

I. EXECUTIVE SESSION *4:30 p.m.			
	1.1:	Legal Update 1. Settlement Proposals <i>The Board will receive a legal update.</i>	Information/ Action
*	1.2:	Superintendent Search - Contractual & Employment Issues <i>The Board will discuss a superintendent search, specifically contractual and employment related issues.</i>	Action
OPEN SESSION 5:15 p.m.			
II.	CALL TO ORDER, INVOCATION/MOMENT OF SILENCE, & PLEDGE of ALLEGIANCE		
III.	ADOPTION OF AGENDA-		
IV.	SPECIAL RECOGNITIONS (15 minutes) – Mrs. Erica Taylor, Executive Director of Strategy & Communications		
		A. Moultrie Mock Trial	
		B. Buist Mock Trial	
		C. Behind the Scene Heroes	
*		D. Wando Teacher Cadets	
		E. Wando AP Civics Group	
V.	SUPERINTENDENT'S REPORT – Mr. Michael Bobby, Acting Superintendent of Schools		
VI.	VISITORS, PUBLIC COMMUNICATIONS		
VII. *	APPROVAL OF MINUTES/EXECUTIVE SESSION AGENDA ITEMS 1. Request to Waive Policy BEDA – Board Meeting Notification <i>The Board will vote on a motion to suspend policy BEDA to allow the Board to act on new agenda items the Board received after the Wednesday deadline.</i>		
	7.1:	Open Session Minutes of February 9, 2015 <i>The Board will vote on the open session minutes of February 9, 2015.</i>	Action
	7.2:	Executive Session Action Items of February 23, 2015 <i>The Board will vote on executive session action items of February 23, 2015.</i>	Action
	7.3:	Financial Minutes of the February 9, 2015 <i>The Board will vote on the financial minutes of February 9, 2015.</i>	Action
VIII.	CAE UPDATE		
	8.1:	Head Start/Early Head Start	Presentation
IX.	MANAGEMENT REPORT(S)		
X.	COMMITTEE REPORT(S)		
	10.1:	Audit & Finance Committee – Mr. Todd Garrett	
		A. Audit & Finance Committee Update <i>The Committee will provide information and receive input from Board members on the following:</i> <i>-Items that are currently before the committee that have not been brought forward to the Board;</i> <i>-Future topics the committee plans to bring forward; and</i> <i>-What is needed to move the item forward?</i>	Information
	10.2:	Policy & Personnel Committee – Mr. Tripp Wiles	

		A. Policy Committee Update <i>The Committee will provide information and receive input from Board members on the following:</i> <i>-Items that are currently before the committee that have not been brought forward to the Board;</i> <i>-Future topics the committee plans to bring forward; and</i> <i>-What is needed to move the item forward?</i>	Information
		B. Second Reading – Policy GCA/GDA – Profession Staff Positions/Classified Staff Positions <i>The Board will vote on the second reading of Policy GCA/GDA.</i>	Action
		C. Second Reading – Policy JFABC – Student Transfers <i>The Board will vote on the second reading of Policy JFABC.</i>	Action
		D. Second Reading – Policy GCKB – Hiring of Principals and Assistant Principals (Rescind policy) <i>The Board will vote on the second reading of Policy GCKB.</i>	Action
		E. First Reading – Policy BCA – Board Member Code of Ethics <i>The Board will vote on the first reading of Policy BCA.</i>	Action
		F. First Reading – Policy JIH – Student Searches, Interrogations and Arrests <i>The Board will vote on the first reading of Policy JIH.</i>	Action
		G. First Reading – Policy IMG – Service Animals <i>The Board will vote on the first reading of Policy IMG.</i>	Action
		H. Regulation – IMG – Service Animals <i>The Board will receive the regulation to Policy IMG as information.</i>	Information
	10.3:	Strategic Education Committee – Rev. Chris Collins	
		A. Strategic Education Committee Update <i>The Committee will provide information and receive input from Board members on the following:</i> <i>-Items that are currently before the committee that have not been brought forward to the Board;</i> <i>-Future topics the committee plans to bring forward; and</i> <i>-What is needed to move the item forward?</i>	Information
*		B. Academic Calendar – 2015-2016 School Year <i>The Board will vote on a recommendation to approve the Academic Calendar for 2015-2016 school year.</i>	Action
XI.	POTENTIAL CONSENT AGENDA ITEMS		
XII.	NEW BUSINESS		
*	12.1:	A. Calculators for the new ASPIRE Test <i>The Board will vote on a recommendation to approve the purchase of calculators to be used for the new ASPIRE test.</i>	Action

Charleston > excellence is our standard
County SCHOOL DISTRICT

75 Calhoun Street
Charleston, SC 29401

**OFFICE OF GENERAL COUNSEL
BOARD AGENDA ITEM**

TO: Board of Trustees

FROM: John F. Emerson, General Counsel

DATE: February 23, 2015

SUBJECT: New policy merging GCA/GDA

RECOMMENDATION: Approve second reading of revisions merging
GCA and GDA into one policy.

The material is submitted for: ☒ Action ☐ Information
☒ Open ☐ Executive

Respectfully submitted:



Michael L. Bobby
Acting Superintendent of Schools

N/A

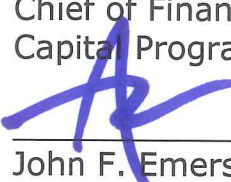
Jeffrey Borowy, Deputy for Capital
Programs

NA

Todd Garrett, Chair
Audit & Finance Committee

E. Tripp Wiles, Esq., Chair
Policy and Personnel Committee

NA

Michael L. Bobby
Chief of Finance, Operations &
Capital Programs


John F. Emerson, General Counsel

☐ Item voted on and
recommended for Board
A&F Committee on _____

☒ Item voted on and
recommended for Board Policy
and Personnel Committee 10/8/14

OFFICE OF GENERAL COUNSEL
February 23, 2015

SUBJECT:

New policy GCA/GDA "Professional and Classified Staff Positions"

BACKGROUND:

Currently CCSD policy includes two policies, GCA "Professional Staff Positions" and GDA "Classified Staff Positions." They are identical. The Policy and Personnel Committee has approved a revision combining these two and making some other slight changes.

DISCUSSION:

The policy revision proposed by the Policy and Personnel Committee (the "Committee") merges GCA and GDA together to create one policy that addresses the creation of job positions. The revision also specifically states that the superintendent will require board approval for any new position at the level of executive director and above. The revision requires the administration to report to the board a list of new positions on a quarterly basis. Finally, it revises the last paragraph to indicate that the hiring manager will be involved in the creation of the job description.

RECOMMENDATION:

Approve second reading of revisions merging GCA and GDA into one policy.

FUNDING SOURCE/COST:

N/A

FUTURE FISCAL IMPACT:

N/A

DATA SOURCES:

Office of General Counsel

PREPARED BY:

Office of General Counsel

REVIEWED BY LEGAL SERVICES

Yes

REVIEWED BY PROCUREMENT SERVICES

N/A

PROFESSIONAL AND CLASSIFIED STAFF POSITIONS

Code **GCA/GDA** Draft **10/14**

Purpose: To establish the basic structure for the creation of **professional and** classified staff positions.

The board shall hold the superintendent responsible for recommending classified positions. From time to time it will become necessary to create new positions, which are necessary for the operation of Charleston County School District's educational program and related services. Upon the recommendation of the superintendent, the Board shall approve new positions at the level of executive director and above. In each case, the board shall approve the broad purpose and function of the position through as recommended by the budget process superintendent. The superintendent shall be responsible to classify and authorize positions for the employment of all other personnel, and report such new positions to the Board on a person who meets the stated purpose and function. School based employees are employed by the hiring supervisor quarterly basis.

Job descriptions

The human resources department, in collaboration with the hiring manager, shall be responsible for writing and maintaining job descriptions covering qualifications, essential functions and other details pertaining to all staff positions in the Charleston County School District system.

Adopted 5/10/73; Revised 4/10/74, 12/8/75, 5/26/86, 2/13/06

Legal references:

- A. S. C. Code, 1976, as amended:
 - 1. Section 59-19-270 - Board of trustees may employ technical and clerical personnel.
- B. State Board of Education Regulations:
 - 1. R-43-209 - Non-professional/paraprofessional personnel positions, qualifications and duties.

Charleston > excellence is our standard
County SCHOOL DISTRICT

75 Calhoun Street
Charleston, SC 29401

**OFFICE OF GENERAL COUNSEL
BOARD AGENDA ITEM**

TO: Board of Trustees

FROM: John F. Emerson, General Counsel

DATE: February 23, 2015

SUBJECT: Revision to policy JFABC

RECOMMENDATION: Approve second reading of revisions to JFABC
– Student Transfers.

The material is submitted for: ☒ Action ☐ Information
☒ Open ☐ Executive

Respectfully submitted:



Michael L. Bobby
Acting Superintendent of Schools

N/A


Jeffrey Borowy, Deputy for Capital
Programs

NA

Todd Garrett, Chair
Audit & Finance Committee

E. Tripp Wiles, Esq., Chair
Policy Committee

NA

Michael L. Bobby
Chief of Finance, Operations &
Capital Programs


John F. Emerson, General Counsel

☐ Item voted on and
recommended for Board
A&F Committee on _____

☒ Item voted on and
recommended for Board
Policy Committee on 12/10/14

OFFICE OF GENERAL COUNSEL
February 23, 2015

SUBJECT: Revision of policy JFABC - Student Transfers.

BACKGROUND: At its December 10, 2014 meeting, the Policy and Personnel Committee voted to remove the proposed provision that would require families to meet with an administrator and see the school from which transfer is sought. The Committee agreed to keep the revision that removes from the sending constituent district board the authority to deny the transfer out.

In addition, the Policy and Personnel Committee agreed to add language advising parents that the placement of any student, whether by attendance area, transfer, or other process, is subject to change by operation of law, change in policy, altered attendance lines or other CCSD Board of Trustees action.

DISCUSSION: See above.

RECOMMENDATION: Approve second reading of revisions to JFABC – Student Transfers.

FUNDING SOURCE/COST: N/A

FUTURE FISCAL IMPACT: N/A

DATA SOURCES: Office of General Counsel

PREPARED BY: John F. Emerson

REVIEWED BY LEGAL SERVICES: Yes

REVIEWED BY PROCUREMENT SERVICES: N/A

STUDENT TRANSFERS

Code **JFABC** Issued **1/14**

Purpose: To establish criteria for student transfers within Charleston County School District.

Students are entitled to attend school in the school zone applicable to their residence, as established by the constituent school boards; however, when parents/legal guardians desire for their children to attend a different school than the one to which they are assigned, they may request a transfer to any other Charleston County school in which space is available.

Note: Space availability is calculated by comparing projected enrollment of the school to the district's annual assessment of the school's capacity.

If a situation arises in which a school has reached capacity, the district will use an enrollment lottery to create a waiting list from which seat(s) will be offered as they become available.

Deadlines

All transfer requests for the following school year must be submitted to the receiving constituent boards no later than the last working day of March. Transfer requests received after the deadline, if approved, will result in the student's name being added to the end of the list in the order in which it is received if such waiting list exists; otherwise, they will be granted the right to enroll.

Valid, non-discriminatory reasons to transfer include, but are not limited to, the following.

- to attend a career and technology program in another school or constituent district
- to attend a school that offers programs not offered at the home school
- documented health reasons
- for a hardship, such as to attend a school
 - closer to where a parent/legal guardian works
 - with one or more siblings
 - to better accommodate before or after school care needs (e.g., extended work hours or work related to travel that necessitates before or after school care of the child)
 - the child previously attended
 - in instances where the parents/legal guardians are planning to move to another district during the school year, so as to allow the student to attend that school from the beginning of the year
- for reasons that advise removing a student from the influence or presence of other students

This policy does not pertain to magnet, partial magnet, or charter schools.

This policy does not govern requests for school placement by virtue of a voluntary transfer for students of CCSD employees. Policy JFAB governs for that purpose.

PAGE 2 - JFABC - STUDENT TRANSFERS

Appeals

Requests denied by the constituent board may be appealed to the county board or its designee(s). The appeal process can be found by clicking on the link below or by selecting "Voluntary Transfer" on the district home page (ccsdschools.com).

Placement Subject to Change

The placement of any student, whether by attendance area, transfer, or other process, is subject to change by operation of law, change in policy, altered attendance lines or other Charleston County School District Board of Trustees action.

<http://www.ccsdschools.com/choice/VoluntaryTransfer/index.php>

Adopted 11/10/97; Revised 6/24/02, 1/23/06, 1/13/14

Legal references:

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

1. Section 59-19-90(9) - Transfer and assignment pupils.
2. Section 59-19-90(10) - Prescribe conditions and charges for attendance.
3. Section 59-63-30 - Qualifications for attendance.
4. Section 59-63-31 - Additional qualifications for attendance at public school.
5. Section 59-63-40 - Discrimination on account of race, creed, color or national origin prohibited.
6. Section 59-63-210 - Grounds for which trustees may expel, suspend or transfer pupils; petition for readmission.
7. Section 59-63-250 - Transfer of pupils.
8. Section 59-63-470 - Transfer of pupils when enrollment of such pupils threatens to disturb peace.
9. Section 59-63-480 - Attendance at schools in adjacent county.
10. Section 59-63-490 - Transfer to adjoining school district.
11. Section 59-63-500 - Transfer without consent of school district of residence.
12. Section 59-63-510 - County board of education authorized to order transfer.
13. Section 59-63-520 - Consent required for transfer.

B. State Board of Education Regulations:

1. R43-273 - Transfers and withdrawals.
2. R43-279 - Minimum standards of student conduct and disciplinary enforcement procedures to be implemented by local school districts.

Charleston > excellence is our standard
County SCHOOL DISTRICT

75 Calhoun Street
Charleston, SC 29401

**OFFICE OF GENERAL COUNSEL
BOARD AGENDA ITEM**

TO: Board of Trustees

FROM: John F. Emerson, General Counsel

DATE: February 23, 2015

SUBJECT: Policy GCKB - Hiring of Principals and Assistant Principals.

RECOMMENDATION: Approve the recommendation to rescind Policy GCKB – Hiring of Principals and Assistant Principals.

The material is submitted for: ☒ Action ☐ Information
☒ Open ☐ Executive

Respectfully submitted:



Michael L. Bobby
Acting Superintendent of Schools

N/A

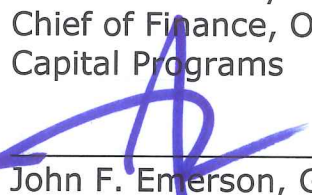
Jeffrey Borowy, Deputy for Capital Programs

NA

Todd Garrett, Chair
Audit & Finance Committee

E. Tripp Wiles, Esq., Chair
Policy and Personnel Committee

NA

Michael L. Bobby
Chief of Finance, Operations &
Capital Programs


John F. Emerson, General Counsel

☐ Item voted on and
recommended for Board
A&F Committee on _____

☒ Item voted on and
recommended for Board Policy
and Personnel Committee 10/8/14

OFFICE OF GENERAL COUNSEL
February 23, 2015

SUBJECT:

Recommendation to rescind policy GCKB "Hiring of Principals and Assistant Principals

BACKGROUND:

GCKB "Hiring of Principals and Assistant Principals" reflects a process for hiring principals and assistant principals that includes a role for the constituent district boards, which is no longer the law. Further, it restates and sometimes conflicts with other policy.

DISCUSSION:

Given that policy GCKB reflects powers no longer assigned to the constituent district boards and is also in conflict with other policies, staff recommended and the Policy and Personnel Committee approved rescinding the policy.

RECOMMENDATION:

Approve the recommendation to rescind GCKB.

FUNDING SOURCE/COST:

N/A

FUTURE FISCAL IMPACT:

N/A

DATA SOURCES:

Office of General Counsel

PREPARED BY:

Office of General Counsel

REVIEWED BY LEGAL SERVICES

Yes

REVIEWED BY PROCUREMENT SERVICES

N/A

HIRING OF PRINCIPALS AND ASSISTANT PRINCIPALS

Code **GCKB** Issued **2/06**

RESCIND

Purpose: To establish the basic structure for the assignment of administrative staff in Charleston County School District.

The superintendent will establish procedures for the hiring of principals and assistant principals in accordance with the 1967 Act 340. The administrative personnel necessary for the efficient operation of the schools in each constituent district shall be employed by the appropriate constituent board, subject to the approval of county board.

Interim administrative appointments shall be effective until the end of the school year during which the appointment occurs.

Adopted 5/10/73; Revised 2/17/75, 12/8/75, 2/25/80, 3/25/85, 8/23/93, 2/13/95, 3/23/98, 3/13/00, 7/14/03, 2/13/06

Legal references:

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

1. Section 59-25-410 - Teacher to be notified of assignment by August 15th.

B. S.C. Acts and Joint Resolutions:

1. 1967 Act 340 - Creates the School District of Charleston County and abolishes the county board of education; sets forth the powers of the constituent district boards; Section 6 - Employment of teachers and personnel.

Charleston > excellence is our standard
County SCHOOL DISTRICT

75 Calhoun Street
Charleston, SC 29401

**OFFICE OF GENERAL COUNSEL
BOARD AGENDA ITEM**

TO: Board of Trustees

FROM: John F. Emerson, General Counsel

DATE: February 23, 2015

SUBJECT: Revision to policy BCA

RECOMMENDATION: Approve first reading of amendment to policy BCA, Board Member Code of Ethics, regarding contact by members of the county and constituent district boards with parties to pending matters.

The material is submitted for: ☒ Action ☐ Information
☒ Open ☐ Executive

Respectfully submitted:



Michael L. Bobby
Acting Superintendent of Schools

NA

Michael L. Bobby
Chief of Finance, Operations &
Capital Programs

N/A

Jeffrey Borowy, Deputy for Capital
Programs



John F. Emerson, General Counsel

NA

Todd Garrett, Chair
Audit & Finance Committee

☐ Item voted on and
recommended for Board
A&F Committee on _____

E. Tripp Wiles, Esq., Chair
Policy Committee

☒ Item voted on and
recommended for Board
Policy Committee on 02/12/15

OFFICE OF GENERAL COUNSEL
February 23, 2015

SUBJECT: Revision of policy BCA – Board Member Code of Ethics.

BACKGROUND: Both the CCSD Board of Trustees and the various constituent district boards hear and review appeals and other matters in their judicial capacity. These hearings include student expulsion appeals, student transfer appeals, and teacher appeals, among others. From time to time members of these boards are contacted to parties to these matters, e.g. the families of students who have been expelled, teachers who have been non-renewed, and other members of the community with an interest in the matter and who may be witnesses. In the courts this is called ex parte communications. Such contact, when it occurs outside of the formal hearing is considered improper under traditional judicial rules of conduct, and for good reason. It is inappropriate for a board member to investigate or receive information not available to others who may hear such a matter on appeal. It can lead to undue influence and also the presentation of information not subject to challenge or cross-examination.

DISCUSSION: The Policy and Personnel Committee has approved an amendment to Policy BCA that would prohibit knowing contact between board members and individuals involved in matters that may come to the board on appeal.

RECOMMENDATION: Approve first reading of amendment to policy BCA, Board Member Code of Ethics, regarding contact by members of the county and constituent district boards with parties to pending matters.

FUNDING SOURCE/COST: N/A

FUTURE FISCAL IMPACT: N/A

DATA SOURCES: Office of General Counsel

PREPARED BY: John F. Emerson

REVIEWED BY LEGAL SERVICES: Yes

REVIEWED BY PROCUREMENT SERVICES: N/A

BOARD MEMBER CODE OF ETHICS

Code **BCA** Issued **4/09**

Purpose: To establish the basic structure for ethical board conduct.

The board of trustees of the Charleston County School District and the boards of the constituent districts commit themselves and their members to ethical, civil, businesslike and lawful conduct, including proper use of authority and appropriate decorum when acting as board members. The boards shall have the authority and responsibility to apply these standards of conduct.

A board member shall honor the high responsibility that his/her membership demands by doing the following.

- thinking always in terms of effectively meeting educational goals for all children
- understanding that the basic function of a school board is policymaking, not administration and by accepting the responsibility of learning to discriminate intelligently between these two functions
- accepting the responsibility along with his/her fellow board members of budgeting so that facilities and resources are provided for the effective functioning of schools
- placing children's interests above partisan or other political interests
- representing, at all times, the entire school district
- accepting the responsibility of becoming well informed concerning the Freedom of Information Act limits on informal board member meetings, the duties of board members and the proper functions of public schools
- recognizing responsibility as a state official to seek the improvement of education throughout the state
- conforming to a standard of civility in interactions with other board members, employees, students and the public, so as to treat all persons with dignity and courtesy; profanity, threats, threatening job termination or abusive language is prohibited and, if used, may subject a board member to public reprimand and, if repeated, constitutes cause of removal of from office through the procedures as provided in S.C. Code Section 59-19-60

In order to build and maintain productive and effective relationships among themselves and with the superintendent and staff, board members shall maintain a system of communication and interaction that builds upon mutual respect and trust by doing the following.

- recognizing 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
- recognizing the integrity of his/her predecessors and associates and the merit of their work
- keeping an open mind on matters before the board by committing to a vote only after hearing the facts and opinions of others in a board meeting properly noticed under the Freedom of Information Act
- respecting the opinion of others and graciously conforming to the principle of majority rule

- maintaining the confidentiality of matters discussed in executive session
- Refraining from communicating, outside of a formal board meeting, with staff, students, families or others who have matters pending that could come before the board for review. Such matters could include teacher non-renewals, student expulsions, voluntary transfers, and other matters.

A board member should maintain desirable relations with the superintendent of schools and his/her staff by doing the following.

- striving to procure, when a vacancy exists, the best professional leader available for the superintendency
- giving the superintendent full operational authority for properly discharging his/her professional duties and holding him/her responsible for acceptable results
- acting only upon the recommendation of the superintendent in matters of employment or dismissal of school personnel per the Act of Consolidation
- having the superintendent present at all meetings of the board except when his/her contract and salary are under consideration
- referring all complaints to the superintendent and discussing them only at a regular meeting properly noticed under the Freedom of Information Act
- striving to provide adequate safeguards around the superintendent and other staff members to the end that they can live happily and comfortably in the community and discharge their educational functions on a thoroughly professional basis
- presenting personal criticisms of any employee, including of the superintendent, directly to the superintendent or the board chairman, but do so in confidence

Adopted 12/8/75; Revised 12/8/86, 11/11/91, 7/26/04, 10/13/08, 4/27/09

Legal references:

- A. School board members are under the jurisdiction of the " Ethics, Government Accountability and Campaign Reform Act," Section 8-13-100, et seq., S. C. Code, and are subject to rules of conduct of the statute.

Such rules include, but are not limited to, the following.

School board members

1. May not use their position or office for personal financial gain (Section 8-13-700).
2. May not receive compensation to influence action (Section 8-13-705).
3. May not receive additional money as payment for advice or assistance given in the course of their employment as a public official (Section 8-13-720).
4. May not use or disclose confidential information gained in the course of their responsibility as a public official (Section 8-13-725).
5. May not serve as a member or employee of a governmental regulatory commission that regulates any business with which they are associated (Section 8-13-730).
6. May not appear before the Public Service Commission or the S.C. Department of Insurance in rate or price-fixing matters (Section 8-13-740).

Charleston County School District

PAGE 3 - BCA - BOARD MEMBER CODE OF ETHICS

7. May not enter into contract with a governmental agency or department which is to be paid in whole or in part out of governmental funds, unless the contract has been awarded through a process of public notice and competitive bidding and no official function regarding the contract has been performed (Section 8-13-775).
8. May not offer or give gifts or promises to members or employees of a governmental regulatory agency or department that regulates a business they are associated with (Section 8-13-705).
9. In cases where a potential conflict of interest exists, individuals shall take such steps as the Ethics Commission shall prescribe to remove oneself from the potential conflict of interest (Section 8-13-700).

No elected public official, regardless of compensation, and no appointed public official, regardless of compensation, shall hold office unless he/she has filed a statement of economic interest with the State Ethics Commission (even if a negative report). (Section 8-13-1110, S.C. Code.)

Charleston > excellence is our standard
County SCHOOL DISTRICT

75 Calhoun Street
Charleston, SC 29401

**OFFICE OF GENERAL COUNSEL
BOARD AGENDA ITEM**

TO: Board of Trustees

FROM: John F. Emerson, General Counsel

DATE: February 23, 2015

SUBJECT: Policy JIH – Student Searches, Interrogations and Arrests.

RECOMMENDATION: Approve first reading of revisions to Policy JIH –
Student Searches, Interrogations and Arrests.

The material is submitted for: ☒ Action ☐ Information
☒ Open ☐ Executive

Respectfully submitted:



Michael Bobby,
Acting Superintendent of Schools

NA

Michael L. Bobby
Chief of Finance, Operations &
Capital Programs

N/A

Jeffrey Borowy, Deputy for
Capital Programs



John F. Emerson, General Counsel

NA

Todd Garrett, Chair
Audit & Finance Committee

☐ Item voted on and
recommended for Board
A&F Committee on _____

E. Tripp Wiles, Esq., Chair
Policy Committee

☒ Item voted on and
recommended by Board
Policy and Personnel Committee on 2/11/15

OFFICE OF GENERAL COUNSEL
February 23, 2015

SUBJECT: Policy JIH – Student Searches, Interrogations and Arrests.

BACKGROUND: In the fall of 2014, the Office of General Counsel was asked to review CCSD policy on the subject of student questioning, interrogation and searches and to report to the Board whether any changes were in order.

DISCUSSION: In the fall of 2014 this office was asked to undertake a review of policy JIH (Student Searches, Interrogations and Arrests) and to research whether it was consistent with the law, policy elsewhere, and best practices. As a first step, we assembled a cross-disciplinary committee of representatives from relevant departments of CCSD, including the senior academic administration, the Office for Student Placement, the Office for Campus Security and Emergency Management. In addition, the research entailed a review of relevant federal and state law. It involved a review of approximately 60 policies from school districts elsewhere in South Carolina. We consulted with both staff and other school lawyers across the state. Using a resource available through the Council Of School Attorneys, a national network, we sought input from school lawyers across the country. In addition, we reviewed various law reviews and other literature on the subject. Finally, we met with the School Improvement Council (SIC) of the Academic Magnet High School to gather input from that school community.

In all respects, we determined that our policy JIH is consistent with the standards applied elsewhere.

One question had been raised as to whether parents had to be notified before a student could be questioned. That is not a practice elsewhere and we found consistent agreement that such a practice would severely hamper the ability of school administration to investigate incidents on a timely basis and to take the necessary steps to insure a safe environment conducive to learning.

Another question was whether a student being questioned possessed the right to have a witness present and to have a witness familiar to the student. The Policy and Personnel Committee is recommending that policy be amended to require school staff, while questioning a student, to make a good faith effort to have a witness present and, ideally, one with whom the student is familiar.

RECOMMENDATION: Approve first reading of revisions to Policy JIH – Student Searches, Interrogations and Arrests.

FUNDING SOURCE/COST:

NA.

FUTURE FISCAL IMPACT:

NA.

DATA SOURCES:

Office of General Counsel

PREPARED BY:

John F. Emerson

REVIEWED BY LEGAL SERVICES:

Yes.

REVIEWED BY PROCUREMENT SERVICES:

No.

STUDENT SEARCHES, INTERROGATIONS, SEARCHES AND ARRESTS

Code **JIH** Revised _____ Issued **1/06**

Purpose: To establish the basic structure for the following:

- conducting searches of students and/or their property;property.
- interviews of students; and
- other aspects of investigations

Preface: In order to ensure a safe school environment and one conducive to teaching and learning, school district employees may have to conduct inquiries into matters of varying significance. Ultimately, district and school administrators are responsible for directing investigations.

SEARCHES

This policy recognizes that both state law and the Fourth Amendment to the United States Constitution protect citizens, including students, from unreasonable searches and seizures. The board's express intention for this policy is to enhance security in the schools, prevent students and other persons on school grounds from violating board policies, school rules and state and federal laws, and to ensure that legitimate privacy interests and expectations are respected consistent with the need of the district to maintain a safe environment conducive to education.

Individuals

In accordance with S.C.South Carolina Code §Section 59-63-1150, all school administrators shall be trained in the "reasonableness" standard for searches.

In compliance with S.C. Code § 59-63-1160, principals" for searches and interrogations under the United States Supreme Court decision in New Jersey v. T.L.O, 469 U.S. 328 (1985). Each principal shall post a notice at each entrance to the school and all other access points in compliance with South Carolina Code Section 59-63-1160 advising that any person entering the premises of any school will be deemed to have consented to a reasonable search of his/her person and effects.

Only trained school officials the principal or his/her designee may conduct such searches unless exigent circumstances exist thatwhich require another staff member to take immediate action for safety reasons. For the purposes of this policy, a school official is any school or district-based administrator or All searches shall comply with the designee reasonableness standard given the age and sex of the student and the nature of the school principal or superintendent. circumstances giving rise to a reasonable concern. A school official must determine that the search is justified at its inception and that the scope and conduct of the search areis reasonably related to the circumstances justifying the search. All searches of students—Students and their possessions must be based on belongings are subject to reasonable suspicion searches and take into consideration the age and gender of the student and the nature of the circumstances giving rise to the suspicion. seizures, with or without probable cause.

No school employeeadministrator or official shall conduct a strip search.

Searches may involve metal detectors, but no search involving dogs will be conducted uponin the personpresence of any student. students.

PAGE 2 - JIH - STUDENT INTERROGATIONS, SEARCHES AND ARRESTS

School lockers and desks

All lockers and desks are the property of the school ~~district, district. School officials may conduct searches of lockers~~ and are subject to search. ~~desks.~~

Motor vehicles

The privilege of bringing a student-operated motor vehicle onto school premises is conditioned on consent by the driver to allow a search of that motor vehicle when there is reasonable suspicion for a search of that motor vehicle.

Any contraband items or evidence of a violation of law or of the Student Code of Conduct may be retained by school officials and/or turned over to an appropriate law enforcement agency.

QUESTIONING STUDENTS

Questioning~~Interrogations by school personnel and school resource officers~~

~~Investigations shall be directed by~~ School Personnel

~~District~~~~the school administration. Teachers, principals and school administrators and teachers~~~~resource officers~~ may question students about any matter pertaining to the operation of a school and/or enforcement of its rules. The staff member shall conduct the questioning discreetly and under circumstances which shall avoid unnecessary embarrassment to the person being questioned. The school official shall make a good faith effort to have present another employee with whom the student is familiar as a witness to the questioning. Any student who answers falsely or evasively or who refuses to answer a proper question may be disciplined.

Questioning~~Contacting law enforcement~~

~~As required by South Carolina Code Section 59-24-60, school administrators shall contact law enforcement authorities immediately upon notice that a person is engaging in, or has engaged in, any activity on school property or at a school sanctioned or sponsored activity which may result, or does in fact result, in injury or serious threat of injury to the person or to another person or his/her property.~~

Interrogations by law enforcement

When law enforcement officers find it necessary to question students during the school day regarding matters not connected to school, the school principal or his/her designee will cooperate with law enforcement and shall request to be present, so long as his/her presence does not impede the investigation. Normal visitor protocol must be followed by law enforcement officials at all times. The principal or his/her designee shall make a reasonable attempt to contact the student's parent/legal guardian and request his/her presence. Should contact not be made, reasonable efforts shall continue to notify the student's parent/legal guardian that law enforcement questioning took place on school grounds. The police shall conduct any questioning in a private area.

CONTACTING LAW ENFORCEMENT

Custody or arrest

As required by South Carolina Code Section 59-24-60, school administrators shall contact law enforcement authorities immediately upon notice that a person is engaging in, or has engaged in, any activity on school property or at a school sanctioned or sponsored activity which may result,

PAGE 3 - JIH - STUDENT INTERROGATIONS, SEARCHES AND ARRESTS

or does in fact result, in injury or serious threat of injury to the person or to another person or his/her property.

CUSTODY OR ARREST

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

Cf. KLG

Adopted 3/13/78; Revised 4/13/87, 11/28/94, 1/23/06

Legal references:

A. U. S. Supreme Court Cases:

1. New Jersey v. T.L.O., 469 —U.S. 325,—, 105 S. Ct. 733 (1985).

B. United States Constitution, Fourth Amendment.

C. South Carolina Constitution:

1. Article I, Section 10.

| D. S.C. Code Ann., 1976, as amended:

1. Section 59-5-65 - State board to set regulations for minimum standards for student conduct, attendance and scholastic achievement; enforcement.
2. Section 59-24-60 - Requires administrators to contact law enforcement.
3. Section 59-63-1110, et seq. - Search of persons and effects on school property.
4. Section 63-19-810 - Taking a child into custody.

E. S. C. Acts and Joint Resolutions:

1. 1994 Act #393, p. 4097 - Allows searches.

STUDENT SEARCHES, INTERROGATIONS AND ARRESTS

Code **JIH** Revised _____

Purpose: To establish the basic structure for the following:

- searches of students and/or their property;
- interviews of students; and
- other aspects of investigations

Preface: In order to ensure a safe school environment and one conducive to teaching and learning, school district employees may have to conduct inquiries into matters of varying significance. Ultimately, district and school administrators are responsible for directing investigations.

SEARCHES

This policy recognizes that both state law and the Fourth Amendment to the United States Constitution protect citizens, including students, from unreasonable searches and seizures. The board's express intention for this policy is to enhance security in the schools, prevent students and other persons on school grounds from violating board policies, school rules and state and federal laws, and to ensure that legitimate privacy interests and expectations are respected consistent with the need of the district to maintain a safe environment conducive to education.

Individuals

In accordance with S.C. Code § 59-63-1150, all school administrators shall be trained in the "reasonableness" standard for searches.

In compliance with S.C. Code § 59-63-1160, principals shall post a notice at each entrance to the school and all other access points advising that any person entering the premises of any school will be deemed to have consented to a reasonable search of his/her person and effects.

Only trained school officials may conduct such searches unless exigent circumstances exist that require another staff member to take immediate action for safety reasons. For the purposes of this policy, a school official is any school or district-based administrator or the designee of the school principal or superintendent. A school official must determine that the search is justified at its inception and that the scope and conduct of the search are reasonably related to the circumstances justifying the search. All searches of students and their possessions must be based on reasonable suspicion and take into consideration the age and gender of the student and the nature of the circumstances giving rise to the suspicion.

No school employee shall conduct a strip search.

Searches may involve metal detectors, but no search involving dogs will be conducted upon the person of any student.

School lockers and desks

All lockers and desks are the property of the school district, and are subject to search.

Motor vehicles

PAGE 2 - JIH - STUDENT INTERROGATIONS, SEARCHES AND ARRESTS

The privilege of bringing a student-operated motor vehicle onto school premises is conditioned on consent by the driver to allow a search of that motor vehicle when there is reasonable suspicion for a search of that motor vehicle.

Any contraband items or evidence of a violation of law or of the Student Code of Conduct may be retained by school officials and/or turned over to an appropriate law enforcement agency.

QUESTIONING STUDENTS

Questioning by School Personnel

District and school administrators and teachers may question students about any matter pertaining to the operation of a school and/or enforcement of its rules. The staff member shall conduct the questioning discreetly and under circumstances which shall avoid unnecessary embarrassment to the person being questioned. The school official shall make a good faith effort to have **present** another employee **with whom the student is familiar** as a witness to the questioning. Any student who answers falsely or evasively or who refuses to answer a proper question may be disciplined.

Questioning by law enforcement

When law enforcement officers find it necessary to question students during the school day regarding matters not connected to school, the school principal or his/her designee will cooperate with law enforcement and shall request to be present, so long as his/her presence does not impede the investigation. Normal visitor protocol must be followed by law enforcement officials at all times. The principal or his/her designee shall make a reasonable attempt to contact the student's parent/legal guardian and request his/her presence. Should contact not be made, reasonable efforts shall continue to notify the student's parent/legal guardian that law enforcement questioning took place on school grounds. The police shall conduct any questioning in a private area.

CONTACTING LAW ENFORCEMENT

As required by South Carolina Code Section 59-24-60, school administrators shall contact law enforcement authorities immediately upon notice that a person is engaging in, or has engaged in, any activity on school property or at a school sanctioned or sponsored activity which may result, or does in fact result, in injury or serious threat of injury to the person or to another person or his/her property.

CUSTODY OR ARREST

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

Cf. KLG

Adopted 3/13/78; Revised 4/13/87, 11/28/94, 1/23/06

Legal references:

A. U. S. Supreme Court Cases:

1. *New Jersey v. T.L.O.*, 469 U.S. 325, 105 S. Ct. 733 (1985).

Charleston County School District

PAGE 3 - JIH - STUDENT INTERROGATIONS, SEARCHES AND ARRESTS

- B. United States Constitution, Fourth Amendment.
- C. South Carolina Constitution:
 - 1. Article I, Section 10.
- D. S.C. Code Ann., 1976, as amended:
 - 1. Section 59-5-65 - State board to set regulations for minimum standards for student conduct, attendance and scholastic achievement; enforcement.
 - 2. Section 59-24-60 - Requires administrators to contact law enforcement.
 - 3. Section 59-63-1110, et seq. - Search of persons and effects on school property.
 - 4. Section 63-19-810 - Taking a child into custody.
- E. S. C. Acts and Joint Resolutions:
 - 1. 1994 Act #393, p. 4097 - Allows searches.

Charleston > excellence is our standard
County SCHOOL DISTRICT

75 Calhoun Street
Charleston, SC 29401

**OFFICE OF GENERAL COUNSEL
BOARD AGENDA ITEM**

TO: Board of Trustees

FROM: John F. Emerson, General Counsel

DATE: February 23, 2015

SUBJECT: Approved first reading of the newly created Policy IMG – Service Animals.

RECOMMENDATION: None

The material is submitted for:

☒ Action ☐ Information

☒ Open ☐ Executive

Respectfully submitted:



Michael Bobby,
Acting Superintendent of Schools

NA

Michael L. Bobby
Chief of Finance, Operations &
Capital Programs

N/A

Jeffrey Borowy, Deputy for
Capital Programs



John F. Emerson, General Counsel

NA

Todd Garrett, Chair
Audit & Finance Committee

☐ Item voted on and
recommended for Board
A&F Committee on _____

E. Tripp Wiles, Esq., Chair
Policy Committee

☒ Item voted on and
recommended for Board
Policy Committee on 2/11/15

OFFICE OF GENERAL COUNSEL
February 23, 2015

SUBJECT: IMG – Service Animals.

BACKGROUND: The District must establish a policy to address the basic structure and accommodation of service animals on district property and address the admission of service animals to schools. The attached proposed policy was provided by the South Carolina School Board Association as a model and has been approved by the Policy and Personnel Committee at its February 11, 2015 meeting.

DISCUSSION: The District must comply with state and federal laws, regulations and rules regarding the use of service animals by staff members and student with disabilities under appropriate circumstances.

RECOMMENDATION: Approve first reading of the newly created Policy IMG – Service Animals.

FUNDING SOURCE/COST:
NA.

FUTURE FISCAL IMPACT:
NA.

DATA SOURCES:
Department of Exceptional Children
Office of General Counsel
South Carolina School Board Association

PREPARED BY:
John F. Emerson

REVIEWED BY LEGAL SERVICES:
Yes.

REVIEWED BY PROCUREMENT SERVICES:
No.

SERVICE ANIMALS

Code **IMG** Draft **2/2015**

Purpose: To establish the basic structure for the presence and accommodation of service animals on district property.

To ensure that individuals with disabilities (students, staff and visitors) are permitted to participate in and benefit from district programs, activities and services, and to ensure that the district does not discriminate on the basis of disability, the board will permit individuals with disabilities to use service animals in district buildings, on district property and on vehicles that are owned, leased or controlled by the district in accordance with this policy and procedures and applicable state and federal laws and regulations.

Service animal means any animal individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual or other mental disability.

The work or tasks performed by a service animal will be directly related to the individual's disability. Examples of work or tasks include, but are not limited to, the following.

- assisting an individual who is visually impaired with navigation and other tasks
- alerting an individual who is deaf or hard of hearing to the presence of people or sounds
- pulling a wheelchair
- assisting an individual during a seizure
- alerting an individual to the presence of allergens
- retrieving items such as medicine or the telephone
- providing physical support and assistance with balance and stability to an individual with mobility disabilities
- helping a person with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors

The provision of emotional support, well-being, comfort or companionship does not constitute work or tasks for the purpose of this definition.

School administrators may inquire of the owner or handler of a service animal whether the animal is required because of a disability and the specific tasks that the animal has been trained to perform, but will not ask questions about the nature or extent of an individual's disability or require medial documentation, a special ID card or training documentation for the animal or ask that the animal demonstrate its ability to perform the work or task.

The service animal must be under the control of its handler at all times. The district may ask the individual to remove his/her animal from the premises if the animal is out of control and the handler does not take effective action to control it or if the animal is not housebroken. Additionally, if the presence of the animal poses a direct threat to the health or safety of others or would require a fundamental alteration to the service, program or activity of the district, the district may be able to exclude the service animal. The district is not responsible for the care and/or supervision of the service animal.

The superintendent or his/her designee will develop and disseminate procedures to implement this policy and accommodate individuals with disabilities requesting use of a service animal in district buildings and on district property and vehicles. A designated administrator will ensure that all individuals involved in a situation where a service animal will regularly accompany an individual with disabilities are informed of this policy and the procedures governing this issue.

PAGE 2 - IMG - SERVICE ANIMALS

Adopted ^

Legal references:

A. Federal Law:

1. American with Disabilities Act of 1990, 42 U.S.C.A. Section 12101, *et seq.* - Prohibits discrimination on the basis of disability by public entities.
2. Individuals with Disabilities Education Act of 1975, 20 U.S.C.A. Section 1400.
3. Rehabilitation Act of 1973, Section 504, 29 U.S.C.A. Section 794.

Charleston > excellence is our standard
County SCHOOL DISTRICT

75 Calhoun Street, Charleston, SC 29401


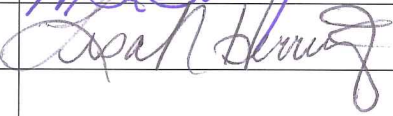
**DEPUTY SUPERINTENDENT'S OFFICE
BOARD AGENDA ITEM**

TO: Board of Trustees
FROM: Dr. Lisa Herring
DATE: February 23, 2015
SUBJECT: Approval of the 2015-16 Academic Calendar

RECOMMENDATION: The Deputy Superintendent's Office requests that the Board of Trustees approve the 2015-16 Academic Calendar.

The material is submitted for: ☒ Action ☐ Information
☒ Open ☐ Executive

Respectfully submitted:

Mr. Michael Bobby Acting Superintendent of Schools	
Dr. Lisa Herring Deputy Superintendent for Academics	
Mr. Jeff Borowy Deputy for Capital Programs	

Committee Recommendation(s):


Audit and Finance Committee recommendation:

Mr. Todd Garrett, Chair Audit & Finance Committee	Signature

Personnel and Policy Committee recommendation:

TBD, Chair Policy and Personnel Committee	Signature

Strategic Education Committee recommendation:

Rev. Chris Collins, Chair Strategic Education Committee	 Signature

Deputy Superintendent's Office
February 23, 2015

SUBJECT:

Approval of the 2015-16 Academic Calendar

BACKGROUND:

The 2015-16 Academic Calendar has been vetted through Senior Leadership to ensure accurate school days, teacher workdays and holidays. Two calendar options were posted on CCSD's website for two weeks to capture input and feedback. Results of the survey will be captured on the afternoon of Friday, Feb. 20th.

DISCUSSION:

It is the annual responsibility of the district to provide a recommendation to the Board of Trustees for the academic calendar for each upcoming year. This process includes several steps:

- 1) A calendar review committee (includes principals, teachers, and district staff),
- 2) A review of calendar feedback received throughout the year,
- 3) A review process that includes a teacher group, principal group, senior leadership and the Strategic Education Committee
- 4) A community survey that captures the feedback and vote from the CCSD community

After careful consideration and compilation of data, the Academic Division will make a recommendation to the Board to move forward with the calendar option that most effectively supports and impacts student achievement, quality of teacher and leadership support and community and stakeholder needs.

RECOMMENDATION:

The Deputy Superintendent's Office requests that the Board of Trustees approve the 2015-16 Academic Calendar, option A.

FUNDING SOURCE/COST:

N/A

FUTURE FISCAL IMPACT:

N/A

DATA SOURCES:

Calendar survey, Communications Office

PREPARED BY:

Toshiba Champaigne, Interim Project Specialist

REVIEWED BY LEGAL SERVICES

N/A

REVIEWED BY PROCUREMENT SERVICES

N/A

ATTACHMENTS

Survey and calendar options

2015 - 2016 Instructional Calendar A

July 2015

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January 2016

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

4 Students/Teachers Return
13 Last Day of First Semester
14 Professional Development
15 Teacher Workday
18 MLK Jr. Day No School
19 Report Cards/2nd Semester Begins

17 Class Days (8/9)

August 2015

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

10 Meeting/Workday
14 Teacher Workday
11-13 Professional Development
17 First Day of School
11 Class Days

February 2016

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

15 President's Day Holiday
19 Progress Reports
24 Early Dismissal/PD

20 Class Days

September 2015

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

7 Labor Day Holiday
17 Progress Reports
23 Early Release/PD
21 Class Days

March 2016

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

16 Early Release/PD
22 End of 3rd Qtr.
25 Teacher Workday
27 Easter Sunday
28 - 31 Spring Break

18 Class Days

October 2015

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

19 End of 1st Qtr
23 Teacher Workday
26 Report Cards
28 Early Release/PD
21 Class Days

April 2016

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

1 Spring Break
4 Report Cards
27 Early Dismissal/PD
20 Class Days

November 2015

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

3 Election Day - Schools Closed
20 Progress Reports
23- 27 Fall Break No School
15 Class Days

May 2016

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

2 Progress Reports
30 Memorial Day Holiday
21 Class Days

December 2015

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

21-31 Christmas Holiday
14 Class Days

June 2016

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

2 Last Day of Class
3 Teacher Workday
6 Report Cards
2 Days

Green = Major Milestone, Red = Holiday, Yellow = Teacher Workday (no students),
Blue = Teacher PD (no students), Light Blue = Teacher PD (Early Dismissal/Release)

+Inclement Weather Days: October 23, March 25 and June 3

2015 - 2016 Instructional Calendar B

July 2015

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January 2016

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

4 Students/Teachers Return
13 Last Day of First Semester
14 Professional Development
15 Teacher Workday
18 MLK Jr. Day No School
19 Report Cards/2nd Semester Begins

17 Class Days (8/9)

August 2015

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

10 Mtg/Workday
14 Teacher Workday
11-13 Professional Development
17 First Day of School
11 Class Days

February 2016

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

15 President's Day Holiday
19 Progress Reports
24 Early Dismissal/PD
20 Class Days

September 2015

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

7 Labor Day Holiday
17 Progress Reports
23 Early Release/PD
21 Class Days

March 2016

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

16 Early Release
27 Easter Sunday
21 – 25 Spring Break
29 End of 3rd Qtr.

18 Class Days

October 2015

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

19 End of 1st Qtr
23 Teacher Workday
26 Report Cards
28 Early Release/PD
21 Class Days

April 2016

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

1 Teacher Workday
4 Report Cards
27 Early Dismissal/PD
20 Class Days

November 2015

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

3 Election Day – Schools Closed
20 Progress Reports
23- 27 Fall Break No School
15 Class Days

May 2016

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

2 Progress Reports
30 Memorial Day Holiday
21 Class Days

December 2015

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

21-31 Christmas Holiday
14 Class Days

June 2016

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

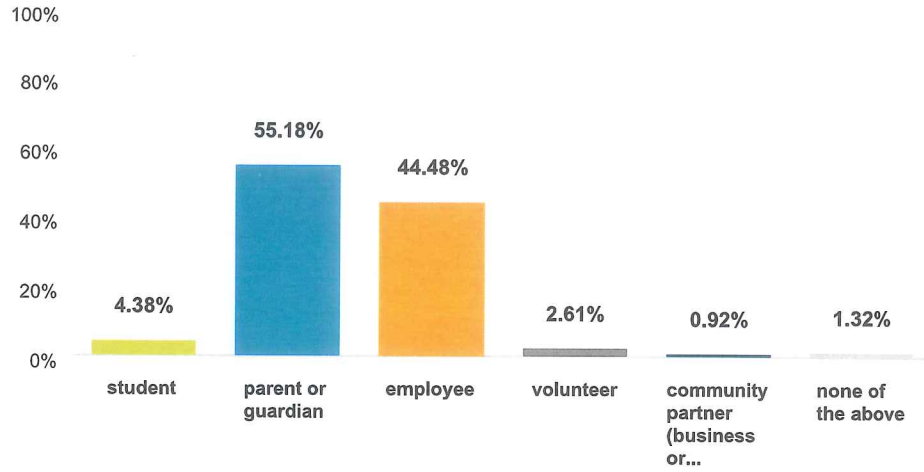
2 Last Day of Class
3 Teacher Workday
6 Report Cards
2 Days

Green = Major Milestone, Red = Holiday, Yellow = Teacher Workday (no students), Blue = Teacher PD (no students), Light Blue = Teacher PD (Early Dismissal/Release)

+Inclement Weather Days: October 23, April 1 and June 3

**Q1 Please indicate your role(s) with CCSD.
Please choose all that apply.**

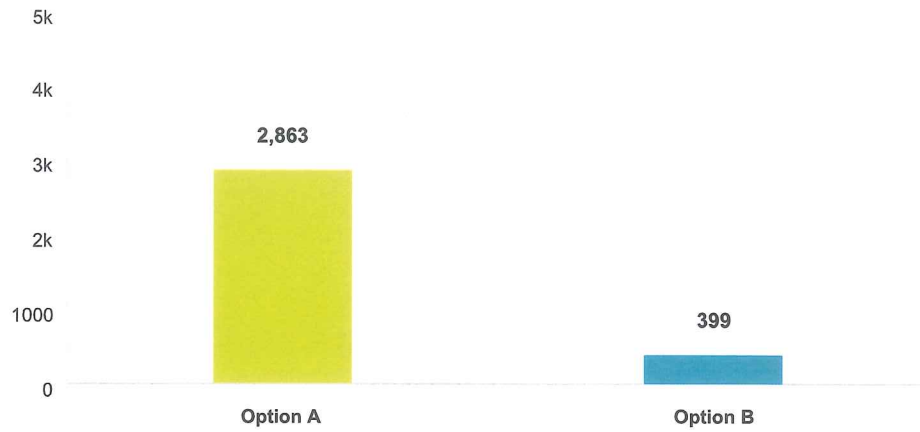
Answered: 3,262 Skipped: 0



Answer Choices	Responses	
student	4.38%	143
parent or guardian	55.18%	1,800
employee	44.48%	1,451
volunteer	2.61%	85
community partner (business or organization)	0.92%	30
none of the above	1.32%	43
Total Respondents: 3,262		

Q2 Please indicate the 2015-2016 calendar draft you prefer.

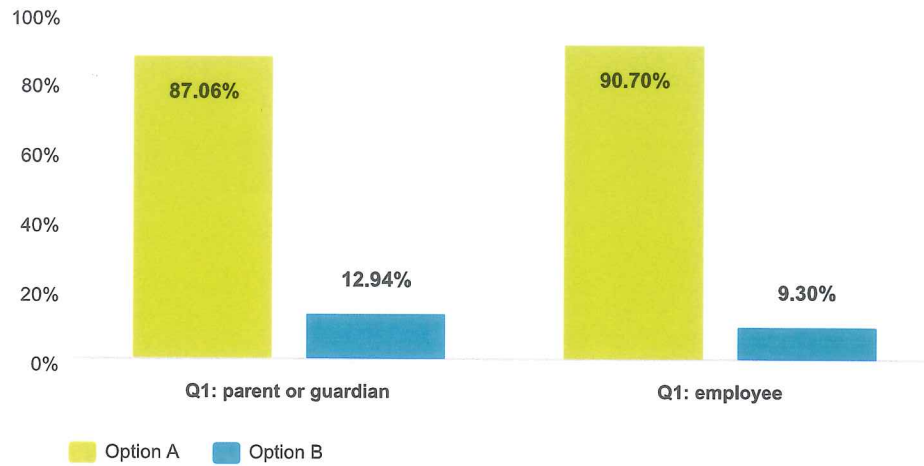
Answered: 3,262 Skipped: 0



Answer Choices	Responses	
Option A	87.77%	2,863
Option B	12.23%	399
Total		3,262

Q2 Please indicate the 2015-2016 calendar draft you prefer.

Answered: 3,066 Skipped: 0



	Option A	Option B	Total
Q1: parent or guardian	87.06% 1,567	12.94% 233	1,800
Q1: employee	90.70% 1,316	9.30% 135	1,451
Total Respondents	2715	351	3066

Charleston > excellence is our standard
County SCHOOL DISTRICT

75 Calhoun Street, Charleston, SC 29401


DEPUTY SUPERINTENDENT'S OFFICE
BOARD AGENDA ITEM

TO: Board of Trustees
FROM: Dr. Lisa Herring, Deputy Superintendent for Academics
DATE: February 20, 2015
SUBJECT: Purchase of Calculators for ACT Aspire Assessment

RECOMMENDATION: It is recommended that the Board of Trustees approve the funding and purchase of student calculators to equitably and adequately prepare all students for assessment.

The material is submitted for: ☒ Action ☐ Information
☒ Open ☐ Executive

Respectfully submitted:

Mr. Michael Bobby Acting Superintendent of Schools	
Dr. Lisa Herring Deputy Superintendent for Academics	
Mr. Jeff Borowy Deputy for Capital Programs	

Committee Recommendation(s):

Audit and Finance Committee recommendation:

<hr/>	
Mr. Todd Garrett, Chair Audit & Finance Committee	Signature

Personnel and Policy Committee recommendation:

<hr/>	
TBD, Chair Policy and Personnel Committee	Signature

Strategic Education Committee recommendation:

<hr/>	
Rev. Chris Collins, Chair Strategic Education Committee	Signature

Deputy Superintendent for Academics
February 23, 2015

SUBJECT:

Purchase of calculators for student use on ACT Aspire assessment and classroom use.

BACKGROUND:

ACT Aspire was chosen in late November as the assessment our state will use for our current standards. Districts were officially notified in December. During January and February, districts have been reading information, analyzing manuals, researching, and attempting to update teachers and administration about the Aspire Assessment.

Calculator use is permitted on this assessment although it is not required. Once CCSD discovered that calculators were being allowed on the assessment, school inventory of current calculator availability was assessed.

DISCUSSION:

CCSD has approximately 10,000 students in 6th, 7th, and 8th grade. Conferring with several other districts across our state has confirmed the need for CCSD to provide equitable access to calculators for our students. Forty-three percent of the points assessed on the ACT Aspire are earned through the constructed response items where students are asked to reason and explain their mathematical thinking. Utilizing the calculator will allow students to save time with cumbersome calculations allowing them the ability to truly justify and explain their math reasoning. The purchase of scientific calculators for 6th and 7th graders will allow an easy transition for students to learn the use of this calculator, as well as, provide the support for the proportional thinking required at these grades. The increased complexity of the 8th grade assessment necessitates the use of a graphing calculator. The majority of standards in 8th grade are from the Algebra Domain. Purchase of the graphing calculators will allow the inclusion of a more robust STEM and career aspect to our curriculum in the future.

RECOMMENDATION:

It is recommended that the Board of Trustees approve the funding and purchase of student calculators to equitably and adequately prepare all students for assessment.

FUNDING SOURCE/COST:

Will allocate \$277,088.30 from FY2015 FCO to support the immediate calculator order for middle schools. The originally planned FY15 FCO project for wireless upgrades (via Sound and Video project) will be funded in FY2016 with a special allocation.

Total Cost: \$277,088.30

FUTURE FISCAL IMPACT:

None

DATA SOURCES:

South Carolina Department of Education State Assessment Requirements
Negotiated costs of student calculators

PREPARED BY:

Dr. Lisa Herring, Deputy Superintendent for Academics
Wayne Wilcher, Director Procurement & Contracts
Catherine Demers, Math Curriculum Specialist

REVIEWED BY LEGAL SERVICES

N/A

REVIEWED BY PROCUREMENT SERVICES

Wayne Wilcher, Director Procurement & Contracts

ATTACHMENTS

Invoice

ACT Aspire information from SCDE



AFP School Supply
Division of AFP Industries, Inc.
 PO Box 801136
 Miami, FL 33280-1136

(305) 663-8300
 Phone

(800) 962-4041
 Toll Free

(305) 665-1800
 Fax

Attn: Michelle Wright - Procurement Agent
 3999 Bridge View Drive
 North Charleston, SC 29405
 (843) 566-1817 o

Quotation - 2/18/14

Qty	Description	Cost	Extended
6,529	Texas Instruments - TI-36X Pro Advance 4-line display calculator with engineering, higher-level math & science functionality Item: 36PROMV/BK	\$15.50	\$101,199.50
135	Texas Instruments - TI-Nspire CX (10) EZ Spot handhelds with rechargeable batteries installed, (10) USB cables, (5) unit-to-unit cables, (1) manual, TI-Nspire & CAS Teacher Item: N3/TPK/2L1	\$1,302.88	\$175,888.80
	Shipping & Handling	Inc.	Inc.

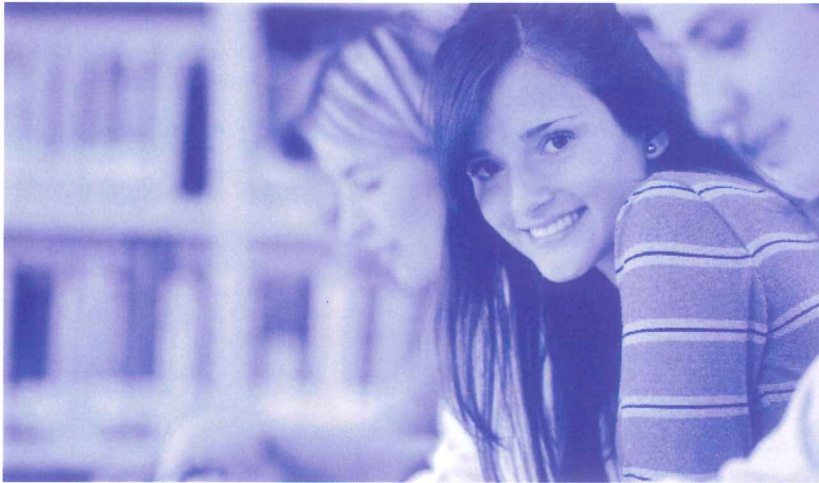
Total

\$277,088.30



"Everything But The Students"
 America's Most Complete School/Educational Supply Company





Test Coordinator Manual

TESTING STAFF MANUAL STATEMENT AND SIGNATURE

1. Read the following **Statement**: I understand ACT owns these copyrighted test materials, including this Manual and the test questions and responses in the test booklets or through the online testing system. By accessing the contents of this Manual, I agree to: keep the test materials confidential, use the test materials only in connection with the administration of the test to authorized students, administer the test in accordance with the policies and procedures set forth in this Manual, and to retain this Manual for one year following this test event. I further agree that I will not share questions and responses with anyone by any form of communication—other than with authorized students at the designated test time—and I understand that violating this agreement may result in legal penalties.
2. Sign your name as you would any official document and enter today's date.

Your Signature

Today's Date

ACT[®] **Aspire**[™]



Use of Calculators on ACT Aspire

Use of calculators will depend on the grade level of the student.

- Students taking the Grades 3–5 Mathematics subject tests cannot use a calculator. All problems can be solved without a calculator.
- Students are allowed, but not required, to use an approved calculator on the Grades 6–Early High School (Grades 9–10) Mathematics tests. This applies to students taking either computer-based tests or the paper-and-pencil tests. A calculator tool will be available within the online testing system for the Grades 6–Early High School (Grades 9–10) Mathematics tests, but students are encouraged to use a personal calculator they are familiar with.

The use of calculators is not permitted on any other subject test. Unless a calculator is provided by the school, each student is responsible for bringing his/her calculator to the test and making sure it works properly. Permitted and prohibited calculator models are listed at www.actstudent.org/faq/calculator.html. Students may bring a backup calculator and extra batteries, but they may not have more than one calculator on the desk or in operation at a time. Students are not allowed to share calculators during testing. It is the school's responsibility to confirm that all calculators used by students are approved before testing.

Accessibility and Accommodations for ACT Aspire

ACT Aspire strives to provide equal access to all students, recognizing that some students need technological and other forms of support to be able to test fairly and to the best of their abilities. The need for accessibility is universal. Different levels of available support are described below:

“Default Embedded System Supports” are those accessibility features that are made available as needed to all students for either the computer-based or paper-and-pencil version of ACT Aspire.

“Open Access” tools are also available to all students, but must be identified in advance and selected from the pull-down menu inside the test to activate them (computer-based format), or must be planned in advance and provided locally. This will allow any needed resources to be made active for the student without providing so many tools that a student is overwhelmed. These tools help to personalize the testing experience for either format of ACT Aspire.

“Accommodations” are considered high-level supports that are needed by relatively few students and *require* special expertise, experience, and security protocols to select and use effectively. The system requires accommodation-level tools to be *requested in advance by educational personnel* on behalf of the student through the online ACT Aspire Personal Needs Profile (PNP) process. This will allow any needed resources to be made active for the student.

Unlike the lower-level tools, however, it is recommended that use of all Accommodation-level accessibility supports (whether provided locally or by the testing system) be chosen by the appropriate education team (as defined by the responsible authority) to meet individual student needs, and then planned, practiced, and documented *PRIOR* to the test. The

The ACT Calculator Policy (effective September 1, 2014)

The ACT calculator policy is designed to ensure fairness for all examinees, avoid disturbances in the testing room, and protect the security of the test materials.

- A permitted calculator may be used on the ACT Mathematics Test only.
- **It is the examinee's responsibility** to know whether their calculator is permitted.
- Accessible calculators (such as audio/"talking," or Braille calculators) may be allowed under the accessibility policies for the ACT.

The following types of calculators are prohibited:

- Calculators with built-in or downloaded computer algebra system functionality

Prohibited calculators in this category include:

- Texas Instruments:
 - All model numbers that begin with **TI-89** or **TI-92**
 - **TI-Nspire CAS**—Note: The TI-Nspire (non-CAS) is permitted.
- Hewlett-Packard:
 - HP Prime
 - HP 48GII
 - All model numbers that begin with HP 40G, HP 49G, or HP 50G
- Casio:
 - fx-CP400 (ClassPad 400)
 - ClassPad 300
 - ClassPad 330
 - Algebra fx 2.0
 - All model numbers that begin with CFX-9970G
- Handheld, tablet, or laptop computers, including PDAs
- Electronic writing pads or pen-input devices—Note: The Sharp EL 9600 is permitted.
- Calculators built into cell phones or any other electronic communication devices
- Calculators with a typewriter keypad (letter keys in QWERTY format)—Note: Letter keys *not* in QWERTY format are permitted.

The following types of calculators are **permitted, but only after they are modified as noted**:

- Calculators that can hold programs or documents—remove all documents and remove all programs that have computer algebra system functionality.
- Calculators with paper tape—Remove the tape.
- Calculators that make noise—Turn off the sound.
- Calculators with an infrared data port—Completely cover the infrared data port with heavy opaque material such as duct tape or electrician's tape (includes Hewlett-Packard HP 38G series, HP 39G series, and HP 48G).
- Calculators that have power cords—Remove all power/electrical cords.

NOTE:

- Examinees may bring any 4-function, scientific, or graphing calculator as long as it is a permitted calculator modified if needed as described above.
- In a computer based testing environment, an on-screen calculator may be provided.
- Sharing calculators during the test is not permitted, and the test proctor will not provide a calculator.
- Examinees are responsible for ensuring that their calculator works properly. If their calculator uses batteries, the batteries should be strong enough to last throughout the testing session.
- Examinees may bring a spare calculator and extra batteries.