, servers, cabling, switches/hubs, routers, etc. Changes to any element of the network infrastructure are the responsibility of authorized personnel under the auspices of the GCS Technology Department.

C. User Passwords

Staff members receive a unique user ID for GCS network and computer use. The accompanying password is not to be shared. Staff may change their password at any time and may be required to change it at regular intervals.

D. Access to Equipment Rooms

Staff members may only be allowed access to sensitive areas such as server rooms, wiring closets, etc, after they have verified the credentials and need for access of the person requesting access.

E. Sensitive Information

Staff members may not disclose sensitive information to persons not authorized to receive it. This includes non-public information such as Social Security Numbers, credit card numbers, bank account numbers, health information, or confidential student data. Sensitive hardcopy information must be securely stored according to GCS policies and be destroyed by shredding when no longer needed.

All employees who have access to or may have access to personally identifiable student records shall adhere to all standards included in the Family Educational Rights and Privacy Act (FERPA), Health Insurance Portability and Accountability Act (HIPAA), and other applicable laws and regulations, as they relate to the release of student information.

F. Limited Personal Use

Occasional and incidental personal use of the district's IT resources and Internet access is allowed subject to limitations. By the allowance of such use, however, the GCS does not grant any ownership, privacy, or expectation of privacy to any person in the contents of any messages or other Internet activities involving GCS resources or equipment.

Personal use of the Internet is prohibited if:

- It materially interferes with the use of IT resources by the district; or
- Such use burdens the district with additional costs; or
- Such use interferes with the staff member's employment duties or other obligations to the district; or
- Such personal use includes any activity that is prohibited under any district (including this rule), state or federal statute or policy.

G. E-Mail

Each employee is responsible for the content of all text, audio or images that they place or send over the Internet. Fraudulent, harassing or obscene messages are prohibited. All messages communicated on the Internet should have your name attached. No messages will be transmitted under an assumed name. Users may not attempt to obscure the origin of any message. Information published on the Internet should not violate or infringe upon the rights of others. No abusive, profane or offensive language may be transmitted through the system. You may not use another's email address to send email messages.

Harassment of any kind is prohibited. No messages with derogatory or inflammatory remarks about an individual or group's race, religion, national origin, physical attributes, or sexual preference will be transmitted.

E-mail messages are considered public records and are therefore legally discoverable.

H. IT Resource Monitoring

GCS may install software and/or hardware to monitor and record all IT resources, usage, including email and Web site visits. The district retains the right to record or inspect any and all files stored on district systems.

Staff shall have no expectations of privacy with respect to district IT resource usage. Staff is advised that serious disciplinary action may result from evidence of prohibited activity obtained through monitoring or inspection of electronic messages, files, or electronic storage devices. Illegal activity involving district IT resource usage may be referred to appropriate authorities for prosecution.

I. Consequences

Violators of the GCS Employee Technology Acceptable Use Policy may be subject to disciplinary action, charge backs for time and materials to repair GCS damaged IT Resources or otherwise harmed through the addition, removal, reconfiguration, or any other changes not specifically

authorized by Technology.

IV. Student Acceptable Use Policy Agreement

The School District of Greenville County provides computer, network, email, and Internet access to students as part of the learning environment. While these systems have the power to deliver a huge number of resources to our classrooms, their ability to serve students depends on the responsible and ethical use of them by every student.

“Acceptable use” of these systems is use that is consistent with the instructional goals of the District. If you break “acceptable use” rules, you may lose the privilege to use both classroom computers and/or the Internet. Further disciplinary and/or legal action may be taken at the discretion of school administration.

The District takes reasonable precautions by using filtering software to keep inappropriate Internet sites and email out of the classroom. The District does not supervise individual email accounts, a Parent Portal is available that permits the supervision of your child’s email account.

Please note that parents may choose for their child not to have access to the internet at school; however, students who do not have access to the internet will not be able to access email or web based programs that teachers may be using in class. Your child has agreed to the terms and conditions of this document upon acceptance of the school district handbook. Violation of any of the terms or conditions will result in disciplinary action and/or involvement of law enforcement.

Treat computer equipment with care and respect – Willful destruction of any computer equipment or software will be considered vandalism, and may warrant the involvement of local law officials.

Any written text, graphics or executable files created, downloaded, displayed, or exchanged with another student or teacher must be for education-related purposes only.

Do not use school computers for illegal activities such as planting viruses, hacking, or attempted unauthorized access to any system.

Do not bypass or attempt to bypass any of the District’s security or content filtering safeguards.

Do not use school computers for commercial purposes.

Follow copyright laws at all times – See District copyright policies for more information. If you have questions about the legality of using software, text, graphics, or music you find online, ask your teacher or media specialist for guidance.

Keep your password secret – You will be held responsible for all computer activities associated with your password. For example, if you share your password with your friend and he/she signs on as you and breaks one of the rules outlined above, you may be held responsible.

All online communication must be polite and not threatening or offensive in any way – All students in grades 3-12 are issued email accounts. The District has the right to review any email sent or received using District equipment and email accounts. Email accounts should be used for educational and district purposes only.

Do not give out personal information on the Internet. Never give out your phone number, social security number, full name, age, home address, or any other personal information.

Home directories are provided to students for educational related work. Students should not store

personal or non-school related work in home directories. The District reserves the right to review the contents of a student's home directory.

Please contact your school if you do not want your child to have access to the Internet and email.

V. GCSD " Internet Safety Policy"

This rule includes provisions to address access by minors to inappropriate matter on the Internet and World Wide Web; the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communication; unauthorized access, including so-called "hacking" and other unlawful activities by minors online; unauthorized disclosure, use, and dissemination of personal identifications regarding minors; and measures designed to restrict minors' access to materials harmful to minors.

A. General Access. The smooth operation of the network, Internet, and e-mail services relies on the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided so that students and staff are aware of their responsibilities when using these technologies. In general, this requires efficient, ethical, and legal utilization of the network resources. Because access to the network provides connections to other computer systems located all over the world, users (and parents of students who are users) must understand that neither the District nor any District employee controls the content of the information available on the systems. Every effort will be made by the District to monitor and restrict ready access to known objectionable sites; however, the District does not condone the use of controversial or offensive materials and cannot be held responsible for such use.

B. Technology Protection Measures. In compliance with the Children's Internet Protection Act ("CIPA"), 47 U.S.C. § 254 (h), the District uses technological devices designed to filter and block the use of any of the District's computers with Internet access to retrieve or transmit any visual depictions that are obscene, child pornography, or "harmful to minors" as defined in the CIPA. Adult users of a District computer with Internet access may request that the "technology protection measures" be temporarily disabled by the chief building administrator of the building in which the computer is located for bona fide research purposes or other lawful purposes not otherwise inconsistent with this administrative rule.

C. Annual Responsibilities. Prior to accessing the network, Internet, or e-mail services, students and staff will receive instruction on the appropriate use of these services. Students and staff members must sign a form annually acknowledging that they have read and understand this Administrative Rule, that they will comply with the guidelines set forth herein, and that they understand the consequences for violating these guidelines.

D. Terms and Conditions of Use

1. Acceptable Use. The purpose of the District's educational network is to support research and education by providing access to unique resources and the opportunity for collaborative work. All use of the network, Internet, and e-mail services must be in support of education and research and consistent with the educational objectives of the District. Use of other networks or computing resources must comply with the guidelines governing those networks. Transmission of any material in violation of any federal or state laws or regulations is prohibited; this includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret. Access to computer systems and networks owned or operated by the District imposes certain responsibilities and obligations on users and is subject to District policies and local, state, and federal laws. Acceptable use is always ethical, reflects honesty, and shows restraint in the consumption of shared resources. It demonstrates respect for intellectual property, ownership of information, system security mechanisms, and the individual's rights to privacy and freedom from intimidation, harassment, and unwarranted annoyance.

2. Procedures for Use

1. Administrators and teachers may access the Internet or e-mail for educational or work-related

purposes at any time, which is not disruptive and does not interfere with the performance of other responsibilities by the employee.

2. The District will notify parents/guardians about the District network, related safety issues, and issues governing its Internet through a general letter to all parents. Parental permission is not required for use of the Internet, but parents will be notified they have the right to file a Parent/Guardian Denial Form available from the school principal if they do not want their child(ren) to have access to Internet resources.

3. A student's parent or guardian must sign a Student E-mail Account Agreement in order for that student to be granted an individual e-mail account. The parent/guardian may withdraw approval at any time through a written request directed to the student's teacher or principal.

4. All computer, Internet usage and e-mail usage by District employees and students must be consistent with the Greenville County School District mission and policies.

3. Rules Governing Use

Permitted Uses of Internet and E-mail

- **Users** will utilize the system for educational and professional or career development activities only, except as permitted in Article III (F).
- **Users** may download text and other non-executable files attached to e-mail messages or from the Internet for school-related business only.
- **Users** will check their e-mail frequently, delete unwanted messages promptly, and stay within their e-mail quota. Be aware that the system administrator may delete e-mail at any time.
- **Users** will subscribe only to high quality discussion group mail lists that are relevant to their educational or professional/career development.

General Prohibitions

- **Users** may not use the District system for commercial purposes, defined as offering or providing goods or services or purchasing goods or services for personal use. Greenville County School District will not be responsible for any obligations resulting from any unauthorized use of the system.
- **Users** may not use the system for political activities.
- **Users** will not post chain letters or engage in spamming. Spamming is sending an unnecessary message to a large number of people.

Personal Safety

- **Students** will not post or e-mail personal contact information about themselves or other people unless it is in conjunction with a specific teacher-approved assignment or approved college/career communication. Personal contact information includes address, telephone number, school address, etc.
- **Students** will not agree to meet with someone they have met online without their parent/guardian's approval.
- **Students** will promptly disclose to an administrator, teacher, or other school employee any message they receive that is inappropriate or makes them feel uncomfortable.

Illegal Activities

- **Users** will not attempt to gain unauthorized access to the e-mail system, the District Web pages, or any other computer systems through Greenville County School District e-mail and/or Internet and/or network access. Users will not attempt to perform functions that exceed their authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal.
- **Users** will not make deliberate attempts to disrupt the computer system performance or destroy data by spreading computer viruses or by any other means. These actions are illegal.
- **Users** will not use the District system to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of another person, or any other activity that violates existing District policies or procedures. Reference to such activities will not even be made in a joking manner or as a prank.
- **The District** will notify law enforcement should illegal activities take place.

System Security

- **Users** will not share their account information (User ID and/or password) or attempt to log in to another user's account. Any sharing of User ID or password will result in immediate restriction or removal of account privileges. The only potential exception is the sharing of information with IT staff if requested for troubleshooting purposes.
- **Users** will immediately notify the IT staff if they have identified a possible security problem (students should notify a teacher and/or principal). Do not actively seek security problems but immediately report any potential issues that are found.
- **Users** will not download or install any unauthorized software or install any unauthorized hardware.
- **Users** will not run any executable files attached to an e-mail message.
- **Users** will not knowingly use portable data storage devices, which contain viruses or in any other way knowingly spread computer viruses.

Use of Appropriate Language

Restrictions against inappropriate language may apply to public messages, private messages, and material posted on Web pages.

- **Users** will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or gang related language or symbols.
- **Users** will not post or e-mail information, which could cause damage or a danger of disruption.
- **Users** will not engage in personal attacks, including prejudicial or discriminatory remarks.
- **Users** will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a user is told by a person to stop sending messages, he/she must stop.
- **Users** will not use any language in an e-mail that threatens another person, whether it is the recipient of the message or a third party.
- **Users** will not knowingly or recklessly post false or defamatory information about a person or organization.

Access to Inappropriate Material

- **Users** will not use the District system to access or send material that is profane, lewd, vulgar, indecent, libelous, or obscene, e.g., pornography, that advocates illegal acts, or that advocates violence or discrimination towards other people, e.g., hate literature.
- **Adult Users** who mistakenly access inappropriate information or images should immediately report this to ETS. This will initiate proceedings to have the materials blocked.
- **Students** who mistakenly access inappropriate information or images should immediately report this to the attending teacher. ETS should be notified if it is deemed warranted. This will protect the users against an allegation that they have intentionally violated the Acceptable Use Policy.
- **Students** are expected to follow parental guidance regarding limitation of access to additional types of inappropriate materials.

Respect for Privacy

- **Users** will not repost or e-mail a message that was sent to them privately without permission from the person who originally sent the message.
- **Users** will not post or e-mail private information about another person.

E. Penalties for Improper Use. An employee who violates the terms of this administrative rule or otherwise misuses e-mail or the Internet to access or send inappropriate material will be subject to disciplinary action, up to and including discharge. In addition, the privilege of accessing the Internet and e-mail services also will be subject to cancellation. Students who violate the terms of this administrative rule or who otherwise misuses their access to e-mail or the Internet also will be subject to disciplinary action in accordance with the District Student Behavior Code. Internet and e-mail access privileges also may be cancelled. Violations of the laws of the United States or the State of South Carolina also may subject student or employee users to criminal prosecution. If a

user incurs unauthorized costs, the user, as well as the user's parents if the user is a student, will be responsible for all such costs.

F. Warranty. The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages suffered by any user. This includes loss of data resulting from delays, non-deliveries, misdirected deliveries, or service interruptions caused by the system's negligence, user errors, or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

G. Security. Security on any computer system is a high priority, especially when the system involves many users. If a student or employee believes he/she has identified a security problem on the network, he/she must notify the administrator for the school or ETS. Do not demonstrate the problem to other users. Attempts to log on to any network as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be subject to severe restrictions, cancellation of privileges, or other disciplinary and/or legal action.

H. User Privacy. E-mail messages sent or received via a District-issued e-mail account and all other electronic files created using District resources or stored with District resources are property of the District. The District reserves the right to examine, restrict, or remove any material that is on or passes through its network, just as it does any other work or material generated or brought to school by staff or students. Access to electronic information related to any student or staff member will be governed by the same policies that would apply to that information if it were not in electronic form.

I. School Board Policies. All documents on the District's server(s) must conform to Board policies and regulations, as well as established school guidelines. Copies of Board policies are available on Board Docs. Persons developing or maintaining Web documents are responsible for complying with these and other policies. Some of the relevant issues and related Board policies include the following:

1. Electronic transmission of materials is a form of copying. As specified in District policy, no unlawful copies of copyrighted materials may be knowingly produced or transmitted via the District's equipment, including its Web server(s).
2. Documents created for the Web and linked to District Web pages must meet criteria for use as an instructional resource.
3. Any links to District Web pages that are not specifically curriculum-related must meet the criteria established in the District Internet Authorized Use policy. Any other non-curricular materials should be limited to information about other youth activities, agencies, or organizations which are known to be non-sectarian, exclusively devoted to community interests or child welfare, non-profit, and non-discriminatory. Web page links may not include entities whose primary purpose is commercial or political advertising.
4. All communications via District Web pages will comply with the District Acceptable Use for Network, Internet, and E-mail Services Policy and the District Student Behavior Code. Offensive behavior that is expressly prohibited by this policy includes religious, racial, and sexual harassment and/or violence.
5. Any student information communicated via District Web pages must comply with District policies on Data Privacy and Public Use of School Records.

J. OTHER

1. Material on a Web page reflects an individual's thoughts, interests, and activities. Such Web pages do not, in any way, represent individual schools or the District, nor are they endorsed or sanctioned by any individual school or the District. Concern about the content of any page(s) created by students or staff should be directed to the building principal of that school or to that school's media specialist.
2. Given the rapid change in technology, some of the technical standards outlined in this

regulation may require change throughout the year. Such changes will be made with approval of the Superintendent. This regulation may be updated on an annual basis or more frequently if required.

VI. Access Control Rule

Public information is available at the GCS web site, and Internal Use Only information is available on the GCS internal web sites without a login. Access to Confidential or other sensitive information is granted only when a legitimate business need has been demonstrated and access has been approved in advance by the information Owner. Access to special hardware and software must be restricted based on business need. Education Technology Services (“ETS”) will develop and maintain specific written procedures regarding access control.

VII. Systems Application and Development Rule

ETS will develop and maintain specific written procedures for systems application and development. All systems and applications development and/or changes must adhere to GCS security policies, rules, and standards.

VIII. Education Technology Systems Operations Rule

ETS shall develop and maintain specific written procedures for systems operations, including system security.



School/Location Computer Security Incident Reporting Procedures

Version 1.0-g

Greenville County Schools

School Computer Security Incident Reporting Procedures

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1. Introduction

With the increasing use of computers and networks at Greenville County Schools (GCS), the possibility of security incidents involving computers is also increasing. Some incidents are only technical, but some may involve students or staff. A student or staff member may be the victim or the perpetrator. In either case, planning to handle the incident properly is essential. Crimes are not only committed against computers (hacking), but are also used to commit non-computer related crimes such as harassment.

1.1. Definitions

Computer: A detailed definition is found in Section 4, South Carolina Computer Crime Law. "Computer" includes, but is not limited to, mainframes, servers, workstations, desktops, and notebooks. It also includes portable hand-held computing devices such as personal digital assistants and digital cellular telephones; data communications network devices such as routers and switches.

Hacking: Accessing or attempting to access all or part of a computer, computer system, or a computer network without express or implied authorization for the purpose of establishing contact only. It also involves using a group of computer programs commonly known as "port scanners" or "probes" to intentionally access any computer, computer system, or computer network without permission. For more detail see Section 4, South Carolina Computer Crime Law

Objectionable material: Downloading to a GCS computer, accessing from a GCS computer, or viewing information on GCS computers which violates employee policy and student codes of conduct. The federal Children's Internet Protection Act also addresses this:

<http://www.fcc.gov/cgb/consumerfacts/cipa.html>.

Malicious software: Unauthorized software that is intentionally installed on a computer to cause harm, disrupt computer operations, or to provide unauthorized access. This includes viruses, trojans, worms, and bots. For descriptions see http://www.cisco.com/web/about/security/intelligence/05_09_Virus-Worm-Diffs.html.

Web filter: A computer through which all student Internet web connections must pass to deny access to objectionable sites.

Proxy server: A computer through which all student Internet web connections must pass to force it through the web filter.

1.2. Relevant South Carolina Law

1.2.1. Computer Crime Law, SC 16-16-10.

Generally deals with what is known as hacking. See Section 4 for the text or see <http://www.scstatehouse.net/code/t16c016.htm>

1.2.2. Offense against persons, SC 16-3-1040

This defines "threatening life, person or family of public official or public employee." Teachers are included as public employees. See Section 5 for the text or see:

<http://www.scstatehouse.net/code/t16c003.htm>

1.2.3. Unlawful communication SC 16-17-430

This defines unlawful electronic communication which includes “words or language of a profane, vulgar, lewd, lascivious, or an indecent nature.” See Section 6 for the text or

<http://www.scstatehouse.net/code/t16c017.htm>

1.3. Examples of possible computer security incidents

- Malicious student or employee computer activity violating district policy, South Carolina, or Federal Law
 - Hacking district computers
 - Using district computers or networks to hack non-district computers
 - Viewing or downloading objectionable material
 - Using a computer for unlawful communication as described in Section 1.2.
 - Attempting to or using another’s login to gain unauthorized access
- Bypassing or attempting to bypass district web filters or proxy servers.
- Victim or perpetrator of unlawful communication as described in Section 1.2
- Computer or network at school target of a malicious attempt from GCS user or Internet attacker
- Virus or other malicious software spread in GCS network
- Unauthorized person trying to gain information about GCS information systems through phone call or in person or email
- Suspicious email, beyond common SPAM, particularly trying to gain information about GCS computers or networks.
- Unauthorized person trying to gain physical access to GCS computer or network equipment.
- Physical theft of computer, server, notebook, or network equipment

2. Precautions

In the event of a suspected computer security incident, the procedures outlined below must be followed. The nature of computer security incidents makes investigation difficult and information essential to investigation can be lost. Initially, consider every incident as if it could be criminal. This is no cause for unnecessary alarm, but to ensure that all involved follow proper procedures.

Initial investigation by ETS is essential to determine if there is an actual incident and to prevent further harm. After the initial ETS investigation ETS will inform the school administration that the incident is either disciplinary or criminal.

3. Computer Incident Procedures

3.1. Reporting a computer related incident: student.

3.1.1. Suspicious student computer activity discovered by TAC, teacher, or another student.

Take note of any details such as screens, printouts, or statements of the student.

3.1.2. Notify the principal or designate

3.1.3. Principal or designate phones the ETS Customer Service Desk at 355-HELP or emails them at 355-HELP@greenville.k12.sc.us. Mention that the issue is a possible computer security incident involving a student. Provide as much detail as possible. Be prepared to answer such questions as:

- Date and time the incident was discovered
- Serial number or name of the computer used
- Programs in use
- Screens or error messages on the computer

3.1.4. Follow instructions given by ETS Customer Service Desk

They may request the school administration remove a computer from the class room or lab and take to secure location. ETS will disable the suspect network and email account.

3.2. Reporting a computer related incident: staff

3.2.1. Suspicious employee computer activity discovered.

3.2.2. Notify the principal/supervisor or designate.

3.2.3. Principal/supervisor or designate phones the ETS Customer Service Desk at 355-HELP or emails them at 355-HELP@greenville.k12.sc.us. Mention that the issue is a possible computer security incident involving an employee. Provide as much detail as possible.

3.2.4. Follow instructions given by ETS Customer Service Desk

They may request the school administration remove a computer from the class room or lab and take to secure location. ETS will disable the suspect network and email account.

3.3. After the incident is reported

The administration will work closely with ETS to determine if the situation is an actual incident and how serious it is. Communications with ETS should be as prompt as possible, as lapsed time works against proper incident handling. After the school administration interviews the student, ETS may request an interview to gather more technical information.

ETS will examine computers, servers, and email to gather information. During this time the suspect user accounts will remain disabled.

3.4. Resolution of a student incident

3.4.1. Disciplinary

If the incident does not involve criminal activity, ETS will issue a report to school administration for disciplinary purposes. The school administration is the interface to the parents, not ETS.

The school administration will issue a written report to ETS Director of Systems Support stating the resolution and disciplinary action taken. The report will include dates, times, persons present, and incident actions performed by the student.

3.4.2. Criminal

ETS will issue a report to school administration. The school administration will report the incident to local law enforcement after notifying the Deputy Superintendent of Operations. ETS will be available to answer any technical questions that law enforcement may have. The school administration will secure a copy of the police report of the incident and forward a copy to the Director of ETS.

3.5. Resolution of an employee at school/location incident

3.5.1. Disciplinary

If the incident does not involve criminal activity, ETS will issue a report to the location administration for disciplinary purposes. The location will report the issue to Human Resources to resolve the issue.

3.5.2. Criminal

If the issue is criminal the location administration will report the incident the law enforcement after notifying the Deputy Superintendent of Operations. ETS will be available to answer any technical questions that law enforcement may have.

4. South Carolina Computer Crime Law

<http://www.scstatehouse.net/code/t16c016.htm>

**South Carolina Code of Laws
(Unannotated)
Current through the end of the 2005 Regular Session
Disclaimer**

This statutory database is current through the 2005 Regular Session of the South Carolina General Assembly. Changes to the statutes enacted by the 2006 General Assembly, which will convene in January 2006, will be incorporated as soon as possible. Some changes enacted by the 2006 General Assembly may take immediate effect. The State of South Carolina and the South Carolina Legislative Council make no warranty as to the accuracy of the data, or changes which may have been enacted since the 2005 Regular Session or which took effect after this database was prepared and users rely on the data entirely at their own risk.

**Title 16 - Crimes and Offenses
CHAPTER 16.
COMPUTER CRIME ACT**

SECTION 16-16-10. Definitions.

For purposes of this chapter:

(a) "Computer" means a device that performs logical, arithmetic, and memory functions by manipulating impulses including, but not limited to, all input, output, processing, storage, computer software, and communication facilities that are connected or related to a computer in a computer system or computer network. For the purposes of this section, "computer" includes, but is not limited to, mainframes, servers, workstations, desktops, and notebooks; industrial controls such as programmable logic controllers and supervisory control and data acquisition systems; portable hand-held computing devices such as personal digital assistants and digital cellular telephones; data communications network devices such as routers and switches; and all other devices that are computer-based

or communicate with or are under the control of a computer such as appropriate telephone switches, medical devices, and cable and satellite television interface systems. "Computer" does not include automated typewriters or typesetters.

(b) "Computer network" means the interconnection of two or more computers, and those devices and facilities through which an interconnection occurs.

(c) "Computer program" means a series of instructions or statements executable on a computer, which direct the computer system in a manner to process data or perform other specified functions.

(d) "Computer software" means a set of computer programs, data, procedures, or associated documentation concerned with the operation of a computer system.

(e) "Computer system" means a set of related, whether connected or unconnected, computer equipment, devices, or software.

(f) "Property" includes, but is not limited to, financial instruments, data, documents associated with computer systems, and computer software, or copies thereof, whether tangible or intangible, including both human and computer system readable data, and data while in transit.

(g) "Services" include, but are not limited to, the use of the computer system, computer network, computer programs, or data prepared for computer use, or data obtained within a computer system, or data contained within a computer network.

(h) "Data" means a representation of information, knowledge, facts, concepts, or instructions that has been prepared or is being prepared in a formalized manner and has been processed, is being processed, or is intended to be processed in a computer, computer system, or computer network. Data may be in any form including, but not limited to, computer printouts, magnetic storage media, optical storage media, network data packets, flash memory cards, smart card memory, punched cards, or as stored in the memory of the computer or in transit or displayed on a video device.

(i) "Access" means to gain entry to, attempt to gain entry to, instruct, communicate with, attempt to communicate with, store or alter data in, retrieve or remove data from, or otherwise make use of or attempt to make use of the logical, arithmetic, control, memory, storage, output, or communication functions of a computer, computer system, or computer network.

(j) "Computer hacking" means:

(1) accessing or attempting to access all or part of a computer, computer system, or a computer network without express or implied authorization for the purpose of establishing contact only;

(2) with the intent to defraud or with malicious intent to commit a crime after the contact is established;

(3) misusing computer or network services including, but not limited to, mail transfer programs, file transfer programs, proxy servers, and web servers by performing functions not authorized by the appropriate principal of the computer, computer system, or computer network. Misuse of computer and network services includes, but is not limited to, the unauthorized use of:

(i) mail transfer programs to send mail to persons other than the authorized users of that computer or computer network;

(ii) file transfer program proxy services or proxy servers to access other computers, computer systems, or computer networks; and

(iii) web servers to redirect users to other web pages or web servers;

(4) using a group of computer programs commonly known as "port scanners" or "probes" to intentionally access any computer, computer system, or computer network without the permission of the appropriate principal of the computer, computer system, or computer network. This group of computer programs includes, but is not limited to, those computer programs that use a computer network to access a computer, computer system, or another computer network to determine:

(i) the presence or types of computers or computer systems on a network;

(ii) the computer network's facilities and capabilities;

(iii) the availability of computer or network services;

(iv) the presence or versions of computer software including, but not limited to, operating systems, computer services, or computer contaminants;

(v) the presence of a known computer software deficiency that can be used to gain unauthorized access to a computer, computer system, or computer network; or

(vi) any other information about a computer, computer system, or computer network not necessary for the normal and lawful operation of the computer initiating the access.

This group of computer programs does not include standard computer software used for the normal operation, administration, management, and test of a computer, computer system, or computer network including, but not limited to, operating system services such as domain name services and mail transfer services, network monitoring and management computer software such as the computer programs commonly called "ping", "tcpdump", and "traceroute", and systems administration computer software such as the computer programs commonly known as "nslookup" and "whois". It is unlawful to intentionally and knowingly use such computer software to access any computer, computer system, or computer network to adversely affect computer or network access or performance; and

(5) the intentional use of a computer, computer system, or a computer network in a manner that exceeds any right or permission granted by the appropriate principal of the computer, computer system, or computer network.

Computer hacking does not include the introduction of a computer contaminant into a computer, computer system, computer program, or computer network.

(k) "Computer contaminant" means a computer program designed to modify, damage, destroy, disable, deny or degrade access to, allow unauthorized access to, functionally impair, record, or transmit information within a computer, computer system, or computer network without the express or implied consent of the owner. Computer contaminant includes, but is not limited to:

(1) a group of computer programs commonly known as "viruses" and "worms" that are self-replicating or self-propagating, and that are designed to contaminate other computer programs, compromise computer security, consume computer resources, modify, destroy, record, or transmit data, or disrupt the normal operation of the computer, computer system, or computer network;

(2) a group of computer programs commonly known as "Trojans" or "Trojan horses" that are not self-replicating or self-propagating, and that are designed to compromise computer security, consume computer resources, modify, destroy, record, or transmit data, or disrupt the normal operation of the computer, computer system, or computer network;

(3) a group of computer programs commonly known as "zombies" that are designed to use a computer without the knowledge and consent of the appropriate principal, and that are designed to send large quantities of data to a targeted computer network for the purpose of degrading the targeted computer's or network's performance, or

denying access through the network to the targeted computer or network, resulting in what is commonly know as "Denial of Service" or "Distributed Denial of Service" attacks; or

(4) a group of computer programs commonly know as "trap doors", "back doors", or "root kits" that are designed to bypass standard authentication software, and that are designed to allow access to or use of a computer without the knowledge or consent of the appropriate principal.

(l) "Unauthorized access" means access of a computer, computer system, or computer network not explicitly or implicitly authorized by the appropriate principal of the computer, computer system, or computer network.

(m) "Unauthorized use" means the:

(i) use of a computer, computer system, or computer network not explicitly or implicitly authorized by the appropriate principal of the computer, computer system, or computer network;

(ii) the use of computer software not explicitly or implicitly authorized by the appropriate principal or licensee of the computer software; or

(iii) the authorized use of a computer, computer system, computer network, or computer software in a manner not explicitly or implicitly authorized by the appropriate principal or licensee.

SECTION 16-16-20. Computer crime offenses; penalties.

(1) It is unlawful for a person to wilfully, knowingly, maliciously, and without authorization or for an unauthorized purpose to:

(a) directly or indirectly access or cause to be accessed a computer, computer system, or computer network for the purpose of:

(i) devising or executing a scheme or artifice to defraud;

(ii) obtaining money, property, or services by means of false or fraudulent pretenses, representations, promises; or

(iii) committing any other crime.

(b) alter, damage, destroy, or modify a computer, computer system, computer network, computer software, computer program, or data contained in that computer, computer system, computer program, or computer network or introduce a computer contaminant into that computer, computer system, computer program, or computer network.

(2) A person is guilty of computer crime in the first degree if the amount of gain directly or indirectly derived from the offense made unlawful by subsection (1) or the loss directly or indirectly suffered by the victim exceeds ten thousand dollars. Computer crime in the first degree is a felony and, upon conviction, a person must be fined not more than fifty thousand dollars or imprisoned not more than five years, or both.

(3)(a) A person is guilty of computer crime in the second degree if the amount of gain directly or indirectly derived from the offense made unlawful by subsection (1) or the loss directly or indirectly suffered by the victim is greater than one thousand dollars but not more than ten thousand dollars.

(b) A person is also guilty of computer crime in the second degree where:

(i) he interferes with, causes to be interfered with, denies or causes to be denied any computer or network service to an authorized user of the computer or network service for the purpose of devising or executing any scheme or

artifice to defraud, or obtaining money, property, or services by means of false or fraudulent pretenses, representations, or promises, or committing any other felony;

(ii) he deprives the owner of possession of, or takes, transfers, conceals, or retains possession of any computer, data, computer property, or computer-related property, including all parts of a computer, computer system, computer network, computer software, computer services, or information associated with a computer, whether in a tangible or intangible form; or

(iii) the gain derived from the offense made unlawful by subsection (1) or loss suffered by the victim cannot reasonably be ascertained.

(c) Computer crime in the second degree is a misdemeanor and, upon conviction for a first offense, a person must be fined not more than ten thousand dollars or imprisoned not more than one year, or both. Upon conviction for a second or subsequent offense, a person is guilty of a misdemeanor and must be fined not more than twenty thousand dollars or imprisoned not more than two years, or both.

(4) A person is guilty of computer crime in the third degree if the amount of gain directly or indirectly derived from the offense made unlawful by subsection (1) or the loss directly or indirectly suffered by the victim is not more than one thousand dollars. A person is also guilty of computer crime in the third degree if he wilfully, knowingly, and without authorization or for an unauthorized purpose engages in computer hacking. Computer crime in the third degree is a misdemeanor and, upon conviction for a first offense, a person must be fined not more than two hundred dollars or imprisoned not more than thirty days. Upon conviction for a second or subsequent offense, a person must be fined not more than two thousand dollars or imprisoned not more than two years, or both.

(5) Each computer, computer system, or computer network affected by the violation of this chapter constitutes a separate violation.

SECTION 16-16-25. Compensatory damages and restitution.

In addition to other civil remedies available, the owner or lessee of a computer, computer system, computer network, computer program, or data may bring a civil action against a person convicted under this chapter for compensatory damages, restitution, and attorney's fees. Compensatory damages and restitution may include:

(1) expenditures reasonably and necessarily incurred by the owner or lessee to verify whether a computer system, computer network, computer program, or data was altered, damaged, or deleted by the access;

(2) costs of repairing or, if necessary, replacing the affected computer, computer system, computer network, computer software, computer program, or data;

(3) lost profits for the period that the computer, computer system, computer network, computer software, computer program, or data was unusable; and

(4) costs of replacing or restoring the data lost or damaged as a result of a violation of this chapter.

SECTION 16-16-30. Venue.

For the purpose of venue under this chapter, a violation of this chapter is considered to have been committed in the county in which the violation took place; however, upon proper motion and the proper showing before a judge, venue may be transferred if justice would be better served by the transfer, to one of the following:

(1) a county in which an act was performed in furtherance of a transaction which violated this chapter;

(2) the county of the principal place of business in this State of the owner or lessee of a computer, computer system, computer network, or any part of it, which has been subject to the violation; or

(3) a county in which a violator had control or possession of proceeds of the violation or of books, records, documents, property, financial instruments, computer software, computer programs, or other materials or objects which were used in the furtherance of the violation.

SECTION 16-16-40. Applicability of other criminal law provisions.

The provisions of this chapter must not be construed to preclude the applicability of any other provision of the criminal law of this State, which presently applies or may in the future apply, to any transaction which violates this chapter.

5. SC 16-3-1040, Offenses against the person

SECTION 16-3-1040. Threatening life, person or family of public official or public employee; punishment.

(A) It is unlawful for a person knowingly and wilfully to deliver or convey to a public official or to a teacher or principal of an elementary or secondary school any letter or paper, writing, print, missive, document, or electronic communication or verbal or electronic communication which contains a threat to take the life of or to inflict bodily harm upon the public official, teacher, or principal, or members of his immediate family if the threat is directly related to the public official's, teacher's, or principal's professional responsibilities.

(B) It is unlawful for a person knowingly and wilfully to deliver or convey to a public employee a letter or paper, writing, print, missive, document, or electronic communication or verbal or electronic communication which contains a threat to take the life of or to inflict bodily harm upon the public employee or members of his immediate family if the threat is directly related to the public employee's official responsibilities.

(C) A person who violates the provisions of subsection (A), upon conviction, must be fined not more than five thousand dollars or imprisoned not more than five years, or both.

(D) A person who violates the provisions of subsection (B), upon conviction, must be fined not more than five hundred dollars or imprisoned not more than thirty days, or both.

(E) For purposes of this section:

(1) "Public official" means an elected or appointed official of the United States or of this State or of a county, municipality, or other political subdivision of this State.

(2) "Public employee" means a person employed by the State, a county, a municipality, a school district, or a political subdivision of this State, except that for purposes of this section, a "public employee" does not include a teacher or principal of an elementary or secondary school.

(3) "Immediate family" means the spouse, child, grandchild, mother, father, sister, or brother of the public official, teacher, principal, or public employee.

6. SC 16-17-430, Offenses against public policy

SECTION 16-17-430. Unlawful communication.

(A) It is unlawful for a person to:

(1) use in a telephonic communication or any other electronic means, any words or language of a profane, vulgar, lewd, lascivious, or an indecent nature, or to communicate or convey by telephonic or other electronic means an obscene, vulgar, indecent, profane, suggestive, or immoral message to another person;

(2) threaten in a telephonic communication or any other electronic means an unlawful act with the intent to coerce, intimidate, or harass another person;

(3) telephone or electronically contact another repeatedly, whether or not conversation ensues, for the purpose of annoying or harassing another person or his family;

(4) make a telephone call and intentionally fail to hang up or disengage the connection for the purpose of interfering with the telephone service of another;

(5) telephone or contact by electronic means another and make false statements concerning either the death or injury of a member of the family of the person who is telephoned or electronically contacted, with the intent to annoy, frighten, or terrify that person; or

(6) knowingly permit a telephone under his control to be used for any purpose prohibited by this section.

(B) A person who violates any provision of subsection (A) is guilty of a misdemeanor and, upon conviction, must be fined not less than one hundred dollars nor more than five hundred dollars or imprisoned not more than thirty days.

Rules

Book: Rules

Section: E - Business Management

Title: Insurance Management (Cf. EBA, ECA, EDB, FGE)

Number: EG

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

Insurance benefits are available to employees from several sources--state and local. The superintendent shall provide for the orderly administration and review of these benefits.

Book: Rules

Section: E - Business Management

Title: Insurance Management: Staff Insurance Program

Number: EGA

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

Group Life Insurance

1. Liberty Life Insurance Company

All employees of the district employed for a minimum of 30 hours per week shall be eligible for life and accidental death and dismemberment insurance for themselves and their dependents according to conditions as set forth in the district's group policy with the Liberty Life Insurance Company. The school district will pay the cost of this insurance for employees with dependents insured at a small cost to the employee.

2. Metropolitan Life Insurance Company

All employees of the district employed for a minimum of 30 hours per week for life, long term disability, accidental death, and dismemberment insurance for themselves and their dependents according to conditions as set forth in the state's group policy with the Metropolitan Life Insurance Company. The basic plan for employees is available at no cost to the employee, and additional coverage including dependents is available at a small cost to the employee.

3. Professional Associations

A number of the professional associations including South Carolina Education Association, Palmetto State Teachers Association, National Education Association, American Association of School Administrators, National Association of Secondary School Principals, and National Association of Elementary School Principals offer low-cost group insurance plans for members of the respective association. Members should contact the office of their association for details of insurance plans available.

Blue Cross - Blue Shield

A basic plan of hospital and surgical insurance is provided all district employees who are employed for a minimum of 30 hours per week by the state at no cost to the employee. An expanded plan and coverage for the employee's dependents is available at a nominal cost to the employee. Details of the various plans available may be found in a booklet distributed by the state.

Cancer and Dread Disease Insurance

A voluntary low-cost cancer and dread disease insurance is available to all employees through payroll deduction. The carrier for this insurance policy program is Liberty Life Insurance Company.

Scholastic Accident Insurance

Employees of the district may be covered at personal expense by a limited accident insurance policy designed primarily for students. The coverage available would exclude losses covered by Workmen's Compensation; therefore only accidents occurring while the employee is traveling to and from work are covered.

Mutual Benefit Society (Salary Continuation)

The purpose of this organization is to prevent the total loss of salary for members during periods of personal disability because of accidents or illnesses which necessitate absence from duties. Membership is voluntary and the employee must authorize necessary deductions from his/her salary checks. Principals and department heads will be furnished necessary forms for deductions for this purpose. Details of the organization may be found in the constitution as distributed by the organization.

Mutual Hospital and Surgical Benefits Society Hospitalization

The purpose of this organization is to assist its members in meeting hospital and surgical expenses arising from accident or illnesses. Membership is voluntary and the employee must authorize necessary deductions from his salary checks. Principals and department heads will be furnished necessary forms for deductions for this purpose. Details of this organization may be found in the constitution as distributed by the organization.

Rules

Book: Rules

Section: E - Business Management

Title: Insurance Management: Workmen's Compensation

Number: EGAA

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

First Report of Injury, should be filled out completely in duplicate and the original submitted to the accounting department. If the injury requires medical treatment, the principal or department head should fill out and sign two copies of Form 130-48, "Workmen's Compensation Injured Employee's Identification," and give both copies to the injured employee. One copy should be given to the doctor and one copy should be given to the druggist along with the prescription(s) from the doctor. If no medicine is prescribed, the second form should be returned to the principal or department head.

Rules

Book: Rules

Section: E - Business Management

Title: Insurance Management: Annuities

Number: EGAE

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

The board has authorized as provided by law the right of the employee to purchase at his own expense a tax sheltered annuity from the company of his choice, provided the company has been approved by the district. The administration shall maintain a list of approved companies and shall not process annuities submitted by companies not on this list. The administration reserves the right to remove any company from the approved list for violating district policy or rules regarding solicitation and misrepresentation. In addition, any misrepresentation will be reported to the South Carolina Insurance Commission.

Rules

Book: Rules

Section: E - Business Management

Title: Insurance Management: Property

Number: EGC

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

Property, buildings, and contents shall be insured with the South Carolina Division of General Services, Insurance Division. Cars and trucks shall be insured for twelve months on a bid basis.

Rules

Book: Rules

Section: F - Facility Expansion Program

Title: Long-Range Planning: Staff Involvement: School Facilities Planning

Number: FDAD

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

School facilities planning shall be responsible for the constant review of school building needs.

Rules

Book:	Rules
Section:	F - Facility Expansion Program
Title:	Long-Range Planning: Needs Determination: Enrollment Projections (Cf.ADA)
Number:	FDBD
Status:	Active
Legal:	
Adopted:	03/08/1980
Last Revised:	
Last Reviewed:	

Policy Detail

Enrollment Projections by Planning Areas

In order to more accurately evaluate future school needs in Greenville County, the district has been subdivided into five planning areas which correspond basically to the five administrative attendance areas. In projecting enrollment in these areas the district will use the services of the Greenville County Planning Commission.

The projection methodology will employ the various factors such as private school enrollments, dropout rates, migration of children in and out of school, failure rates, and a census of preschool children to predict the enrollment for each grade for each year. In the absence of a census of preschool children, a birth survival method shall be utilized in predicting the number of first graders attending public schools six years later.

The projections shall by no means be considered to be error free and shall be continually evaluated and updated by comparing the actual end of the year enrollment figures and projected figures. Discrepancies shall be noted and the appropriate adjustments shall be made in succeeding projections. Thus, through the process of evaluations, the projections of future school enrollment should become more and more accurate and the methodology used in developing these projections become more refined in the years ahead.

Book:	Rules
Section:	F - Facility Expansion Program
Title:	Long-Range Planning: Needs Determination: Site Availability Projections
Number:	FDBF
Status:	Active
Legal:	
Adopted:	03/08/1980
Last Revised:	
Last Reviewed:	

Policy DetailStandards for Site Selection

1. Travel and Walking Time
 - a. The average one-way walking distance from any one point in the service area shall not exceed one and one-half miles; and,
 - b. The average one-way traveling time from any one point in the service area shall not exceed 1 hour and 15 minutes.
2. Miscellaneous Locational Factors
 - a. The site must be properly located in relation to the Greenville County General Development Plan;
 - b. The site must be near pupil population center and, insofar as possible, the future school population;
 - c. The site should be free from disturbing noises such as those resulting from shopping centers, heavy trucks, automobile, railway, and airplane traffic. Other factors to consider are fire sirens, factory whistles, and other industrial noises;
 - d. The availability of public utilities -- water, gas, sewer, fire protection, police protection, transportation, telephones, and electricity for power and light -- must be carefully considered;
 - e. Careful attention should be given to the transportation problem. A site that affords easy access for buses, bicycles, and private vehicles is highly desirable. Avoid locations where rush hour traffic congestion can be a problem;
 - f. The cost of land acquisition should be in accordance with existing market values with consideration being given to future site improvements and land assembly;
 - g. The site should have favorable topography for buildings, athletic fields, and parking areas without excessive grading; and,
 - h. Every consideration should be given to sound site planning, landscaping, and generally enhancing the visual appearance of the school site and buildings.
3. Size of Schools
 - a. The minimum size of the school site shall be:
 - (1). For ___ an ___ elementary _____ school _____ -- 10 acres plus 1 acre for each 100 pupils to be enrolled. Anticipate future enrollment;
 - (2) For ___ a middle _____ (junior _____ high _____) school _____ -- 20 acres plus 1 acre for each 100 pupils to be enrolled. Anticipate future enrollment; and,

- (3) For ___ a senior _____ high _____ school _____ -- 30 acres plus 1 acre for each 100 pupils to be enrolled. Anticipate future enrollment.
- b. Sites with less acreage than established in item "a" (above) shall be considered only when the advantages of such a site outweigh the disadvantages of an alternate site with the required number of acres.

Resources and Agencies

Spot maps, property zoning, and development potential are all used to establish these facts. The site is selected based on this information. Responsible agencies who help with site selections and who must approve sites, in addition to our own consultant and school personnel, are the Greenville County Planning Commission and the Division of School House Building and Planning of the State Department of Education.

Book: Rules

Section: F - Facility Expansion Program

Title: Project Planning

Number: FE

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

Planning Check List for the Development of Individual Projects

1. Determine educational philosophy;
2. Determine educational program;
3. Identify facility needs;
4. Assign priority to each need by school and by total school district;
5. Assemble priority needs into a list;
6. Visit school and determine extent of work listed;
7. Meet with architect, principal, and others at school;
8. Select site (if necessary);
9. Program:
 - a. Site
 - b. Budget
 - c. Spaces
 - d. Equipment;
10. Staff revision of educational specifications;
11. Review revised educational specifications with superintendent, staff, and consultants;
12. Progress report to area supervisors;
13. Preliminary drawings;
14. Preliminary drawings reviewed by principal, staff, and consultants;
15. Revise preliminary drawings;
16. Preliminary drawings reviewed by:
 - a. State education department and/or state fire marshall,
 - b. Local fire marshall,
 - c. School board representative(s) (informal), and
 - d. School board (formal);
17. Revise educational specifications to emerging plans;

18. Progress report to area supervisors;
19. Development of working drawings;
20. Working drawings reviewed;
21. Revise working drawings;
22. Working drawings reviewed by:
 - a. State department and/or state fire marshal,
 - b. Local fire marshal,
 - c. Fire underwriters, and
 - d. School board representative(s) (informal);
23. Approval by school board (formal);
24. Development of detailed drawings;
25. Review and revision of detailed drawings;
26. State department approval (formal);
27. Contract preparation;
28. Contract out for bids;
29. Bids received and reviewed;
30. Bid awarded;
31. Work start or ground breaking;
32. Work start or ground breaking;
33. Work (monthly progress report);
34. Preliminary inspection;
35. Project occupied by owner;
36. Final inspection;
37. Construction accepted by school board (formal); and,
38. Dedication.

POLICY: FE

Rules

Book: Rules

Section: F - Facility Expansion Program

Title: Project Planning: Project Planning Involvement: Architects

Number: FEAB

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised: 07/12/2007

Last Reviewed:

Policy Detail

Contracts with architectural firms will include the fee schedule and include such savings as may be affected through repeats of previous designs when applicable.

The administration shall negotiate appropriate and reasonable fees for architectural services in keeping with industry standards and taking into consideration the scope and complexity of the project.

Rules

Book:	Rules
Section:	F - Facility Expansion Program
Title:	Project Planning: Architectural Programming
Number:	FEC
Status:	Active
Legal:	
Adopted:	03/08/1980
Last Revised:	
Last Reviewed:	

Policy Detail

In the early stages of work, the architect will develop preliminary sketches in which will be embodied the agreed-upon proposals arising from conferences. The making of such sketches will continue until a sketch is approved by the board and the making of preliminary plans is authorized.

Preliminary plans will be developed in accordance with the School Facilities Planning and Construction Guide.

The preliminary plans will be subject to detailed review by the superintendent and the educational consultants, and, on their approval, submitted to the owner for action and then to the Office of School Planning and Building.

At the time of presentation of the preliminary plans, a preliminary set of specifications covering construction and materials will be submitted by the architect for review by the superintendent of schools, the educational consultants, and the owner, and the state planning group where changes will be made in conformity with the owner's statement of preference.

At the time of presenting preliminary designs the architect will present a cost estimate based on the most current information available. Once plans and a budget figure have been adopted by the board, no changes in concept, design, or scope resulting in the added cost will be made without board approval and concomitant revision to the budget.

Rules

Book:	Rules
Section:	F - Facility Expansion Program
Title:	Project Planning: Plans and Specifications
Number:	FED
Status:	Active
Legal:	
Adopted:	03/08/1980
Last Revised:	
Last Reviewed:	

Policy Detail

The architect will prepare, in a superior, professional manner, working drawings which are complete in every detail. These drawings will include all the necessary plot plans, elevations, sections, details, and the like to define clearly all architectural and structural features of the proposed building or buildings. These drawings will be made and/or approved by licensed professionals to cover all features of plumbing, heating, electrical, mechanical, and any other work connected with the complete presentation of the building's features for bidding purposes.

The architect will submit his working drawings and specifications for review and approval to all state and city administrative bodies requiring them. These include the Greenville County and city traffic groups and planning and zoning boards, fire department, and Office of School Planning and Construction.

The architect will submit his working drawings and final specifications to the school district and educational consultants for final review at least three weeks in advance of bidding. Changes growing out of such final review, when approved by the architect and the educational consultant and the school district, will be made by the architect without additional compensation, provided they are within the scope of the approved preliminary drawings.

POLICY: FED

Rules

Book: Rules

Section: F - Facility Expansion Program

Title: Project Planning: Site: Cost Estimates: Preliminary

Number: FEEA

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

A preliminary estimate of costs will be submitted by the architect for review and action by the owner at the time the preliminary plans and preliminary specifications are submitted.

This preliminary estimate of costs will be utilized to determine whether the project costs will come within the allotment and whether the plans should be revised further before working and final specifications are prepared.

Upon final approval of the preliminary plans, preliminary specifications, and the preliminary estimate of costs, authorization will be given the architect to proceed with the final working drawings and final specifications.

Rules

Book: Rules

Section: F - Facility Expansion Program

Title: Project Financing

Number: FF

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

Financial Services

Financial services handles all of the financial aspects of school building bond issues. It is involved in necessary legal action, referenda required, actual sale and issuance of bonds, investment, disbursement and accounting for the proceeds from the sale of the bonds.

Rules

Book: Rules

Section: F - Facility Expansion Program

Title: Project Administration: General Supervision: Architect Responsibilities

Number: FGAD

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

The architect will assume supervision of the entire project, including the building, the grounds, and all other aspects of the development of the site, and will submit progress reports to the owner at agreed-upon intervals.

The architect will report to the owner any neglect on the part of contractors, in conforming to the obligations of contract, and will request that all work cease at any time when, in his professional judgment, the work being done is contrary to contract and contrary to the best interest of the owner.

Rules

Book: Rules

Section: F - Facility Expansion Program

Title: Project Administration: Contracts

Number: FGD

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

The school building and its equipment shall be warranted for a minimum of one year after final acceptance or occupancy.

Rules

Book: Rules

Section: F - Facility Expansion Program

Title: Project Administration: Contracts: Contract Drafting

Number: FGDA

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

Role of the Architect

The architect will draft and include the contractual forms essential for bidding and for carrying out all work of the contracts as set forth in the School Facilities Planning and Construction Guide and the policies and rules of the district.

Rules

Book: Rules

Section: F - Facility Expansion Program

Title: Project Administration: Payment Procedures

Number: FGH

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

School Facilities Planning

School facilities planning shall be responsible for the supervision of and payment for all new construction.

Rules

Book: Rules

Section: F - Facility Expansion Program

Title: Project Administration: Payment Procedures: Installment

Number: FGHA

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

The architect will keep complete accounts of the work by contractors, on the basis of which he will issue certificates of payments to be made by the owner to the contractors. Copies of all certificates for payments will be forwarded to the Office of School Planning and Building.

Rules

Book: Rules

Section: F - Facility Expansion Program

Title: Project Administration: Payment Procedures: Final

Number: FGHB

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

Prior to final payment the contractor furnishes:

1. Five (5) copies of a report which lists the names of materials and manufacturers used on the project;
2. "As-built" drawings (2 sets); and,
3. Building location and "as-built" topographic survey prepared by registered engineer and certified correct.

Prior to approval of final payment, owner requires a statement of compliance to be provided by the architect and consulting engineers, stating that the building and site work are complete and approved in accordance with the approved plans and specifications.

Rules

Book: Rules

Section: F - Facility Expansion Program

Title: Completed Project: Staff Training for Occupancy

Number: FHB

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

The office of school facilities planning will supply information or secure someone to give the school personnel all needed information and material for proper operations of any new school plant. This office will also supply information about school sites (metes and bounds, acreage, at the like).

The principal, his staff, and the maintenance department will receive instructions from the contractor on the operation and maintenance of all controls and equipment. This orientation will be organized and conducted by the office through that office.

Any malfunctions, failures of equipment, breaks, leaks, defects of any kind which may be detected during the first year of operation shall be reported to the office of the director of school facilities planning. Emergency items should be telephoned immediately. All reports shall be confirmed by written memorandum.

Principals and their staff shall not contact project architects or contractors directly.

POLICY: FHB

Rules

Book:	Rules
Section:	G - Personnel
Title:	General Section: Goals and Objectives: Sexual Harassment
Number:	GAAB
Status:	Active
Legal:	
Adopted:	09/09/1986
Last Revised:	
Last Reviewed:	

Policy Detail

Employees who feel victimized by sexual harassment should report the harassment to their supervisors immediately. If the employee's immediate supervisor is the source of the alleged harassment, the employee should report the problem to the supervisor's superior. Employees may also report alleged sexual harassment to the appropriate coordinator of personnel or to the employee relations representative.

Following the initial complaint, dissatisfied employees should pursue their allegations through the District's grievance procedure set forth in GAE(P), GAE(R), and GAE(E). The grievance should begin at that level immediately above the level of the alleged harasser. The coordinators of personnel or the employee relations representative should assist an employee in having his grievance presented at the appropriate level.

No employee will be subject to any form of retaliation or discipline for pursuing a complaint of sexual harassment or for assisting another in so doing.

Book:	Rules
Section:	G - Personnel
Title:	General Section: Complaints and Grievances
Number:	GAE
Status:	Active
Legal:	
Adopted:	03/08/1980
Last Revised:	04/12/1994

Last Reviewed:

Policy Detail

The purpose of this procedure is to ensure to all employees a method for discussing and resolving certain employee complaints when an informal resolution of the problem is not possible. This procedure offers a positive process designed to provide information to employees and supervisors, to encourage effective management, and to instill a spirit of cooperation among all employees.

Employees should discuss all work-related complaints with their immediate supervisors. Those persons should try to solve such problems informally through their own actions or by referring the complaint to an appropriate staff member. An employee whose complaint is not resolved satisfactorily in this informal manner may initiate a grievance.

- I. A grievance is any work-related complaint for which no specific alternative remedial procedure is available.
- II. Any district employee who is personally affected by a complaint may initiate the formal procedures set forth in Part III of this rule if informal efforts at resolving the matter have been unsatisfactory and if he initiates the grievance within fifteen workdays of the action causing the complaint or of his becoming aware of that action.
- III. The following procedures shall be followed in the formal, written processing of a grievance.
 - A. Reference to Immediate Supervisor
 1. An employee initiates a grievance by submitting to his immediate supervisor a completed grievance form substantially equivalent to GAE(E)
 2. The immediate supervisor, upon receiving the completed form, will immediately forward copies of the grievance to the district's legal counsel and to the employee relations representative.
 3. The supervisor will then make an appropriate investigation of the grievance, hold a conference if he deems it beneficial, and respond to the grievance in writing within five workdays of the initiation of the grievance. This written response must include a summary of the facts and reasoning on which the response is based. In the response, the grievance must also be advised of the procedure and time limit for appealing the response to the next level in the organizational levels of the administration.
 - B. Appeals Through the Organizational Levels of the Administration
 1. If the grievant is not satisfied with any supervisory response, he may pursue the

grievance through the organizational levels of the administration to his supervisor's supervisor and, if he desires, to that person's supervisor and so on until he reaches the superintendent. The grievant may not skip any organizational level. (But See Part III B5.) He files these appeals by delivering a copy of the grievance to the office of the appropriate supervisory person within five workdays of receipt of the response from the last supervisor or of the time the last response should have been received. After receipt of the response at each level, the grievant must fill in on the grievance form the name of the person from whom he received the last response and the date of that response. He should also indicate whether he desires a conference with the person to whom the appeal is made.

2. The supervisor receiving the grievance at each level will conduct a conference on the matter if he feels that one will be beneficial or if the grievant requests one. This conference will be held within ten workdays of receipt of the grievance. The grievant must be given at least three days notice of the date, time, and place of the conference. Both the grievant and the immediate supervisor may present whatever witnesses or documentation is necessary to permit the person holding the conference to understand the matter in dispute. This may include information not presented at lower levels if that information was discovered after the earlier conference. The supervisor holding the conference may exclude any irrelevant or repetitious information. Conferences at each level shall be as informal as possible and should more closely resemble a discussion of the grievance rather than an adversarial presentation of it. If no conference is held, the person receiving the grievance will have ten workdays within which to conduct any necessary investigation or consultation that will assist him in responding to the grievance.
3. Within five workdays of the conclusion of the conference or of any investigation, the supervisor who conferred on or investigated the grievance will convey a written response to the grievance to the grievant, the immediate supervisor, and to any lower level supervisors who responded to the grievance. This written response must include a summary of the facts and the reasoning upon which it is based. In the response, the grievant must also be advised of the procedure and time limit for appealing the response to the next level.
4. The procedure in Part IIIB of this rule will be followed for appeals at each organizational level of the administration until the superintendent's level is reached.

C. Appeals to the Superintendent

1. Once the grievant has appealed through the lower organizational levels of the administration, he may pursue the grievance to the superintendent by delivering a copy of the grievance to the superintendent's office within five days of receipt of the last response or of the time the last response should have been received.
2. The superintendent may designate an appropriate staff member to act on his behalf in conferring on and responding to the grievance or may choose to handle the grievance himself.
3. The superintendent or his designee will conduct a conference on the matter if he feels that one is necessary or if the grievant requests one. This conference will be held within ten workdays of receipt of the grievance. The grievant must be given at least three days notice of the date, time, and place of the conference. The grievant and any supervisors who have responded to the grievance may present whatever witnesses or documentation is necessary to permit the superintendent or his designee to understand the matter in dispute. The superintendent or his designee may exclude any irrelevant or repetitious information. The conference shall be as informal as possible and should resemble the kind of discussion prescribed above for lower levels. If no conference is held, the superintendent or his designee will have ten workdays within which to conduct any necessary investigation or consultation that will assist him in responding to the grievance.
4. Within five workdays of the conclusion of the conference or of any investigation, the superintendent or his designee will convey a written response to the

grievance to the grievant and all lower level supervisors who responded to it. This written response must include a summary of the facts and the reasoning upon which it is based. The response must also advise the grievant of the procedure and time limit for appealing the response to the Board of Trustees.

D. Appeals to the Board of Trustees

1. If the grievant wishes to appeal the grievance to the Board of Trustees, he may do so by delivering a copy of the grievance to the chairman of the Board of Trustees or to the superintendent's office within five workdays of receipt of the superintendent's response. If he desires a hearing, he must request it in writing at the time he initiates the proceedings for appeal to the Board of Trustees.
2. If an appeal to the Board of Trustees is pursued, the superintendent will immediately submit to the Board the grievance statement with all previous administrative responses. No other material will be submitted or considered by the Board. The grievant may not attend any part of the Board's review of this material or its discussions on whether to consider the grievance.
3. The Board will review the submitted material and determine whether to consider the grievance. The Board may affirm the administration's decision or may elect to grant all or part of the grievant's requested remedy. If the grievant has requested a hearing and if the Board determines that a hearing would be useful, the Board will conduct a hearing on the grievance. The Chairman of the Board of Trustees will notify the grievant of its decisions within thirty days of the time the grievant appealed to the Board of Trustees.
4. If the Board of Trustees wishes to conduct a hearing, it will be held within thirty calendar days of receipt of the grievance. The grievant will be given at least three days notice of the date, time, and place of the hearing. The grievant may be represented at the hearing by an attorney licensed to practice law. If the grievant wishes to be represented by legal counsel, he must notify the Board of Trustees of this desire at the time he requests the hearing. If the grievant is represented by counsel, the district's legal counsel will represent the administration before the Board. The grievant and any representatives from the administration may present whatever witnesses or documentation is necessary to permit the Board to understand the matter in dispute. The Board may exclude any irrelevant or repetitious information. Formal rules of evidence will not be followed. Objections to the evidentiary value of any evidence will be allowed, however, and the Board should consider them in weighing the evidence. All witnesses will be sworn and subject to cross-examination and the proceedings will be transcribed.
5. No person involved in presenting the facts of a grievance, advising any person conferring on a grievance, or deciding a grievance may be present during deliberations by the Board of Trustees on that grievance.
6. Within ten workdays of the conclusion of the hearing, the chairman of the Board of Trustees will convey to the grievant and all members of the administration who heard the grievance through the administration's organizational levels the Board's written response to the grievance. This written response must include a summary of the facts and the reasoning upon which it is based.

IV. Procedural Considerations:

A. Extensions of Time and Continuance

1. With the permission of the person designated at any level to hear a grievance or of the Board chairman (for grievances at the Board level), the parties to the grievance may by mutual agreement extend any time limit set forth within the grievance procedure. Any such mutual extensions of time must be confirmed in writing and addressed from one party to the other with a copy to the designated person or Board chairman.
2. Whenever a grievance is presented to a supervisor who for good cause cannot conduct a conference or respond within the required time, that person's supervisor may, in his discretion, extend the time for the required action or may

allow the grievant to bypass that level. No such extension shall add more than ten workdays. Decisions on such extensions may not be appealed.

3. Persons conducting conferences may continue them whenever additional time is necessary for the presentation of a matter. The person conducting a conference may also continue it when he feels that any party is surprised by any evidence or argument and is unable without additional preparation to respond to the evidence or argument and the party so surprised requests a continuance.

B. Responsibility for Paperwork

When a grievance is appealed, the person who will respond at that level should ensure that he has the written responses and documentation from prior levels. The superintendent will ensure that the Board has the written responses in grievances appealed to the Board.

When the grievance procedure for any grievance has been exhausted and the process has ended, the last person (or the secretary of the board if the board considered the matter) who responded to the grievance will send the entire file to the employee relations representative who will retain the file for three years after its receipt. No other district employee will retain in any file any other reference to the grievance.

C. Evidence

1. All parties to a grievance should be allowed sufficient time to present any necessary witnesses and documentation.
2. A person deciding a grievance may reach a decision based only on material presented at the conference before him.

D. Compliance with Procedure

No grievance may proceed at any level unless the grievant has fully complied with all prerequisites for presentation of a grievance at that level.

E. Recording Grievance Conferences

No person participating in any capacity in a grievance conference may record the conference by use of a tape recorder or any other mechanical device. Participants may take nonverbatim notes as they deem appropriate.

V. Involvement of Other Persons

A. Assistance of Employee Relations Representative

The employee relations representative in the Personnel Department is available to assist any employee with the filing of a grievance. That person may advise employees about the policies of the school district, the procedures outlined in this rule, and the proper written and oral presentation of a grievance. The employee relations representative shall not participate in the actual conference on or resolution of a grievance. All questions pertaining to a grievance and presented to or discussed with the employee relations representative shall remain strictly confidential.

B. Location Observers

Each school and department staff shall hold an annual election by secret ballot to select an observer who shall be present at any conference at any level if the grieving employee so requests. The observer shall take no part in the conference, but may be called upon as a witness if a dispute about what took place in the conference should later arise.

C. Legal Counsel

If requested by the supervisor hearing a grievance or by the Board of Trustees, the

district's legal counsel may provide legal counsel and guidance to the supervisor or Board at any level of a grievance proceeding. He may participate in a grievance conference to the extent necessary to clarify the matters in issue, but he may not act as an advocate for any party to the grievance except as set forth in Part III D4. He is also available to provide counsel to the employee relations representative when advice is requested on questions of law or district policy. The employee relations representative shall maintain employee confidentiality in discussing issues with the legal counsel.

D. Other Persons

Under no circumstances will any persons other than witnesses, the parties to the grievance, the supervisor conducting the conference, previous responders, and those designated in this Part V be permitted to attend an administrative grievance conference or the Board's pre-hearing consideration of or post-hearing deliberations on the grievance.

Book:	Rules
Section:	G - Personnel
Title:	General Section: Staff Community Relations: Political Activities
Number:	GAHB
Status:	Active
Legal:	
Adopted:	03/08/1980
Last Revised:	04/22/1983

Policy Detail

No employee of the school district shall solicit support for or opposition to any political candidate, partisan or non-partisan, during regular work hours on school district property. Employees are prohibited from becoming engaged in the following or similar political activities during hours of employment.

1. An employee shall not make political speeches or permit political speeches to be made to students or other employees.
2. An employee shall not distribute or cause to be distributed political literature on school district property.
3. An employee shall not solicit support for a political candidate.
4. An employee shall not participate in a telephone campaign on behalf of a political candidate.

Political candidates may be invited to speak to a school connected group. However, all candidates offering for an elected office must be extended the same invitation. Rules governing the forum shall be established and agreed to by the sponsoring group prior to the candidates' appearance.

Employees are encouraged to support the democratic process by exercising their right to vote and to motivate others accordingly. Students becoming eligible to vote while still in school should be assisted with registration by scheduling a day for registration in each high school at least one time per year.

Rules

Book: Rules

Section: G - Personnel

Title: General Section: Solicitations (Also KDC)

Number: GAI

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

Soliciting and Selling

Except as may be expressly authorized by the board of trustees or the superintendent, no employee shall

1. permit any commercial advertising to be announced, distributed or otherwise promoted in or through the schools.
2. permit the solicitation or collection of subscriptions or contributions from pupils or their parents in or through the school.

The Sale of Encyclopedias

While the right to augment teaching income by outside employment is recognized under the code, solicitation by a teacher of parents of children in the school in which he/she teaches to purchase encyclopedias is improper.

In the classroom no single set of reference books shall be endorsed above another. Although we recognize that reference books can be a valuable teaching aid, teachers should avoid making assignments which cause parents to feel compelled to purchase reference books.

Rules

Book: Rules

Section: G - Personnel

Title: General Section: Personnel Records

Number: GAK

Status: Active

Legal:

Adopted:

Last Revised: 10/01/2007

Last Reviewed:

Policy Detail

I. Introduction

A cumulative record shall be maintained for each employee from his initial employment until their termination at which time the record shall be microfilmed and the original may be destroyed. A separate record containing the employee's salary information shall be maintained by the payroll department. Records shall contain only verified information of recognized importance to the employee and the school district. Material in the records shall be confidential and accessible only to district personnel who have a valid need to know, to the employee (except confidential references on the employee), and to others only upon the prior written authorization of the employee, or whenever required by a lawfully issued subpoena. Other records shall be temporary and separate from the cumulative file and shall be destroyed when their usefulness is no longer apparent.

II. Data to be collected and maintained for personnel records

- A. Personal data necessary for operation (name, address, and the like)
- B. Certification data
- C. Evaluations for the previous five years
- D. Contracts and assignments
- E. Transcripts
- F. Application and references
- G. TB
- H. Copies of letters of commendation or reprimand
- I. Records of conferences, hearings, and the like, concerning performance
- J. Experience record
- K. Salary information
- L. Other correspondence

III. Location of Records

A. Personnel Office

The personnel office of the district shall collect and maintain all of the personnel information listed above, with particular emphasis upon security and privacy for the records.

IV. Retention and Maintenance of Records

All records shall be kept after an employee leaves the district. The records will be microfilmed for retention in the district office.

Whenever an employee leaves the district all school or departmental personnel records will be forwarded to the district personnel office for consolidation with the district file. In the event an employee is promoted, transfers or is reassigned to another department or school the personnel records will be forwarded to the employee's new supervisor.

Prior to microfilming records at the district office, the records shall be purged under the direction of the director of personnel. Any material not considered pertinent for retention shall be destroyed. Under no circumstances shall personnel evaluations be destroyed.

V. Dissemination of Information Regarding Personnel

All information in each personnel record whether kept in the personnel office, school or department, and payroll department shall be confidential and accessible only to district personnel who have a valid need to know and the employee, unless the employee has given prior written consent to disseminate specific information. Personnel records shall not be made available to other persons except those presenting a lawfully issued subpoena specifying the specific records to which access is to be had. Whenever information is released in compliance with a subpoena, the employee must be notified immediately. This section of this policy shall not be interpreted to be in conflict with any state or federal statutes or South Carolina Board of Education regulations.

Anonymous data regarding personnel where the likelihood of any individual identification is remote and with the prior written approval of the superintendent may be provided to outside agencies for statistical purposes.

VI. Challenge to Validity of Data

If the employee challenges the validity of the data included in the personnel record maintained in the school or department, the appropriate channels of appeal shall be followed in hearing the challenge and determining the validity of the information. The area assistant superintendent or associate superintendent may require that the information be destroyed, altered, or retained in the record except that no evaluation may be destroyed. Appeals may be made through normal administrative channels and finally to the board of trustees.

If the employee challenges the validity of the data included in personnel records maintained in the personnel office or payroll department, the appropriate associate superintendent will hear the challenge and make the determination as listed above. Appeals may follow normal administrative channels and finally to the board of trustees.

VII. Authorization for Release of Individual Personnel Information

Information concerning individual personnel information may be released only with prior written authorization of the employee. The director of personnel is directed to provide such forms as may be necessary to make appropriate authorization for release of information. Copies of such authorization shall be retained with the employee's records.

VIII. Destruction of Records

Whenever personnel records are consolidated at the district office any duplication along with any other information, which may not be considered pertinent, shall be destroyed under the direction of the director of personnel.

Personnel evaluations may not be altered or destroyed under any circumstances at any level.

Book: Rules

Section: G - Personnel

Title: General Section: Salary Deductions

Number: GAL

Status: Active

Legal:

Adopted: 12/15/1981

Last Revised:

Last Reviewed:

Policy DetailGreenville Educators' Federal Credit Union

The Greenville Educators' Federal Credit Union exists for the sole purpose of service to its members--people who own it. It offers all teachers and employees of the school district the opportunity to systematic payroll savings, above-average dividends, and the benefit of convenient, low cost-loans. Savings and loans are insured at no additional cost.

There is a small application fee and an employee must open a share (savings) account to become a member. Membership cards are available at schools or at the credit union office.

Voluntary Salary Deductions For Qualifying Public Charities

Upon written authorization by the Superintendent voluntary salary deductions for public charities may be made provided:

1. The entity to which the deduction is to be made is certified by the Secretary of State as qualified to receive payroll deductions from state employees;
 2. A minimum of two hundred (200) employees authorize such deductions; and,
 3. All district employees are eligible to make such deductions in accordance with Policy GAL.
-

Rules

Book: Rules

Section: G - Personnel

Title: General Section: Staff Rights and Responsibilities

Number: GAM

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

Personnel may attend courses after the normal work day in so far as all school and school related duties have been satisfactorily completed for so long and in such amount as does not interfere with their duties for which they are employed by the school district such as bus duty, extracurricular activities, P.T.A. meetings, parent conferences, faculty meetings, or inservice meetings.

The school related duties of each person must be carried out to the satisfaction of the principal or immediate supervisor.

Book: Rules

Section: G - Personnel

Title: Classification of Employees: Compensation Guides and Contracts

Number: GBA

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised: 08/16/1981

Last Reviewed:**Policy Detail**

District personnel must meet eligibility requirements as established by state law or regulations, district policies or rules, or by the applicable rules of the benefit programs, in order to participate in the benefit programs listed below. Benefits available to qualified personnel of the district are listed below.

Benefits available to personnel of The School District of Greenville County are as follows:

- * 1. Mutual Benefit Society of the School District of Greenville County (Salary Continuation)
- * 2. Mutual Hospital and Surgical Benefits Society of the School District of Greenville County (Hospitalization)
3. South Carolina Insurance Program
 - a. Health Insurance
 - b. Life Insurance
 - c. Long Term Disability Insurance
4. Group Life Insurance
 - a. Optional, Supplemental Life Insurance
 - b. Life Insurance, District
5. Cancer and Dread Disease Insurance
6. Workmen's Compensation
7. Employment Security through South Carolina Employment Security Commission
8. South Carolina Retirement System
9. Social Security
10. Tax Sheltered Annuities
- *11. Greenville Educators' Federal Credit Union

*The Mutual Benefit Society of The School District of Greenville County, Mutual Hospital and Surgical Benefits Society of the School District of Greenville County and the Greenville Educators' Federal Credit Union are operated and controlled by the personnel of the School District of Greenville County who make up the membership of the organizations.

Compensation System for Administrative and Support Personnel

I. Graded Salary Schedule

A salary schedule which is characterized by well defined control points will be recommended annually by the superintendent to the board. Within each grade there will be:

Minimum This is the normal employing or starting rate for persons who meet the minimum job qualifications. Persons with higher qualifications may be employed above this point subject to appropriate administrative approval.

Midpoint This is the "market" or "going" rate for the positions and should be reached by satisfactorily performing incumbents within a reasonable period of time. This rate will be used for comparison with surveys of the marketplace.

The area above midpoint is reserved for those employees whose performance is clearly excellent and/or outstanding. Such employees will be expected to progress from minimum through the salary range at a faster rate than those whose performance is rated good or below.

Maximum This is the upper limit of the salary range within a given grade.

II. Placement of Positions on Salary Schedule

- A. Initial Placement The superintendent will appoint a committee to recommend the placement of each position in a grade on the salary schedule. Placement will be based on the best available survey information and management judgment with regard to the relative value of the position within the district organization.
- B. Annual Review To insure that the schedule is maintained in an equitable manner, annually the superintendent will appoint a committee to review the placement of positions on the salary schedule for possible revision and to recommend initial placement of new positions on the salary schedule.

Final approval for the placement of positions on the salary schedule rests with the superintendent.

III. Operation of the Compensation System

- A. Budget Recommendations
 1. Annually the superintendent will recommend to the board an overall budget amount for the salary schedule.
 2. If there is no increase, the salary schedule and individual salaries will remain unchanged.
 3. If there is an increase, the total percentage increases will normally be divided into two categories, a percentage for a general increase and a percentage for merit increases.
 - a. The general percentage increase will be given to all individual employees except those whose performance evaluation has placed them in the probationary category.
 - b. The merit increases will be given to individuals whose performance is rated good or above according to the guidelines cited below.
 - c. Whenever the "market" or "going" rates dictate, the administration will recommend that the entire salary schedule be adjusted appropriately.
- B. Each employee on this salary schedule will be evaluated by his immediate supervisor and placed in one of the following categories: outstanding, excellent, good, needs improvement, or probation.
- C. The following guidelines will be used to determine merit increases.
 1. Each organizational unit through the director level will be allocated a budget amount to be used for merit increases.

2. In order to ensure that the system is rewarding quality performance, a matrix of performance rating and present location within the salary range will be provided to each supervisor for use in awarding merit increases. An example of a matrix follows:

Approximate Percentage of Group	Performance Rating	Position on Salary Range				
		1st Quintile	2nd Quintile	3rd Quintile	4th Quintile	5th Quintile
5%	Excellent	8-9%	7-8%	6-7%	4-5%	2-3%
30%	Above Average	6-7%	5-6%	4-5%	2-3%	
60%	Good	4-5%	3-4%	2-3%		
4%	Needs Improvement	4%				
1%	Marginal (Probation)					

- D. Merit salary recommendations will be initiated at the lowest possible supervisory level and submitted for action to each succeeding level of supervision according to the following flow chart:

Job Category	Approval	Review	Final Approval
Personnel reporting to a director	Director to adm. asst to the superintendent	Personnel dept.	Superintendent
Personnel reporting to an area asst. supt.	Area asst. supt.	Personnel dept.	Superintendent
Personnel reporting to an adm. asst. to the superintendent	Adm. asst. to the Superintendent	Personnel dept.	Superintendent
Personnel reporting to the superintendent	Superintendent	Personnel dept.	Superintendent

- E. The personnel department will monitor the administration of the compensation system to insure the fair and equitable distribution of compensation resources, recommend appropriate modifications to the system, and maintain current internal and external comparative data.
 - F. Exceptions in the administration of the compensation system may be made only with the prior written approval of the superintendent.
 - G. No district employee will receive less salary as a result of initial placement on the salary schedule unless there is a change in the employee's position. However, it is quite possible that some employees may receive little or no merit increases for several years if their current salary is higher than their relative position on the salary schedule would warrant.
- IV. Performance Evaluation Program
- A. Definitions of Performance Level
 1. Outstanding - The employee performs all duties, whether assigned or undertaken on his own initiative, in a clearly unsurpassed manner. He far exceeds standards and is well above his peers by comparison of performance. Even though promotion may not be imminent, he is highly promotable. Approximately 5% may fit this description.
 2. Excellent - The employee performs duties and responsibilities exceedingly well and contributes well beyond the requirements of the position. His performance is

consistently above standards with no weakness in performance of the principal duties and responsibilities of his position. Approximately 30% may fit this description.

3. Good - The employee performs assigned duties well and meets or exceeds the basic requirements of his position. He consistently performs in a competent manner. Approximately 60% may fit this description.
4. Needs Improvement - The employee needs improvement to meet expected standards of performance in some key elements of his position. Approximately 4% may fit this description.
5. Probation - The employee needs to show some immediate improvement in job performance. Dismissal will ensue if reasonable progress is not demonstrated. Approximately 1% may fit this description.

B. Guidelines for Evaluation

1. The purpose is to measure and improve performance through comparison of performance with goals agreed upon by the employee and his supervisor.
 2. Within the first 30 days of the contract year, the employee and his supervisor will agree upon performance areas, goals, and method of measurement.
 - a. Performance areas for the purpose of goal setting will be agreed upon by the employee and his supervisor.
 - b. When the performance areas have been agreed upon, the employee's current level of performance will be determined.
 - c. Goals will be initiated by the employee or the supervisor and agreed upon.
 - d. The method of measurement of performance level will be agreed upon.
 3. During the month of February, the employee and his supervisor will evaluate the achievement of the agreed upon goals and the supervisor will determine the employee's performance rating. At this time goals and performance standards for the ensuing contract period may be agreed upon.
 4. During the evaluation process there may be implications for the personal and professional development of the employee and they should be addressed.
 5. Performance evaluation instrument:
(See GBAA(E).
 6. If there is a disagreement about the rating assigned, the employee may request that his statement be attached to the record and/or he may appeal for review through normal administrative channels.
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Rules

Book: Rules

Section: G - Personnel

Title: Classification of Employees: Positions

Number: GBB

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

Part-Time Personnel

The part-time employee is not eligible to participate in all of the employee benefit programs available to full-time contract employees. South Carolina law requires that all employees participate in the South Carolina Retirement Program unless they earn less than \$100 per month.

Part-time employees are not eligible for Parental Leave or any other form of extended leave. Part-time employees are eligible for sick leave and other short-term leave allowances at the same rate as other employees in proportion to their workday.

Part-time employees will be eligible to receive experience credit for their employment under the following regulations from the State Department of Education:

"For a year to count toward experience for certification purposes the teacher shall have been employed in a regular teaching position for at least 140 days of full-time teaching. Full-time teaching shall be based upon a minimum six-hour school day. A teacher who is employed in a regular position for at least 70 days of full-time teaching may receive credit for one-half year of experience. Similarly, a teacher who is employed part-time and who works at least 2 1/2 seven-hour days per week or at least 3 1/2 hours per day five days per week for at least 140 days of the school year may receive one-half year of experience credit for certification purposes. Two half years of experience may be combined to give one full-year of experience for certification purposes. These regulations became effective for the 1976-77 school year and will not be retroactive."

Temporary Personnel

Frequently it is necessary and in the best interest of the district to fill an authorized position with a temporary appointment. The following explanation of the status of a temporary employee should be understood by employer and employee alike.

Personnel employed on a temporary basis will not receive a regular contract but will enter into an agreement with the district through a letter of temporary employment. Such persons employed on

a temporary basis after the beginning of a school year will be paid at the prorated daily rate of the annual salary to which their certification status entitles them. Under the terms of temporary employment agreement, such services may be terminated with one week's notice from the respective supervisor. In addition, such employment is not subject to the renewal considerations of a contract employee.

A temporary employee shall be eligible to participate in all benefits programs available to regular employees with the exception of the Teacher's Mutual Salary Continuation Program, parental leave, and vacation days for 12 months' position. In order to qualify for the state insurance program and district life insurance, a temporary employee must be scheduled to work at least 30 hours per week for 6 months or more.

South Carolina law requires that all employees participate in the South Carolina Retirement System program unless they earn less than \$100 per month.

Book:	Rules
Section:	G - Personnel
Title:	Classification of Employees: Positions: Qualifications and Duties
Number:	GBBA
Status:	Active
Legal:	
Adopted:	03/08/1980
Last Revised:	11/10/2006
Last Reviewed:	04/21/2006

Policy Detail**I. Certification Regulations**

The terms of the teaching contract with The School District of Greenville County require that a teacher possess, prior to service with the district, a valid South Carolina teaching certificate or other professional qualifications prerequisite to the position held. Effective July 1, 2006, all teachers in Greenville County who teach in the core content areas defined by the No Child Left Behind Act of 2001 will also have to be highly qualified.

A. It is the responsibility of the teacher:

1. To apply to the State Department of Education's Division of Educator Quality for the certificate and to check on the status of the application if the certificate is not received within ten weeks after all forms have been submitted. Application forms are available on the State's website at www.scteachers.org.
2. To send to the Human Resources office to be recorded one of the two (2) official copies of the teacher certificate as soon as it is received.
3. To verify to the State Department of Education and the Human Resources office all full-time out-of-state or private school prior teaching experience for which salary credit is claimed.
4. To keep the certificate valid by earning credits required for renewal or advancement.
5. To provide documentation demonstrating content competency, defined as highly qualified in the No Child Left Behind Act of 2001. All teachers, teaching in core content areas must possess an Initial, Professional, Critical Needs, Internship, Restrictive, or International South Carolina Certificate and demonstrate content competency through one of the following methods to be considered highly qualified:
 - NTE or Praxis II exam(s) in the core content area
 - Undergraduate degree or a major equivalent in semester hours of content (not normally applicable for elementary or special education)
 - Advanced degree (masters, specialist, doctorate)

- National Board Certification in appropriate subject and/or grade level(s) taught

2. Teachers must be certified according to the following standards for state and Southern Association accreditation:

A. A high school teacher must be certified in the subject field in which she/he teaches, according to South Carolina's Department of Education guidelines.

B. A middle school teacher must be certified in the middle level subject field in which she/he teaches, according to South Carolina's Department of Education guidelines.

C. An elementary teacher must be certified in Early Childhood or Elementary grades, according to South Carolina's Department of Education guidelines.

The following designations apply to the grade spans for teacher certification in Greenville County Schools.

CERTIFICATION GRADE SPANS

Early Childhood - Pre-Kindergarten - Grade 3

Elementary - Grades 2-5

Middle Level - Grades 6-8

Secondary Level - Grades 9-12

D. It is a teacher's responsibility to submit to the Human Resources Processing Center the required credential or other statement of professional qualifications by November 15th of the current school year.

A newly employed teacher, whose certificate has not been issued, shall be paid at the annual rate of a beginning teacher's salary with no experience. When the valid credential is submitted to the Human Resources Processing Center, the contract becomes valid, and if the credential warrants a salary adjustment, this adjustment shall be retroactive according to the district's official salary schedule.

If the change in certification status is recorded in the Human Resources department by the tenth day of the month, the adjustment in pay will be made in that month's pay check. Otherwise, the adjustment will be made the following month.

Any teacher who claims out-of-state or private school teaching experience for purposes of advancing on the salary schedule must have that experience appropriately verified in the State Department of Education's Division of Educator Quality and the school district's Human Resources department. (Verification forms may be obtained from the district's downloadable resources site and on the State's website.) Experience verified in the State Department prior to issuance of the certificate will be recorded on the certificate; however, experience verified after issuance of the certificate must be reported to the Human Resources department before salary can be based on that experience. This experience is routinely reported to the Human Resources department by the State Department of Education in January, May, and July. Teachers who want this experience established earlier may request that the State Department of Education send verification to the Human Resources department as soon as the verification is established there.

If a change in certificate or experience verification occurs during the school year and this change warrants a salary adjustment, this adjustment shall be retroactive within the current school year only.

Official transcripts of all renewal credits or certificate advancement credits must be submitted to the Recertification Specialist in Human Resources. The transcript must be in the college's sealed envelope.

If a teacher has a name and/or address change after the credential is issued, the teacher must submit a Request for Change of Action form to the Recertification Specialist in Human Resources with changes listed. Changes will be submitted via the district to the State Department of Education's website.

II. Duties: Teachers

Teachers will be responsible to the principal for carrying out of policies of the school board as they relate to the function of the school, to the classroom, and to the immediate contact with students and parents. Teachers will be expected to furnish such after-school time as is needed for assisting students, conferring with parents and doing other necessary out-of-school work.

Teachers' specific responsibilities shall be to:

1. Direct and evaluate the learning experiences of students in both curricular and extracurricular activities;
2. Provide guidance to students which will promote their proper educational development and welfare;
3. Be responsible for student accounting;
4. Provide for the care and protection of school property;
5. Supervise students on the school grounds as designated by the principal;
6. Cooperate with and participate in the planning and the evaluation of the school program;
7. Participate in the business and activities of the faculty;
8. Take part in the in-service education program of the schools'
9. Maintain cordial relationships with colleagues;
10. Follow the ethics of the profession;
11. Support actively the parent-teacher organization;
12. Enforce policies and regulations as established by the board and professional staff; and,
13. Accept a fair share of the supervisory duties at pupil activities in buildings and on grounds during school hours as well as at athletic events.

Extracurricular Assignments

Assignments will be made to teachers for various forms of hall, extracurricular, recess, traffic, lunch period and other noon-time duties, and athletic events. Every effort will be made to make all assignments on an equitable basis.

Recommending Educational Materials

No teacher in any public school shall act as agent for any author, publisher, book seller, or other person to introduce any book, apparatus, furniture, or other article in the schools.

Accident Procedure

If an employee is involved in an accident while in the line of duty, an accident report must be filed with the employee's immediate supervisor within twenty-four hours.

Capacity as Advisors

Principals and teachers are not to serve as advisors to parents of/and children not in their class or school. Neither are they to issue any teaching materials, tests, etc., to such parents or children. It is proper to ask these people to consult their respective teachers and principals concerning their problems.

Recommending Dentists, Physicians, or Business Houses

Teachers are not to make recommendations to parents in regard to particular dentists, physicians, or business houses.

Supervision of Children

No group of children, either in the classroom or on the play ground, should be left unattended by the teacher. Teachers, at all times, are responsible for the conduct and safety of children and will see that children observe safety rules. In the occasion of extreme emergency, the teacher should make every effort to provide adequate supervision during his absence.

Condition of Classrooms

Teachers are responsible for the condition of the classroom and the equipment at all times. Prior to the close of each period, and before the close of school at the end of the day, teachers will hold students responsible for leaving the room clear of clutter of paper, textbooks, and other items of classroom use. If a classroom is used by more than one teacher, it becomes the responsibility of all teachers using the room. On leaving the room for the day, teachers will turn out all lights, close and lock all windows, and close all doors.

Bulletin Boards

Teachers are urged to keep bulletin boards as attractive as possible and change them frequently. Having the students responsible for their own bulletin boards can be a worthwhile project in itself.

Cooperation with Custodians

The work of the custodians in protecting the health of everyone in school makes their job one of utmost importance. Cooperation of all staff members with the custodial staff in keeping the school environment clean and safe is appreciated. Suggestions about the way the room or area is being cleaned, are to be referred to the principal, not directly to

the custodial personnel.

Student's Access to Rooms

A teacher must be present when students are using a room or building of the school. Students or other unauthorized personnel are not to be lent keys. Teachers should not unlock rooms other than their own for any reason without the knowledge of the teacher responsible for the room.

Use of School Telephone

School telephones are maintained for the primary purpose of conducting school business. Of a necessity, conversation should be as brief as possible. Only in cases of emergency should teachers or students be called to the phone during class time. In such cases a number should be taken so the party may return the call, thus leaving the line open. In no instance may students or teachers make long distance calls without the approval of the principal. Principals may be held responsible for preventing unauthorized calls. Money collected is to be submitted by the principal to the accounting office.

Leaving Campus During School Hours

No teacher shall leave the school campus during school hours without previous notification and approval of the principal.

Central Office Information, Current

It is the teacher's responsibility to keep the following restricted information currently correct at all times with the Human Resources office through his principal:

1. Name;
 2. Address;
 3. Telephone Number;
 4. Next of kin;
 5. Transcripts of all college credits as earned;
 6. Federal and state tax withholding exemption;
 7. Other payroll deduction forms for fringe benefit programs; and,
 8. State teacher certification.
-

Book: Rules

Section: G - Personnel

Title: Classification of Employees: Recruitment

Number: GBC

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy DetailRecruitment Procedures

1. Recruitment of teachers shall be conducted on the broadest possible geographic base to increase the number of qualified candidates upon which the school district may draw.
2. Estimates shall be made of the district's immediate and long-term quantitative and qualitative personnel needs.
3. Colleges and universities which are visited shall be chosen from the list of schools whose graduates meet the needs of the district. A college shall be visited for at least two years.
4. Information shall be sent to placement directors requesting recommended recruitment dates and the number of students by major who will complete teaching requirements.
5. Dates for campus recruitment shall be scheduled at least three months in advance.
6. Recruitment materials, including needs, shall be sent to the college placement office at least six weeks before the scheduled recruitment date.
7. Principals, assistant principals, and other district staff personnel shall be used to assist the personnel services department in making recruiting trips to college and university campuses and to various geographic centers.
8. An inservice program shall be conducted by personnel services to acquaint recruiters with necessary information regarding the school district and to train them to use sound interview techniques and recruitment skills.
9. College placement directors shall be kept informed of the district's staffing needs.
10. College faculty members and department chairmen shall be kept informed about teaching opportunities and educational programs in the district, especially as they relate to their students' particular interests.

11. Individuals interested in employment with the district may request an appointment in the personnel office for a personal interview.
 12. District brochures, published certification requirements and procedures for securing a South Carolina certificate shall be made available to all candidates for a teaching position.
 13. Completed applications shall be kept in the active file for six months.
 14. All applicants who have filed a completed application with the district must furnish references.
 15. Receipt of completed applications shall be acknowledged by letter to all applicants.
 16. Principals, department heads, and other authorized personnel shall review active applications in the personnel office and request contracts for personnel when vacancies offer in their schools and departments.
 17. Advertisements may be placed in newspapers and magazines from time to time in order to bring the district's personnel needs to the attention of potential candidates.
 18. In addition to colleges as sources of teacher supply, the district utilizes the services of the following listing agencies:
 - a. Educational Administrators Recruitment and Selection Service;
 - b. Association for School College and University Staffing;
 - c. National Association of Secondary School Principals;
 - d. American Association for School Personnel Administrators;
 - e. Piedmont Manpower and Teacher Placement Bureau, Inc.;
 - f. Educational Service Bureau, Inc.;
 - g. Hotline and Greensheet; and,
 - h. State Department of Education
 19. The recruitment program shall be evaluated at the end of each year and at other times when necessary.
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Book:	Rules
Section:	G - Personnel
Title:	Classification of Employees: Hiring
Number:	GBD
Status:	Active
Legal:	1976 S. C. Code Section 59-26-40, as amended. 1976 S. C. Code Sections 59-25-410 et. seq. as amended.
Adopted:	04/22/1983
Last Revised:	11/09/1984

Last Reviewed:

Policy Detail

In order to establish a uniform method for employing all district personnel and to insure that employees with good records are re-assigned before new applicants are employed, the following procedures shall be followed:

1. In accordance with state law, prior to the initial employment of a teacher or any other professional personnel, the school district shall request a criminal record history from the South Carolina Law Enforcement Division.

Legal Reference: 1976 S. C. Code Section 59-26-40, as amended.

2. All persons - professional and classified - considered for employment by the district must be cleared by the personnel department before being employed and entered on the district payroll. This includes employees in the adult education programs, extension schools, or other special programs, temporary and/or part-time employees, and substitutes.
3. A known or anticipated vacancy in any school or department must be reported to the personnel services department on Form PD 12 by the principal or department head as soon as it is officially learned that an employee will terminate or begin approved leave. The personnel coordinators shall maintain current listings of known and projected vacancies by school or department and shall serve as advisors to principals and department heads in matters of applicant qualifications.
4. Any person who indicates an interest in employment in the school district shall be advised to contact the personnel department for assistance in making formal application. In discussion with persons who make inquiry about employment possibilities in the school district, principals and department heads shall not make verbal commitments before the completed application has been personally reviewed by the personnel services department.
5. In anticipation of end-of-year resignations, the coordinators of elementary and secondary

personnel must project vacancies for the next school year and recommend to the director of personnel services the employment of qualified teachers to a pool for placement when specific openings occur.

6. A principal may recommend to the appropriate personnel coordinator that a pool teacher be assigned to fill a vacancy, provided the available teacher in the pool has the certification required for the position.

When a principal requests in writing that a pool teacher be assigned to fill a vacancy, the appropriate personnel coordinator shall notify the pool teacher in writing. The pool teacher shall be required to provide written acceptance of the assignment within ten days of the date of notification. If the pool teacher refuses to accept an assignment offered in writing, the teacher's contract may be considered invalid and the teacher shall be so notified in writing.

When there is no teacher in the pool who has the certification required for a vacant position, a principal may interview and recommend for employment a candidate from the active applicant file.

7. After a principal has interviewed a candidate from the active file and received an approval from the personnel coordinator for possible employment, he should determine that the applicant is willing to accept the contract and then send the appropriate form, "Request for Employment," to the appropriate personnel coordinator. All active applicants interviewed by principals should be notified in writing of the decision which results from the interview, with copies to the personnel coordinator. This is a matter of common courtesy and allows all concerned to be aware of the status of their applications. In this way an applicant not requested by one principal may be considered for another vacancy.
8. When the personnel coordinator receives the principal's "Request for Employment," he shall issue the contract as recommended by the principal unless it is determined that the candidate is ineligible to be employed for reasons unknown when the eligibility for employment statement was used. If applicable, such contracts shall be issued in accordance with the provisions of the Educator Improvement Act, Act 187 of 1979. See 1976 S. C. Code Sections 59-26-10, et. seq., as amended. The requesting principal and the applicant shall be notified in writing if the coordinator does not issue the contract as requested.
9. An issued contract shall be declared invalid unless it is signed and returned within ten days of the date of issuance.
10. When the personnel coordinator receives the returned signed contract, it shall be submitted to the board for ratification in an official meeting.
11. No employment contract is legally binding on either the school district or the teacher until it has been ratified by the board.

Professional Contracts

The director of personnel services is responsible for following all legal requirements for concluding contracts with professional personnel.

The following procedures shall be set up and publicized for the conclusion of contracts:

- a. Process applications received;
- b. Involve principal in interview and selection process;
- c. Issuance of tentative contracts with specific due date for acceptance or rejection;

New Contracts

Whenever the personnel department receives a properly completed personnel form, "Request for Employment", from the appropriate administrative staff member and approved by the superintendent; a contract will be issued immediately to the selected applicant. This contract must be accepted or rejected within 10 days. If the contract is not consummated within 10 days, the contract will be considered void.

Assignments will be made according to Policy GBE.

Legal Reference: 1976 S. C. Code Sections 59-25-410 et. seq. as amended.

Renewal Contracts

(See Policy GBQ).

Staffing Consideration, Southern Association of Colleges and Schools, Principle F, Standard 2

In the staffing of a known or anticipated vacancy in any school, no principal may recommend the employment or transfer of a person whose rate of pay would cause the principal's rate of pay to be increased, without the consent of the superintendent.

Book:	Rules
Section:	G - Personnel
Title:	Classification of Employees: Assignment and Transfer
Number:	GBE
Status:	Active
Legal:	
Adopted:	02/11/1983
Last Revised:	05/27/2003

Last Reviewed:
Policy Detail**I. Assignment and Reassignment of Teachers and Other Certificated Employees**

On or before August 15 each teacher or other certified employee shall be notified of his tentative assignment for the ensuing school year. The superintendent may change any assignment at any time in his discretion.

No member of the family of a principal, assistant principal, or department head shall be assigned to his/her school or department in any capacity as a regular employee. Family includes husband, wife, parent, child, brother, sister and in-laws of the same degree.

Husband and wife or parent and child will not be assigned to the same school.

II. Allocation of Teaching Staff**A. Tentative Allocation and Excessing of Teachers**

The tentative allocation of teachers for each school shall be determined prior to July 1 of each year. If a school must reduce its allocation of teachers, it will make the adjustment, when possible, through normal attrition if the result will be consistent with curriculum offerings and teacher qualifications in that school. When normal attrition is insufficient or inappropriate to achieve the reduction, identification of the teacher(s) to be excessed at that school will be accomplished in accordance with the guidelines listed in part IV. below. The principal will notify in writing all teachers identified as excess of their status. The Human Resources Department will attempt to place them in equivalent positions. Teachers selected to be excessed in accordance with Section IV.A. shall not be permitted to displace another teacher.

If an equivalent position does not become vacant prior to the start of school, the teacher will be placed on unassigned status. Teachers placed on unassigned status

will be given priority for equivalent positions as they become available.

During the ensuing school year, the district will issue no contracts for positions for which unassigned teachers are qualified until all unassigned teachers have been assigned to equivalent positions. Unassigned teachers who are not assigned to equivalent positions will work as full-time substitutes at their usual contract salary until assigned to equivalent positions. Unassigned teachers may at any time request release from their contracts without penalty, or they may request professional development leave (without pay).

B. Changes in Teacher Allocations and Excessing after the Start of the School Year

The teacher allocation for each school will be adjusted again by the end of the first ten school days of the school year. If a reduction in a school's allocation is necessary, the principal will

identify, in accordance with the guidelines listed in part IV below, the teacher(s) who must be declared excess. The principal will notify each teacher in writing of his being declared excess. The Human Resources Department will assign each excessed teacher to an equivalent position. If an equivalent position is not available, the district will place the teacher on unassigned status. Such teachers will be treated in accordance with the last paragraph of part II.A. above.

C. "Equivalent Position" Defined

An "equivalent position" is either (1) one for which the excessed teacher is "highly qualified" according to the standards for the 2006-07 school year set forth in the No Child Left Behind Act or (2) one for which the excessed teacher can demonstrate his pursuit of "highly qualified" status by providing evidence of one of the following situations:

1. Enrollment in coursework to obtain the equivalency of a bachelor's degree in the subject taught,
2. Registration to take the Praxis Exam in the subject taught,
3. Registration to participate in the High Objective Uniform State Standard of Evaluation, or
4. Enrollment in coursework to obtain an advanced degree in the subject taught.

In order for a teacher to qualify for an equivalent position using the second option of this definition, the teacher must submit to the Human Resources Department a written promise to pursue to completion whichever of the four situations he uses for qualification.

D. Refusal of an Offer of an Equivalent Position

Refusal of an offer of an equivalent position by an excessed or unassigned teacher shall be considered a resignation and the district shall have no further obligation to that teacher.

IV. Identification of Teachers to be Excessed

- A. Principals shall use the following criteria, in the order listed, for identifying teachers to be excessed:

1. School curriculum and program needs, including accreditation standards, and the effect that these needs have on the need for particular certifications;
2. Teachers volunteering to be excessed;
3. Total number of years of teaching experience as recognized by the South Carolina State Department of Education.

B. In addition, principals must comply with the following exceptions to these criteria:

1. No teacher involuntarily excessed within the previous three school years shall be subject to excessing.
2. No teacher failing to attain the pre-determined district-wide standard on the district's Evaluation for teachers To Be Excessed shall be subject to excessing.

V. Assignment of Teachers Returning from Long-Term Leave

Teachers returning from leave shall submit to the Human Resources Department written notification of the date they intend to return. As of the date each teacher submits this notification, the Human Resources Department will place that teacher in the pool of excessed teachers. Returning teachers will then be offered equivalent positions as those become available and with the same priority they would have if they had been initially excessed.

VI. Assignment and Excessing of Classified Personnel

The superintendent or his designee may change the assignment of any classified employee at any time.

Whenever a school must reduce the number of classified employees in any personnel category (e.g., clerical, aides, custodial), the principal will select the employee(s) to be excessed based on the needs of the school, skill levels and experience of all employees in the affected personnel category, and each employee's number of years of uninterrupted service to the District. The principal will notify in writing each employee of his excessed status and of the effective date of that status. The Human Resources will attempt to place each excessed employee in a similar position for which the employee is qualified. An excessed employee may not displace another employee.

The Human Resources Department will maintain a list of excessed classified employees and will give persons on that list priority for appropriate vacancies that occur during the ensuing school year (for employees excessed at the end of the school year or during the summer) or during same school year (for employees excessed after the start of the school year). At the end of each school year, the Human Resources Department shall remove all names of excessed employees from its list and the District shall have no further obligation to offer them any position.

Excessed classified employees shall receive no compensation from the effective date of their excess status until the effective date of any reassignment.

Book: Rules
Section: G - Personnel
Title: Classification of Employees: Probabtion
Number: GBG
Status: Active
Legal:
Adopted: 03/08/1980
Last Revised: 07/01/1987

Last Reviewed:

Policy Detail

The first 90 workdays of classified employment with The School District of Greenville County is a probationary period. The purpose of the probationary period is to determine the employee's competence in the job and compatibility with the School District. If either factor is determined to be unsatisfactory, the supervisor should document the employee's performance level and should recommend termination, if appropriate, prior to the end of the probationary period.

The period may be extended beyond 90 workdays if an employee has been absent from work for five or more workdays, if extended pursuant to GBN(R), or if more time is needed to judge his performance. Extensions may be granted for up to 30 workdays by the Coordinator of Classified Personnel. If an extension is granted, the supervisor must notify the employee in writing, after receiving an extension approval, before the end of the initial 90 workday period.

Upon satisfactory completion of the probationary period the employee's status will change from probationary to regular employee.

Rules

Book:	Rules
Section:	G - Personnel
Title:	Classification of Employees: Evaluation
Number:	GBI
Status:	Active
Legal:	
Adopted:	03/08/1980
Last Revised:	
Last Reviewed:	

Policy Detail

Each teacher shall participate in the evaluation process each year according to the following schedule and procedures. (For evaluation of administrative and support personnel see GBAA.)

I. Before October 15

Each teacher shall complete sections I, II, and III of the evaluation form, evaluating himself/herself on the basis of the stated criteria, choosing a minimum of four objectives for improvement of performance in areas chosen from the criteria, and listing specific activities and resources he/she will use in attaining his/her objectives. The objectives set by each teacher should support district priorities for improvement of education. The teacher shall submit the completed form to his/her principal by October 15. (Teachers in their first year of teaching in a school shall submit this form by November 15.)

II. Before November 15

The principal shall hold conferences with all teachers in their second year in the school and with any teachers whose work is unsatisfactory. At this conference the principal will review the teacher's self-evaluation and objectives, make the teacher aware of his/her expectations for performance, and make any desired suggestions for change in objectives or activities. The teacher and the principal shall agree upon mutually acceptable objectives and activities. In the case of teachers whose work is unsatisfactory, the principal shall in writing point out deficiencies and assign objectives and activities for improvement of performance. This procedure may be instituted later in the school year if the teacher's performance falls below a satisfactory level.

At the end of each conference, the principal and teacher shall each sign and retain a copy of the form agreed upon in the conference.

III. Before December 15

The principal shall hold similar conferences with all teachers in their first year in the school and with all other teachers once every five years or when requested by the teacher or

principal, whichever is more frequent.

IV. Between November 1 and April 1

The principal shall be responsible for helping teachers achieve their objectives, observing their classroom activities, securing assistance from resource people within the school, area, or district when necessary, and holding conferences with teachers when appropriate.

The principal shall hold at least two conferences during this period with any teacher whose performance is unsatisfactory to review progress toward achievement of assigned objectives, providing any possible assistance to the teacher to help him/her achieve the objectives for improvement of performance, and pointing out any further improvement that must be made before the teacher can be recommended for re-employment. A written record of these conferences shall be attached to the evaluation form.

V. By April 1

The principal shall hold a final conference with each teacher whose performance is unsatisfactory for the purpose of evaluating achievement of the assigned objectives for improvement and informing the teacher about his/her final decision concerning recommendation for reemployment. The principal and teacher shall each sign and retain a copy of the evaluation form.

IV. During April and May

The principal (or a representative designated by the principal in schools where the number of teachers is too large for the principal to hold all the conferences) shall hold a final conference with each teacher (except as in Section V above). At this conference the principal and the teacher will evaluate the achievement of the teacher's objectives for the year, discuss strengths, weaknesses and concerns, and discuss possible areas of setting objectives for the next school year.

At the end of the spring conference the principal and teacher shall each sign and retain a copy of the completed evaluation form. An appeal to the appropriate assistant superintendent may be filed in case of disagreement.

Rules

Book:	Rules
Section:	G - Personnel
Title:	Classification of Employees: Suspension
Number:	GBK
Status:	Active
Legal:	1976 S. C. Code, Sections 59-25-410 et. seq., as amended.
Adopted:	03/08/1980
Last Revised:	04/22/1983

Last Reviewed:

Policy Detail

Whenever the superintendent has reason to believe that cause exists for the dismissal of a teacher or other professional employee and when he is of the opinion that immediate suspension of such employee is necessary to protect the well-being of students, the superintendent may suspend the employee without prior notice or without a hearing. The superintendent shall notify the employee in writing of the suspension. The written notice shall include notice that a hearing before the board shall be available provided a request is made within fifteen days after receipt of the written notice of suspension.

The salary of the suspended employee shall cease as of the date the board sustains the suspension. If sufficient grounds for suspension are not subsequently found the employee shall be reinstated without loss of compensation.

The superintendent may also suspend any teacher who is charged with a violation of state or federal law if conviction could be grounds for dismissal. In such cases the teacher shall receive his salary during the suspension period for the length of the teacher's current contract.

Book:	Rules
Section:	G - Personnel
Title:	Classification of Employees: Transfer
Number:	GBM
Status:	Active
Legal:	
Adopted:	03/13/1983
Last Revised:	08/29/2005

Last Reviewed:

Policy Detail

Beginning with the 2006-2007 employment year, an employee who has at least three years of experience in the same school within the school district may apply for a transfer to another position in the district. The transfer will become effective at the beginning of the next school year. Prior to having three years of experience in the same school within the district, employees may transfer only with the written approval of the principal.

Employees desiring to transfer must submit a standard district application for transfer to the human resources department not earlier than March 1. Either the employee or the human resources department may request an interview to discuss the reasons for the request. The human resources department will keep all applications for transfer together and make them available to any principal or other department head wishing to review them to fill a vacancy. If a principal or department head wishes to accept an applicant, Human Resources will assign the applicant to the new position.

Transfers of this type may be made without prejudice through the fifth business day after the close of school. As of the sixth business day after the close of school, such transfers may be made only upon the release with written permission by the principal or supervisor.

Transfers will not be approved in a field of certification when there are unassigned excessed teachers within that field. However, the presence of teachers who are unassigned for any other reason shall not affect transfers within a field of certification. No voluntary transfers of teachers shall be made after the beginning of the school year.

Transfers caused by reduction in staff are covered in the rules of Policy GBE, page 1, section II, A. However, administrative transfers may be made at any time by the executive director of Human Resources upon the recommendation of the appropriate administrator.

If the re-assignment of an employee would necessitate an increase in the principal's rate of pay, Human Resources will approve the transfer only with the consent of the superintendent.

Rules

Book:	Rules
Section:	G - Personnel
Title:	Classification of Employees: Separation
Number:	GBN
Status:	Active
Legal:	
Adopted:	03/08/1980
Last Revised:	09/08/1988

Last Reviewed:

Policy Detail

Except for those instances in which Board policy permits immediate dismissal or a suspension (with or without pay) with a recommendation for dismissal, the district will endeavor to follow the following procedures before any district employee is terminated:

I. Positions Requiring Certification

As soon as a principal or other supervisor recognizes that an employee in a position requiring certification is failing to perform the duties of the position in an acceptable manner or finds it necessary to admonish such an employee for a reason that could lead to dismissal or cause the employee not to be re-employed, but does not feel that a recommendation for suspension or dismissal is warranted, the principal or supervisor shall:

- A. Bring the matter to the employee's attention in writing;
- B. Hold a conference with the employee to discuss the concern;
- C. Provide suggestions for improvement and for resources that may help to correct or remove the weakness(es);
- D. Allow a reasonable period of time for improvement;
- E. Keep careful written records of all observations, conferences, and other data pertinent to the situation; and
- F. If the employee fails to improve, recommend, as is appropriate, that his contract be terminated immediately or nonrenewed.

II Contracted Positions Not Requiring Certification

To ensure fairness whenever an administrative employee fails to perform his duties to the satisfaction of his supervisor, the supervisor should confer with the employee, point out the reasons for his dissatisfaction, and discuss ways for improvement. If the employee fails to improve, the supervisor may recommend immediate termination or, in his discretion, the supervisor may recommend that the employee's contract not be renewed for another year.

III. Classified Employees

Disciplinary counseling is a method of providing positive and supportive counseling to any

individual who has experienced problems in either job performance or personal on-the-job conduct. The purpose of this counseling is to clearly define problem areas, expectations for improvement, and both employee and supervisor responsibilities for overcoming problems.

Supervisors should use the following progressive steps when employee conduct necessitates disciplinary action. The misconduct need not be of the same or similar type to move from one step to the next.

First Offense - Oral Counseling The employee will be orally counseled and proper documentation will be placed in the employee's personnel file.

Second Offense - Written Warning The supervisor will discuss the problem with the employee and outline expectations for improvement. The employee will also receive a warning letter with a copy placed in the employee's personnel file.

Third Offense - Suspension or Termination The employee may be suspended for up to five days without pay or may be terminated. If suspension is used, a letter setting forth the reasons for the suspension will be placed in the employee's file.

The employee will be asked to sign all letters before they are placed in the personnel file. The signature acknowledges only that the employee knows of the letter. A copy of the letter will be given to the employee.

When termination is deemed advisable, the employee will be notified in writing and terminated effective that date. If the employee has accrued vacation time (other than "banked" vacation days), he will be released immediately and the effective date of the termination will be adjusted to reflect the vacation days.

All disciplinary action involving probationary employees will begin at step two. The probationary period will be automatically extended an additional 30 workdays if problems continue to exist. If no additional offenses are recorded under the above steps, the earlier warning will be reduced to a first-offense warning at the end of the probationary period.

Disciplinary documentation that is over twelve months old will not normally be used in further disciplinary action, but the supervisor may utilize it if he deems it appropriate.

Rules

Book: Rules
Section: G - Personnel
Title: Classification of Employees: Resignation
Number: GBO
Status: Active
Legal:
Adopted: 03/08/1980
Last Revised: 02/08/2000

Last Reviewed:

Policy Detail

Resignations must be submitted to the superintendent and the principal or immediate supervisor in writing.

Resignations which will be effective at the end of the school year should be submitted as soon as a firm decision is made. All such resignations should be received on or before July 1. After July 1 employees will be released only for reasons of sickness, change of spouse's address out of the district, maternity, or family emergencies but not generally to enable the employee to accept other employment.

Resignations which will be effective prior to the end of the school year require a release by the board and will be considered on an individual basis. In no case will an employee be released until a satisfactory replacement has been secured or the superintendent determines that no replacement will be necessary.

Rules

Book: Rules

Section: G - Personnel

Title: Classification of Employees: Reemployment

Number: GBP

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

Renewal Contracts

On or before April 15 annually, all permanent professional personnel shall be notified in writing whether their contracts will be renewed for the ensuing year. If any professional employee has not received notice by April 15, such employee shall be deemed to be reemployed for the ensuing year and shall be issued a contract.

Any professional employee who is notified in writing of reemployment as provided for above shall notify the board through the superintendent in writing by the deadline as stated on the contract of his intention to accept the signed contract. Failure to return the signed contract on or before the stated deadline shall render the contract null and void.

Any permanent professional employee whose contract has a stipulation attached must satisfy the requirement of the stipulation by the designated date. Failure to remove the deficiencies shall cause the contract to become null and void.

Any permanent professional employee receiving written notice that he will not be reemployed for the ensuing year shall have opportunity for a hearing as provided for in these policies and the statutes of the State of South Carolina. (See GBN).

Book: Rules

Section: G - Personnel

Title: Classification of Employees: Retirement

Number: GBQ

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised: 02/10/1987

Last Reviewed:

Policy Detail

South Carolina Retirement System

Any district employee may retire after 30 or more years of creditable service or at age 60 or above. The South Carolina Retirement System provides a reduced benefit for any retiree who has not reached age 65 or has less than 30 years of service. Credit in the state system is earned only for time actually worked on the job for pay.

A disability retirement benefit is payable to any employee who becomes permanently mentally or physically incapacitated for duty after five years or more of creditable service.

Professional personnel eligible for retirement and planning to retire at the end of the school year should notify the superintendent as soon as they make a firm decision to retire.

All regular employees of the school district are required to participate in the South Carolina Retirement System except that certain employees listed below may elect not to participate. The following categories of employees have an elective privilege for participation:

1. Lunchroom workers who formerly had this privilege and elected not to participate may continue this privilege.
2. Employees earning less than \$100.00 monthly.
3. Employees occupying a non-permanent position.
4. Day laborers.
5. Adult school bus drivers.

Members of the retirement system contribute 4% of their gross salary up to \$4800 and 6% of gross salary above \$4800 through payroll deduction.

A pre-retirement death benefit provides for a single payment equal to the annual budgeted salary of the member, in addition to any other benefit, if the member dies in service after one year of

creditable service. This benefit is payable to the designated beneficiary if living or to the deceased member's estate.

Generally, retirement benefits are calculated on the basis of average final compensation and the length of service. Full details may be found in a hand-book published by the retirement office in Columbia, South Carolina.

Rules

Book: Rules

Section: G - Personnel

Title: Classification of Employees: Working Conditions

Number: GBR

Status: Active

Legal:

Adopted: 11/09/1984

Last Revised:

Last Reviewed:

Policy Detail

The district is committed to the establishment of a safe working environment for all its employees. In an effort to meet this goal of maintaining a safe work place, the Superintendent shall appoint a district level staff member as loss control coordinator.

This coordinator will evaluate all time losses due to on-the-job injury and make recommendations to the Management Team for improving the work place in order to reduce injuries, inconvenience and loss of time and money.

All employees are expected to cooperate with the loss control coordinator and to follow recommendations approved by the Superintendent.

Rules

Book: Rules
Section: G - Personnel
Title: Classification of Employees: Working Conditions: Health Examinations
Number: GBRA
Status: Active
Legal:
Adopted: 03/08/1980
Last Revised: 03/27/1985

Last Reviewed:

Policy Detail

Annual Physical Examinations

All annual medical reports must be forwarded to the personnel services department prior to the beginning of the respective employee's reporting date to perform the duties of his/her position.

It shall be the responsibility of the personnel services department to issue status reports listing those employees whose medicals have not been received. Such reports shall be issued at least 10 days prior to the respective employees' reporting dates.

Requirement of Additional Medical Examination

If the annual medical report or any medical report submitted after an employee assumes his/her duties indicates that the employee is no longer capable of performing any or all of his/her duties, the district may require the employee to be examined by a licensed medical doctor. This examination will be paid for by the district. The district reserves the right to select the medical examiner. In the case of the annual medical report, the employee may be terminated if he/she cannot perform his/her duties.

The determination to require this medical examination shall be made by the employee's immediate supervisor and the director of personnel services.

If the medical examination report indicates that the employee is capable of performing his/her duties, the employee will continue to do so.

If the medical examination report indicates the employee is incapable of performing some of his/her duties, an attempt will be made to assign the employee only those duties which he/she is capable of performing within the same position. If "light duties" are not available, an attempt will be made to transfer the employee into another position which does not require him/her to perform duties that he/she is incapable of performing. If such a position is available, the employee shall be paid in accordance with the pay scale of the new position. If a suitable position cannot be found, the employee will be placed on sick leave.

Should a subsequent medical report indicate that the employee's disability no longer exists, the employee may be returned to full duty when the former or an equivalent position is available.

If the employee continues to be incapable of performing any or all of his/her duties, the employee will continue on sick leave with pay until all accumulated sick leave is exhausted. After such leave is exhausted, contract employees will continue on leave without pay. Noncontract employees may be terminated upon two weeks notice with pay.

When a contract employee is unable to perform his/her duties and is on sick leave, with or without pay at the time of contract renewal for the coming year, no contract will be issued to the employee for the coming year until and unless a medical examination report given by a licensed medical doctor is submitted by June 1 indicating that the employee is capable of resuming his/her duties.

(Cross Reference: GBRIB(R))

Book:	Rules
Section:	G - Personnel
Title:	Classification of Employees: Working Conditions: Time Schedules
Number:	GBRB
Status:	Active
Legal:	
Adopted:	03/08/1980
Last Revised:	03/06/1986

Last Reviewed:

Policy Detail

Teachers and teacher aides must be on duty at least fifteen minutes before the beginning of the school day and must remain on duty at least fifteen minutes after the end of the school day. All administrative and clerical personnel in schools, area offices, and the district office shall be on duty at least seven and one-half hours per day.

Early Release for College Coursework

Personnel who are unable to schedule a particular class that they need at a time that does not conflict with their normal working hours may request to be excused from work in accordance with the following:

1. The request must be submitted in writing at least two weeks prior to the beginning of the class.
 2. The request must give the name of the course and the time and place that classes are held and must state that this course is not available at a time that would not conflict with the employee's work schedule.
 3. The request must outline a detailed plan (hour by hour) for making up the time missed or include a provision for an appropriate reduction in pay.
 4. Requests will not be approved for more than one class during any college or university course period.
 5. Requests will not be approved for more than one class during any college or university course period.
 6. Approval of all requests is at the discretion of the immediate supervisor, any intermediate supervisors, and the superintendent. No request shall be effective until approved by each level of supervision, including the superintendent.
 7. Staff members who need to be absent for activities such as meetings with committees and oral or written examinations will be required to use personal leave or vacation.
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Rules

Book: Rules

Section: G - Personnel

Title: Classification of Employees: Working Conditions: Staff Meetings

Number: GBRD

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised: 04/22/1983

Last Reviewed:

Policy Detail

All principals are asked to hold local faculty meetings on Wednesday afternoons in order to avoid conflicts with district-wide meetings.

A complete calendar of all school district meetings is maintained in the office of staff communications, which serves as a clearing house for scheduling meetings not listed on the district-wide calendar and for making necessary changes in previously scheduled meetings. Personnel responsible for calling or changing group meetings are requested to notify the office of staff communications as far in advance as possible.

Book: Rules
Section: G - Personnel
Title: Classification of Employees: Working Conditions: Expenses
Number: GBRF
Status: Active
Legal:
Adopted: 03/08/1980
Last Revised: 05/28/1982

Last Reviewed:

Policy Detail

It is the policy of the district to reimburse employees for travel incurred in the performance of duty. Such travel will include travel in performance of duty between buildings within the district during the school day, representation of the school district at meetings outside of the school district when such representation is approved by the proper authority, and other types of travel done in performance of duties which may be approved by the superintendent.

- I. Travel done in performance of duty after reporting to work and prior to returning home from work is reimbursable. (If duties require a person to go from one school to the other during the school day, such travel is reimbursable. Mileage to the point of work for a particular day or to home from the last point of work during that particular day is not reimbursable.)
- II. No reimbursement will be made for travel that does not have prior approval of the proper authority.
- III. When an employee is asked by the superintendent to represent the school district or has received special approval to represent the school district, he shall receive total reimbursement for legitimate expenses.
- IV. Mileage reimbursement shall be claimed on appropriate forms which shall be signed by the person requesting reimbursement and approved by the proper authority.
- V. In order for all departments to be able to live within their commitments and to keep travel expenditures within budgeted travel allocations, all requests for travel reimbursement must be submitted on the proper form each month. Request for travel must be in the accounting department by the fifth of each month. Requests received in the accounting department after the fifth of each month will be honored when reimbursement checks are prepared for the next month.
- VI. The rate of reimbursement for mileage shall be the same as that paid by the State of South Carolina.

Conference Travel

See Policy and Rule GBRHB. 3/8

Rules

Book: Rules

Section: G - Personnel

Title: Classification of Employees: Working Conditions: Non-school Employment

Number: GBRG

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

Personnel may at their discretion hold jobs other than their regular school assignments after the normal work day and/or after all school and school related duties have been satisfactorily completed. Personnel are expected to schedule such non-school work so as not to conflict with school related duties such as bus duty, extracurricular activities, P.T.A. meetings, parent conferences, faculty meetings, or other inservice meetings.

The school related duties of each person must be carried out to the satisfaction of the principal or immediate supervisor.

Rules

Book: Rules

Section: G - Personnel

Title: Classification of Employees: Working Conditions: Non-school Employment: Consulting

Number: GBRGA

Status: Active

Legal:

Adopted: 03/27/1984

Last Revised:

Last Reviewed:

Policy Detail

Fee Schedule and Reimbursement Procedures

The Board encourages the use of Consultants as a means of providing the school district with invaluable specialized services not normally required on a continuing basis.

Funds will be made available through the Human Resources Development Center and other departments to attract the most outstanding authorities in various fields. However, the use of Consultants from outside the school district who promote a particular commercial product is discouraged. When such Consultants are used, it should be made clear to them that they are to perform as Consultants and not as salespersons.

A school or department seeking to procure any professional/consultant services on a fee basis must not exceed the following fee schedule:

HOURS FEE

Up to two hours up to 150.00
Two to four hours 150.00 - 300.00
Over four hours 300.00 - 500.00

For procurement of professional/consultant services on a fee basis which exceeds the fee schedule, the school or department shall secure prior approval in writing from the appropriate Area Assistant Superintendent, Associate Superintendent or Superintendent. All professional/consultant services which exceed 500.00 must have prior written approval of the Superintendent.

The school or department which requested the services of a consultant will be responsible for preparing a requisition for payment with completed reimbursement form and documentation. Requisitions will be sent to accounting for processing. Payment will be mailed to the address indicated on the requisition or reimbursement form.

Rules

Book: Rules

Section: G - Personnel

Title: Classification of Employees: Working Conditions: Non-school Employment: Tutoring for Pay

Number: GBRGB

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

Consistent with board policy, the following rules relating to tutoring have been established.

1. A teacher may not arrange to tutor any child currently enrolled in his/her class for pay;
 2. No tutoring for which a teacher receives a fee will be carried on in a school building;
 3. Teachers who accept outside tutoring engagements make their own arrangement with the parents for the fees to be assessed;
 4. The school district recommends that parents employ tutors who are certified in the subject area served;
 5. All provisions of this section apply to principals, other local school administrators, and all members of the district office professional staff; and,
 6. The district will not provide basal textbooks or other basal material to parents, students, and/or tutors.
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Book: Rules
Section: G - Personnel
Title: Professional Leaves and Absences
Number: GBRH
Status: Active
Legal:
Adopted: 04/22/1983
Last Revised: 04/25/2006

Last Reviewed:

Policy Detail

I. Leave for Professional Staff

Teachers and professional staff members may apply for a professional development leave not to exceed two years duration in order to take advantage of opportunities for professional development. Requests must be received and considered one year at a time. Leave may be granted for teacher exchange programs, advanced study, or other enriching experiences which would benefit the instructional effort of the school district.

A. Eligibility

Teachers or professional staff members must have completed three years of immediate, continuous, and uninterrupted service with the school district prior to submitting an application.

B. Proposals

Proposals shall be submitted in writing to the Executive Director of Human Resources on or before March 1, and must carry the signature of the principal and the Director of Principal Supervision and School Accountability of the applicant or the immediate supervisor for those not in schools or area offices along with any comment or recommendation they shall make. Proposals shall set forth the developmental opportunity for which leave is sought and a discussion of how much opportunity will benefit the district's instructional effort and must be submitted prior to March 1.

C. Approval

The Executive Director of Human Resources will review the application, balancing the benefits to the instructional program against any detrimental impact on the management program or personnel management which may arise if the leave is granted, and will make a recommendation to the superintendent. The superintendent's approval or disapproval shall be final.

D. Salary and Benefits

All such leaves shall be without pay or other benefits except that the employee may keep group medical benefits in effect by payment of total premium. Sick leave days previously accrued will be preserved but may not be taken during such leaves and will be available to the employee upon return to active status. Vacation days previously accrued must be taken prior to the beginning of this leave. An employee shall not earn vacation days while on this leave.

E. Return to Active Status

Every effort will be made to return employees on such leave to the same or a similar position. However, this placement may not be possible where the position is no longer allocated or where it has been necessary to fill the position with a permanent employee. In this case, the employee will be assigned to any existing vacant position for which he or she is qualified. If it happens that more than one employee returning from any leave is qualified to fill the only available position, priority will be given to the one who has the longest tenure of immediate prior years of continuous, uninterrupted professional service with the district. If there is no position available, the returning employee will be assigned as a full-time substitute at his or her annual rate and will be placed in the first vacancy for which he or she is qualified. Refusal of an offered assignment shall terminate the district's responsibility to place the individual, who will thereafter be considered for any subsequent vacancy on the same basis as new applicants.

II. Professional Development Leave for Classified Staff

A. Eligibility

A classified employee who has completed at least three years of continuous and uninterrupted service with the school district immediately prior to applying may request professional development academic leave to pursue studies specifically designed to lead to the employee's becoming qualified as a teacher in the district. This includes academic studies in pursuit of an appropriate degree and work necessary to obtain professional certification as a teacher. The district will grant this leave for up to twenty-four months as long as the employee is either enrolled in appropriate coursework or engaged in student teaching throughout the leave.

B. Application Process

To qualify for this leave, an employee must submit to the executive director of Human Resources on or before April 1 (for any leave planned through March 31 of the following year) a written proposal detailing the coursework or other preparation the employee intends to pursue, including the anticipated area of certification. The employee's principal or immediate supervisor (if the employee does not work in a school) must sign the proposal and include comments assessing the employee's job performance and likelihood of success as a teacher.

C. Approval

The executive director of Human Resources will review the application, balancing the benefits to the instructional program against any detrimental impact on the management program or personnel management that may arise from granting the leave, and shall make a recommendation to the superintendent on each application. The superintendent's approval or disapproval shall be final.

D. Salary and Benefits

All academic leaves shall be without pay or other benefits except that the employee may maintain

group medical benefits in effect by payment of the total premium. Sick leave days previously accrued will be preserved, but may not be taken during these leaves. They will be available to the employee upon return to active status. Vacation days previously accrued must be taken prior to the beginning of this leave. An employee on academic leave shall not earn vacation days while on leave.

E. Return to Active Status

At the end of the leave, the employee may apply for teaching positions within the district. The district does not, however, guarantee a teaching position to any person and will always hire the applicant it determines is best qualified for the position. The returning employee will be assigned as a full-time substitute at his or her annual rate and will be placed in the first vacancy for which he or she is qualified. Refusal of an offered assignment shall terminate the district's responsibility to place the individual, who will thereafter be considered for any subsequent vacancy on the same basis as new applicants.

Rules

Book:	Rules
Section:	G - Personnel
Title:	Classification of Employees: Working Conditions: Professional Leaves and Absences: Sabbaticals
Number:	GBRHA
Status:	Active

Legal:

Adopted: 12/15/1981

Last Revised: 05/11/1993

Last Reviewed:

Policy Detail

Eligibility

To be eligible to apply for sabbatical leave, a person must be a certificated staff member, must have completed at least seven continuous years of satisfactory service, and must have worked for at least seven uninterrupted years since last being on sabbatical leave. Selection will be made by the superintendent and the board after applications have been screened by the review committee.

Term

The term for sabbatical leave shall be either one semester or one school year. One school year means the term of a normal academic year.

Salary

Staff members granted sabbatical leave will be placed on one-half average teacher salary for the contract year in which the leave is granted or one-half the actual salary the person would receive in a staff position, whichever is lower. A staff member on sabbatical leave may receive (1) a scholarship or fellowship and a sabbatical stipend or (2) remuneration for work experience approved in advance by the superintendent and a sabbatical stipend provided that the total (including dependency allowances) does not exceed the annual salary for full-time staff work. If appropriate, the sabbatical leave stipend will be reduced by an amount which would bring the total sabbatical leave stipend and the income from approved work experience of the staff member on leave to the same amount he would have had in full-time work. This rate of pay will be in force on a pro rata basis for the months the person is on leave.

Agreement for Sabbatical

Any staff member granted leave shall agree in writing to return to the school district and serve at least three additional years. If the staff member does not return, he will refund the full amount of

money he received during his sabbatical leave. If the staff member returns for only one year, he will be required to repay two thirds of the money paid to him. If the staff member returns for only two years he will be required to repay one-third of the money paid to him. Any such refund shall be due in full on or before September 1st of the school year in which the staff member fails to return to duty. If the staff member on sabbatical fails to return to service or to complete the scheduled program of study because of death or physical disability certified by a physician or because of other circumstances that the board deems unavoidable, no obligation to refund the pay received will be imposed.

Fringe Benefits

While on sabbatical leave, a staff member shall have all the insurance benefits that the board provides for staff members on regular duty. If a request to extend sabbatical leave is granted, the employee will not be eligible to continue regular insurance during the period of extension. He shall be eligible to continue in the retirement program based on his stipend from the school district. He shall not, however, during the term of his leave, accumulate any additional days of sick leave, nor shall any sick leave apply to him during his absence. Refer to standards for Teacher Certification, State Department of Education, for teaching experience credit requirements.

Number of Leaves Per Year

The number of persons who may receive sabbatical leaves in any year depends on the availability of funds.

Purpose

The purpose of this leave is to allow the staff member to pursue a program of study or activities designed to improve his professional performance for the benefit of the instructional effort in the school system.

Application

Applications shall be made in writing to the superintendent no later than March 1. All applications must carry the signature of the principal or immediate supervisor and the appropriate assistant superintendent indicating that each is aware that the application is being sent to the superintendent. Applications should include discussion of the following questions: How will the activities outlined in the application improve the applicant's performance? What is the specific program of study being undertaken? What continuity exists between the proposed program and the applicant's previous professional and intellectual experience? How will the proposed program benefit the applicant's colleagues, school, and district at large? In what way will the applicant's proposed program for the sabbatical year enhance the quality of his school and/or the district? What factors in the applicant's achievements over the past years demonstrate that he has grown professionally and therefore deserves the opportunities afforded for further growth through a sabbatical leave program?

Review Committee

Each year before recommending to the board persons for sabbatical leaves, the superintendent will appoint from the district staff a committee of five members to review all applications and make recommendations of priorities for consideration.

Priorities

When two or more applications are considered by the superintendent to be of equal merit, priorities will be given as follows: (1) Not more than one from each school or department; (2) Staff members senior in service with the school district; (3) Teachers with longer total teaching experience; (4) Those applying for their first sabbatical leaves over those applying for additional leaves; and (5) Teachers applying for a year's leave over those applying for a semester's leave.

Change of Plans

If a person on sabbatical leave finds it necessary to alter his originally submitted plan, he must submit to the superintendent a full explanation of all changes detailing the exigencies that brought about or necessitated the change. If the superintendent approves the changes, the staff member on leave may then implement them.

Report

Within one month after returning to duty from sabbatical leave, the staff member must submit to the superintendent a detailed written report in which he gives evidence of compliance with the plan on the basis of which leave was granted.

Staffing of Position Left Vacant

If a position is left vacant because of the granting of sabbatical leave, the vacancy will be staffed according to the following guidelines:

- A. If the sabbatical leave is granted for one semester, any position left vacant will be filled with an employee considered to be temporary. Such an employee will receive a letter of temporary employment indicating that his employment terminates at the end of the semester.
- B. If the sabbatical leave is granted for two semesters or a full academic year, the position left vacant will be filled with an employee under a temporary contract. At the end of the temporary contract period, the employee will be issued an unassigned contract and considered for placement as an unassigned excess teacher according to rules for placement of excess teachers. Under no circumstances does issuance of the unassigned contract imply that the employee will receive any position above that of a regular teacher.
- C. If a person under current employment with the district agrees to transfer for the temporary period into the position left vacant by the granting of sabbatical leave to another, the position left vacant by the transferring employee will be filled as outlined in A and B above. The transferring employee will then return to status at the expiration of the leave as outlined below.

Return to Status

Unless unforeseen circumstances such as a reduction in force, loss of or reduced funding, or closing of a school occur, the staff member, upon completion of the sabbatical, will return to the same position as he occupied before the leave.

Book: Rules

Section: G - Personnel

Title: Classification of Employees: Working Conditions: Professional Leaves and Absences: Conferences and Visitations

Number: GBRHB

Status: Active

Legal:

Adopted:

Last Revised:

Last Reviewed:

Policy Detail

Criteria for Approval

Each request for travel at district expense shall be reviewed by the administrator designated in Policy GBRHB and shall be approved only if the following criteria are met:

1. The travel is for the benefit of the district;
2. The matter cannot be efficiently accomplished by telephone;
3. The meeting will be held within the contiguous United States;
4. The employee will not be absent from his job more than three consecutive workdays to attend the state or national conference or committee meeting;
5. All possible measures have been taken to consolidate travel and to keep the number of trips to a minimum;
6. No more than 1/5th (or major fraction thereof) of the staff members in that job category in an area or district level will be permitted to attend the meeting, i.e., ten elementary principals in an area, only two may attend; three high school principals in an area, only one may attend, eight consultants, two may attend, etc.;
7. No employee may attend more than one out-of-state and one in-state meeting (or two in-state meetings) during the fiscal year at district expense unless specifically designated by the superintendent as a district representative;
8. The district will not absorb expenses to conferences where the employee is giving a presentation unless that employee is designated to attend that conference as a district representative;
9. Funds may not be transferred from other accounts to conference travel accounts; and,

10. Each location must stay within its original allocated budget for travel.

Reimbursement for travel and other expenses will be considered in accordance with Rule [DJD](#). Employees should review the limitations in that rule before incurring expenses.

Reports on Conferences or Meetings

Personnel will make a written report to their immediate supervisor within five days after their return on each conference or meeting attended. They will be prepared to make a report to a departmental staff meeting if requested by their supervisor.

Information gathered at the meeting or conference should be routed to the proper department or employee.

It is the duty and responsibility of all administrators to insure compliance with these regulations.

Invitations to Travel

An invitation to travel at district expense extended to a person not an employee of the district shall have the prior approval of the superintendent. All reasonable costs incidental to approved invitations to travel shall be paid.

An invitation to attend and participate in a meeting, conference or other activity extended to an employee by an external party or organization shall be referred to the appropriate administrator for review and approval. The administrator may authorize the payment of all reasonable expenses incidental when such travel is in the best interest of the district. When only the acceptance of the invitation is approved, all expenses related to such attendance shall be paid by the party extending the invitation or by the employee. In these instances, the status of the employee from regularly scheduled work shall be personal leave.

Book: Rules

Section: G - Personnel

Title: Classification of Employees: Working Conditions: Personal Leaves and Absences: Illness

Number: GBRIB

Status: Active

Legal:

Adopted: 08/16/1981

Last Revised: 11/11/2003

Last Reviewed:

Policy DetailNotification Requirements

An employee must notify his supervisor of the use of sick leave prior to the beginning of the scheduled workday. The immediate supervisor may require earlier notification.

An employee must use sick leave in no unit smaller than the hourly equivalent of half a day.

An employee on sick leave for five consecutive workdays must present to his immediate supervisor a physician's statement certifying the employee's inability to perform the duties of his position. In order to continue to use paid sick leave, an employee must present this certification not later than the sixth consecutive workday during which the employee was absent because of illness. After the fifth day of sick leave, an employee may be paid for sick leave only after receipt of this certification. Pay will not be made retroactive to cover absences that occurred beyond the fifth day, but prior to receipt of the certification. If certification is not received by the sixth day, the supervisor will immediately notify the employee in writing of the need to provide the certification within five days of receipt of the letter. Failure to provide either the certification or to have approval for FMLA leave may result in termination.

If the employee does not return to work on the sixth day, the employee's supervisor will submit forms for verifying FMLA leave to the health care provider who signed the certificate.

Whenever an immediate supervisor has reason to believe that sick leave is being abused, the supervisor may require a physician's statement to determine the validity of the absence(s) in question.

Return to Work

In order to return to work following use of ten or more days of consecutive sick leave, the employee must present a physician's statement certifying that the employee is physically capable of performing the duties of the position.

If a contract employee is on a continuing sick leave of ten or more consecutive days at the time of contract renewal, the district will not issue the employee a contract for the ensuing year until and unless the employee submits by June 1 a medical report from a licensed physician indicating that the employee is capable of resuming his duties.

Illness When Sick Leave is Exhausted

- When an employee exhausts accrued sick leave and is either not eligible for leave under the Family and Medical Leave Act or has exhausted benefits provided by the FMLA, the employee must return to work or may be terminated. Employees may, however, apply for an extended unpaid medical leave that will last no longer than one year from the date of initial disability.

Loss of Accrued Sick Leave

An employee loses accrued sick leave when the employee's employment with the district terminates, with the following exceptions:

- An employee transfers to any other school district in the State (according to the policy of that district).
 - An employee is laid off or terminated under the Reduction in Force Policy or because of a loss of special funding and is subsequently re-employed within a two-year period, provided the employee does not accept a position with another district. If the employee returns after the two-year period, but prior to ten years from the date of termination, the employee shall receive half of the sick leave days accrued during the earlier employment, as long as the employee is not rehired in another district.
 - An employee who resigns in good standing, did not transfer to another school district, and is rehired within ten years of his effective date of termination is eligible for reinstatement of sick days not to exceed half of the number accrued on the date of termination.
-

Book: Rules

Section: G - Personnel

Title: Classification of Employees: Working Conditions: Personal Leaves and Absences: Parental

Number: GBRIC

Status: Active

Legal:

Adopted: 08/07/1980

Last Revised: 11/11/2003

Last Reviewed:

Policy DetailParental Leave Procedure

A request for parental leave must be made to the Director of Personnel Services on the appropriate personnel form as far in advance as possible, but, with the exceptions set forth in the policy, at least thirty days prior to the requested beginning date of the leave. The Director of Personnel Services will inform the employee of the action taken on the request. Copies of the employee's request and the response will be sent to the employee's immediate supervisor.

In the interest of the continuity of the instructional program, an employee who has been granted parental leave may be returned to a position at the beginning of a school semester.

When the parental leave expires, the employee will be assigned to the first vacant position for which he is qualified. If it happens that more than one person returning from parental leave is qualified to fill the only available position, priority will be given to the one who has the longest tenure with the school district. If an appropriate position is not available at the beginning of the semester the employee is scheduled to return, the employee will be placed on a recall list and will be placed in the first vacant position for which he is qualified. If more than one employee is on a recall list, those employees will be placed according to Rule GBE. No employment will be offered to fill vacancies for which there is a highly qualified person on the recall list.

The immediate supervisor must report the employee's last day on the payroll for the month in which the employee begins parental leave.

Employees who wish to continue the group medical insurance during parental leave must make monthly premium payments to the school district by the fifteenth day of each month. This payment must include the usual premium as shown on the paycheck stub plus the portion normally paid by the district. This amount will be made known to the employee and obviously will be larger than that being deducted currently. Unless the employee is already covered by full family or employee-children coverage, the baby will not be covered unless the employee applies and pays for the additional coverage. This must be done within thirty-one days of the birth or

receipt of the child. Checks for this purpose must be made payable to The School District of Greenville County and sent to the insurance office. Insurance benefits will automatically terminate on the last day of the month in which a premium is not received. Any unused premium will be refunded by the school district.

Employees on leave may continue medical and life insurance offered by the school district and the state for a period not to exceed one academic year or two semesters. If a request to extend leave is granted, the employee will not be eligible to continue insurance during the period of extension, as mandated by state regulations.

Employees on parental leave retain all unused sick leave that had accumulated as of the date of parental leave. Employees on parental leave do not accumulate days toward the 152 required by the State Department of Education to add a year of experience to their records.

Employees on leave may continue medical and life insurance offered by the school district and the state for a period not to exceed one academic year or two semesters. If a request to extend leave is granted, the employee will not be eligible to continue insurance during the period of extension, as mandated by state regulations.

Employees on parental leave retain all unused sick leave that had accumulated as of the date of parental leave.

Employees on parental leave do not accumulate days toward the 152 required by the State Department of Education to add a year of experience to their records.

Rules

Book: Rules

Section: G - Personnel

Title: Classification of Employees: Working Conditions: Personal Leaves and Absences: Military

Number: GBRID

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised: 07/01/1987

Last Reviewed:

Policy Detail

Full-time Active Duty

When an employee is called to active military duty, he will be placed on leave without pay until he reports again for work. When he is released from military duty, he will be offered his former or a similar position as soon as a vacancy occurs, provided he applies within ninety days of his release from military service.

Annual Training - National Guard or Reserves

Employees who are ordered to active duty for required military training may be granted military leave(s) with pay for up to fifteen days per district fiscal year. Applications for leave must be made to the Director of Personnel Services and must include a copy of the military orders and the name, address, and telephone number of the unit commander. If they are permitted discretion in scheduling it, teachers should avoid scheduling their training during the school year.

Other requests for military leave to attend special schools, seminars, or exercises beyond the fifteen days may be granted without pay. These leaves will be approved by the superintendent if the employee's release from duty does not adversely affect the educational process and does not require employment of a substitute.

Book: Rules

Section: G - Personnel

Title: Classification of Employees: Working Conditions: Personal Leaves and Absences: Arrangement for Substitutes

Number: GBRJ

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised: 01/02/1989

Last Reviewed:

Policy Detail

I. Substitute Teachers

The district employs substitute teachers to serve in the absence of regular teachers when notified by a school principal. To the extent possible, substitute teachers should possess the training and experience to ensure that students will receive uninterrupted instruction. The personnel department will prepare and keep current a listing of persons available for use as substitute teachers. That Department will periodically send this official list to principals who will select substitute teachers from it.

A. Qualifications

To be approved for inclusion on the substitute list, applicants must have the following qualifications:

1. Possession of a high school or GED diploma;
2. A statement from the applicant that he has no previous record of conviction for felony or misdemeanor other than minor traffic violation;
3. Statements from reliable references which attest to the acceptability of the candidate's character and dependability;
4. A willingness to be available for substitute work and to respond on short notice;
5. A full understanding that the principal has the responsibility to evaluate annually the effectiveness of each substitute teacher employed in his school; and,
6. Once the personnel department has approved an applicant under the above requirements, the applicant must submit a physical examination reported on

the district's official medical form.

B. Procedure for approval of substitute teachers

Principals who know of well qualified and effective candidates for substitute teachers in their school communities should encourage them to apply. Any person desiring to substitute will be asked to contact a principal or the district personnel department and secure an application blank. Upon the completion of the blank with providing all information requested, an interview is required either by a school principal or one of the coordinators in the personnel office. During the interview the requirements listed above should be explained carefully along with information about the rate of pay for the current year.

When the substitute's application is complete with reference and principal's interview rating sheet, the file should be sent to the personnel department. The personnel department will approve those candidates it deems qualified and give them the medical report form. If the doctor's certification is acceptable, the personnel department will include the applicant's name on the approved list of persons available to work as substitutes. Principals must employ substitute teachers from this list. Any exceptions must be approved by the respective area assistant superintendent.

A completed application must be on file in the personnel department in order for a substitute to be paid. All substitutes must be paid through the accounting department and not from student activity funds.

Former full-time employees who qualify must file an application; but the process of securing references can be done from records on file in the personnel department. New teacher applicants and applications from former full-time teachers may be sent directly to the personnel department without the necessity of an interview. If from a former teacher, indication should be clear on the application when and in what capacity the person was last employed full time in the district.

Please note that the principal who submits the substitute's application for entry on the list must sign the substitute's application prior to sending it to the personnel department. Unless otherwise stated, this signature indicates a recommendation by that principal for approval of the applicant.

C. Guidelines for employing substitute teachers

1. When it is necessary that a teacher be absent from school for any reason, he notifies the principal, who secures a substitute from a list of approved substitutes furnished by the personnel department. The principal is obligated to select the best qualified substitute available. If possible he should select one with a certificate in force. This eliminates the necessity of changing substitutes if the regular teacher is absent for an extended period.
2. Substitutes will be employed for teachers who have the primary responsibility for a full daily schedule of classes. Substitutes should not be employed for special teachers, such as counselors, speech therapists, special reading teachers, and others with similar duties. In schools where only one librarian is authorized, a substitute should be employed in her absence.

If two or more librarians serve a school, a substitute should not be employed when one is absent. However, in the event a predetermined absence will

keep one of these special teachers away from scheduled duties for 5 consecutive days or more, a qualified substitute may be employed from the beginning of the absence.

3. When a determination is made that a teacher will probably be absent for an extended period of time, the principal will notify the personnel department coordinator, who will approve the appropriateness of the credentials of the substitute teacher for that position. His/her position must be filled by a teacher who has, or who will immediately secure, a valid South Carolina teacher's certificate. The salary of the teacher will be based on the current salary schedule for substitute teachers.
4. Substitute teachers should be obtained for absent itinerant teachers just as they are for other absent teachers.

II. Substitutes for Paraprofessional and Clerical Employees

A. Qualifications

The following minimum qualifications shall exist for a substitute aide, nurse, clerk, or secretary to be placed on the approved list for use by principals or district office department heads:

1. A high school diploma from a state accredited high school or a high school equivalency certificate from the State Department of Education;
2. A statement from the applicant that he has no previous record of conviction for felony or misdemeanor other than minor traffic offense;
3. Statements from reliable references which attest to the candidate's good character and dependability; and
4. Once the personnel department has approved an applicant under the above requirements, the applicant must submit a physical examination reported on the district's official medical form.

B. Guidelines for employment of substitutes for paraprofessionals.

For purposes of determining when a substitute aide, clerk, nurse or secretary shall be hired, the following guidelines shall be observed:

1. Aides, Clerks and Nurses: Substitutes should not be employed for aides, library clerks, and nurses for routine day-by-day absences. These absences are considered to be short term-- usually less than five days--for such reasons as personal illness, jury duty, personal leave, illness, death in the family, or other personal reasons. If an aide is assigned to a position in which the sole responsibility is fulfilled by the aide, such as the study hall keeper, a substitute should be employed.
2. Office Clerical: In schools or department in area and district offices, with two or more clerical staff, a substitute should not be employed when one staff member is out for short term absences. In schools or departments with only one full time member of the clerical staff, a substitute can be employed as needed. If a member of a two-member school office staff is off duty and the school nurse is off duty at the same item, a substitute should be employed for

one of the two positions.

III. Custodial Substitutes

A. Qualifications

The following minimum requirements shall exist for substitute custodial staff to be placed on the approved list for use by principals or district wide department heads:

1. Evidence of functional literacy;
2. A statement from the substitute that he has no previous conviction for felony or misdemeanor other than minor traffic offense;
3. Reference attesting to the candidate's good character and dependability; and
4. Once the personnel department has approved an applicant under the above requirements, the applicant must submit a physical examination reported on the district's official medical form.

B. Guidelines for Employing Custodial Staff Substitutes

The principal must use good judgment in determining when to employ a substitute for the custodial staff. The school must meet health and safety standards, the heating plant must be operated, and the building must be maintained to acceptable standards. Substitutes can be employed for custodial staff in all schools if the anticipated absences is for five (5) consecutive days or more.

This normally precludes employment of a substitute custodian for routine absences when the school has more than one custodian on its staff. If the school has only person on its custodial staff or, because of special circumstances, needs a substitute custodian despite having more than one staff custodian, substitutes may be employed for routine absences.

Book: Rules

Section: G - Personnel

Title: Classification of Employees: Working Conditions: Vacation and Holidays

Number: GBRK

Status: Active

Legal:

Adopted: 12/15/1981

Last Revised: 11/18/1988

Last Reviewed:

Policy Detail

Vacation Leaves

A. Requests for Vacation Leave

An employee's immediate supervisor must approve in advance all requests for vacation leave. In reviewing such requests, the supervisor should consider the needs of the department or school, the school or department calendar, other pertinent timing factors, any overlapping leaves previously granted to other employees, and the time remaining for the requesting employee to use vacation leave before its expiration on January 31. Supervisors should strive to minimize the adverse effects of leaves on the continuity of services or programs.

B. Banking of Unused Vacation Leave Time

1. Qualified employees who bank unused vacation days will be compensated for those unused days in the last check received before retirement from the district. The rate of compensation will be that in effect at the time of retirement.
2. An employee's decision to delay retirement does not result in the forfeiture of previously banked vacation days.
3. An employee forfeits all banked vacation days if his employment with the district terminates for any reason other than his retirement.
4. Once banked, vacation days may not be used for any purpose other than increased compensation in the final check before retirement.
5. Vacation days must be banked prior to expiration of the time for their use.
6. "Service retirement" refers to the State's retirement requirements of thirty years of qualified service or attainment of the age of sixty years.

7. Employees wishing to bank vacation days must so indicate on the form set forth as GBRK(E).
-

GBRK(E)	7/19/95
1	1
11/18/88	11/18/88

The School District of Greenville County

Agreement for the Accumulation of Unused Vacation Leave Time

I hereby declare my intent to accumulate earned but unused annual vacation leave time as allowed and prescribed under Policy and Rule GBRK of The School District of Greenville County. I certify that I have read and understand this policy and rule and that The School District of Greenville County is in no way liable for my forfeiture of any vacation leave time as the result of my failure to understand or comply fully with the terms of this policy and rule.

I further understand that I must meet the service requirements stated in the policy and rule and I hereby certify that I either presently meet or, at the time of my retirement, will meet such requirements, both those of the State Retirement System and that of the school district mandating ten years of uninterrupted service to be eligible for the benefit contemplated in this agreement.

Pursuant to this agreement, The School District of Greenville County will automatically retain as accumulated vacation leave time any such time that I earn but do not use from the date of this agreement until the earlier of my retirement or accumulation of forty-five days of unused vacation leave time. I understand that the maximum number of days that I can accumulate under this agreement is forty-five and that the school district will pay me in my last check prior to retirement for any accumulated days. The rate of compensation for these accumulated days will be that in effect for me at the time of my retirement. I also understand that vacation leave time accumulated pursuant to this agreement cannot be used as regular vacation, but is available to me only in the form of monetary compensation at the time of my retirement.

I further agree that if either The School District of Greenville County or I terminate my employment with the district for any reason whatsoever (other than my retirement as contemplated in Policy and Rule GBRK), I will immediately forfeit all vacation leave time accumulated pursuant to this agreement and will be entitled to no compensation for the accumulated vacation leave time.

Employee

Director of Contract Administration

Social Security Number

Date

Date of Birth

Rules

Book: Rules

Section: G - Personnel

Title: Non-Professional Personnel

Number: GC-E

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

There are no separate policies or rules for classified employees. When the treatment of professional and classified employees differs, this is noted in the policies and rules contained in the GB series.

Rules

Book: Rules

Section: G - Personnel

Title: Paraprofessional Personnel

Number: GD-E

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

There are no separate policies and rules for paraprofessional employees. When the treatment of professional and classified personnel differs, this is noted in the GB series.

Rules

Book: Rules
Section: G - Personnel
Title: Reporting Criminal Offenses
Number: GR
Status: Active
Legal:
Adopted: 12/03/1987
Last Revised: 12/03/1987

Last Reviewed:

Policy Detail

The District will promptly report any of the following incidents to appropriate law enforcement officials:

1. Any single incident of theft, loss, or misuse of school district funds in excess of \$50.
 2. Any theft of school district property with a value in excess of \$200 or any property valued at less than \$200 when it is identifiable by serial numbers or other markings.
 3. The theft of any personal property that is negotiable, such as checks or credit cards. Thefts of other personal property are reportable at the discretion of the victim.
 4. All incidents involving illegal drugs.
 5. All sexual assaults.
 6. All assaults with weapons.
 7. Any serious assaults.
 8. Any incident of arson.
-

Book: Rules

Section: G - Personnel

Title: Classification of Employees: Working Conditions: Professional Leaves and Absences

Number:

Status: Active

Legal:

Adopted: 08/20/1982

Last Revised: 04/25/2006

Last Reviewed:

Policy Detail**I. Leave for Professional Staff**

Teachers and professional staff members may apply for a professional development leave not to exceed two years duration in order to take advantage of opportunities for professional development. Requests must be received and considered one year at a time. Leave may be granted for teacher exchange programs, advanced study, or other enriching experiences which would benefit the instructional effort of the school district.

A. Eligibility

Teachers or professional staff members must have completed three years of immediate, continuous, and uninterrupted service with the school district prior to submitting an application.

B. Proposals

Proposals shall be submitted in writing to the head of personnel services on or before March 1, and must carry the signature of the principal and the area assistant superintendent of the applicant or the immediate supervisor for those not in schools or area offices along with any comment or recommendation they shall make. Proposals shall set forth the developmental opportunity for which leave is sought and a discussion of how such opportunity will benefit the district's instructional effort and must be submitted prior to March 1.

C. Approval

The head of personnel services will review the application, balancing the benefits to the instructional program against any detrimental impact in the management program or personnel management which may arise if the leave is granted, and will make a recommendation to the superintendent. The superintendent's approval or disapproval shall be final.

D. Salary and Benefits

All such leaves shall be without pay or other benefits except that the employee may keep group medical benefits in effect by payment of total premium. Sick leave days previously accrued will be preserved but may not be taken during such leaves and will be available to the employee upon return to active status.

E. Return to Active Status

Every effort will be made to return employees on such leave to the same or a similar position. However, this placement may not be possible where the position is no longer allocated or where it has been necessary to fill the position with a permanent employee. In this case the employee will be assigned to any existing vacant position for which he or she is qualified. If it happens that more than one employee returning from any leave is qualified to fill only one available position, priority will be given to the one who has the longest tenure of immediate prior years of continuous, uninterrupted professional service with the district. If there is no position available, the returning employee will be assigned as a full-time substitute at his or her annual rate and will be placed in the first vacancy for which he or she is qualified. Refusal of an offered assignment shall terminate the district's responsibility to place the individual, who will thereafter be considered for any subsequent vacancy on the same basis as new applicants.

II. Professional Development Leave for Classified Staff

A. Eligibility

A classified employee who has completed at least three years of continuous and uninterrupted service with the school district immediately prior to applying may request professional development academic leave to pursue studies specifically designed to lead to the employee becoming qualified as a teacher in the district. This includes academic studies in pursuit of an appropriate degree and work necessary to obtain professional certification as a teacher. The district will grant this leave for up to twenty-four months as long as the employee is either enrolled in appropriate coursework or engaged in student teaching throughout the leave.

B. Application Process

To qualify for this leave, an employee must submit to the executive director of Human Resources on or before April 1 (for any leave planned through March 31 of the following year) a written proposal detailing the coursework or other preparation the employee intends to pursue, including the anticipated area of certification. The employee's principal or immediate supervisor (if the employee does not work in a school) must sign the proposal and include comments assessing the employee's job performance and likelihood of success as a teacher.

C. Approval

The executive director of Human Resources will review the application, balancing the benefits to the instructional program against any detrimental impact on the management program or personnel management that may arise from granting the leave, and shall make a recommendation to the superintendent on each application. The superintendent's approval or disapproval shall be final.

D. Salary and Benefits

All academic leaves shall be without pay or other benefits except that the employee may maintain

group medical benefits in effect by payment of the total premium. Sick leave days previously accrued will be preserved, but may not be take during these leaves. They will be available to the employee upon return to active status. Vacation days previously accrued must be taken prior to the beginning of this leave. An employee on academic leave shall not earn vacation days while on leave.

F. Return to Active Status

At the end of the leave, the employee may apply for teaching positions within the district. The district does not, however, guarantee a teaching position to any person and will always hire the applicant it determines is best qualified for each position. The returning employee will be assigned as a full-time substitute at his or her annual rate and will be placed in the first vacancy for which he or she is qualified. Refusal of an offered assignment shall terminate the district's responsibility to place the individual, who will thereafter be considered for any subsequent vacancy on the same basis as new applicants.

Rules

Book:	Rules
Section:	I - Instructional Program
Title:	Curriculum Development
Number:	IC
Status:	Active
Legal:	
Adopted:	03/08/1980
Last Revised:	
Last Reviewed:	

Policy Detail

Quality instruction designed to meet the needs of young people is the prime reason for public education in Greenville County; therefore, curriculum development must be an ongoing process for teachers, consultants, and administrators.

Curriculum revision and expansion must be based on realistic assessment of the effectiveness of the existing instructional program. Consultants in instructional services have been charged with the responsibility to provide an assessment of all instructional programs in the local schools.

Accreditation Standards for South Carolina Secondary Schools require that written permission be granted for offering new and experimental courses for credit before they are initiated in a given school.

In order to maintain an effective system of bringing about curriculum change in an orderly manner, the staff will follow the following procedures:

1. All new or revised course offerings must be coordinated with the appropriate consultant in instructional services and approved by the superintendent before they are announced to the students;
2. Outlines for new instructional offerings should reflect awareness of research in a given field;
3. Where feasible, planning for new programs should reflect cooperative involvement of teachers, principals, and local consultants;
4. The professional qualifications are introduced at a given school, principals should indicate on plans that the school's budget (or other financial resources) will provide materials necessary to implement the offerings; and,
5. When instructional programs are introduced at a given school, principals should indicate on plans that the school's budget (or other financial resources) will provide materials necessary to implement the offerings; and,

6. Every effort should be made to provide adequate planning time before new or revised programs are initiated in the schools.
-

Rules

Book: Rules

Section: I - Instructional Program

Title: Curriculum Development: Curriculum Adoption: Curriculum Guides and Course Outlines

Number: ICFA

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

Principals and teachers shall assist as requested with the development and revision of the curriculum guides.

Curriculum development is based on the assumption that such study is most productive when conducted as a cooperative enterprise in which teachers and administrators participate.

Rules

Book:	Rules
Section:	I - Instructional Program
Title:	Curriculum Design: Extended Programs: Summer
Number:	IDCA
Status:	Active
Legal:	
Adopted:	03/08/1980
Last Revised:	
Last Reviewed:	

Policy Detail

Grades 9-12

General Information

Courses are offered in order to allow students to repeat courses for credit for which they have not received credit, to repeat courses to improve their level of performance, to take new courses for enrichment, to take new courses which their regular school schedule might not allow, and to take new courses for the purpose of acceleration. All courses offered will require 120 clock hours for one unit of credit and 60 clock hours for one-half unit of credit. It will be possible for a student to take only one full-unit course or two one-half unit courses.

Schedule

The schools will open at 8:15 a.m. and dismiss at 12:45 p.m. daily, Monday through Friday. Full-unit courses will meet 4 hours daily and one-half unit courses will meet 2 hours daily.

Attendance

Standards for accredited summer schools require full attendance and satisfactory progress if credit is to be earned.

Fees

No state funds are appropriated to finance the summer schools. It is necessary to charge a fee to take care of costs involved.

Accreditation

The summer schools will be accredited by the South Carolina State Department of Education and the Southern Association of Colleges and Schools; therefore, the schools will operate in

accordance with their standards.

Admission

No student will be enrolled in the summer school unless he has the written permission of his school principal. This permission must show the specific course for which the student is to be enrolled.

Grades 1-8

Schedule

The schools will open at 8:15 a.m. and dismiss at 12:45 p.m. daily with two classes scheduled daily. Each course will meet for two hours daily, Monday through Friday.

Attendance

Standards for accredited summer schools require full attendance and satisfactory progress.

Fees

No state funds are appropriated to finance the summer schools. It is necessary to charge a fee to take care of costs involved.

Accreditation

The summer schools will be accredited by the South Carolina State Department of Education and the Southern Association of Colleges and Schools; therefore, the schools will operate in accord with their standards.

Admission

No student will be enrolled in the summer school unless he has the written permission of his school principal. This permission must show the course(s) for which the student is to be enrolled.

Insufficient Enrollment

In the event enrollment is not sufficient to offer any given course, such course may be cancelled. Every effort will be made by directors of the summer schools to consolidate small classes in one or more schools.

Rules

Book: Rules

Section: I - Instructional Program

Title: Curriculum Design: Special Programs

Number: IDD

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

Each area office has a special services team composed of specialists to assist school personnel to diagnose and provide possible direction for solution of various kinds of students' social, academic, health, and emotional problems.

The team will consist of health consultant, special education consultant, psychologists, speech therapists, social workers, curriculum consultant, attendance workers, and other as needed.

Referrals for special services are made from the school to the area office. Appropriate action is determined and taken by the area special services team.

Rules

Book:	Rules
Section:	I - Instructional Program
Title:	Curriculum Design: Special Programs: Homebound Instruction
Number:	IDDC
Status:	Active
Legal:	
Adopted:	03/08/1980
Last Revised:	
Last Reviewed:	

Policy Detail

Homebound instruction is provided for students who are unable to attend school because of illness, accident, pregnancy, or congenital defect.

In order to be eligible for homebound instruction, a student must have a licensed physician certify that the student is unable to attend school for a period of two weeks or more. An application form furnished by the State Department of Education must be completed and approved by the appropriate department in the State Department of Education.

All applications for homebound teaching should originate with the school and be forwarded to the office for Homebound Instruction at the district office. Authority for beginning homebound instruction will be given from the district office.

Homebound instruction will normally consist of five fifty-minute periods per week conducted by an appropriate certified teacher.

Homebound students are in a weighted category under the S. C. Education Finance Act of 1977; therefore, students receiving this instruction will be counted as regulated in the pupil accounting procedures.

Rules

Book:	Rules
Section:	I - Instructional Program
Title:	Curriculum Design: Special Programs: Perceptually Handicapped
Number:	IDDFC
Status:	Active
Legal:	
Adopted:	03/08/1980
Last Revised:	
Last Reviewed:	

Policy Detail

Speech Hearing: Testing and Therapy

Programs for Speech and Hearing Handicapped students who have been officially classified are conducted under the district's handicapped programs.

A hearing conservation program is maintained with screening for hearing problems provided for students in grades K, 1, 3, 5, and any other student who may be suspected of having a hearing problem and is properly referred. Students who are referred as a result of the screening process are retested by the speech therapist. Results of this retest determine if the student is to be referred to a physician and/or possible placement in a speech or hearing class.

Speech therapy is a highly individualized program and designed to meet the individual's needs to enhance his educational experience. The amount of time spent with the speech therapist will depend upon the individual's needs.

Rules

Book: Rules

Section: I - Instructional Program

Title: Curriculum Design: Cocurricular Activities: Intramural Athletics

Number: IDEA

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised: 05/01/1981

Last Reviewed:

Policy Detail

Each middle school shall sponsor a well-rounded intramural program. The high schools may sponsor an intramural program to reach the pupils who do not take part in the interscholastic program.

It shall be the principal's responsibility along with the area assistant superintendent and the director of health and physical education to make recommendations concerning the continuing of an intramural program in a school.

Rules

Book: Rules

Section: I - Instructional Program

Title: Curriculum Design: Interscholastic Activities

Number: IDF

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

The Inter-High Council, composed of representatives of all high schools, is sponsored by the district staff for the purpose of coordinating activities among the high schools. This group will meet once a month during the school year.

Rules

Book:	Rules
Section:	I - Instructional Program
Title:	Curriculum Design: Interscholastic Athletics
Number:	IDFA
Status:	Active
Legal:	
Adopted:	05/01/1981
Last Revised:	
Last Reviewed:	

Policy Detail

A. Schedules

The athletic director, in coordination with the high school principal, shall consider the following in preparing the schedules:

1. Number of contests in each sport shall not be excessive;
2. Games are to be scheduled with as little interference with the instructional program as possible;
3. Football games are to be scheduled to the degree possible with teams of similar size and in the same geographic area; and,
4. Night basketball games on school nights (Monday through Thursday) should start early enough so that all activities are over by 10 p.m.

B. Coaches

All coaches must be employed by the school district and are subject to the policies and rules of the district in the performance of their coaching duties. South Carolina High School League rules require that head coaches in any sport be full-time certified teachers.

All coaches shall receive their entire pay for coaching services from the district at rates fixed by the board in accordance with Policy GBA, Section C. No coach shall be paid any additional amount for coaching duties by the school or any other organization or individual. Coaches should be advised that to accept additional compensation for services for which they are paid by the district would be a violation of state ethics law as well as this rule. (See, S. C. Code Section 8-14-430).

District Supplemental coaching allocations are by sport and may not be switched from one

sport to another. However, a principal may add positions to the coaching staff in addition to the district paid positions provided that written approval of the area assistant superintendent is received. Copies of this approval shall be submitted to the superintendent and director of personnel services. The amount of money required from local school funds for such positions shall be submitted by the school to the Director of Finance and will be paid to the coach with his regular salary.

Coaching assignments are separate from teaching contracts and are not subject to the protection afforded teacher contracts under state law.

C. Student Injury Reports

State law requires that coaches report to the principal any head or spinal injury or broken limb suffered by a student while participating in sports programs and that this report be made a part of the student's permanent record. A copy of the standard student accident report which must be filled out for all school related injuries may be used for this purpose. If the standard report is not used the report should include at least the following:

1. Student Name;
2. Description of injury;
3. Time and place that injury occurred;
4. A description of how the injury occurred;
5. Name and title of person making the report; and,
6. Date of report.

D. Insurance Requirements

No student shall be allowed to participate in any interscholastic sports programs without insurance as provided below unless the parents certify that the student has comparable insurance coverage. Any such certification shall be on a form provided by the district, and the parents signature shall be notarized or witnessed by the school secretary, coach, or other school district employee designated by the principal.

1. Football: The district football insurance policy is required. Student accident insurance is not required in addition, but is recommended.
2. All other sports: Student accident insurance is required.

See Exhibit IDFA for form for certification of comparable insurance.

The School District of Greenville County

Parents Certification of Insurance Coverage
And Agreement to Maintain Insurance or Hold the
District Harmless in Event of Injury

I, _____, hereby certify that my child, _____, is covered by the health and accident insurance policy named below. I further certify that this policy will provide at least ten thousand dollars (\$10,000) coverage in the event that my child is injured while participating in any interscholastic sport activity or related activity.

Name of Insurer:

Period of Coverage:

Amount of Coverage:

In return for the School District agreeing to waive its requirement of student insurance for participation in interscholastic sports, I agree to keep the above insurance in effect while my child is participating in any interscholastic sport during the _____ school year. I further agree that in the event that the above named policy, for any reason, does not provide coverage if my child is injured while participating in interscholastic sports, to hold the District harmless for any liability of the District arising out of such injury up to the amount of ten thousand dollars (\$10,000).

Signed _____ Witness _____

Date _____

NOTE: This form is not valid unless the parents' signature is certified by a notary public or witnessed by a school employee authorized by the principal.

Rules

Book: Rules

Section: I - Instructional Program

Title: Curriculum Design: Adult Education Program

Number: IDG

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

Placement of students in the Adult Education High School Programs will be dependent upon:

1. An official transcript of work completed in an accredited high school;
 2. Evidence of the successful completion of correspondence courses from the Extension Division of the University of South Carolina or U. S. Armed Forces Institutes;
 3. Verification through placement and/or standardized testing for credits earned in non-accredited schools or whenever an official transcript is unavailable; and,
 4. Approval of credit for occupational training and experience by the Office of Adult Education, State Department of Education, as permitted in the Defined Minimum Program.
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Rules

Book: Rules

Section: I - Instructional Program

Title: Instructional Arrangement: Student Schedules

Number: IEE

Status: Active

Legal:

Adopted: 08/01/2000

Last Revised:

Last Reviewed:

Policy Detail

Request for waiver of this policy may be submitted to the superintendent (or his designee). The request must be in writing and must state the exact reason(s) for the request and the specifics that support granting a waiver. Upon review of the request, the superintendent shall a) remand the request to the parents with a recommendation for alternate resolution; b) approve the request when the student demonstrates a need to work or has another extreme hardship; or c) deny the request.

Within five days of the review, the superintendent will provide written notification of his decision to the parent or legal guardian and the principal of the student's school.

Book:	Rules
Section:	I - Instructional Program
Title:	Instructional Resources: Instructional Materials
Number:	IFA
Status:	Active
Legal:	
Adopted:	03/08/1980
Last Revised:	09/12/1991

Last Reviewed:

Policy Detail

"Instructional materials" includes textbooks, library books, supplementary books or pamphlets, equipment, and all other supplies or resources used in a school's instructional process. All instructional materials used in a school must be either listed on lists approved either by the State Department of Education or the school district's Instructional Services Department or personally approved by the school's principal before purchase. The guidelines set forth in this rule will be used both at the district and school level in selecting all instructional materials. Teachers, librarians, resource personnel, and consultants will participate extensively with the principal in the evaluation and selection process at the school level.

I. Guidelines for Selection

- A. With attention to any additional administrative guidelines and to Board policies, instructional needs will be the first criterion for the selection of instructional materials. Evaluation of those needs will be as follows:
1. Needs of the individual school based on the overall curriculum and requests from individual administrators and teachers.
 2. Needs of the individual students based on a general knowledge of youth and requests of individual parents and students.
 3. The need to provide a wide range of materials on all levels of difficulty.
 4. The need for materials of high artistic quality.
 5. The need to provide materials with superior format.
 6. The need for a diversity of appeal and the presentation of different points of view.
- B. In selecting materials in sensitive areas or on controversial issues, the staff must consider the following:

1. Religion - Factual, unbiased materials on all major religions should be available for student use. Religion, both in general and by specific sects, should be neither promoted nor inhibited.
2. Ideologies - Students should have access to basic factual information, either favorable or unfavorable, suitable to their maturity, on any ideology in government, current events, politics, education, or any other phase of life.
3. Sex, profane, or obscene material - Professional personnel should subject materials of this type to a stern test of literary merit and reality. The District would not in any case endorse obscenity, salacious profanity, or graphic sexual incidents. The mere appearance of sexuality or expressive language in recognized materials, however, should not automatically disqualify them. Rather the decision should be based on whether the materials present life in true proportions, whether circumstances are realistically dealt with, and whether literary values are present. At all times, consideration must be given to the maturity level of the student.
4. Science - To be truly educated scientifically, students should have opportunities to examine scientific research and theories and should be encouraged to arrive at their own logical conclusions, based on the scientific process. Emphasis should be placed upon the theoretical nature of some of the subjects.

II. Objections to Assigned Materials

- A. Teachers should not force students to use any instructional materials that offend the student or the student's parents.
 - B. The following steps will be taken to ensure sensitivity to possible objections to assigned materials:
 1. At the beginning of school, the District will provide each middle and high school with an annotated listing of every book or state or District approved reading lists.
 2. Each middle and high school will make available to students, parents, and PTA officers an annotated list of books to be studied in each classroom.
 3. If parents object to a reading assignment, they must fill out a "Parent Request for an Alternative Reading Assignment" form (IFA(E)) and submit it to the teacher.
 4. The teacher will provide an alternative reading assignment and transmit that selection on the "Alternative Reading Assignment" form (IFA(E)).
 5. The student will remain in the classroom during the discussion of the contested reading assignment unless the parent requests otherwise.
 6. In remarks and actions, teachers should be sensitive to avoid humiliating or embarrassing a student who requests an alternative reading assignment.
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**PARENT REQUEST
FOR AN
ALTERNATIVE READING ASSIGNMENT
THE SCHOOL DISTRICT OF GREENVILLE COUNTY**

Dear Teacher:

Please select another reading assignment for my child.

_____ contains material which is offensive to me.
Name of Book

I would prefer another reading assignment.

Thank you,

_____ Date

_____ Parent/Guardian

**ALTERNATIVE READING ASSIGNMENT
THE SCHOOL DISTRICT OF GREENVILLE COUNTY**

SCHOOL

School District Rule IFA, found in the District's Policy Manual, requires a teacher to provide an alternative selection to a student whenever the student or the student's parents object to nontextbook materials.

Dear Parent:

In keeping with District policy and your wishes, I have selected _____ as the required reading assignment rather than _____.

_____, will be expected to complete the assignment within _____ and, with your approval, may continue as a member of the class during this time.

Please call me if you have questions about the alternative reading assignment.

Return this form as soon as possible if you do not want your child to remain in class during discussions of the other material.

Thank you very much for your support.

Date

Teacher

Date

Principal

Please check and return this form.

My child may remain in class during discussion of the other material.

My child may not remain in class during discussion of the other material.

Date

Guardian

Rules

Book: Rules

Section: I - Instructional Program

Title: Instructional Resources: Instructional Materials: Textbook Selection and Adoption

Number: IFAA

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

The state department provides free use of textbooks to all pupils in grades 1 through 12. The office of textbook accounting shall serve as a clearing house for all state adopted textbooks. All schools shall use the various state and district forms in the ordering, inventorying, and returning of textbooks. These forms shall be forwarded to the office of textbook accounting for processing and handling.

Care of Textbooks

Under the system outlined, pupils must handle and use with care the textbooks issued to them. Any damage to a textbook beyond normal wear and any lost textbook must be paid for by the pupil responsible. Principals and teachers are required by law to assess proper charges for abused and lost textbooks. A pupil responsible for damage to a textbook may elect to pay the cost of the textbook and gain ownership of the book.

Remittances

Funds collected in schools for lost and damaged textbooks shall be deposited in the school bank account and remitted by check, made payable to The School District of Greenville County, and sent to the textbook accountant located at Sullivan Center, 206 Wilkins Street, Greenville.

Rules

Book: Rules

Section: I - Instructional Program

Title: Instructional Resources: Instructional Materials: Equipment and Supplies Selection and Adoption

Number: IFAC

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

Musical Instruments

No band instruments shall be furnished on the elementary school level. A certain number of string instruments (furnished by a Title I grant) shall be available on the elementary, middle, and high school levels.

Basic band instruments shall be furnished on the middle and high school levels as follows:
Piccolos Oboe Bassoon Alto Clarinet Bass Clarinet Tenor Saxophone
Baritone Saxophone French Horn Baritone Horn Sousaphone Tuba
Snare Drum Bass Drum Timpani Mallet Percussion Percussion Stands

Music shall not be supplied on the elementary level. Music shall be bought from fees on the middle and high school levels.

Uniforms shall not be supplied from district funds.

Rules

Book:	Rules
Section:	I - Instructional Program
Title:	Instructional Resources: Instructional Services: Instructional Materials Centers
Number:	IFBC
Status:	Active
Legal:	
Adopted:	03/08/1980
Last Revised:	
Last Reviewed:	

Policy Detail

Supplementary Textbook Materials

Supplementary textbooks for elementary, middle, and secondary classroom use shall be provided in a centralized facility, the district book center. Teachers may at any time requisition, by telephone or written request, a collection of readers or other books. A weekly courier service shall provide circulation to and from the schools. Teachers are encouraged to visit the center to become familiar with the supplementary textbooks available and to make selections.

Instructional Film Resources

Instructional films are of unlimited benefit to all teachers in the school district. The district provides a central film resource center where teachers may requisition films for classroom use. A weekly courier service shall provide circulation to and from the schools. A complete film catalog which lists available films by subject area shall be available in each school. Films may also be obtained from The State Department of Education.

Audiovisual Equipment

Each school shall have its own inventory of audio-visual equipment. A central collection of equipment shall be provided for loan to other school district personnel.

Rules

Book:	Rules
Section:	I - Instructional Program
Title:	Instructional Resources: Instructional Services: School Libraries
Number:	IFBD
Status:	Active
Legal:	
Adopted:	03/08/1980
Last Revised:	
Last Reviewed:	

Policy Detail

Library Media Centers

All schools have centralized and organized collections of materials. The libraries shall serve as media centers and include, in varying degrees, not only books, pamphlets, and periodicals, but also filmstrips, transparencies, mounted pictures, and tape and disc recordings and other audio-visual materials. With suggestions from teachers, the collections shall be strengthened and developed to support and enrich the curriculum.

All school libraries shall be staffed with qualified librarians. All of the librarians work with teachers to implement a program which shall include reading, viewing and listening guidance, library skills instruction, and reference use of the library for all students. The teacher shall have the responsibility to:

1. Be acquainted with the resources of the media center;
2. Recognize and identify the need for instruction or media;
3. Plan continuously with the librarian for whole class, small group, or individual use of the media center;
4. Teach according to his competency;
5. Plan many opportunities for students to use skills after they are taught;
6. Involve students in planning and evaluation;
7. Provide for varying ability levels;
8. Call on the media specialist for assistance and teaching materials when needed; and,
9. Promote his own growth in the skill of guiding students in the use of the media center;

The media specialist shall have the responsibility to:

1. Make the media center an easily accessible, flexibly administered, and physically attractive resource;
2. Be well-informed about the school curriculum, student interests, and the related media skills and experiences;
3. to promote an integrated use of print and non-print media;
4. Identify needs that are observed as classes use the media center;
5. Plan continuously with teachers for individual, small group, and class experiences as they are needed;
6. Provide teaching materials for media experiences;
7. Teach lessons as needed;
8. Provide much individual instruction; and,
9. Grow professionally and to provide stimulation for the school staff members to increase their knowledge and use of media.

The consultant of library services is available for consultation concerning library programs, facilities, personnel, materials, and collections.

Rules

Book:	Rules
Section:	I - Instructional Program
Title:	Instructional Resources: Instructional Services: Instructional Television
Number:	IFBE
Status:	Active
Legal:	
Adopted:	03/08/1980
Last Revised:	
Last Reviewed:	

Policy Detail

The middle and high schools are equipped to receive six (6) channels of closed circuit instructional television. Three of these channels are programmed from the ETV Center in Columbia on a state-wide schedule. The other three channels are programmed at the district's ETV office according to local teachers' scheduling needs. The ETV studio is available for local productions. The studio is adequately equipped to meet most production needs of the district.

Elementary schools in the district receive instructional television through the ETV open circuit broadcast system. In this district, there are two open circuit channels available to elementary schools. Lesson guides, student workbooks, daily telecast schedules, and other printed materials are available to all teachers in the district.

Instructional Radio resources are available to teachers from the local Educational Radio Station. A number of series are available in most areas of the curriculum and at each grade level.

Rules

Book:	Rules
Section:	I - Instructional Program
Title:	Instructional Resources: Instructional Services: Computer Assisted Instruction
Number:	IFBG
Status:	Active
Legal:	
Adopted:	12/10/1996
Last Revised:	04/18/2005

Last Reviewed:

Policy Detail

Student Access to Networked Information Resources

Students are encouraged to use telecommunications to explore educational topics, conduct research, and communicate with others. Access to computers, however, also makes available material that may not be appropriate for a student's age or course of study. The District will take reasonable steps to restrict access to inappropriate materials, but because it cannot guarantee such restrictions, students using telecommunications must also bear responsibility for not accessing inappropriate materials. Students agree to the terms and conditions contained in the Acceptable Use Policy upon acceptance of the school handbook. All school handbooks will contain the districts Acceptable Use Policy.

No student will engage in the following activities while using the Internet:

1. Sending, displaying, or requesting offensive messages or pictures
2. Using obscene language
3. Harrassing, insulting, threatening, or attacking others
4. Damaging computers, computer systems, or computer networks
5. Violating copyright laws
6. Using others' passwords
7. Trespassing in others' folders, work, or files
8. Intentionally wasting limited resources
9. Employing the network for commercial purposes

Sanctions may include:

1. Loss of access to computer
 2. Disciplinary action for inappropriate language or behavior
 3. Notification of law enforcement agencies when criminal conduct is suspected
-

Book:	Rules
Section:	I - Instructional Program
Title:	Instructional Resources: Community Instructional Resources: Field Trips
Number:	IFCB
Status:	Active
Legal:	
Adopted:	03/08/1980
Last Revised:	12/27/1995

Last Reviewed:
Policy Detail**I. General Regulations**

- A. Field trips shall be considered as instruction and planned as such with definite objectives determined in advance. The trip shall be preceded and followed by appropriate instruction related to the trip.
- B. All field trips shall originate and terminate at a location approved by the principal.
- C. Field trips requiring school bus transportation shall be scheduled so as not to interfere with regularly scheduled transportation of students. Requests for school bus transportation must be forwarded to the transportation office in sufficient time to permit approval and scheduling.
- D. Written approval of the parent or guardian is required for student participation in each field trip.
- E. Requests for field trips must be submitted to the principal for prior approval. Requests must specify a clear purpose for the trip and the relationship of the trip to the class curriculum. In addition, requests must include the date of the field trip, the place to be visited, the method of transportation, the cost, provisions for safety and supervision (including the name(s) of any supervising adult(s)), plans for assisting students who lack funds to participate, and appropriate written instructional plans for nonparticipating students who remain at school (including the name(s) of person(s) supervising students who do not participate).
- F. A teacher or other certificated school employee must accompany students on all field trips and must exercise reasonable care for students' conduct and safety both in planning and in conducting the trip.

II. Educational Criteria

- A. Each trip should be closely correlated with instruction in the classroom.
- B. The purpose of the field trip should be clearly defined.
- C. Background experiences, such as research prior to making the trip, will enable students to make the most of the opportunity.
- D. Each trip should be followed by class discussions in which questions that arise out of the trip can be cleared up and significant facts emphasized.
- E. The principal has a responsibility to see that the cost is reasonable and funds are sufficient.
- F. Since movies presented in commercial theaters can be made available after school hours, they are considered to be appropriate for field trips during the school day only when the film is clearly an extension of a classroom learning experience. A written rationale explaining the educational value of the film and its relationship to current units of classroom study shall be submitted by the teachers requesting the field trip to the principal involved at least 10 days before the preferred date of dismissal. The principal shall approve such request only if, in his judgment, the movie in question is clearly an extension of classroom learning experiences.

The enforcement of certain guidelines is required. The guidelines are as follows:

- 1. A committee of teachers and/or administrators has previewed the movie and believe it to be appropriate for the grade level of students who are involved.
- 2. The total membership of the class is eligible to attend without regard to the ability to pay admission.
- 3. The performance will be available at special group rates.
- 4. The performance is a "special showing" and no concession stand is in operation.

IV. Rules for Use of Private Vehicles

- A. The use of private automobiles for transportation should be discouraged and permitted only when specifically approved by the principal. When private automobiles must be used, the driver must submit to the principal in advance of the field trip a completed version of the form shown as an exhibit to this rule.
- B. All drivers must provide evidence of possession of a valid South Carolina driver's license.
- C. The vehicle(s) used must have adequate seating capacity to accommodate all passengers and the driver with seat belts.
- D. The driver must show proof of legally mandated insurance coverage and be informed that the vehicle's insurance, to the extent applicable, will provide primary coverage over any applicable District coverage.
- E. If completion of the field trip is not possible within fourteen hours, an overnight stay is required.
- F. For long trips two drivers meeting required criteria should be assigned to each vehicle.

G. Organizers must remind all drivers of the need to obey all traffic regulations and to halt the trip if any unsafe mechanical or road conditions occur.

V. Access to Field Trips

A. A teacher may not deny participation in a field trip as a consequence of an incident of misconduct. The principal may exclude a student from a field trip, if the period of a student's suspension covers the date(s) of the trip or the student's current pattern of behavior would disrupt the orderly execution of the trip and lessen its educational value for other students.

B. The principal must approve all decisions to deny a student access to a field trip.

C. Students who are excluded from field trips must be given appropriate assignments.

D. Students will not be penalized academically for not being allowed to participate in a field trip.

E. No student will be denied the right to participate in any field trip because of his handicap. Persons planning field trips must ensure equal accessibility in all aspects of the trip for any handicapped student eligible to participate.

F. No student will be denied the right to participate in any field trip because he is unable to pay the assessed cost. Persons planning field trips must make provision for all students to participate, including those who do not have the ability to pay.

12-17-95

Application for Use of Private Driver(s) and Vehicle on a Field Trip

Field Trip Sponsor _____ Field Trip Date(s) _____

Field Trip Destination _____

Driver's Name _____

Driver's License No. _____ Expiration Date _____ (Attach copy of license)

Date and Nature of Any Traffic Offenses in Last Three Years _____

Vehicle Model and Year _____ Color of Vehicle _____

License Plate No. _____ Expiration Date _____

Name of Registered Owner _____

Name of Company (not agency) Insuring Vehicle _____

Policy No. _____

Expiration Date of Insurance Coverage _____

By law, the insurance coverage for the vehicle will be primary if it applies at all. Any applicable coverage from the district is available, if at all, only after exhaustion of this primary coverage. The existence of any insurance coverage does not imply liability. Any payment for accidents will be made, if at all, strictly pursuant to the terms of the applicable policies and not on the basis of this or any other document or of any oral representation.

Passenger Capacity of Vehicle (Same as the number of seat belts in the vehicle) _____

Are you aware of any safety or mechanical defects on your vehicle? _____
If yes, please describe. _____

Name of Back-up Driver (Required for long trips) _____

Driver's License No. _____ Expiration Date _____ (Attach copy of license)

Date and Nature of Any Traffic Offenses in Last Three Years _____

I certify that the above information is correct and I agree to abide by all traffic regulations during the course of this field trip.

Date

Signature of Driver

Date

Signature of Back-up Driver (if any)

Rules

Book: Rules

Section: I - Instructional Program

Title: Instructional Resources: Community Instructional Resources: Community Resource Persons

Number: IFCC

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

Community Resource File

The professional library shall provide a file of resource people who are available to school personnel to bring specialized information into the class-rooms of the district. A committee of volunteers from the community shall assist in identifying potential speakers who volunteer their services as an enrichment to the curriculum. Teachers shall arrange booking by calling the professional library or by consulting the copies of the file provided for each school media center. The file shall be continuously updated and revised.

Book: Rules

Section: I - Instructional Program

Title: Instructional Resources: Community Instructional Resources: School Volunteers

Number: IFCD

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

Volunteers shall be encouraged to perform tasks which enrich and supplement the everyday school program. Their services are utilized to make it possible for the professional to use his skill and training more effectively. Volunteers shall work under the supervision of the principal and direction of the area coordinator of volunteers. The director of staff communications shall give assistance as needed to provide district-wide consistency. It shall be the responsibility of the school staff to determine the limits and scope of volunteer activities. Volunteers shall be encouraged to make recommendations concerning their function.

In order to ensure protection of students, staff and volunteers, a proficient method of implementation of the volunteer program will be followed. Handbooks will be furnished to all school principals to include guidelines for the following phases of the volunteer program:

1. Identification of school needs;
 2. Appointment of school volunteer chairman;
 3. Recruitment of volunteers;
 4. Arrangements for volunteer orientations;
 5. Screening and assignment of volunteers;
 6. Training of volunteers;
 7. Supervision of volunteers;
 8. Reporting periodically;
 9. Recognition of volunteer services; and,
 10. Evaluation of the program.
-

Book: Rules

Section: I - Instructional Program

Title: Academic Achievement: Grading Systems

Number: IHA

Status: Active

Legal:

Adopted: 05/01/1981

Last Revised: 10/01/2007

Last Reviewed:

Policy Detail**Grading scales***Kindergarten*

Student progress in kindergarten is reported for South Carolina kindergarten standards as follows.

- language and literacy
- mathematics readiness
- motor skills
- personal and social development

Scale =

- + Consistently demonstrate
- √ Sometimes demonstrates
- Rarely or never demonstrates
- * Not yet demonstrated

Grade one

Student progress in grade one is reported for South Carolina first grade standards as follows:

- Personal and Social Growth
- Reading
- Language Arts
- Related Arts
- Mathematics
- Science
- Social Studies
- Penmanship

Scale =

- + Consistently demonstrates

- √ Sometimes demonstrates
 - Rarely or never demonstrates
 - * Not yet demonstrated
- Grades two through twelve*

Student progress in grades two through twelve is reported for all subjects as follows.

The South Carolina Uniform Grading Scale and the system for calculating grade point averages (GPAs) and class rank will be effective for all students in the 2007-2008 school year. The policy requires that the lowest grade given to a student at the end of a course is a 61. This grade would be considered a “floor” grading.

Elementary (grades 2 – 5) and middle schools will have a floor of 61 for each grading period. High schools will have a floor of 50 for all students with one exception. Ninth graders will have a floor of 61 at the end of 1st and 3rd quarters (block schedule) or 1st semester (traditional schedule). Interim progress reports will show all grades, including those below 61. Teachers will contact parents when a student receives a failing progress report.

Grading values are:

- 61 - 69:F – all elementary and middle schools
- 50 – 69:F – all high schools (exception of 9th graders: 1st and 3rd block schedules, 1st semester traditional schedules)
- 70 – 76: D
- 77 – 84: C
- 85 – 92: B
- 93 – 100: A

State uniform grading scale - grades nine through 12

Numerical breaks for letter grades, weightings for specified courses and a conversion chart for computing grade point ratios follow.

South Carolina Uniform Grading Scale Conversions

Numerical average	Letter grade	College Prep	Honors	AP/IB/Dual Credit
100	A	4.875	5.375	5.875
99	A	4.750	5.250	5.750
98	A	4.625	5.125	5.625
97	A	4.500	5.000	5.500
96	A	4.375	4.875	5.375
95	A	4.250	4.750	5.250
94	A	4.125	4.625	5.125
93	A	4.000	4.500	5.000
92	B	3.875	4.375	4.875

91	B	3.750	4.250	4.750
90	B	3.625	4.125	4.625
89	B	3.500	4.000	4.500
88	B	3.375	3.875	4.375
87	B	3.250	3.750	4.250
86	B	3.125	3.625	4.125
85	B	3.000	3.500	4.000
84	C	2.875	3.375	3.875
83	C	2.750	3.250	3.750
82	C	2.625	3.125	3.625
81	C	2.500	3.000	3.500
80	C	2.375	2.875	3.375
79	C	2.250	2.750	3.250
78	C	2.125	2.625	3.125
77	C	2.000	2.500	3.000
76	D	1.875	2.375	2.875
75	D	1.750	2.250	2.750
74	D	1.625	2.125	2.625
73	D	1.500	2.000	2.500
72	D	1.375	1.875	2.375
71	D	1.250	1.750	2.250
70	D	1.125	1.625	2.125
69	F	1.000	1.500	2.000
68	F	0.875	1.375	1.875
67	F	0.750	1.250	1.750
66	F	0.625	1.125	1.625
65	F	0.500	1.000	1.500
64	F	0.325	0.875	1.375
63	F	0.250	0.750	1.250
62	F	0.125	0.625	1.125
0-61	F	0.000	0.000	0.000
61	FA	0.000	0.000	0.000

61	WF	0.000	0.000	0.000
---	WP	0.000	0.000	0.000

Conversion process

All report cards and transcripts will use numerical grades for courses carrying Carnegie units. Transcripts and report cards will show course title and level/type of course taken. The grading scale must be printed on the report card.

When transcripts are received from accredited out-of-state schools (or in-state from accredited sources other than the public schools) and numerical averages are provided, those averages must be used in transferring the grades to the student's record. If letter grades with no numerical averages are provided, the following equivalents will be used to transfer the grades into the student's record.

A=96
 B=88
 C=80
 D=73
 F=61

If the transcript indicates that the student has earned a passing grade in any course with a numerical average lower than 70, the average will be converted to a 73 numerical grade.

If the transcript shows that the student has earned a grade of "P" (passing), that grade will be converted to a numerical grade based upon information secured from the sending institution as to the approximate numerical value of the "P." If no numerical average can be obtained from the sending institution, the receiving school will calculate the student's cumulative transfer GPA and the corresponding number equivalent will be assigned to replace the "P."

End-of-course testing and the credit recovery option

In courses requiring state end-of-course testing, the district will apply the mandatory 20 percent weighting of the end-of-course test to the student's final grade. The student will be allowed to take the examination only once, at the end of the regular course duration and not at the end of an extended period granted through the credit recovery option. The school will treat students who repeat the course as though they were taking the course for the first time and all requirements will apply.

Honors courses

Honors courses are intended for students exhibiting superior abilities in the particular course content area. The honors curriculum places emphasis on critical and analytical thinking, rational decision-making, and inductive and deductive reasoning. Honors courses should not encourage a student to graduate early, but should extend course opportunities at the high school level.

The district may designate honors courses and give the assigned weighting under the following conditions.

- An honors course must have a published syllabus that verifies rigor sufficiently beyond the College Preparatory (CP) requirements.
- Textbooks and/or other course materials must be differentiated and more rigorous than those used in CP courses.

· Honors courses may be offered in English, mathematics, science and social studies. Additionally, honors courses may be designated in other content areas for the third or fourth level of the courses provided the two criteria listed above are met. Honors weighting may not be designated in any physical education courses.

One-half of a quality point (.5) will be added to the CP weighting for honors courses that meet all three criteria listed above. These criteria apply to all courses, including those offered online and in other nontraditional settings as well as those recorded on a transcript from an out-of-state-school accredited under the board of education of that state or the appropriate regional accrediting agency.

Advanced Placement (AP) and International Baccalaureate (IB) Courses

The following criteria apply to the College Board's AP courses and to IB courses, including those offered online and in other nontraditional settings as well as those recorded on a transcript from an out-of-state-school accredited under the board of education of that state or the appropriate regional accrediting agency.

· AP or IB courses will be awarded a full quality point above the CP weighting. Seminar or support courses for AP or IB may be weighted as honors but not as AP or IB courses.

· A standard-level (SL) IB course will carry only one quality point. However, two quality points of IB credit will be granted for higher-level (HL) courses in the IB program that require a minimum of 240 hours of instruction.

Dual credit courses

Dual credit courses, whether the course is taken at the school site where the student is enrolled or at a post-secondary institution, are defined as those courses for which the student has received permission from his/her home school to earn both Carnegie units and credit for those particular courses. One quality point will be added to the CP weighting for dual credit courses that are applicable to baccalaureate degrees or associate degrees offered by accredited institutions.

College orientation classes for dual credit will be weighted as CP.

Grade point averages (GPA)

The uniform grading scale and system for figuring GPA and class rank will apply to all courses carrying Carnegie units, including units earned at the middle/junior high school level.

As applicable, the district will recalculate GPAs already earned by students based on the three-decimal-point scale as outlined in this administrative rule. Increased quality points for dual credit courses and full credit for dual credit courses will not be figured into recalculations.

Grade point averages will be figured uniformly in all schools using the following formula. The formula will yield each student's GPA which can then be ranked from highest to lowest rank in class. Computations will not be rounded to a higher number. All diploma candidates are included in the ranking.

$$\text{GPR} = \frac{\text{sum (quality points x units)}}{\text{sum of units attempted}}$$

Class Rankings

Class rankings will be determined based on the grade point ratios ("GPRs") of students in grade twelve at the conclusion of the seventh semester of high school in order:

1. To determine honor graduates and select a valedictorian and salutatorian.

The high school will determine the manner of recognition of honors graduates, i.e., honor cords, special recognition in the graduation program/ceremony, etc.;

2. To provide information students need for applications for admission to post-secondary programs; and

3. To provide information students need for scholarships and other awards.

However, class rank for LIFE Scholarships is determined at the conclusion of the spring semester of the senior year.

Course withdrawals

With the first day of enrollment as the baseline, students who withdraw from a course within three days in a 45-day course, five days in a 90-day course or 10 days in a 180-day course will do so without penalty.

Students who withdraw from a course after the specified time of three days in a 45-day course, five days in a 90-day course or 10 days in a 180-day course will be assigned a WF and the F (as a 61) will be calculated in the student's overall grade point average.

The three, five and 10-day limitations for withdrawing from a course without penalty do not apply to course or course level changes approved by the administration of a school. The district will establish withdrawal limitations for distance learning courses.

Students who drop out of school or are expelled after the allowed period for withdrawal but before the end of the grading period will be assigned grades in accordance with the following.

- The student will receive a WP if he/she was passing the course. The grade of WP will carry no Carnegie units and no quality points to be factored into the student's GPA.
- The student will receive a WF if he/she was failing the course. The grade of WF will carry no Carnegie units but will be factored into the student's GPA as a 61.

If a student fails a course due to excessive absences, the school will record an FA on his/her transcript. The grade of FA will carry not Carnegie units but will be factored into the student's GPA as a 61.

Retaking courses

Students in grades nine through 12 may retake a course at the same level of difficulty if they earned a D or F in that course. The student's record will reflect all courses taken and the grades earned.

The student may retake the course either during the current school year or during the next school year but no later than that second year. In addition, the student must retake the course before he/she has enrolled in the next sequential course (unless granted approval by the school administration to do so).

A student who has taken a course for a Carnegie unit prior to his/her ninth grade year may retake that course regardless of the grade earned. In this case, only the retake grade will be used in figuring the student's GPR and only the retake attempt will show on the transcript. This rule will apply whether the retake grade is higher or lower than the grade previously earned by the student.

Rules

Book: Rules

Section: I - Instructional Program

Title: Academic Achievement: Grading Systems: Final Examinations

Number: IHAA

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised: 10/22/1996

Last Reviewed:

Policy Detail

1. All high schools, vocational centers, alternative centers, and the Fine Arts Center will give first semester and final examinations.
 2. Examinations will be given to all students in all subjects, except that, with the approval of the assistant superintendent for high schools, self-contained special education students, Advanced Placement students, and students with an "A" average for the subject may be exempted from final examinations. Any additional exceptions must include grades as a criterion and must also be approved by the assistant superintendent for high schools.
 3. The local school will design an examination schedule consistent with the following requirements:
 - a. Examinations will be limited to two per day
 - b. Examination periods will be two hours in length.
 - c. The last examinations of the first semester will be scheduled on the last day of the semester and the last examinations of the second semester will be scheduled on the last day of the school year.
-

Book: Rules

Section: I - Instructional Program

Title: Academic Achievement: Class Rankings

Number: IHC

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised: 12/07/1984

Last Reviewed: 12/07/2004

Policy Detail

- I. All high schools shall use this system for calculating grade point ratio and rank-in-class for students.
- II. All students except those pursuing a special education certificate shall be included in rank-in-class.
- III. All courses, except pass-fail courses, in a school in grades 9 through 12 which carry unit credit shall be included in the ranking.
- IV. Grade point ratio and class rank shall be determined at the end of the 6th and 7th semesters for each class.
- V. Quality points will be assigned to the final grade given at the end of course on the following basis:

Regular Courses

A = 4 points
 B = 3 points
 C = 2 points
 D = 1 points
 F = 0 points

Honors or Advanced Placement Courses

A = 5 points
 B = 4 points
 C = 3 points
 D = 2 points
 F = 0 points

Semester courses will be 1/2 above.

- VI. Honor courses as defined by the High School Credit Courses prepare students for Advanced Placement or college level courses.
- VII. Grade Point Ratio shall be calculated by the following formula:

$$\text{Grade Point Ratio} = \frac{\text{Total Quality Points}}{\text{Total Credits}}$$

Total Units Attempted

- A. Quality points shall be earned on all courses according to the table in V above.
 - B. A course for which no credit was earned shall count as a course attempted with 0 quality points.
 - C. W/F, withdrawn failing, shall count as a course attempted with 0 quality point(s) credit unless the course is dropped prior to the penalty date.
 - D. W/P, withdrawn passing, shall count as a course attempted with 0 quality point credit unless the course is dropped prior to the penalty date. The principal may give special consideration to students who because of medical or other extenuating circumstances must drop a course after the penalty date. It would not then count as a course attempted.
 - E. Penalty dates for withdrawal after which courses will be counted as in C or D above are as follows: Year courses 10 days after course begins Semester courses 5 days after course begins
 - F. Students who transfer from one course to another will be counted in the new course for the term of the course for GPR purposes.
 - G. The standards of the Defined Minimum Program of the South Carolina Department of Education and the attendance policy of The School District of Greenville County shall govern the granting of credit in cases of excessive absences.
 - H. If a student attempts a course twice or more for any reason, all attempts and grades shall be counted in calculating GPR and RIC; however, only one credit may be counted for a diploma.
- VIII. Rank-in-class shall be calculated by placing students in order beginning with the student having the highest GPR and continuing until all eligible students have been ranked. (See II above for eligible students.) Ties shall not be broken, but the number will be used.

Example	John Doe	4.55 - 1
	Mary Smith	4.54 - 2
	Doris Brown	4.54 - 2
	Tom Jones	4.53 - 4

- IX. Grade Point Ratio and rank-in-class shall become a part of the individual student's record and transcript and shall be treated in accordance with policy JR(P) of The School District of Greenville County.
- A. GRP and RIC for an individual may be given only to the individual or someone he designates in writing, such as colleges.
 - B. A listing of rankings of students shall not be made public in its entirety.
 - C. Except for specified honor students such as valedictorian, salutatorian, and designated individual honor students, any listing of top 10%, top 50%, or other such special groups shall be listed in alphabetical order by name without regard for exact rank.

- X. Each individual school shall determine valedictorian, salutatorian, and any other honor students. For the determination of valedictorian and salutatorian when grades are identical on comparable weighted honors and Advanced Placement courses, the student taking the most courses will be declared valedictorian. The same method will be used for the determination of salutatorian.

Example:

Example for Valedictorian
In case of tie

Jane Doe	<u>15</u> Regular A's =	<u>60</u> Quality Points
	<u>4</u> Weighted A's =	<u>20</u> Quality Points
	19	80

Mary Roe	<u>14</u> Regular A's =	<u>56</u> Quality Points
	<u>4</u> Weighted A's =	<u>20</u> Quality Points
	<u>1</u> Weighted B =	<u>4</u> Quality Points
	19	80

Jane Doe 80 -: 19 = 4.211

Mary Roe 80 -: 19 = 4.211

Mary Roe shall be declared the valedictorian because she has taken more weighted courses.

When grades are comparable, the student who has taken the greater number of total courses shall be declared valedictorian.

Jane Doe	<u>16</u> Regular A's =	<u>64</u> Quality Points
	<u>3</u> Weighted A's =	<u>15</u> Quality Points
	<u>1</u> Weighted B =	<u>4</u> Quality Points
	20	83

Mary Roe	<u>15</u> Regular A's =	<u>60</u> Quality Points
	<u>3</u> Weighted A's =	<u>15</u> Quality Points
	<u>1</u> Weighted B =	<u>4</u> Quality Points
	19	79

Jane Doe 80 -: 19 = 4.211

Mary Roe 80 -: 19 = 4.211

Even though Tom Roe has a higher GPR, John Doe is declared the valedictorian because he has taken more courses.

Rules

Book:	Rules
Section:	I - Instructional Program
Title:	Academic Achievement: Promotion and Retention
Number:	IHE
Status:	Active
Legal:	
Adopted:	03/26/1984
Last Revised:	09/11/2006

Last Reviewed: **Policy Detail**

Greenville County Schools' expectations are defined by the curriculum standards adopted by the S.C. Board of Education in the core discipline areas of English language arts, mathematics, science, and social studies.

The district's promotion and retention policy assures that students reach minimal academic standards at each grade level before they are promoted. To ensure that each child has the opportunity to meet these standards, appropriate intervention measures and transitional programs will be available to those who need them. The decision to retain a student will be made only after intervention efforts are unsuccessful in helping students reach certain achievement levels. The following guidelines will be used:

- Although the principal, after consultation with the teacher, makes the final decision on promoting or retaining a student, he/she must have compelling procedural and/or substantive reasons for not accepting the recommendation of the student's teacher.
- A student with disabilities, as identified by federal and state statutes and regulations, will be subject to promotion criteria appropriate to the student's age and grade placement unless the student's Individual Education Plan (IEP), as developed by the IEP committee, addresses and defines alternative learning goals and promotion standards.
- In kindergarten through grade eight, a student may not be retained more than

once in any one grade, and no more than a total of two times unless approved by the Superintendent or his/her designee.

- In the event of a catastrophic illness, injury, or psychological trauma, the school principal may waive promotion criteria for him/her provided that the incident has demonstrated negative effect on the student's academic performance when compared to prior achievement. The principal shall document the circumstances prompting this action.
- The district will follow state regulations regarding Academic Plans for Students (APS). These regulations can be found in S.C. Code § 59-18-500.
- A Limited English Proficient (LEP)/migrant student should be promoted or placed along with age-level peers, according to this Rule. Retention must be documented with evidence that indicates the determining factors are other than English language proficiency.

Specific Promotion Criteria

Kindergarten

5K students are expected to learn the skills outlined in the language arts, mathematics, personal and social development, science, and social studies state standards. Since 5K attendance is not required (a non-attendance waiver is allowed), a local school may not require a student to repeat 5K. A 5K student may only be retained as a result of a teacher/parent consultation with the parent in agreement. Retention in 5K should be considered on a case-by-case basis and should only be recommended in rare cases.

Grades One-Five

Promotion Criteria for Grades One and Two

Students in grades one and two are expected to learn, at a minimum, the language arts, mathematics, the science, and social studies curriculum standards, and meet the attendance requirements. Retention in the same grade is based upon teacher recommendation and is subject to approval to the principal.

First Grade

To be promoted to second grade:

Criterion 1: Achieve at least one year's growth in reading as documented through formal and informal assessments or achieve reading proficiency at a

minimum text level of 12 (primer level),

Criterion 2: Achieve at least one year's growth in math as documented through formal and informal assessments.

Second Grade

To be promoted to third grade:

Criterion 1: Achieve at least one year's growth in reading as documented through formal and informal assessments or achieve reading proficiency at a minimum text level of 20 (beginning of second semester second grade),

Criterion 2: Achieve at least one year's growth in math as documented through formal and informal assessments.

Students retained in grades one and two will be required to have an APS in place, developed by the school and parents, to provide assistance strategies to accelerate student learning.

Promotion Criteria for Grades Three through Five

Students in grades three through five are expected to learn, at a minimum, language arts, mathematics, science, and social studies curriculum standards, and meet attendance requirements. Retention in the same grade is based upon teacher recommendation and is subject to approval by the principal.

Third Grade.

To be promoted to fourth grade:

Criterion 1: Achieve a minimum average grade of 70% in math, reading, language arts, science, and social studies,

Criterion 2: Achieve reading proficiency at a minimum text level of 22/33 (beginning of second semester grade 3),

Criterion 3: Achieve satisfactory mastery of the grade-level standards in math and reading based on teacher determination and documentation through formal and informal assessments.

Fourth Grade.

To be promoted to fifth grade:

Criterion 1: Achieve a minimum average grade of 70% in math, reading, language arts, science, and social studies,

Criterion 2: Achieve reading proficiency at a minimum text level of 24/25 (beginning of second semester grade 4),

Criterion 3: Achieve satisfactory mastery of the grade-level standards in math and reading based on teacher determination and documentation through formal and informal assessments.

Fifth Grade.

To be promoted to sixth grade:

Criterion 1: Achieve a minimum average grade of 70% in math, reading, language arts, science, and social studies,

Criterion 2: Achieve reading proficiency at a minimum text level of 27/28 (beginning of second semester grade 5),

Criterion 3: Achieve satisfactory mastery of the grade-level standards in math and reading based on teacher determination and documentation through formal and informal assessments.

Promotion Criteria for Grades Six through Eight

Promotion Criteria.

Criterion 1: Students in grades six through eight are expected to learn, at a minimum, curriculum standards in English language arts, mathematics, science, and social studies, and meet attendance requirements.

Criterion 2: The student earned a minimum average grade of 70% in English language arts, mathematics, science, and social studies (if language arts is taught as a separate subject in grades 6-8, the English language arts grade will be determined by the mean of the yearly average of reading and language arts.)

End of Year Promotion Status

The following are summary designation and descriptors for end-of-year promotion status of students in grades six-eight.

Promoted – The student met all promotion criteria. The one exception is that students who fail a high school credit bearing course in middle school are promoted but must retake the course. Enrollment in these credit bearing courses will be determined by the district criteria as stated in the Master Catalog of Middle School Courses which is located in the Important Items section of the Infoweb.

Promoted-Summer School Required - The student failed to meet the criteria for one or two core academic areas, but successful performance in summer school for any deficient area was met.

Promotion Criteria for Grades Nine through Twelve

Students in grades nine through twelve must adhere to all promotion and retention requirements as set forth in State Board of Education Regulation 43-259, Graduation Requirements.

Rules

Book: Rules

Section: I - Instructional Program

Title: Academic Achievement: Graduation Requirements

Number: IHF

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised: 10/13/1988

Last Reviewed:

Policy Detail

To receive a state high school diploma, students must meet minimum the following requirements:

1. Earn a total of 20 units of credit as set forth below:

English	4 units
U. S. History	1 unit
Economics	1/2 unit
Government	1/2 unit
Other Social Studies	1 unit
Mathematics	3 units
Natural Science	2 units
Physical Education	1 unit
Electives	7 units

2. Complete a study of and pass an examination on the provisions and principles of the United States Constitution and of American institutions and ideals. The instruction shall be given for a period of at least one year in connection with the required U. S. History course.
3. For students graduating in 1990 and thereafter, pass all three sections (reading, writing, and mathematics) of the South Carolina exit examination.
4. Attend the accredited high school issuing the diploma for at least the semester immediately preceding graduation except in case of a bona fide change of residence when the sending school will not grant a diploma.

The provisions for granting credits shall be in accord with those prescribed by the South Carolina Board of Education.

Each spring, programs for recognition of students and graduation exercises will be arranged. There will be no formal graduation exercises for elementary and middle schools.

Only students who have met all of the requirements for a diploma (or a special education certificate) prior to the graduation exercises will be allowed to participate with the graduates. The District will grant credit and diplomas to foreign exchange students if these students present previous, complete school records and meet all South Carolina graduation requirements.

Exchange students not qualifying for a South Carolina high school diploma or who have already been graduated from a secondary school elsewhere, but who are attending District high schools for cultural enrichment may attend graduation ceremonies if they desire and receive an honorary certificate as recognition. They may not wear graduation robes, participate in the processional, or walk across the stage. Additional recognition will be at the principal's discretion.

Book: Rules

Section: I - Instructional Program

Title: Miscellaneous: Controversial Issues

Number: IKB

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

To implement the board policy dealing with this topic, personnel should observe the following administrative and teaching regulations.

For principals

1. Assign only teachers of superior training and experience to teach subjects where the discussion of controversial topics occurs most often;
2. Remind teachers that they do not teach controversial issues, but rather provide opportunities for their study.

For teachers:

1. Deal with controversial topics as impartially and objectively as possible. Do not intrude personal biases;
 2. Handle all such topics in a manner suited to the range of knowledge, maturity, and competence of the students;
 3. Have teaching materials dealing with all possible aspects of the topics readily available;
 4. Don't manufacture an issue. Take up only those that are current and real. When you do, you will be able to find up-to-date teaching materials in the current press and periodical literature. Generally your best single sources of reliable information will come from those places, plus court decisions and legal opinions;
 5. Do not expect or require that the class reach an agreement;
 6. Whenever in doubt about the advisability of taking up a given "hot" topic, consult the principal; and,
 7. Remember that the policy of the board is designed to protect you as well as your pupils from unfair or inconsiderate criticism whenever your pupils are studying a controversial subject.
-

Rules

Book: Rules

Section: J - Students

Title: Attendance: Compulsory Attendance Ages

Number: JBA

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

School is compulsory between the ages of six and seventeen, by state statute. The maximum age for public school attendance is 21. However, a student who reaches his twenty-first birthday while enrolled as a high school senior and is a candidate for graduation may remain to complete that school year.

Rules

Book:	Rules
Section:	J - Students
Title:	Attendance: School Admissions
Number:	JBC
Status:	Active
Legal:	South Carolina Code Ann. §§ 44-29-180 through -200 & §§ 59-63-20 through -30 (1976 & Cum. Supp. 1985). Defined Minimum Program for South Carolina School Districts (See Rule 43-130, S. C. Dept. of Education (1985)).
Adopted:	03/08/1980
Last Revised:	09/08/1988
Last Reviewed:	

Policy Detail

1. Admission Requirements to Enter Kindergarten
 - a. The child must be 5 years old on or before September 1 of the year he enters school.
 - b. He must have a birth certificate issued by the state health department.
 - c. A properly completed Certificate of Immunization, Conditional Certificate of Immunization, or Religious Objector's Statement must be presented before a child may be enrolled.

2. Admission Requirements to Enter First Grade
 - a. The child must be 6 years old on or before September 1 of the year he enters school.
 - b. He must have a birth certificate issued by the state health department.
 - c. A properly completed Certificate of Immunization, Conditional Certificate of Immunization, or Religious Objector's Statement must be presented before a child may be enrolled.

3. Admission Requirements for Transfer Students
 - a. Evidence of previous school enrollment and placement must be presented for enrollment. Out-of-state transfers must comply with the official entrance requirements of the state from which the student is transferring.
 - b. A properly completed Certificate of Immunization, Conditional Certificate of Immunization, Religious Objector's Statement, or satisfactory evidence of

immunization as directed by the State Board of Health must be presented before a child may be enrolled.

4. Admission Requirements for Private School Students to Enroll in District Program

Students regularly enrolled in private schools may attend programs, courses, or classes within the school district under the following conditions:

- a. The student and his parent or guardian must meet the residence requirements for participation in the public schools of this district or meet the same requirements as any other out-of-district student is required to meet.
- b. The student must meet the same age and grade requirements as any student regularly enrolled in the course or program.
- c. The student must adhere to all attendance and discipline regulations during the time of enrollment.
- d. The student must pay all fees for the program required for any other student.
- e. The student must meet the same prerequisites and selection requirements as any other student enrolled in the program.
- f. Any program with federal funding which is subject to EDGAR or other federal regulations shall follow the rules and regulations for that program. The primary programs affected are Chapter 1, special education, and vocational programs.
- g. Application for participation must be made to and approval given by the Area Assistant Superintendent who has administrative responsibility for the program.
- h. If there is more than one location in the district for a program or class, the Area Assistant Superintendent in charge of the area where the student lives will make the location assignment of the student to the program.
- i. Private school students must furnish their own transportation to the program.
- j. Assignment to programs will be made on a space available basis with regularly enrolled in-district students having priority over any other student seeking enrollment.

5. Admission Requirements for Home School Students To Enroll in District Programs

- a. Any student who wishes to enroll in public school from a home school program in South Carolina or in other state must have met the requirements of an approved home instruction program.
 - b. At the time of enrollment the student must present documentation of instruction including courses, titles of texts, attendance and grades. These records must reflect sufficient instruction to fulfill requirements of the law.
 - c. Upon entrance the student will be given a district approved nationally normed standardized test to determine level of placement.
 - d. From the records the student will be tentatively placed. This placement is subject to change depending upon the student's ability to perform satisfactorily.
 - e. The student may be admitted to special programs of the District if he meets the entrance requirements.
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Rules

Book:	Rules
Section:	J - Students
Title:	Attendance: School Admissions: Nonresident Students
Number:	JBCB
Status:	Active
Legal:	
Adopted:	03/08/1980
Last Revised:	07/25/1986

Last Reviewed:

Policy Detail

Foreign Students

Foreign students who themselves are not or whose parents or legal guardians are not residents of the District may enroll in school in this District only if (1) the student is a participant in an exchange program approved in advance in writing by the superintendent as described in JBC(P) or (2) the student, following a written request, receives written approval from the superintendent to attend school in this District and pays the nonresident tuition described in JBCBA(P).

The District will issue appropriate student visa documents (Immigration and Naturalization Service I-20's) only if a nonresident foreign student meets one of the criteria set forth above. Resident foreign students will be issued an I-20 certification as is appropriate.

Sponsors of nonresident foreign students should first contact the foreign language consultant at the district office who will advise the sponsor about district procedures. The consultant will make a preliminary determination if special placement in a bilingual program may be necessary and will refer the sponsor to the appropriate area assistant superintendent.

The area assistant superintendent will determine whether tuition will be charged and to what school the student will be assigned if a visa is granted. If tuition will be charged, payment must be submitted to the area assistant superintendent before the student can receive an I-20.

Once agreement is reached with the area superintendent, the foreign language consultant will prepare an I-20 form for the superintendent's signature.

Book:	Rules
Section:	J - Students
Title:	Attendance: School Admissions: Assignment: To Schools
Number:	JBCCA
Status:	Active
Legal:	
Adopted:	03/08/1980
Last Revised:	12/13/2001

Last Reviewed:

Policy Detail

Exceptions to school assignments may be granted as follows:

Parents may request an exception (Change in Assignment) to their child's school assignment. The principal of the requested school will grant an exception (unless otherwise restricted) when space is available at the school and as follows:

A. Limited Choice

1. The parent completes a Change in Assignment form at the school being requested.
2. Unless otherwise restricted administratively, the principal approves the request unless he has space concerns at the school. If there are space concerns he informs, by memo, the Coordinator of Student Assignment in the Planning/Demographics Department, outlining the reasons for his request for local restrictions.
3. Once approved, the student is enrolled immediately and the paperwork is forwarded to the Coordinator of Student Assignment.
4. All persons interested in making a request for change in assignment are to complete the form at the school, whether the school is restricted or not. If a restriction is in place at the school, all students who submit an exception request will be placed on a waiting list
5. The principal must refrain from denying any request based on the achievement, race, sex, religion, marital status or national origin of the student.
6. Requests cannot be denied because of a previous attendance/tardy, late pick-up, or behavior problem unless the parent/child is placed on written probation (by the school) during the school year that the problem is identified. A probation violation can result in a denial of the exception for the school year after which the problem was identified.
7. Request can be denied whenever a parent has willfully falsified their address for the purpose of having their child(ren) attend a school without an approved exception.
8. To a select school only after accepting all students qualified according to the Select School application process.
9. To students qualifying for services under IDEA or for accommodations under Section 504, if that school to which they are applying provides an appropriate education in accordance with the student's IEP or Accommodation Plan, is appropriately accessible, and has space in the program the student requires.

10. If all or part of the student body of an existing school is reassigned, to students who have attended that school because they resided in the school's attendance area as long as they do not change their residence and declare in writing annually their intent to remain.

11. To students in Title One schools identified for improvement.

It is the responsibility of the parent to provide safe and punctual transportation for the child for any exception granted in Numbers 1-11 above.

All requests for change in assignments will be in writing and date stamped when received at the requested school.

B. Select Schools

Parents may apply for their child's admission to a Select (Magnet) School. The Selection Committee at the requested Select School may grant an exception (unless otherwise restricted) when the child properly meets the criteria of the requested school.

Exceptions to the regular school assignment will be granted for the duration of the grade levels offered at the school unless circumstances outlined in Number 6 of Section A have occurred. The parents/guardian of the student must yearly declare that their child will remain at the school for which the exception was approved.

Exceptions at one level in no way indicate an exception will be approved at the next level.

Forms for requesting these exceptions (Change in Assignment or Select School applications) may be obtained at the requested school.

Appeals may be made to the Coordinator of Student Assignment.

Book:	Rules
Section:	J - Students
Title:	Attendance: School Admissions: Assignment: To Classes
Number:	JBCCB
Status:	Active
Legal:	
Adopted:	03/08/1980
Last Revised:	
Last Reviewed:	

Policy Detail

Placement of Transfer Students

1. Initial Grade Placement

Students who apply from non-public schools or from schools outside the district will be placed initially on the grade level they would have been placed at their previous school pending observation and evaluation by classroom teachers, guidance personnel, the school principal, and receipt of a complete transcript of the student's previous school work.

2. Final Grade Placement

Upon completion of such observations and evaluation as noted above, receipt of a complete transcript of the student's previous school work, and in compliance with regulations of appropriate accrediting agencies, the school principal will determine final placement of the student.

Rules

Book:	Rules
Section:	J - Students
Title:	Attendance: School Admissions: Transfers and Withdrawals
Number:	JBCD
Status:	Active
Legal:	
Adopted:	03/08/1980
Last Revised:	
Last Reviewed:	

Policy Detail

Whenever a student withdraws from school he should bring a note from home with the appropriate information. Any books, equipment, or other materials belonging to the school must be turned in to the appropriate person in the school, and the withdrawal card furnished by the school must be completed and signed by the proper personnel in the school. The student's record should be cleared before information from the school is accessible to other parties.

If the student wants to transfer within the district, the receiving area office will deal with the transfer if it is for any reason other than an actual home relocation.

If the student transfers outside the district, an official transcript of the student's record will be sent upon receipt of an official request from the new school.

Book:	Rules
Section:	J - Students
Title:	Attendance: Absences and Excuses
Number:	JBD
Status:	Active
Legal:	
Adopted:	05/01/1981
Last Revised:	12/07/1984

Last Reviewed:

Policy Detail

Truancy

The School District recognizes that truancy is primarily an educational issue and that all reasonable, educationally sound, corrective actions should be undertaken by the school district prior to resorting to the juvenile justice system.

I. Truant

A child, ages 6 to 17 years, meets the definition of a truant when the child has three (3) consecutive unlawful absences or a total of five (5) unlawful absences.

II. 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) or guardian(s) and who accumulates two (2) 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 noncompliance, must be attached to the truancy petition asking for court intervention.

III. 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 a "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 to the court on action the court should take.

Parents have the legal responsibility of sending their children to school.

All absences beginning with the first shall be approved or disapproved by the board's designee, the building principal. In making this decision, the principal shall be guided by the procedures as presented herein. Decisions regarding approval of absences and eligibility for credit may be appealed in accordance with district policy.

In accordance with the South Carolina Compulsory School Attendance Law, the Greenville County Schools of Greenville County has adopted uniform rules to assure that students attend school regularly. Each day that students are not in school, they miss hours of valuable instruction and opportunities for learning that they will not have again.

All children are required to attend a public or private school or kindergarten beginning at age five (5) and continuing until their 17th birthday. If parents choose not to send their children to kindergarten, they must sign a waiver which may be obtained at the local school.

Students are counted present only when they are actually in school, on homebound instruction, or are present at an activity authorized by the school principal.

I. The school year consists of 180 school days. To receive credit, students must attend at least 85 days of each 90-day semester course and at least 170 days of each 180-day year course, as well as meet all minimum requirements for each course. Accrued student absences may not exceed ten (10) days during the school year. Any absence in excess of ten (10) may cause the student to lose credit for the year.

II. Because 170 days are the minimum required by the state, the first ten (10) absences may be lawful, unlawful, or a combination .

A. Lawful Absences

1. Absences caused by a student's own illness* and whose attendance in school would endanger his or her health or the health of others.

*Verified by a statement from a physician within two (2) days of the student's return to school. Absences for CHRONIC or EXTENDED illness will be approved only when verified by a physician's statement.

2. Absences due to an illness or death in the student's immediate family verified by a statement from the parent within two (2) days of the student's return to school.

3. Absences due to a recognized religious holiday of the student's faith when approved in advance. Such requests must be made to the principal in writing.

4. Absences due to activities that are approved in advance by the principal. This would include absences for extreme hardships. Such approval should be prearranged when possible. * Including doctor's appointments.

B. Unlawful Absences

1. Absences of a student without the knowledge of his or her parents.

2. Absences of a student without acceptable cause with the knowledge of his or her parents.

3. Suspension is not to be counted as an unlawful absence for truancy purposes.

C. Approval of Absences in Excess of Ten (10) Days and Approval Credit

1. The district board of trustees, or its designee, shall approve or disapprove any student's absence in excess of ten (10) days, whether those absences are lawful, unlawful, or a combination of the two.

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 should be allowed to make up any work missed in order to satisfy the 120-hour requirement. Local school boards should develop policies governing students' absences giving appropriate consideration to unique situations that may arise within their districts when students do not meet the minimum attendance requirements.

D. Procedures for Makeup Work

1. Provision for make up of school work missed during excused absences shall be worked out with the teacher(s) concerned at the earliest time possible but should not exceed five(5) school days after the student returns to school.

2. Make up of school work missed during unexcused absences may be approved only with permission of the principal after consultation with the teacher(s) concerned.

III. These rules apply to all schools in the district.

IV. In addition to the above, each school will develop procedures to handle absences consistent with the following:

A. The status of all student absences shall be communicated to the teacher(s) concerned within three (3) days of the student's return to school.

B. Student absences for school activities or college visitation may be excused by the principal. **CAUTION:** Absences for approved activities may also detract from the student's ability to benefit from the educational program. This factor should be taken into consideration when decisions are made with regard to individual student class absences for school activities.

C. Each school will review its procedures for dealing with absences on an annual basis and make appropriate adjustments. Each school will also place its plan for dealing with absences in its student handbook (if applicable) and communicate this plan to parents/guardians through newsletters or other means early in the school year.

INTERVENTION

I. Attendance clerks shall make daily contact (phone, letter or e-mails) to the parent(s)/guardian(s) of students who are absent. It is recommended that each school form an attendance intervention team to assume the responsibility of intervention or attendance matters. It is suggested that members of the attendance intervention team should be but not limited to the attendance clerk, counselor, assistant principal, mental health counselor, social worker, teacher and the special education coordinator. The principal would designate an attendance intervention coordinator from the intervention team.

II. After a student has accumulated three (3) consecutive or a total of five (5) unexcused absences, the attendance clerk will submit an attendance printout and dates of contact to the

intervention team coordinator. The intervention team shall:

- A. Hold a conference with the student and the parent(s)/guardian(s).
- B. Identify reasons for the student's unlawful absences.
- C. Develop a plan in conjunction with the student and the parent(s)/guardian(s) to improve attendance.
- D. Apprise the parent(s)/guardian(s) of the South Carolina Compulsory Attendance Law.
- E. Document the conference by having all appropriate conferees sign and date a *Student Attendance Intervention Plan* Form in the spaces provided.

III. Upon the seventh consecutive or eighth accumulated unexcused absence, the attendance clerk or the intervention team coordinator shall send an Attendance Referral to an attendance supervisor with the following information:

- A. List of courses and grades currently enrolled in.
- B. A summarized copy of the student's attendance signed and dated by the Principal.
- C. Written excuses for absences.
- D. Copy of current discipline record.
- E. A completed Student Attendance Intervention Plan Form.

IV. Upon receipt of a referral, the attendance supervisor shall immediately intervene to improve the student's attendance. Intervention shall include but not be limited to:

- A. Convene a conference with the parent(s)/guardian(s) and the student.
- B. Review the plan for improving attendance developed by the parent(s)/guardian(s), student, and intervention team, and make adjustments as necessary.
- C. Follow-up on recommendations made by the intervention team.
- D. Review with the parent(s)/guardian(s) the South Carolina Compulsory School Attendance Law and give the parent(s)/guardian(s) a copy of the law.
- E. Inform the parent(s)/guardian(s) and student that any additional unexcused absence will result in referral to the appropriate agency.
- F. Document the conference by having the parent(s)/guardian(s) and student sign and date the Student Attendance Intervention Plan Form. Include your written findings on recommendations made by the intervention team.

V. Continuing contact, as needed, will be maintained between the referring school and the attendance supervisor.

VI. After not more than nine (9) consecutive or total unexcused absences, the appropriate attendance supervisor shall make a determination whether the case is one of educational neglect or truancy. The case shall then be referred, in accordance with the district attendance procedures, to the appropriate agency for disposition.

VII. Transfer of Plans

If a student transfers to another public school in South Carolina, intervention plans shall be forwarded to the receiving school. School officials will contact the parent(s)/guardian(s) and local team members to review the plan and revise as appropriate. Court ordered plans may be amended through application to the court.

Book:	Rules
Section:	J - Students
Title:	Attendance: Released Time
Number:	JBF
Status:	Active
Legal:	
Adopted:	03/08/1980
Last Revised:	03/09/1993

Last Reviewed:

Policy Detail

Early Dismissal From School

The early dismissal of students must be in the best interest of each student. The administration and staff must provide a variety of experiences during the school day for students on the school campus and through cooperative work-study programs. Through the guidance program, students become aware of these opportunities and advised of the long- and short-term benefits.

When early dismissal on a regular basis is being considered, the following procedures will be followed:

1. Early dismissals should be granted only to seniors except in the most extreme hardship cases; bus drivers are excluded.
2. All students must meet a minimum of five classes exclusive of lunch and homeroom.
3. Early dismissals may be given only when the student holds a bonafide job or in cases of extreme hardship involving family care for small children or sick parents.
4. Application must be made to the principal on the form provided by the school district.
5. All information requested by the principal must be furnished.
6. The information must be complete including the exact hours of employment, the needs of the employer, and the school schedule needed by the student.
7. If employment is not the reason for the early dismissal, the exact nature of the reason(s) for the request must be stated on the application.
8. All applications must be signed by the student, parent, and employer (if applicable).
9. If the principal deems it necessary, a conference with the student, parents, and the

principal may be required.

10. If approval for the early dismissal is granted, the principal's signature and the date of approval must appear on the application.

11. All approved early dismissals must be kept on file in the school office.

12. Students whose request for early dismissal is approved will be issued an early dismissal identification card which should be kept with the student at all times.

13. If approval cannot be granted, the student and/or his parents should be notified in writing with the reason for denial, a copy of which will be kept in the school office.

14. A report from employers and/or parents concerning the necessity for continuing the early dismissal should be submitted periodically. If the situation changes, the principal should be notified immediately.

15. If the reason for the early dismissal no longer exists, a bona fide attempt, including conference(s) with student and parent, must be made to provide the student with a meaningful program which will utilize the school day. In no case shall the only alternative be "free time."

16. Students who abuse the early dismissal privilege by disturbing other classes or schools will have the early dismissal revoked immediately.

17. Students who are dismissed early shall leave the school grounds and shall not return during the school day except under circumstances specifically authorized by the principal.

College Visitation

When considering requests for college visitation, principals shall be guided by the following:

1. Requests for approval of absences for college visitation must be submitted in writing by a parent or guardian at least one week in advance of the scheduled visit.

2. Approval will be granted for no more than three visits per school year.

3. Each request should specify duration of the visit and travel time, which may be approved at the discretion of the principal.

4. Absences approved for college visitation will be "excused" absences and students will be allowed to make up classroom work.

Rules

Book:	Rules
Section:	J - Students
Title:	Rights and Responsibilities: Civil Rights of Minors: Interrogation and Searches
Number:	JCAB
Status:	Active
Legal:	
Adopted:	03/08/1980
Last Revised:	
Last Reviewed:	

Policy Detail

Rules for Use of Metal Detectors

1. Students are to be selected for checks for weapons with a metal detector only in accordance with one of the following conditions:
 - a. The principal, or designee, has reason to suspect that a particular student has a weapon on his person at the time the check is conducted.
 - b. The principal, or designee, according to some predetermined method, checks all students who qualify randomly under the method. For example, an administrator may check every student who enters a particular doorway or every other student who leaves a classroom or every student who passes a designated point every five minutes, etc. Before any student is checked by such a random procedure, the administrator must have defined the method used to select the students
2. Administrators using a metal detector to check students must follow all rules provided by the manufacturer for use of the metal detector. In particular, administrators should maintain the indicated distance between the student and the metal detector and should not touch the student with the metal detector.
3. If the metal detector indicates the presence of dense metal, the indication shall constitute a reasonable suspicion that a search of the student would uncover a weapon. Accordingly, the administrator should ask the student to remove the object activating the metal detector.
4. Following removal of the metal object, the administrator will again check the student with the metal detector to ensure that the student does not possess a weapon.
5. As an alternative to asking the student to remove the metal object, an administrator of the same sex as the student may conduct a pat-down search of the student and remove any metal object detected. The administrator will then re-check the student with the detector. The administrator should conduct such a search in private.
6. A pat-down search shall be limited to feeling the student's outer clothing only for the purpose of detecting an item or items that may have activated the metal detector.
7. Another staff member must be present and observe the search of any student conducted in private.
8. If one of the two conditions described in No. 1 above applies, the principal, or designee, may also use the metal detector to check a student's briefcase, knapsack, bookbag, purse, parcel, or hand-held clothing. No item in which a weapon could not be concealed may be

checked.

9. If a check of a student's briefcase, knapsack, bookbag, purse, parcel, or hand-held clothing activates the metal detector, this indication shall constitute a reasonable suspicion that a search of the item would uncover a weapon. Accordingly, the administrator will ask the student to remove any metal objects from the item checked.
 10. Following removal of the metal object, the administrator will again check the briefcase, knapsack, bookbag, purse, parcel, or hand-held clothing with the metal detector to ensure that the student does not possess a weapon.
 11. As an alternative to asking the student to remove the metal object, the administrator may inspect the contents of the item in private and remove any metal object. The administrator will then re-check the item with the metal detector. The administrator may not read any notes or open any areas, pouches, or pockets in which he would not reasonably suspect a weapon to be concealed.
 12. Any object removed from a student as a result of these rules will be returned to the student if the object can legitimately be brought on school property. If a check or search uncovers any object that a student may not legitimately bring on school property, the property will be removed from the student and forfeited to the school.
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Rules

Book: Rules

Section: J - Students

Title: Rights and Responsibilities: Conduct: Dress Code

Number: JCDB

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

The principal of each school will be responsible for developing acceptable standards of dress for students.

1. These standards of dress should be developed with the assistance of school's faculty, parents and pupils;
 2. All parents and students shall be informed of these standards through the students' handbook or other written communication; and,
 3. The general guideline for developing standards is that student dress be conducive to promoting a businesslike work atmosphere within the school rather than a bizarre atmosphere.
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Rules

Book:	Rules
Section:	J - Students
Title:	Rights and Responsibilities: Complaints and Grievances
Number:	JCE
Status:	Active
Legal:	
Adopted:	03/08/1980
Last Revised:	
Last Reviewed:	

Policy Detail

Grievance Procedure

This procedure is established in order to provide a formal method for the resolution of any grievances concerning the treatment of students by district personnel which is alleged to violate either district policy or student legal rights. These formal procedures should not be used unless informal conferences with the appropriate teacher(s) and principal do not resolve the matter to the satisfaction of the grievant.

A grievance may be brought by any students, or the parents of such students, whose rights under any district policy or applicable law have allegedly been violated. However, when a grievance is brought by a minor student the student's parents must be a party to the proceedings.

Grievances should be settled as close as possible to their point of origin. It is important that grievances be settled quickly. The number of days specified on each level should be considered a maximum, but may be extended by mutual agreement.

All hearings should be as informal as possible, but must be conducted in accordance with due process. A grievant may be represented by counsel and shall be allowed to introduce all relevant evidence and to cross examine adverse witnesses. A grievant who chooses to be represented by counsel must give sufficient advance notice to enable the school district to be likewise represented. All decisions shall be in writing, shall be confined to matters brought forth in the hearing, and shall state the facts and reasoning upon which they are based.

If mutual agreement cannot be reached, the grievant shall be given reasonable notice of the time and place for the hearing. All such hearings shall be private except that any hearing before the board shall be public unless the grievant declares the subject matter to be private and the board chooses to go into executive session.

The district Title IX coordinator shall be consulted whenever sex discrimination is alleged in a formal grievance.

Level One

Grievants who cannot resolve a matter informally may submit a grievance in writing to the principal of the school in which the grievance arose. All grievances must be submitted within ten school days after the date on which the action complained of occurred, and must clearly state the district policies or student legal rights alleged to have been violated.

A hearing may not be necessary at this level because the principal may have become aware of all pertinent information through previous informal conferences.

However, a hearing will be held at the request of either the principal or the grievant. Such hearing shall be held within five school days after the grievance is submitted unless a later date is mutually agreeable.

The principal shall render a decision within three school days after submission of the grievance or holding of a hearing as appropriate.

If the grievant is not satisfied with the decision or if no decision is given within the allotted time, the grievance may be taken to level two provided that notice of appeal is made within five school days.

Level Two

Grievances may be initiated at this level by the filing of timely notice of appeal with the appropriate area assistant superintendent within five days. Such notice must be in writing and accompanied by copies of the original grievance and the decision, if any, made at level one.

If the notice of appeal contains a request for a hearing or the area assistant superintendent believes one to be necessary, a hearing shall be held within ten school days of such notice unless a later date is agreeable to both parties.

The area assistant superintendent shall render a decision within five school days of the notice of appeal or hearing as appropriate.

If the grievant is not satisfied with the decision or if no decision is given within the allotted time, the grievance may be taken to level three provided that notice of appeal is made within five school days.

Level Three

Grievances may be initiated at this level by the filing of timely notice with such person as the superintendent shall designate within five school days.

Such notice shall be in writing and accompanied by copies of the original grievance and the decisions, if any, made at level one and two. In addition, such notice shall contain a statement of reasons why such decisions are unacceptable.

If the notice of appeal contains a request for a hearing or the superintendent's designee believes one to be necessary, a hearing shall be held within ten school days unless a later date is acceptable to both parties.

The superintendent's designee shall render a decision within ten school days of the notice of appeal or the hearing as appropriate.

If the grievant is not satisfied with the decision, or if no decision is rendered within the allotted time, the grievance may be taken to level four provided that notice of appeal is made within ten school days.

Level Four

The grievant may request a hearing before the board by submitting timely notice of appeal with the superintendent within ten school days. Such notice shall be accompanied by a copy of the original grievance and the decisions, if any, made at levels one, two, and three. In addition, such notice shall contain a statement of reasons why such decisions are unacceptable.

If the board chooses not to hear the appeal, the grievant will be so notified.

If the board chooses to hear the appeal the grievant will be given reasonable notice of the time and place of the hearing. The board will render a written decision within a reasonable time after such hearing.

Rules

Book:	Rules
Section:	J - Students
Title:	Discipline: Suspension
Number:	JDD
Status:	Active
Legal:	
Adopted:	11/07/1991
Last Revised:	
Last Reviewed:	

Policy Detail

The safety and well being of the students and the orderliness of the instructional program must be a school principal's primary concerns.

In addition to the other bases for school disciplinary action, whenever an appropriate school administrator determines that a student's presence, because of his or her conduct, either at school or away from school, is detrimental to the best interest of the school, the administrator may impose school disciplinary sanctions, including suspension and expulsion. Examples of conduct that the school administrator may find detrimental to the best interest of the school are the sale and/or possession of illegal substances (including alcohol, which is illegal for minors); violent threats of bodily harm to other people (especially those involving weapons); the violent imposition of bodily injury or harm on another person (including nonconsensual sexual activity or attempts to engage in sexual activity); violent, disruptive, or other extremely disorderly behavior; and other shocking, heinous, or outrageous conduct. In particular, a student will be considered detrimental to the best interest of the school when an appropriate school administrator determines on the basis of that student's conduct that his presence threatens the safety and well being of other students or is likely to disrupt the educational process.

A student's presence will not be deemed detrimental to the best interest of the school solely because the student has been arrested and charged with a crime. A school administrator may conclude, however, that the facts underlying the arrest cause the student's presence at school to be detrimental.

Book: Rules

Section: J - Students

Title: Discipline: Expulsion

Number: JDE

Status: Active

Legal:

Adopted: 04/22/1983

Last Revised: 04/17/1997

Last Reviewed:

Policy Detail

The panel established by the board to conduct expulsion hearings on its behalf shall consist of one person from each of the following categories:

1. The Associate Superintendent for Accountability, the Associate Superintendent for Administration, and the Associate Superintendent for School Improvement.
 2. The Assistant Superintendent for High School Education, the Assistant Superintendent for Middle School Education, the Assistant Superintendents for Elementary Education, the Assistant Superintendent for Career Technology Education, and the Assistant Superintendent for Curriculum Development.
 3. The principals of the fourteen high schools or the principals of the sixteen middle schools.
-

Book: Rules
Section: J - Students
Title: Student Activities
Number: JH
Status: Active
Legal:
Adopted: 03/08/1980
Last Revised: 06/10/1997

Last Reviewed:**Policy Detail**

Extracurricular activities are a vital part of the total educational program and may be used as a means of developing wholesome attitudes and good human relations as well as increase individual knowledge and skills.

All student activities shall be carried on by authority of the board and its delegated administrators. The principal shall be responsible for the organization of all student activities for his school. He shall see that activities are appropriately supervised. The principal shall be responsible for the management of student activity funds. Any residual funds from inactive or defunct student organizations shall revert to the general student activity fund unless otherwise designated.

The principal shall encourage the participation of students, faculty, and parents in planning an appropriate student activities program for this school.

Middle School Extracurricular Activities

Since the middle school program is designed especially to meet the needs of the preadolescent, all school sponsored extracurricular activities of a special interest, recreational or social nature should be held during the school day or during daylight hours only.

School publications should be student oriented, student initiated, and of the mimeographed type. All publications should be approved by the principal and sponsored by a faculty member.

Each middle school shall sponsor a well-rounded intramural program.

Cross References: [IDE\(P\)](#), Cocurricular Activities
JHCA(P), Student Clubs
JHCB(P), Student Government
JHCC(P), Student Publications
JHD(P), Student Social Events

Rules

Book: Rules

Section: J - Students

Title: Student Welfare: Student Health Services: Communicable Diseases

Number: JGCC

Status: Active

Legal:

Adopted: 11/19/1992

Last Revised: 10/07/1998

Last Reviewed: Policy Detail

Numerous communicable diseases may affect the school-age population and/or school staff. Some of these have a high degree of communicability and may warrant temporary removal from school.

Recommended Exclusion and Return to School

Disease	Exclude from		To Return to Classroom
	Yes	No	
AIDS or (HIV disease)		X	Individual case consideration mandatory.
Chicken Pox	X		Five to seven days after onset of rash or when all lesions are crusted over.
Conjunctivitis (Pink Eye)	X		After 24 hours if under proper treatment.
Fifth Disease	X		Contagious period occurs prior to onset of rash.
Hepatitis		X	Individual case consideration mandatory.
Impetigo		X	If under proper treatment; monitored by school nurse.
Measles	X		Release statement from physician.
Meningitis	X		Release statement from physician.
Mononucleosis,		X	If under proper treatment; monitored by school nurse. Requires physician's approval prior to resumption of physical education classes.
Mumps	X		Release statement from physician.
Pediculosis (Head Lice)	X		Evidence of treatment presented and physical screening indicating absence of pediculosis.
Ringworm	X		Evidence of treatment presented;

Rubella	X	monitored by school nurse.
Scabies	X	Release statement from physician.
		After 24 hours if under proper treatment.
Strep	X	After 24 hours if under proper treatment.

Confidentiality

Information relating to students with communicable diseases will be confidential. Personnel informed of the student's condition will be based on the need to know.

Rules

Book: Rules

Section: J - Students

Title: Student Welfare: Student Psychological Services

Number: JGD

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

The district employs a staff of school psychologists to provide a wide variety of psychological services for students throughout the district.

Diagnostic testing with the appropriate follow-up in the form of consultation with necessary persons, conferences and staffings are necessary for placement in many handicapped classes and is desirable educationally for some students.

Psychologists are a part of the Special Services Team in each area office. Referrals of students for various conditions which may lead to psychological evaluations are made from the school to the area office.

Children's Re-Education Center

In cooperation with the Marshall I. Pickens Hospital, the district operates a special education program for emotionally handicapped students while they are patients at Marshall I. Pickens Hospital. As other programs for the handicapped, this program is designed to provide appropriate educational and related services to meet an individual education plan for each student. This program shall meet all the applicable "due process" procedures of the district.

Book:	Rules
Section:	J - Students
Title:	Student Welfare: Student Safety: Emergency Drills
Number:	JGFA
Status:	Active
Legal:	
Adopted:	03/08/1980
Last Revised:	11/15/1994

Last Reviewed:

Policy Detail

Fire Drills

In accordance with state laws, a fire drill must be held in each school once each month. Fire drills will be held without warning. Definite instructions must be furnished teachers and pupils as to route and manner of exit during fire drills, and every teacher must be familiar with the location and use of fire extinguishers and fire alarms. A statement as to the date of fire drills and time required to evacuate the building will be placed on each monthly payroll. Any willful endangerment of students or staff through failure to hold appropriate fire drills or the intentional falsifying of documents will result in the recommendation for immediate termination.

Exit Doors and Stairs

1. It is the duty of the principals and teachers to inspect all exit facilities daily, and see that they are unlocked, not chained and free of any and all obstructions during occupancy;
2. The exit doors should open out and be equipped with panic (bar) hardware;
3. The doors should never be locked during school hours or during assembly of people after school hours. (Chains and padlocks should be removed from exit doors or gymnasiums during basketball games and cafeteria assembly);
4. All stairs should be equipped with handrails and enclosed in fire resistive materials and self-closing fire doors; and,
5. Fire escapes should be installed at floor level, doors cut to escapes opening outwardly, and panic bar hardware installed. Escapes should extend to ground, and handrails installed.

Fire Alarm System

1. The principal should instruct all teachers, maintenance engineers, custodians and janitors, in his school buildings regarding how, where, and when to ring the fire alarm system or systems.
2. The above instructed personnel should be given the authority to actuate the fire alarm system upon suspicion of fire or smoke in the building.

Notification of Fire Department

1. If the school is under the protection of a local fire department and is equipped with a fire alarm box or boxes in the building or on the premises, their operation should be understood.
2. If no alarm box exists, arrangement should be made to notify the fire department

immediately. The telephone number should be posted conspicuously.

Parking Cars

There should be designated areas for parking automobiles around school buildings. Parking in driveways or at exits from building shall be prohibited at all times.

Book:	Rules
Section:	J - Students
Title:	Student Welfare: Student Safety: Supervision of Students
Number:	JGFB
Status:	Active
Legal:	
Adopted:	04/15/1993
Last Revised:	
Last Reviewed:	

Policy Detail

Each school has the authority to determine its own schedules for practices and rehearsals. In so doing, the school principal will ensure compliance with the following principles:

1. The amount of time spent in practice or rehearsal should not have a detrimental effect on the academic program.
 2. Parents of participating students must receive written notification of the practice times, schedules, and/or rehearsals for each activity. Parents should direct problems or concerns about such matters to the principal, athletic director, or activity advisor.
 3. When weekend sessions or rehearsals are necessary, prior notification will be given.
 4. The coach, director, or advisor will be present at all official games, practices, or rehearsals.
 5. When rehearsal or practice is terminated either as scheduled or before the scheduled ending time, the coach, director, or advisor will supervise all students under his responsibility until all have left campus. A telephone will be made available for students to notify parents that they need to be picked up earlier than usual.
-

Book: Rules
Section: J - Students
Title: Student Welfare: Student Safety: Accidents
Number: JGFG
Status: Active
Legal:
Adopted: 03/08/1980
Last Revised:
Last Reviewed:

Policy Detail

Standard Student Accident Report

The standard student accident report form shall be used to report student accidents during the school year. All reports shall be sent to the safety specialists at the district's operations office at the end of each month.

Additional forms may be requisitioned from the warehouse in the usual manner.

Book:	Rules
Section:	J - Students
Title:	Student Welfare: Student Safety: Investigation and Enforcement Services
Number:	JGFH
Status:	Active
Legal:	
Adopted:	12/03/1987
Last Revised:	
Last Reviewed:	

Policy Detail

Student security and other investigation and law enforcement services for district schools will be coordinated by the Deputy Superintendent. In handling such matters, all persons involved should be sensitive to school district policies, rules, and procedures and should maintain confidentiality by not discussing student or school security issues with persons not affected. The need to avoid disruptions of the school environment must also be considered.

Investigations at a school must always be conducted with the full knowledge and involvement of the school principal, who has the authority to control all matters at the school. Persons employed or engaged to provide student security and investigation and enforcement services will limit their activities to matters involving students and non-school personnel. At no time will such persons be used to investigate other district personnel or to decide how district policies, rules, or procedures should be applied.

District personnel must promptly report all incidents of the following offenses to those persons responsible for providing investigation and law enforcement services, who will promptly report them to the Deputy Superintendent and appropriate law enforcement officials:

- (1) Any single incident of theft, loss, or misuse of school district funds in excess of \$50.
 - (2) Any theft of school district property with a value in excess of \$200 or any property valued at less than \$200 when it is identifiable by serial numbers or other markings.
 - (3) The theft of any personal property that is negotiable, such as checks or credit cards. Thefts of other personal property are reportable at the discretion of the victim.
 - (4) All incidents involving illegal drugs.
 - (5) All sexual assaults.
 - (6) All assaults with weapons.
 - (7) Any serious assaults.
 - (8) Any incident of arson.
-

Book:	Rules
Section:	J - Students
Title:	Student Welfare: Student Safety: Automobile Use
Number:	JGFF
Status:	Active
Legal:	
Adopted:	03/08/1980
Last Revised:	09/30/1993

Last Reviewed:

Policy Detail

Students who believe that they qualify to use a private vehicle to travel from their home high schools to a career center, the Fine Arts Center, or other school-related destination, either as a driver or a passenger, must submit an application for a permit prior to traveling on nonschool-district transportation. In applying for a permit, both the student and the student's parent or guardian must agree to abide by the following rules:

1. No student will be allowed to drive or ride in a private vehicle until the student's parent or guardian has submitted to the high school principal and the appropriate center director written permission for the student to do so.
 2. A passenger must submit the name of the driver with whom he proposes to ride. If a student, this driver must also have a permit issued under this Rule.
 3. A student driver must have a valid South Carolina driver's license.
 4. Students with permits as passengers will not be allowed to drive.
 5. Unsafe driving on school grounds is not permitted. Although the school district assumes no responsibility for patrolling a student's driving off school district property, confirmed reports of unsafe driving will result in cancellation of the permit.
 6. Students will park in designated parking spaces at career centers or the Fine Arts Center.
 7. Students will report directly to class and may not return to their cars until after class dismissal.
 8. Students may not make stops or detours when traveling between their home high schools and the career centers, Fine Arts Center, or other destination.
 9. Student drivers must show evidence of liability insurance before a permit is issued.
 10. Both the student and the student's parents and guardians agree that The School District of Greenville County will not be responsible for any accidents, vandalism, or theft of property that may occur either to the vehicle or the student or passenger(s) during operation of the vehicle.
 11. A student permitted to drive or ride must have the permit in his possession whenever traveling and while at the approved destination.
 12. Students permitted to use private vehicles in the afternoon should not return to their home high schools at the end of the day without prior permission to do so.
 13. Either the student's high school principal or the center director may revoke the permit for use of a private vehicle. Violation of these rules may also result in imposition of other disciplinary sanctions.
-

Rules

Book:	Rules
Section:	J - Students
Title:	Student Welfare: Child Abuse
Number:	JGI
Status:	Active
Legal:	
Adopted:	03/08/1980
Last Revised:	12/14/1993

Last Reviewed:

Policy Detail

District personnel shall use a standard form for making their written reports of suspected child abuse or neglect. (see JGI(E)) They shall make their oral and written reports as soon as possible after receiving information giving them reason to believe that abuse or neglect has occurred. Personnel may not rely on other persons to make the reports.

The reporting employee should retain a copy of the written report. Copies of such reports shall not be placed in the student's record and shall not be distributed to or shown to any persons other than employees of the Department of Social Services or law enforcement officials to whom the report is made. This report is not considered part of a student's educational record and is not subject to disclosure under Policy JR.

Under no circumstances will any school district employee reveal to the person suspected of the abuse the identity of the person making the report.

District employees who believe that color photographs of a child should be taken, but who choose not to take them themselves, must inform the DSS or law enforcement official who takes the report of this concern. If the reporting employee also believes that a radiological or other medical examination is indicated, the employee shall so inform the person who takes the report.

School principals should cooperate with DSS case workers and guardians ad litem when those persons determine that they should take photographs or have medical examinations performed.

The district's coordinator of social work will ensure that at least annually principals, teachers, and guidance counselors are reminded of their obligations under Policy JGI. The coordinator will also develop appropriate in-service activities, maintain liaisons with appropriate agencies, and serve as a consultant to district employees for promoting child protection and ensuring proper reports of suspected abuse and neglect.

In accord with Policy JCAB, principals should cooperate with law enforcement officials, DSS case workers, and properly appointed guardians ad litem in their investigations of suspected child abuse. The need to cooperate does not alter the rules on confidentiality of student records set forth in Policy JR

Rules

Book: Rules

Section: J - Students

Title: Student Activities: Activities Funds Management

Number: JHB

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised: 04/23/1982

Last Reviewed:

Policy Detail

All funds received from any source by school personnel for student activities shall be turned in to the school office as soon as possible. Receipts shall be issued to students, parents, sponsors, organizations, merchants, and the like for any funds received except where numbered tickets are used. Tickets shall be prenumbered and audited and inventoried by the appropriate internal auditor.

Student activity funds shall be managed in keeping with the district's procedures for handling funds.

Rules

Book: Rules

Section: J - Students

Title: Student Activities: Student Social Events

Number: JHD

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

Schools shall not sponsor social events except class parties as set forth below which are scheduled to occur during school hours on days school is in session.

Schools shall not sponsor social activities after school hours during the final two weeks of the school year. This regulation shall not be interpreted to preclude educational field trips as prescribed by district policy. While field trips may be taken, school bus transportation may not be used during the final two weeks of the school year.

Class parties related to special holidays or events may be held in elementary and middle schools during school hours. Class parties shall be subject to the approval of the principal of the school, who shall see that adequate supervision is provided to maintain proper conduct.

Parties and other similar activities arranged by parents or organizations, not under the jurisdiction of the district, shall not be conducted under the name or auspices of the school.

Where groups of pupils organize within a school they shall be under the direction and supervision of a faculty member, and the membership shall be limited to members of the student body.

Rules

Book: Rules

Section: J - Students

Title: Employment of Students: Outside Employment

Number: JJB

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

Recognizing that many students seek part-time jobs while in school and others need assistance in employment upon graduation, the high school principal is encouraged to devise a system appropriate for his school to assist students in job placement. Where appropriate, job placement personnel and/or guidance personnel should be utilized in this system.

Principals who establish job placement services should be aware that federal and state regulations concerning non-discrimination in employment are applicable to all such activities.

Rules

Book: Rules

Section: J - Students

Title: Solicitations: Solicitations of Students

Number: JKA

Status: Active

Legal:

Adopted: 02/14/1995

Last Revised:

Last Reviewed:

Policy Detail

Any survey of district students by district personnel must comply with the following rules:

- (1) A survey by a teacher must be a part of the teacher's lesson plan and must be designed and used to enhance learning on the topic taught in that lesson plan.
 - (2) A teacher's survey must have the prior approval of the principal.
 - (3) A survey by any other district employee must be designed to assess a school's performance and must have the prior approval of the superintendent or the superintendent's designee.
 - (4) Any survey of students must be anonymous.
-

Book: Rules

Section: J - Students

Title: Solicitations: Solicitations by Students

Number: JKB

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

The district administration believes that extracurricular activities are an integral part of the total school program. The district cannot provide adequate funds to cover all necessary expenses for these activities; therefore, it is recognized that certain fund raising projects will be necessary. Acceptable practices will be those which promote and encourage recreation, entertainment, and social involvement of parents, students, and faculty. Some examples are:

Car washes
Concerts
Drama
Intra-school athletic contests
Pageants
Student pictures
Suppers
Talent shows
Work days
Newspaper and Yearbook Ads

The following regulations are provided as a guide to help principals make appropriate decisions relative to fund-raising.

1. No fund raising activities will be permitted during school hours;
2. No door-to-door sales or solicitations of homes or business establishments will be permitted in the name of a school. The principal must approve any projects of the PTA or Booster Clubs where students will be involved in the activity ;
3. No sales or solicitations will be permitted in public streets or shopping centers; and,
4. All activities must have prior written approval of the principal.

(Cf: KJ)

Book: Rules

Section: J - Students

Title: Anomalous Students

Number: JQ

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

Special Education Due Process

I. Definitions

- A. Due Process. This term means "notice and an opportunity to be heard and to defend in an orderly proceeding adapted to the nature of the case. The guarantee of 'due process' requires that every man have protection of day in court and benefit of general law." Dimke V. Finke, 209 Minn. 29 295 N. W. 75, 79.
- B. Parent. The term "parent" includes a natural mother or father, an adoptive mother or father, a legally appointed guardian, a surrogate parent for a child appointed pursuant to procedures outlined herein. A student who has reached 18 years of age or who has married may assume the rights and responsibilities of the parent.
- C. Notification. In all procedures regarding a due process hearing, terms such as "notice" and "notification" shall mean (1) written statement in the primary language of the home by registered/certified mail, and (2) oral communication in the primary language of the home. In procedures requiring "written permission" for evaluation and placement, the initial notification may be by regular mail and by oral communication. In cases where the parents fail to reply, subsequent notification shall be provided by registered/certified mail.
- D. Impartial Hearing Officer. The term "impartial hearing officer" means a person or tribunal of persons trained by the S.C. Department of Education and assigned by the local education agency at a due process hearing. It is the hearing officer's duty to assure that proper procedures are followed and that the rights of the parties are protected.
An impartial hearing officer must be:
1. Unbiased--not prejudiced for or against any party involved in the hearing.
 2. Disinterested--not having any personal interest at stake in the outcome.
 3. Independent--may not be an officer, employee, or agent of the LEA.
- E. Days. "Days" mean normal working days.
- F. Surrogate Parents. "Surrogate Parents" means a person appointed to act in place of parents or guardians when a child's parents or guardians are not known, are

unavailable, or the child is a ward of the state. Surrogate parents will not be employees of the SEA or LEA involved in the education or care of children. The function of the surrogate parent shall be to represent the child's interest in the same way that a parent or guardian would be expected to represent the child's interest.

II. Procedures for Evaluation and Placement of the Child in Special Programs

- A. Written Permission. Written permission must be obtained from the parent/ surrogate prior to: (1) formal testing and evaluation, (2) placement of a pupil into a program for the handicapped, (3) any changes to be made in educational placement subsequent to the initial placement and, (4) disclosure of personally identifiable information to anyone other than participating agencies. (reference: A Handbook for Hearing Officers, Attachment #1. Confidentiality, (S. C. Department of Education, p. 26.)

In circumstances where a child's parents are not known, are unavailable, or the child is a ward of the state, the child shall be assigned a parent surrogate by the LEA (see Appendix A). An LEA-Parent conference shall be conducted to explain the rights and the due process procedures to parents.

B. Evaluations.

1. Within ten (10) working days after permission for evaluation is obtained, the chairperson of the evaluation team shall notify the parent as to the schedule for the evaluation. This notice shall contain the following information:
 - a. The reasons for the requested evaluation and the name of the person who initiated the process.
 - b. The evaluation procedures.
 - c. A description of the limitations of the testing procedures and instruments.
 - d. A statement of the parent's right to review all relevant records.
 - e. A statement of the parent's right to review the procedures and instruments.
 - f. A description of how the findings of the evaluations will be used.
 - g. A statement of the parent's right to refuse permission for the evaluation, with the understanding that the LEA can request a hearing to present its reasons and try to obtain approval to conduct the evaluation.
 - h. A statement of the parent's right to be fully informed of the evaluation.
 - i. A declaration that the child's educational status shall not be changed without the knowledge and written approval of the parent, or until the notice and due process procedures have been exhausted.
2. Within thirty (30) days of notifying the parent of the evaluation schedule, the evaluation will be completed.
3. Within ten (10) working days after the evaluation is completed the parent shall receive notification of the results of the evaluation, and the educational implications.

C. Placement of the Child.

1. Within ten (10) days after the evaluation the parent shall be informed that an individual educational plan will be developed and that parent shall be given the opportunity to participate in the formulation of the plan.
2. Within ten (10) days after presentation of the results of the evaluation and educational implications, the chairperson of the placement committee shall notify the parents by registered/certified mail and orally that a change in placement of the child's educational plan is proposed. This notice shall contain:
 - a. The proposed individualized special educational plan, the method by which it was developed, the reasons why the proposed placement is deemed appropriate for the education of the child, and the reasons why it

- b. is the least restrictive program appropriate for the education of the child.
 - b. Specific tests, reports, or evaluation procedures upon which the proposed educational placement is based.
 - c. A statement that school reports, files, and records pertaining to the child shall be available for inspection and copying at reasonable cost.
 - d. A statement describing in detail the right to obtain a due process hearing and a description of all of the rights regarding the procedures of such a hearing if there are objections to the proposed placement.
 - e. A list of those agencies in the community from which legal counsel may be obtained for those unable to pay for counsel.
 - f. A statement of the opportunity to obtain an independent evaluation of the child at public expense, including the names, addresses and telephone numbers of appropriate public agencies where such services can be obtained at no cost.
 - g. A description of the procedures for appealing the decision resulting from the due process hearing (see Part V).
 - h. A statement that the child shall remain in the present educational program until such time as there is a decision following the due process hearing or until the proposed educational placement is accepted by the parties. (In emergency situations where the health and safety of the child or of other persons would be endangered by continuing the present placement, a change in placement shall be made earlier by order of the hearing officer.)
 - i. A statement that no more than eight months after the child has been placed in the program recommended by the evaluation team and annually thereafter, the LEA shall conduct an initial periodic review of the program to evaluate the effectiveness of the program in meeting the special educational needs of the child. Upon request, the parent shall obtain an initial review at any time after the first three months of the child's placement. During the periodic review the parent shall have all the rights of due process.
 - j. A statement that within ten (10) days after parental permission is obtained, the pupil will be placed.
- D. Periodic Review. At least five (5) days before the periodic review is to begin, the LEA shall notify the parents. The notice shall include:
1. The time that the review will take place.
 2. A description of the procedures to be used in the review.
 3. An invitation to the parent to participate in the periodic review.
 4. A statement that the parent shall receive the findings and recommendations of the periodic review within ten days after completion of the review.
 5. A statement containing the procedures for changing the child's educational status or for obtaining an alternative evaluation if the review indicates the need for such.
- III. Procedures for Due Process Hearing Requested by LEA
- A. If a parent refuses consent for the proposed evaluation, placement or change in educational placement or fails to respond within ten days to the LEA's attempts by means of registered/certified mail, telephone, home visit, and the like, to obtain consent, the LEA has the right to request a hearing to obtain approval for the proposed evaluation, placement or change in educational placement. If such a hearing is requested, the LEA shall notify the parent by registered/certified mail and orally on the same day as the request for a hearing is filed. This notice shall include:
1. A copy of the original notice requesting permission for the evaluation.
 2. A statement that school files, reports and records pertaining to the child shall be available for inspection and copying at reasonable cost.

3. A detailed description of all of the rights regarding procedures at the due process hearing.
 4. A list of those agencies in the community from which legal counsel may be obtained for those unable to pay.
 5. A statement of the parent's right to an appeal of the decision resulting from the due process hearing.
- B. Prerequisites to a Hearing. Prior to the holding of a due process hearing, the following shall have occurred:
1. Prior notice, as described above, shall have been provided to the parent.
 2. The parent shall have been allowed access to school reports, files, and records pertaining to the child, for inspection and copying at reasonable cost.
 3. An impartial, trained hearing officer shall have been appointed to preside at the hearing within five days after a request for a hearing.
 4. The hearing officer shall have provided to the parent or to the officials of the local education agency notification as to the time and place of the hearing within five days after his appointment. The notification shall be given at least twenty days prior to the hearing and the hearing shall be scheduled at a time and place convenient to the parent.
 5. The parent shall have the right to compel the attendance of any officer, employee, or agent of the local education agency or the state education agency, who may have evidence or testimony relevant to the question of the adequacy or appropriateness of the proposed evaluation.
 6. The child shall remain in the present educational program until the hearing. In emergency situations, however, where the health and safety of the child or of other persons would be endangered by continuing the present program, a change in program may be made earlier by written order of the hearing officer.
- C. Due Process Hearing. A due process hearing shall be conducted in accordance with the following procedures:
1. The hearing officer shall preside at the hearing and shall conduct the proceedings in a fair and impartial manner. All the parties involved in the hearing shall have an opportunity to present their evidence and testimony.
 2. The parent and the local education agency may have legal counsel and witnesses at the hearing.
 3. The hearing shall be closed to the public unless the parent requests an open hearing.
 4. The parent and the local education agency and their respective representatives shall have the right to present evidence and testimony.
 5. The parent and the local education agency and their respective representatives shall have an opportunity to confront and question all witnesses at the hearing.
 6. The parent shall have the right to determine whether the child will attend the hearing, if the child is under the age of majority. In certain cases, however, the hearing officers may rule that the child shall be excluded from portions of or from the entirety of the hearing if the welfare of the child would be jeopardized.
 7. The burden of proof as to the adequacy and appropriateness of the proposed evaluation procedures shall be upon the local education agency.
 8. A tape recording or other verbatim record of the hearing shall be made.
 9. Interpretations in the primary language of the home and for the deaf shall be provided during the due process hearing at public expense, when necessary.
- D. Decision of the Hearing Officer. Within five (5) days after the hearing, the hearing officer shall issue a decision in accordance with the following requirements:
1. The decision shall be in writing and shall be sent by registered/certified mail to the parent, to the local education agency, and to their respective representatives.

2. The decision of the hearing officer shall include findings of fact, conclusions, and reasons for these findings and conclusions. The decision shall either approve or disapprove the proposed evaluation or placement.
3. The decision of the hearing officer shall be based solely on evidence and testimony presented at the hearing.
4. A summary of the proceedings at the hearing shall be made available to all parties; it shall include any materials or statements specifically requested by any of the parties.
5. A copy of the tape recording or other verbatim record of the hearing shall be transcribed and provided, at the expense of the LEA, upon request of the parent or the LEA.
6. The decision of the hearing officer shall include a statement of the parent's right to an appeal (see Part V).
7. The decision of the hearing officer shall be binding to the parent and to the local education agency, its officers, employees and agents-- subject only to a review by the SEA when requested by the parent or LEA within ten (10) days following the hearing officer's decision.

Within five (5) days after a final decision following the due process hearing, the chairperson of the evaluation team shall notify the parent as to the schedule for the evaluation (see Part II, Section B).

- IV. Procedures for "Due Process" Hearing Requested by Parents
 - A. The parent has the right to request a due process hearing concerning evaluation, a proposed change in the educational status of the child, proposed placement in a special education program, denial of such placement, or periodic review of the special education program for the child; the parent also has the right to request an alternative evaluation. The procedures prior to the hearing shall be the same as those required when the hearing is requested by the LEA (see Part III, Section B).
 - B. Procedures of "Due Process" Hearing (see Part III, Section C).
 - C. Decision of Hearing Officer (see Part III, Section D).
- V. Right to Appeal (Administrative Appeal- Impartial Review of the Hearing)
 - A. Within ten (10) days after a decision by the hearing officer, a request for an impartial review of the hearing may be initiated by the parent/ surrogate or LEA to the SEA, Office of Programs for the Handicapped, State Department of Education (SDE). The SDE shall train three members of the State Advisory Committee for the Handicapped in the procedures for conducting an impartial review. When a request for an impartial review of the hearing is received, one of the three advisory committee members shall be selected to serve as a reviewing official. The reviewing official shall:
 1. Examine the entire hearing record;
 2. Insure that the procedures at the hearing were consistent with the requirements of due process;
 3. Afford the parties an opportunity for oral argument; and,
 4. Make an independent decision on completion of the review.
 - B. The decision of the reviewing official shall be binding to all parties--subject only to judicial appeal.

SUMMARY

The model which has been developed provides a systematic approach in dealing with the complicated legal aspects of "due process." The basic rights guaranteed by "due process" have been identified and summarized as the following:

Rights of child under the age of majority

1. Right to have parent surrogate; and,
2. Right to request change of parent surrogate.

Rights of the parent

1. Right to deny permission for evaluation of placement of child in special program;
2. Right to review all school records;
3. Right to request an alternative evaluation;
4. Right to request a hearing;
5. Right to be present at hearing, to request the presence of certain witnesses, and to question all witnesses;
6. Right to request re-evaluation subsequent to placement; and,
7. Right to appeal decision of hearing officer.

APPENDIX A

I. Surrogate Parents

A. Procedure for Obtaining Surrogate Parents

1. Any employee of an LEA, SEA, residential school or hospital, any physician, any judicial officer, or any other person whose work involves education or treatment of children, who knows a child needing special education services and knows that the parents or guardians are not known, unavailable, or that the child is a ward of the state, may file a request for assignment of a surrogate. This request shall be made to the LEA.
2. In an effort to determine whether or not the parent or guardian is in fact unknown, unavailable, or the child is a ward of the state, the LEA shall send a notice of the need for a surrogate by registered mail to the adult in charge of the child's place of residence and to the parent or guardian at his last known address. Surrogates shall not be assigned to children who have reached the age of majority.
3. The LEA shall assign surrogate parents only after careful determination has been made and written documentation thereof that the true parent or guardian is unknown, unavailable, or the child is a ward of the state.
4. Once assigned, the surrogate shall represent the child at least through the time of the first periodic review of this educational placement. The child shall have the right to request a change in surrogate at any time he chooses. The LEA shall use the criteria and procedures in determining whether a new surrogate is assigned as was used in assigning the original surrogate.

B. Recruitment. The LEA shall recruit persons who can serve as surrogate parents, and maintain a registry of eligible persons, and may compensate or make arrangements for the compensation of such persons when utilized.

C. Selection. The LEA shall select a group of people to serve as surrogate parents. Surrogates shall be selected by the district superintendent compatible with criteria stated herein, from a list of persons recommended by the LEA or other appropriate persons. The district superintendent or his designee may select qualified persons from outside the territory of the district.

D. Qualifications of Surrogates. Persons selected as surrogates shall (1) be adults with no vested interest that would conflict with their primary allegiance to the child they represent, (2) be thoroughly acquainted with the child's educational needs, (3) possess an understanding of the cultural and linguistic background of the children they represent.

APPENDIX B

I. Hearing Officer

A. Recruitment. The LEA shall recruit persons who can serve as impartial hearing officers and shall maintain a registry of eligible persons to be utilized.

B. Training. The SEA is responsible for the training of the hearing officers. This training shall include a knowledge of rules and regulations regarding the education of handicapped children as promulgated by the South Carolina State Board of Education prerequisite to placement of any child in a special program. Also training shall consist of knowledge of due process procedures

C. Procedures for Obtaining a Hearing Officer

1. A request for a hearing officer by either the LEA or parent shall be made in writing and all parties shall be informed.
 2. The LEA shall select a hearing officer, subject to approval of both parties within ten (10) days following the receipt of request for same.
 3. Compensation to hearing officer, when necessary, shall be the responsibility of the LEA.
- D. Qualifications of a Hearing Officer
1. Persons selected as hearing officers will have graduated from high school.
 2. Will be unbiased toward any party involved in the hearing.
 3. Will have no personal interest at stake in the outcome.
 4. Shall not be an officer, employee, or agent of the LEA or SEA.
-

Rules

Book: Rules

Section: J - Students

Title: Student Records

Number: JR

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

The following forms have been designed to assist in the implementation of this policy.

A record of requests and disclosures must be kept in every student record set forth in parts "A" and "B" of this policy. The format may be changed so long as all the data called for are recorded on any substitute record.

The "Legal Notice" must accompany material from student records any time it is disclosed to any person except a student or parent, professional district personnel, or state and federal officials as authorized in this policy.

Any written request for disclosure from an authorized parent or student may be honored so long as it sufficiently describes the material to be disclosed, the person(s) to whom it is to be disclosed, and the purpose for the disclosure.

Book: Rules

Section: J - Students

Title: Student Fees, Fines and Charges

Number: JS

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised: 06/24/2003

Last Reviewed:

Policy Detail**A. Matriculation and Incidental Fees**

School may charge and collect matriculation and incidental fees in accordance with the following rule

1. Each spring the principal must review and approve all fee requests within the school for the coming year. The principal will determine whether a fee is reasonable by weighing the contribution of the fee's purpose (e.g., material to be purchased) to the curriculum. No fee may exceed the actual cost of the materials. The superintendent or his designee will review all fees annually.
2. The principal shall notify students and parents of any fees to be collected and the procedure for collection.
3. Fees should be collected at the beginning of the school year, preferably at a scheduled pre-payment activity or school orientation, or at the time a student enrolls in school.
4. All student fees collected under this rule are the property of the school and will be allocated for the intended purposes. All materials purchased with student fees for individual student use become the property of the student.
5. School personnel must collect, receipt, handle, and deposit all fees in accordance with standard district procedures. All accounts must be auditable.
6. Fees may not be charged to students eligible for free lunches and must be reduced pro rata for students eligible for reduced price lunches. No student unable to pay fees will be denied instructional materials.
7. No student may be publicly identified or discriminated against because of that student's eligibility for free or reduced meals.
8. While mathematical precision is not required, schools should adjust fees for students enrolling after the start of school to reflect their actual consumption of materials.
9. Students who withdraw will receive no refund of fees paid.
10. Students who transfer within the district after fees have been paid will receive fee credit in the new school for the same course by presenting a receipt or other verification of fee payment from the sending school. No credit will be granted for fees paid to other school districts.

B. Student Fines

1. Students shall be held responsible for, and principals shall collect, the replacement cost of materials or property lost or damaged through personal negligence.
2. Schools are authorized to charge a fee for lost books. The amount of the fee shall be set at the beginning of each school year.

C. Class Dues

To provide the necessary financial support for certain extracurricular class activities, schools may collect class dues. These dues may be used for such class activities as a student sunshine fund, proms, homecoming activities, graduation ceremonies, and class gifts. Payment of class dues is voluntary, but a school may determine that participation in one or more activities is contingent on the payment of the class dues.

The one exception to this is the privilege of participating in the class graduation ceremony. No school may withdraw this privilege from a student because that student did not pay class dues, but a school may require participants in the graduation ceremony to pay a fee established to cover the cost of that ceremony. This participation fee should reasonably approximate the cost of the graduation ceremony prorated per participating student

When assessing class dues, schools will adhere to the following guidelines:

1. The principal must review and approve all procedures for the assessment, collection, and receipting of class dues, including the amount. The superintendent or his designee must review annually the class dues assessed at each school.
 2. High schools shall provide ample opportunity for student involvement in the decision to assess class dues.
 3. The amount of the dues shall be within the grasp of all students and shall be the minimum necessary to cover the costs of the activities.
 4. Each school shall have a hardship provision that exempts students who, in the judgment of the principal, are unable to pay.
 5. Sanctions for nonpayment of dues shall be set in cooperation with the student government.
-

Rules

Book: Rules

Section: K - General Public Relations

Title: Public Information Program

Number: KB

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

Program Service

Schools, churches, clubs, and organizations may request through the communications office, programs about education, the public schools, and the administration and operation of the district.

Rules

Book: Rules

Section: K - General Public Relations

Title: Public Information Program: News Media Relations

Number: KBC

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

News Conferences

Special news conferences shall be set up for special announcements, emergency situations, and a periodic exchange of views between the superintendent and the news media.

Major Interviews

The communications office shall be notified by telephone of major interviews.

Rules

Book:	Rules
Section:	K - General Public Relations
Title:	Public Information Program: News Media Relations: News Releases
Number:	KBCA
Status:	Active
Legal:	
Adopted:	03/08/1980
Last Revised:	
Last Reviewed:	

Policy Detail

The director of community relations shall be the liaison person for coordinating the release of information concerning the school system and actions of the board. All news releases concerning the school system, except the reports of athletic games shall be cleared through the office of communications.

The principal of each school, or a person designated by him, shall be responsible for maintaining liaison with the office of public information for the dissemination of information relating to his school.

Administrators, teachers, and other staff members are urged to write up school news, but such articles, with the exception noted above, must be coordinated centrally for the following reasons:

1. Avoidance of duplication of material;
 2. Maintenance of consistency with respect to school publicity; and,
 3. Compilation of a file of releases as a protection to the schools.
-

Book:	Rules
Section:	K - General Public Relations
Title:	Board-Community Relations: Public Participation in Board Meetings
Number:	KCA
Status:	Active
Legal:	
Adopted:	03/08/1980
Last Revised:	09/11/1990
Last Reviewed:	

Policy Detail

The following procedures will be used to register and schedule persons who wish to appear before the board in accordance with Policy KCA.

A. Registration

All persons who wish to register must check in at the reception table in the front lobby of the district office building between 6:45 and 7:20 p.m. on the night of the board meeting at which they wish to speak.

Only the first six persons on the list will be guaranteed an opportunity to appear at that meeting. However, others may be allowed to speak if those preceding them do not use their full allotment of time or if the chairman re-opens the participation period for public comment at the end of the business session.

B. Seating and Recognition of Speakers

Persons registered to speak should be seated in the meeting room before 7:30. When called, persons should proceed immediately to the podium and make their remarks. Persons not able to respond promptly will be struck from the list and the next person will be called.

C. Persons Registered but Not Called

Persons on the list who are not called because of time limitations will automatically be added to the agenda of the next regularly scheduled meeting of the board. They must check in at that meeting as set forth above or their names will be struck from the list.

D. Meetings At Other Locations

When a board meeting is to be held at a location other than the district office building, a registration desk or table will be established and clearly marked near the entrance to the meeting room.

Rules

Book:	Rules
Section:	K - General Public Relations
Title:	Staff-Community Relations: Responsibilities: School Personnel
Number:	KD
Status:	Active
Legal:	
Adopted:	03/08/1980
Last Revised:	
Last Reviewed:	

Policy Detail

Every school, office, and center in the district will develop an annual communications plan. The director of staff communications will offer communications assistance to school staffs and plan communications workshops to help in developing a plan to include students, staff members, parents, and other citizens of the community.

A communications contact person should be appointed annually in each school, area office, and center to assist principals and area assistant superintendents with planning and implementing the plan.

School communications plans may include a regular newsletter, a school brochure, an information service to constituents, releases to news media, personalization of staff and student successes, and special activities to include as many staff and community groups as possible.

Appropriate recognitions of outstanding students, staff members, retiring personnel, and volunteers should be included in the annual plan.

Book: Rules

Section: K - General Public Relations

Title: Student-Community Relations: Solicitations by Students

Number: KEBB

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

The district administration believes that extracurricular activities are an integral part of the total school program. The district cannot provide adequate funds to cover all necessary expenses for these activities; therefore, it is recognized that certain fund raising projects will be necessary. Acceptable practices will be those which promote and encourage recreation, entertainment and social involvement of parents, students and faculty. Some examples are listed below:

- Car Washes
- Concerts
- Drama
- Intra-school Athletic Contests
- Pageants
- Student Pictures
- Suppers
- Talent Shows
- Work Days
- Newspaper and Yearbook Ads

The following regulations are provided as a guide to help principals make appropriate decisions relative to fund raising.

1. No fund raising will be permitted during school hours;
2. No door-to-door sales or solicitations of homes or business establishments will be permitted in the name of the school. The principal must approve any projects of the P.T.A. or Booster Clubs where students will be involved in the activity. Only students of parents giving approval should be engaged in such activities; and,
3. All activities must have prior written approval of the principal.

(Cross Reference: [JKB](#), fund raising for extracurricular activities)

Rules

Book: Rules
Section: K - General Public Relations
Title: Use of School Facilities
Number: KG
Status: Active
Legal:
Adopted: 08/07/1980
Last Revised: 05/04/2006

Last Reviewed:

Policy Detail

All requests for short-term rental of school district facilities (less than 12 months), except Roper Mountain Environmental Science Center, shall be submitted to the school principal for initial approval and schedule coordination. The principal then should submit a request for contract through the Director of Operations and Maintenance. Requests to use facilities at Roper Mountain shall be submitted to the director of the Science Center. A standard rental agreement will be executed for all rentals. Requests to lease school facilities of twelve months or greater shall be requested through the Executive Director of Construction. Leases shall be executed in writing upon approval of the Board of Trustees and Superintendent or his/her designee. A standard lease agreement shall be used.

Fees

1. School and P.T.A. sponsored events - - no charge
2. Use of grounds when no buildings are used and no services are provided - no charge
3. Other use of facilities (including cafeterias and kitchens):
 - a. Elementary Schools\$35.00 + \$20.00 (custodial) per hour
 - b. Middle and High School other than gymnasiums.... \$49.00 + \$20.00 (custodial) per hour
 - c. Gymnasiums\$70.00 + \$20.00 (custodial) per hour
4. An additional charge of \$25.00 shall be made whenever a school's stage lights are used. This additional fee shall be paid directly to the school.
5. For gymnasium facilities used by public, tax-supported recreation commissions, a fee of \$8.00 per hour for practice time and \$16.00 per hour for game time, and during the summer a fee of \$4.00 per hour.
6. Use of a school kitchen requires utilization of School Food Service personnel. Approval of the Director of Food and Nutrition Services is required prior to use.

Disbursement of Fees

Fees collected will be deposited to the school district's general fund with a disbursement to the school rental site in the amount of \$10.00 per hour for each rented hour.

Elections

No fee will be charged for the use of the school building on election days. However, the election commission or the appropriate party will be charged an amount necessary to cover salaries of staff members on duty beyond the normal working hours. The normal hourly rate fee will be charged for any political party holding precinct meeting in schools.

Use of School Materials and Equipment

The school district recognizes the desirability of cooperation with the public in use of school properties. Materials and equipment such as books, audio-visual tapes, records, projectors, recorders, etc., are limited in quantity. These materials are subject to loss and breakage and are in constant use by students and teachers. Public access to and use of these school properties are limited. Public use must in no way impair or hinder instructional use of such items. Only in cases of emergency and/or unusual need may requests for use of the above items be granted. Approval for public use of materials and equipment must be granted in writing by the school principal. Full responsibility for prompt return in good repair of these properties must be assumed by the user.

Sirrine Stadium

The primary user of Sirrine Stadium shall be Greenville High School. No activities shall be scheduled at any time which will interfere with the use of the facility by Greenville High School.

Greenville High School shall have exclusive rights to manage parking and all concessions and shall receive all proceeds from the management of parking and concessions at all events scheduled at Sirrine Stadium.

Requests for the use of Sirrine Stadium will be received and processed in the same manner as required by board policy for all school district facilities.

FEES

Daytime: Until 5:00 p.m.

Non-revenue producing events:

\$250.00 payable to Greenville High School five days in advance of the date of use.

\$20.00 per hour for attendants payable to the School District within ten days after the date of use.

The user shall be responsible for providing adequate security and for contacting the Traffic Division, Police Department, City of Greenville.

Revenue producing events:

\$300.00 payable to Greenville High School five days in advance of the date of use.

15% of gross income payable to Greenville High School within ten days after the date of use.

The user shall be responsible for providing adequate security and for contacting the Traffic Division, Police Department, City of Greenville.

Nighttime: 5:00 p. m. – 11:30 p.m.

Non-revenue producing events:

\$250.00 payable to Greenville High School five days in advance of the date of use.

\$75.00 for the use of lights and water and \$20.00 per hour for attendants payable to the School District within ten days after the date of use.

The user shall be responsible for providing adequate security and for contacting the Traffic Division, Police Department, City of Greenville.

Revenue producing events:

\$400.00 payable to Greenville High School five days in advance of the date of use.

\$75.00 for the use of lights and water plus \$20.00 per hour for attendants payable to the School District within ten days after the date of use.

15% of gross income payable to Greenville High School within ten days after the date of use.

The user shall be responsible for providing adequate security and for contacting the Traffic Division, Police Department, City of Greenville.

Use by other district schools for sports events:

\$250.00 payable to Greenville High School for clean-up.

\$150.00 payable to Greenville High School for marking fee.

Ticket management personnel, security, and parking rights are negotiable between the user and Greenville High School.

Concession rights will belong to Greenville High School.

Roper Mountain Environmental Science Center

The primary user of Roper Mountain Environmental Science Center shall be The School District of Greenville County. No activities shall be scheduled at any time which interfere with the use of this facility by the school district. The school district shall have the exclusive rights to manage parking and all concessions and shall receive all proceeds from such.

Fees – The Amphitheatre

Daytime:

Non-revenue producing events:

\$100.00 plus \$20.00 per hour for attendants.

Revenue producing events:

Minimum fee of \$250.00 paid five days in advance.

Plus 10% of gross income within five days following event.

Plus \$20.00 per hour for attendants.

Nighttime: 5:00 p.m. – 11:30 p.m.

Non-revenue producing events:

\$100.00 plus cost of electricity plus \$20.00 per hour for attendants.

Plus 15% of gross income within five days following event.

Plus \$20.00 per hour for attendants.

Clean-Up: \$100.00 per event payable to The School District of Greenville County five days in advance.

Security: Adequate security shall be the responsibility of the user.

Fees

Fees for other facilities will be adopted as other construction proceeds, making other facilities available.

Special arrangements with groups other than those outlined in the Rules above will be approved by the Director of Environmental Science Center and the Superintendent.

Book:	Rules
Section:	K - General Public Relations
Title:	Public Gifts: Contests for Students
Number:	KHB
Status:	Active
Legal:	
Adopted:	03/08/1980
Last Revised:	12/06/1984

Last Reviewed:

Policy Detail

The district's Contest Committee, composed of a chairman and seven members, is appointed annually by the superintendent to evaluate and schedule the numerous requests for contests in the schools.

1. It shall be the duty of the Contest Committee to review all requests for contests which are not on the NASSP Advisory Lists and approve those others which meet the criteria established by the National Contest Committee of the National Association of Secondary School Principals.
2. Participation in contests on the NASSP list does not have to be approved by the district Contest Committee. A current listing of the contests approved by NASSP will be sent to each principal yearly.
3. No other district contest which has not been approved by the Contest Committee shall be conducted during the school year.
4. The Contest Committee reserves the right to approve or disapprove the rules under which the contest is offered.
5. Groups sponsoring contests must provide enough copies of approved materials to be distributed to all schools.
6. Most approved contests are optional and at the discretion of the principal; some district contests, however, are required.
7. Teachers should not be asked to judge final contests in which their students are involved.
8. Contests before October 1 and after May 1 should be discouraged unless a national contest requires participation at a definite time.

An Application for Contest Approval must be filled out and filed by the sponsoring organization or individual. Such forms are available in the office of the superintendent.

Book: Rules
Section: K - General Public Relations
Title: Advertising in the Schools
Number: KJ
Status: Active
Legal:
Adopted: 03/08/1980
Last Revised: 05/28/1982

Last Reviewed:

Policy Detail

Pageants

In general, pageants are considered an acceptable fund-raising activity for "in-school" organizations and/or school-related organizations (see policy LEB). Excluded as unacceptable are "cent-a-vote" or other similar contests which depend upon collections of funds. Pageants must have specific prior approval by the school principal.

Pageants must be governed by the following regulations:

- A. The pageant coordinator must be a school employee directly responsible to the principal.
 - B. The guidelines and performance rules must have prior approval by the principal and must address themselves to the following items:
 1. Specific information should be given concerning schedules and attendance for try-outs, practices, rehearsals, and performances;
 2. Specific regulations must be made concerning all phases of the pageant to insure that it will be conducted without racial and/or economic discrimination;
 3. Specific regulations must be made concerning how entries are made and contestants selected;
 4. Specific criteria must be established for the determination of winners;
 5. Specific regulations must be made governing selection of judges to ensure their appropriate qualifications and neutrality for the judges;
 6. Specific regulations must be made concerning the method of voting by judges and tallying votes;
 7. Specific regulations must be made governing costumes and dress including types and allowable expenses; and,
 8. Specific plans must be made for chaperons and/or police protection during practices, rehearsals, and performances.
 - C. All financial aspects of the pageant must have approval of the principal including admission prices and disbursement of proceeds and/or profits.
-

Rules

Book: Rules

Section: K - General Public Relations

Title: Public Sales on School Property

Number: KK

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

The school principal shall be responsible for arranging for the operation of any and all concession stands in his building or on his grounds.

Each school shall have a written agreement with the agency which shall operate a concession stand in schools or on the grounds. The agreement shall include a written plan for returning profits from the concession to the school. Agreements should be made for one year terms.

An audit of the fiscal records of the stand shall be made on an annual basis or sooner if needed.

Rules

Book: Rules

Section: K - General Public Relations

Title: Public Use of School Records

Number: KL

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

School Lists

Lists of teachers or pupils shall not be provided to commercial firms or to any agency organized wholly or primarily for profit.

Lists of names and addresses of students and staff will not be released to the public. Lists of names only of candidates for graduation may be released to the news media through the district community relations office.

Book:	Rules
Section:	K - General Public Relations
Title:	Visitors to the Schools
Number:	KM
Status:	Active
Legal:	
Adopted:	03/08/1980
Last Revised:	
Last Reviewed:	

Policy Detail

Parents and interested citizens are encouraged to visit schools during school hours and for special events held after school. Visitors are welcome during the school day at the discretion of the principal and provided that the visits are not detrimental to the instructional program. Schools offer many opportunities such as P.T.A. meetings, athletic events, and special programs for visits after school hours. Customarily, "open house" is scheduled in the fall for parents and citizens to become acquainted with the teachers and staff.

When visiting schools during the school day, persons shall report to the principal's office first. If visitors wish to tour the facilities, the principal shall designate a staff member to accompany the visitor.

Parents are encouraged to arrange conferences with individual teachers. These conferences may be held during the planning period of a secondary school teacher. The parent shall check by the principal's office upon entering the school, identify himself and his purpose, and be escorted to the place of his meeting with the teacher.

Visits to the Schools by Inspectors, Agents, Representatives and Others from Outside the School District

In view of the numerous visits to schools by inspectors, agents, representatives and others, principals and teachers are advised to take the following measures for the purpose of guarding against any unwarranted interference with the operation of the school or any infringement upon the rights and safety of pupils, teachers, or other district employees.

If the inspector, agent or representative is not a known employee of the school district, or is not accompanied by an employee of the school district, he should be asked for a permit from the office of the superintendent or his designee.

If the principal is satisfied that the visitor is accredited as claimed, the principal should ascertain the purpose of the visit before allowing the visitor to proceed. If the visitor, purporting to be an inspector, agent or representative, cannot produce satisfactory identification, then the visitor

should be informed that he cannot inspect or otherwise visit or remain on school premises.

Requests for interviews with pupils will normally be denied unless written consent of the parents is given or the parent is present for the interview. Request for interviews with teachers and other employees of the school will be denied with the explanation that district employees are not permitted to be interrupted in the performance of their school duties for the purpose of engaging in such interviews.

None of the foregoing is to be construed as a change in the district's policies with regard to normal administrative and instructional procedures, or to the visits of persons authorized by law.

Rules

Book: Rules

Section: K - General Public Relations

Title: Visitors to the Schools: Trespassing

Number: KMA

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

All incidents of non-students on building grounds or other school property should be reported immediately to the Investigation and Enforcement Department. Investigation would then:

1. Advise principals of the legal and proper procedures for handling the situation; and,
 2. Complete the procedures to secure a warrant; or,
 3. Advise principals to call a law enforcement agency.
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Rules

Book: Rules

Section: K - General Public Relations

Title: Complaints: About School Personnel

Number: KND

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

Whenever a complaint is made directly to the board as a whole or to a board member as an individual, it shall be referred to the superintendent for study and possible solutions. The individual employee involved shall be advised of the nature of the complaint and shall be given every opportunity for explanation, comment, and presentation of the facts as he sees them.

If it appears necessary, the superintendent, the person who makes the complaint, or the employee involved may request an executive session of the board for the purposes of fuller study and a decision by this body. Generally all parties involved including the school administration, shall be asked to attend such a meeting for the purposes of presenting additional facts, making further explanations, and clarifying the issues. Hearsay and rumor shall be discounted as well as emotional feelings except those directly related to the facts of the situation.

The board shall conduct such meetings in as fair and just a manner as possible. The board may request a disinterested third party to act as a moderator to help it reach a mutually satisfactory solution.

Any parent, guardian, or other person who upbraids, insults, or abuses any teacher or other employee on school property or in the presence of pupils shall be prosecuted by the district under the provisions of law. School employees who are sued as a consequence of performing their assigned duties shall be provided full legal services.

Rules

Book: Rules

Section: L - Interorganizational Relations

Title: School General Government Relations: Local Government: Public Health Authorities

Number: LDAF

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

Reporting Contagious and Communicable Disease

It is the responsibility of the principal to assist in meeting the provisions of the health department covering communicable diseases by promptly reporting to the district health consultant and superintendent the presence of such disease. He shall not re-enter any such pupil without securing a written permit from the nurse who is his authorized representative. All permits shall be filed as a matter of record.

Rules

Book: Rules

Section: L - Interorganizational Relations

Title: School General Government Relations: Local Government: Public Welfare Authorities

Number: LDAG

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

School personnel who recognize a need for welfare assistance for any student shall give this information to the school principal, who in turn will present this to the pupil personnel team in the area office, who will make the appropriate referral to the district social worker.

Book:	Rules
Section:	L - Interorganizational Relations
Title:	School-Community Organizations Relations
Number:	LE
Status:	Active
Legal:	
Adopted:	03/08/1980
Last Revised:	
Last Reviewed:	

Policy DetailCitizens Advisory Councils

The functions of the Citizens Advisory Council shall be in accordance with the prescribed guidelines, the regulations of the school, the school district policies, and the South Carolina Education Finance Act of 1977.

The Citizens Advisory Council is not a replacement of any group. The Citizens Advisory Council will not operate the schools, displace the important functions of the P.T.A., or replace board responsibility. It is an advisory group only and should be utilized by all groups for consultation and specific recommendations to the administration and the board of trustees.

1. Councils shall meet with the principals a minimum of five times during the school year. Special meetings may be called by the chairman and principal.
 2. Each school Council shall elect one representative to serve on the Area Citizens Advisory Council to meet with the area assistant superintendent at least twice a year.
 3. Each area group shall elect five representatives to meet at least once a year with the superintendent. Following this meeting another meeting will be held with the board of trustees.
 4. The secretary shall keep a full and accurate account of the proceedings and transactions of all meetings of the council. Following each meeting the secretary shall send copies of minutes within one week of the meeting to each member, the area assistant superintendent, and to a designated person at the district office.
 5. Members shall be appointed or elected by May 1 for the next school year.
 6. It is recommended that members be elected to serve a one-year term with eligibility for re-election to only one consecutive term.
 7. An annual school report shall be made each year.
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Book:	Rules
Section:	L - Interorganizational Relations
Title:	School-Community Organizations Relations: Booster Organizations
Number:	LEC
Status:	Active
Legal:	
Adopted:	04/23/1982
Last Revised:	
Last Reviewed:	

Policy Detail

The district welcomes the support of booster organizations at individual schools. The financial aid and other assistance given by such organizations make possible many meaningful student activities which enrich the lives of district students.

It must be remembered that booster clubs are independent organizations which have no authority to represent or act as agents for the district and which are not subject to district control. For that reason the district shall not assume any liability or responsibility for acts of such booster organizations.

Staff members must be careful in their dealings with booster clubs to avoid the appearance of impropriety or conflicts of interest. It must be remembered that it is a violation of state ethics law for staff members to accept compensation from private persons or groups for the performance of their duties with the district. It is also a violation of state ethics law for private persons or groups to offer such compensation.

Gifts from booster clubs are subject to Policy and Rule DFK and all money received from booster clubs must be properly accounted for in accordance with Policy and Rule JHB.

The following accounting procedures will be followed:

1. Any organization which wishes to reimburse a school district employee for expenses incurred shall turn those funds over to the school office for deposit in a student activities fund account. This shall be done in all cases including situations in which the money is intended to reimburse the employee for expenses incurred by the employee in connection with student activities. All such money shall then be accepted in accordance with Policy and Rule DFK or returned to the organization from which it was received.
2. The school will receipt all such funds from the organization into the student activity funds on the appropriate account card.
3. Student activity funds shall not be used to supplement the salary of an employee who receives a district supplement for similar work, but may be used to reimburse for expenses incurred or to pay small sums for tasks performed such as ticket-taking at school events.
4. School district employees who receive funds on behalf of any school booster club or support agency shall give a receipt for all such money received and shall turn all such money over to the school office for deposit in a student activity fund on behalf of the

organization for which it was received. All funds so deposited shall then be remitted to that organization by a student activities fund check charged to the account to which the funds were received.

Rules

Book: Rules

Section: M - Relations With Other Education Agencies

Title: Private Schools Relations

Number: MC

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

Qualifying parochial and private schools will be included in federal projects.

Rules

Book: Rules

Section: M - Relations With Other Education Agencies

Title: Colleges and Universities

Number: MF

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

The guidance department, instructional services division and staff development will coordinate activities with colleges and universities.

Rules

Book:	Rules
Section:	M - Relations With Other Education Agencies
Title:	Colleges and Universities: Student Teaching and Internships
Number:	MFB
Status:	Active
Legal:	
Adopted:	03/08/1980
Last Revised:	
Last Reviewed:	

Policy Detail

1. All student teachers and potential student teachers involved in observation or in any other capacity in the school district shall arrange visitation through the office of staff development under authorization of the superintendent.
 2. Master teachers who supervise student teachers should have a minimum of three years' experience, hold a valid professional teaching certificate in their assigned field, and have a genuine professional interest and ability in teaching.
 3. Student teacher placement should have the written approval of the school principal as well as the approval of the supervising teacher.
 4. The coordinator of staff development will seek recommendations for outstanding master teachers to act as supervisors from subject area consultants in instructional services.
 5. The university coordinators of field experiences for student teachers will submit a list of all participants in the student teacher training program to the coordinator of staff development at least six weeks in advance of placement.
 6. Each university will provide written information or a handbook for student teachers which includes their requirements for observation as well as the requirements of the school district. This information should be approved before distribution to student teachers, supervisory teachers, and principals.
 7. The information should include such instructions as:
 - What to do upon arrival at a school;
 - Format for student teacher behavior in the classroom; and,
 - Verification of attendance by the classroom teacher
 8. Principals should provide staff development with a list of recommended master teachers who would supervise the student teacher training program in their school.
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Rules

Book: Rules

Section: M - Relations With Other Education Agencies

Title: State Education Agency Relations

Number: MI

Status: Active

Legal:

Adopted: 03/08/1980

Last Revised:

Last Reviewed:

Policy Detail

Auxiliary services will coordinate activities with correctional schools.
