

SCHOOL ATTORNEY/LEGAL SERVICES

Code **BDG-R** Issued **8/04**

The board may retain an attorney for the purpose of systematically securing legal services in a timely and organized manner. The following administrative rule sets forth the board's expectations for its legal services. It also serves as a job description for the attorney.

Qualifications

- The attorney will be licensed to practice law in South Carolina.
- The attorney will be sufficiently familiar with requirements of school laws of the state to enable him/her to offer the necessary advice.
- The attorney will possess any additional qualifications as the board finds appropriate.

Reports to

The attorney reports to the district board.

Appointment

The board will appoint an attorney to advise and represent the district. The attorney will be the chief legal adviser and representative of the board and will serve at the will of the board.

Evaluation

The board and superintendent will annually evaluate the performance of the attorney.

Compensation

Compensation for legal services will be negotiated with the board at the time an attorney is appointed or within 30 days of the appointment. The finalization of an appointment is subject to a compensation agreement between the board and the attorney.

Services

A decision to seek legal advice and assistance on behalf of the district may be made by the board or the superintendent. Other district employees will seek legal services through the superintendent. Employees will make such request consistent within standard procedures.

The board and administration will make all requests for legal services, including routine information and assistance, in a timely and organized manner and in accordance with board policy. The attorney will provide the board with periodic legal briefings and a status report on all requests for assistance that have not been provided or completed within 30 days of the request. The attorney will give the board a monthly status report on all litigation or potential litigation involving the district.

Issued 8/13/91; Revised 8/10/04