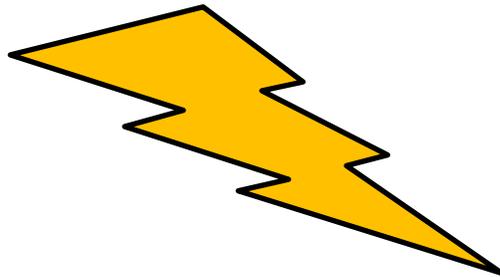


PERSONNEL HANDBOOK



**FLORENCE COUNTY SCHOOL DISTRICT FIVE
156 EAST MARION STREET
POST OFFICE BOX 98
JOHNSONVILLE, SC 29555**

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District Administration

Randy Smiley.....	District Superintendent
Tina Williams.....	Secretary to the Superintendent/Medicaid
Beth Snowden.....	Special Education Coordinator
Wanda Moore.....	Special Services Assistant
Wanda Willis.....	District Finance Officer
Robin Altman.....	District Office Secretary
Richard Silvernail.....	Director of Technology
Christine Hodges.....	School Psychologist
Jeannie Carmichael.....	Supervisor of Food Services
Kimberly Mims.....	Food Services Assistant
Wayne Powell.....	Supervisor of Maintenance
Willie Wright.....	Maintenance Assistant
Sharon Haselden.....	District Nurse
Brenda Hannah.....	Adult Education

Directory Information

Accounts Payable/Receivable (Invoices/Purchase Orders).....	Robin Altman
Courses, Graduate.....	Randy Smiley
Curriculum and Instruction.....	Beth Snowden
Early Childhood Programs.....	Beth Snowden
EEDA.....	Randy Smiley
Emergency Preparedness.....	Randy Smiley
Expulsion Hearings.....	Randy Smiley
Facilities.....	Wayne Powell
Federal Programs.....	Randy Smiley
Financial Information, Banking, Bookkeeping.....	Wanda Willis
Food Services.....	Jeannie Carmichael
Gifted & Talented Programs, Academic & Artistic.....	Christine Hodges
Grants.....	Randy Smiley
Health Services.....	Sharon Haselden
Homebound Instruction.....	Beth Snowden
Insurance & Benefits.....	Wanda Willis
Maintenance & Repairs.....	Wayne Powell
Parenting Programs.....	Randy Smiley
Payroll.....	Wanda Willis
Personal and Sick Leave.....	Wanda Willis
Principal Evaluations.....	Randy Smiley
Professional Development.....	Randy Smiley
Professional Leave.....	Randy Smiley
Psychological Services and Testing.....	Christine Hodges
Public Relations.....	Randy Smiley
Software, Repair and Service.....	Richard Silvernail
Special Services.....	Beth Snowden
State Testing.....	Beth Snowden
Student Transportation.....	Terry Welch
Substitute Personnel.....	Wanda Willis
Teacher Evaluations.....	Beth Snowden

District Philosophy

The Florence County School District Five Board of Trustees recognizes that its primary responsibility is to provide an appropriate educational system in a democratic society. Therefore, the administration will develop a learning environment which is sensitive to individual characteristics and needs. The district will provide opportunities for each student to become a useful, productive and responsible member of the school, home and community.

The district will interrelate its programs and services with the home and other agencies in the community. The board will provide the leadership necessary to maintain an outstanding educational program for every student in our school district.

District Mission Statement

The mission of Florence County School District Five is to develop responsible and productive lifelong learners by providing challenging, developmentally appropriate opportunities which maximize the talents and abilities of students in a safe, supportive environment.

Motto

Every Student Every Day!

Beliefs

- High expectations yield high results.
- All people have inherent worth.
- All students are individuals with unique needs and the ability to learn.
- Students deserve respect, acceptance, and encouragement from the home, school and community.
- Students should be provided a safe environment for learning.
- Learning is the responsibility of the individual.
- Education is the responsibility of the home, school and the community.

- Learning is a lifelong process that is essential for continuous growth.
- All people deserve to be treated fairly.
- Change is a necessary process that fosters academic, social, emotional, physical and spiritual growth.

Long Term Objectives

- Continue use of Edivate to identify areas in which to concentrate staff development and improve teacher effectiveness.
- Develop more ways to involve parents in the schools.
- Shift to data-driven decision making.
- Develop a defined curriculum guide based on the new standards adopted by South Carolina.
- Establish a way to eliminate the achievement gap.
- Provide adequate resources for technology.
- Create a process for establishing a mind-set of students being the primary customer.
- Communicate the school's vision to the community.
- Increase expectations for all students.
- Develop a plan to improve technology use throughout the district for both teachers and students.

Board of Trustees

The Board of Trustees of Florence County School District Five generally meets the fourth Monday of each month at 7:00 p.m. Meetings are held in the Florence County School District Five Administration Building, 156 East Marion Street, Johnsonville, South Carolina. All meetings are open to the public except for executive sessions permitted under the South Carolina Freedom of Information Act.

The Board of Trustees is comprised of seven members: three elected at-large by all voters in the district and four elected by voters in single member districts. All members serve three-year terms.

This handbook and its contents are not intended, nor should they be interpreted to create an expressed or implied contract of employment, but rather as a brief description of programs, services, benefits, procedures and policies of Florence County School District Five.

GENERAL PROGRAMS AND SERVICES

Special Instructional Programs

Gifted and Talented Programs

Students in grades three through six who score advanced on the state mandated assessment program in math or ELA reading and/or 94th percentile on Measures of Academic Progress (MAP) reading or math and who meet a specified percentile on a state designated aptitude test or grade three students who scored advanced in reading or math on the Iowa Test of Basic Skills (ITBS) and/or met the state designated percentile on the Cognitive Abilities Test (CogAT) during grade two census testing may qualify for the Program for Academically Challenging Education (PACE). Placement in grades six through twelve is based on grade point average and performance at an advanced level on state mandated assessment program math and/or reading. Course offerings in the areas of science, social studies, math, and English depend on the grade level of the student.

All students are eligible to be recommended for the artistically gifted and talented (GT Art) program. Self-nominations, teacher nominations, parent nominations, portfolio assessments and interviews are required as part of the selection process.

Homebound Instruction

Students who are unable to attend school due to physical disabilities may be assigned a teacher for instruction at home or in the hospital. A physician

must certify on a state-approved form that the student is physically unable to attend school and would benefit from homebound instruction.

Application for homebound instruction should be made through the principal to the district superintendent. Services can begin as soon as the certification is received from the attending physician and approved by the superintendent. Once homebound instruction begins, the student is classified as a homebound student for the purpose of attendance. The principal at the student's school is to make all attempts to locate an in-house homebound instructor.

Special Services

Any student thought to have any type of learning or handicapping disability may be referred to the school guidance counselor. State and federal regulations are followed in the evaluation and placement of all disabled students.

Adult Education

Through adult education programs, residents 17 years of age or older may complete studies to prepare for the high school equivalency exam or acquire a high school diploma. Students less than 17 years of age must have special permission from the school superintendent in order to attend adult education classes. Classes are provided through an agreement with Florence District Three at Johnsonville High School on Tuesday and Thursday evenings.

Publications

Florence County School District Five publishes an annual "Report Card". Other publications are distributed as necessary.

Staff Development

Florence County School District Five provides a comprehensive staff development program for all employees. This program provides activities that enhance educational opportunities and improves job effectiveness for all certified and non-certified personnel.

The staff development program focuses on improving instruction, student achievement, school climate, curriculum development and home-school relations. Staff development activities include but are not limited to graduate courses, workshops, seminars and training sessions. Teachers may be offered courses at no extra cost due to professional development monies.

All faculty and staff members are surveyed at the end of the school year as to necessary staff development for the following year. From this information, staff development activities are planned. The number of staff development days is mandated by state legislation.

Testing Programs

Students participate in state testing programs as mandated by state and federal law. Students in grades K-9 participate in MAP (Measures of Academic Progress) testing as a measure of individual growth at three benchmarking periods.

Students in grade 11 must participate in The ACT and WorkKeys as mandated by state law. Students also participate in End of Course Assessment (EOCEP) for specific unit bearing courses as mandated by state and federal law.

Second grade students take the Iowa Test of Basic Skills (ITBS) and the Cognitive Abilities Tests (CogAT), an achievement and aptitude test, which is used for state census screening for gifted and talented programs.

Transportation

School bus transportation is provided for students living one and one-half miles from their schools. The transportation supervisor is responsible for the safe operation of the district school bus system. Each principal is responsible for the safe loading and unloading of students at his/her school.

Use of Facilities

Responsible and properly organized community groups are allowed to use school facilities. Application is made to the superintendent, and fees are charged.

Technology

The district has a five-year technology plan in effect. All purchases of technology are addressed in this plan. All three schools have classroom Internet access. Additionally, an Internet access policy has been established and is enforced. A network filtering system has also been installed.

Grants

Major grants are applied for and implemented at district level. All teachers are encouraged to apply for any grants that will enhance their instructional program.

PERSONNEL BENEFITS AND REQUIREMENTS

Activity Identification

All employees are issued personal identification badges (School ID Badges) which entitle the holder to free admission to all athletic events in the district (except play-offs), as well as to all other programs sponsored by the schools, with the exception of certain end-of-the year athletic banquets. Employees must present their identification badges to enter activities without cost.

Attendance by Employee's Children

District employees living in other school district zones may enroll their children in the district according to provisions of board policy JBCB – “Nonresident Students.”

Certification

Valid Teaching Certificate

Each certified employee is responsible for maintaining a valid teaching certificate from the State Department of Education. This certificate must be on file in the superintendent's office before the first day of the contract period. Policies now require that the employee request in writing the renewal of his/her certificate. New state department changes also incur some monetary costs.

Upgraded Certificates

It is the responsibility of certified personnel to ensure that a copy of the current teaching certificate is in the superintendent's office. A change in salary cannot be made until this is done.

Personnel Information

All personnel must report promptly any change in name, address, telephone number, and certification information to the district office.

Teacher Absences

Whenever an employee is absent, a "Leave of Absence" form must be submitted, even if a substitute is not needed, the absence is professional leave, or the absence is vacation time.

Unemployment Compensation

All employees are covered by the provisions of the South Carolina Employment Security Commission Laws. Employees are not eligible for unemployment benefits during Christmas holidays, Easter holidays, summer break or other breaks designated on the district calendar.

DISTRICT POLICIES AND PROCEDURES

Administrative Staff Meetings

Administrative staff meetings are held at various points throughout the year. School principals and designated district office personnel are required to attend unless excused by the superintendent.

Attendance at School Functions

Teachers are expected to attend the activities at their schools, including Parent-Teacher Organization meetings.

Duty Assignments

Extra duty assignments are made at the discretion and by the authority of the principal. Duty assignments are part of an employee's contractual agreement and are legally binding.

Emergency School Closings

When unplanned circumstances arise, the superintendent will make a decision as to whether school will open or dismiss. Personnel will be notified through the BrightArrow call system and the media. Each school is to maintain an up-to-date emergency call list to be used if necessary.

Evaluation of Staff

Teacher evaluations will be conducted according to the State Department of Education's ADEPT mandated program (SAFE-T). Using a board-approved evaluation instrument, classified personnel will be evaluated annually.

Expenditures

Any employee making an expenditure of school or district monies without prior approval of the principal or other authorized person will be held responsible for the payment.

Faculty Meetings

Faculty meetings are held at the discretion of the principal. All teachers should attend except those specifically excused by the principal.

Fees

The principal of each school is responsible for collecting and disbursing all approved student fees in the school.

Payroll

Payroll checks for district employees will be issued twice per month.

Field Trips

All field trips must be approved by the superintendent through the principal. The board of trustees must approve any overnight field trips.

Use of Telephones

Telephone use is regulated at the school level. Each principal is responsible for the proper use of all communications at his/her school.

Money Collection

All collections of funds must have the specific permission of the principal. All monies must be received.

Promotion and Retention

Board Policy IKE – “Promotion and Retention Policies,” outlines requirements for promotion to the next grade. Promotion and retention, although district policy, also adheres to state policy. Accountability plans must also be considered in promotion and retention decisions.

Religious Holidays

Various holidays observed by different religious groups are sacred and important. Written excuses signed by parents are required for absences occurring on these days.

Report Cards

All report cards are distributed on a nine-week basis. Interim Progress Reports are distributed each 4.5 week period.

School Improvement Councils

Each school will have a School Improvement Council established according to state guidelines. The School Improvement Council will assist in the monitoring of the school renewal plan and the writing of the school report card narrative.

Tobacco Use

State law prohibits the use of tobacco products in all district buildings and facilities. There are no designated adult smoking areas within the buildings. Board Policy was amended in 1999-2000 to prohibit smoking on school grounds.

State Standards/Curriculum Guides

State standards have been issued in the areas of English/reading, math, science, social studies, visual and performing arts, health, and physical education. These guides delineate standards for each subject grade level. Additionally, textbooks provide correlations to the South Carolina standards. Copies of the standards are available from the principal at each school site. They are also available at the SDE Website: <http://ed.sc.gov>.

SELECTED SCHOOL BOARD POLICIES

Professional Personnel

(Editor's Note: Policies included in this section are only those to which educators may need to refer more frequently than others. No attempt is made in this section to be inclusive. Complete information on all policies relating to professional personnel may be found in board policy manuals available in each school library and from each school principal.)

Tutoring for Pay

The board does not permit teachers to receive money for tutoring any student in their class or any student they may be called upon to evaluate or assign. The purpose of this policy is to assure all students reasonable assistance without charge from their own teachers, as well as to avoid placing a teacher in a position where they may have a conflict of interest.

Teachers may not tutor any student for pay during their regular working hours or on school premises. (Policy GCRD) Adopted 2/11

Separation

It is the policy of the board to remove from employment any teacher or administrator who will fail, or who may be incompetent, to give instruction in accordance with the directions of the superintendent; or who will otherwise manifest an evident unfitness for teaching.

Evident unfitness for teaching is manifested by conduct such as, but not limited to the following; persistent neglect of duty, willful violation of rules and regulations of the board, drunkenness, conviction of a violation of the law of this state or the United States, gross immorality, dishonesty, illegal use, sale, or possession of alcohol, drugs or narcotics.

Whenever a principal or other school administrator charged with the supervision of a teacher finds it necessary to reprimand a teacher for a reason that

he/she believes may lead to dismissal or cause the teacher not to be re-employed, he/she will:

1. Bring the matter in writing to the attention of the teacher involved and make a reasonable effort to assist the teacher to correct whatever appears to be the cause of potential dismissal or failure to be re-employed, and
2. Except in those cases warranting immediate suspension, allow reasonable time for improvement.

Any action of the district under this policy will be taken pursuant to the provisions of the "Teacher Employment and Dismissal Act," Section 59-25-410, et seq., Code of Laws of South Carolina, 1976, as amended. (Policy GCQF) Adopted 2/11

Time Schedules

All teachers will be at school at least 15 minutes before the first class begins and are expected to remain on school grounds at least 15 minutes after students are dismissed.

Health Examinations

The district will not initially hire any person to work in any public school or kindergarten until that person has been appropriately evaluated for tuberculosis according to guidelines approved by the South Carolina Board of Health and Environmental Control. The district will not require re-evaluation for employment in consecutive years unless otherwise indicated by such guidelines.

The physician will make the aforesaid certificate on a form supplied by the South Carolina Department of Health and Environmental Control.

If the district has questions or concerns regarding the physical or mental capability of an employee, the district may require an appropriate health examination. (Policy GBGA) Adopted 2/11

Non-School Employment

The board prohibits employees from engaging in any employment that would impair their usefulness as employees in the district, would make time and/or energy demands upon the individuals which could interfere with their effectiveness in performing their regular assigned duties, would compromise or embarrass the school system, would adversely affect their employment status or professional personnel standing, or would in any way conflict with assigned duties.

Employees will not engage in any other employment or in any private business during the hours necessary to fulfill appropriate assigned duties. (POLICY GCR) Adopted 2/11

Resignation

Any certified employee who wants to cancel or terminate a contract must state the desire in writing to the superintendent. The request must be submitted at least 30 days prior to the date upon which that person wants the resignation to be effective or the contract to be terminated, it will be accepted in writing by the superintendent and formally approved by the board.

When the board does not accept a resignation and the employee fails to continue to perform his contractual duties, the superintendent will report such breach to the state board of education and request that appropriate action be taken against the employee for failure to comply with contractual obligations. Both state law and state board of education regulation provide for suspension or revocation of the professional certificate under such circumstances. (Policy GCQC) Adopted 2/11

Transfer

The superintendent may make personnel transfers within the district on a voluntary or involuntary basis. The district will use the following procedure in making transfers.

Voluntary Transfer

1. The person who wants a transfer for the next academic year must discuss his/her desire with the principal/director (if in a school) or immediate supervisor (if on the district level).
2. The person must then write a letter of request to the superintendent or designee no later than February 15 stating his or her reason for requesting transfer and giving the name of the school to which the transfer is desired.
3. Upon receipt of the request, the superintendent or designee will set a time for the person making the request to meet with the principal of the school to which the transfer is requested (if a vacancy for which he/she qualifies exists).
4. Based upon the recommendation of the two principals (and/or other immediate supervisors involved), the superintendent or designee will give written notice to the person requesting the transfer that the request has been either approved or disapproved. The staff member must be recommended by the principal/director of the school to which he/she desires to a transfer.

Involuntary Transfer

If, in the opinion of the superintendent, an involuntary transfer would be in the best interest of the district, the district will use the following procedure:

1. The superintendent or designee, will discuss the need for the transfer with the principal (if in a school), or with the immediate supervisor (if on the district level).
2. The superintendent or designee will have a conference with the principal of the school to which transfer is being contemplated.
3. The superintendent or designee will then talk with the person to be transferred, giving reasons why the transfer is being made. Refusal to comply with the transfer may result in loss of employment for the following year.

4. The administration will not use transfers as a disciplinary action. (Policy GCKA)
Adopted 2/11

Conference and Visitations Leave

The board believes that it is desirable to provide professional leave for teachers in order to attract and retain faculty who will continue to grow professionally and enhance their service to the public schools of the district.

The superintendent may authorize professional leave for visitations, attending state, regional and national meetings, workshops and conferences (including observing in other schools) without pay deduction. The employee must apply for prior approval through his/her supervisor.

The superintendent is authorized to determine the number of absences allowable for professional leave. Absences will also be subject to budget limitations for employing substitutes and reimbursement for travel, meals and lodging. (Policy GCCAE)
Adopted 2/11

Emergency and Legal Leave

Emergency Leave

For emergencies and unusual situations not covered by the leave policies of the district, an employee must request the superintendent's authorization for use of sick leave days. The employee must submit the request in writing through the principal or supervisor to the superintendent.

Legal Leave

The district will grant employees leave without loss of pay when they are summoned for jury duty or subpoenaed. If an employee must appear in court for any reason other than the above, the district will deduct substitute pay from his/her salary. Whenever a prospective juror is dismissed before the end of the working day, he/she will return to his/her official duties. (Policy GCCAB) Adopted 2/11

Leave for Illness

The board establishes provisions for employee absences for the welfare of the employees and the protection of the students.

For the purpose of this policy, "full-time" employees mean any persons employed a minimum of 30 hours per week.

Accrual of Sick Leave

All full-time employees of the district will receive three days of sick leave on the first day of employment of each new school year. Remaining sick leave days will be earned at the rate of one day per month for the remainder of the contract period. Sick leave that is earned but not used is cumulative to 90 days.

Use of Sick Leave for Absences

Sick leave is to be used for personal illness or illness within the household. Illness within the household is defined as any person dependent upon and residing full-time with the employee. Personnel may use accumulated sick leave entitlements for all forms of disability, including disability due to pregnancy and recuperation from the physical effects of childbirth. In addition, sick leave may be used for personal business of the employee not to exceed three days per year. If any additional personal days are taken, an amount equal to the employee's daily rate of pay will be deducted from salary.

A maximum of six days annually of sick leave may be used for serious illness and/or death in the employee's immediate family outside the household. Immediate family is interpreted to mean; spouse, child, parents, brother, sister, grandparents, mother-in-law, father-in-law, sister-in-law, brother-in-law, son-in-law and daughter-in-law.

Extended Leave of Absence

Personnel who are absent due to illness beyond their accumulated leave will have a full day's pay deducted for each additional day of absence. Personnel who have earned sick leave and who are using it in compliance with this policy will not be terminated during a continuing sick leave of less than 91 days.

An employee will notify his/her immediate supervisor as early as practicable when it is necessary for him/her to be absent. When an employee knows that he/she will be absent for a period longer than five days, he/she should complete and file a request for leave of absence.

A pregnant employee, or other employee who anticipates taking an extended leave of absence, should submit the request for leave to their supervisor at least 30 calendar days prior to the effective date of the leave. The leave request must include a statement from a licensed medical doctor giving the expected delivery date or stating the anticipated length of convalescence.

Verification of Sick Leave

The use of sick leave may be subject to verification. Specifically, the district reserves the right to require that an employee submit a doctor's statement verifying an illness along with an absence report that an employee has been on sick leave for more than three consecutive working days. The building principal or employee's immediate supervisor has the discretion to request such a statement.

If an employee's use of sick leave forms a pattern and abuse is suspected, the principal/supervisor may also require a doctor's statement.

Employees who become sick and find it necessary to be absent for more than 10 consecutive days, must notify his/her immediate supervisor as to the anticipated date and duration of sickness and approximate date the employee might be able to return to work. The superintendent will have the right to request a written statement from the employee's physician concerning the anticipated length of the absence and the employee's ability to perform his/her duties upon returning to work.

The same or a comparable position will be held for the employees up to the 91st day. After 91 days of continuous absence, the employment relationship will be subject to immediate termination.

Termination

The district may terminate the employment of any employee who fails to report to work at the expiration of authorized leave or fails to obtain an extension of leave.

An employee is subject to termination from employment with the district for misstatements of fact and/or misrepresentations of purpose for which leave of absence is desired or on the basis of which sick leave is obtained.

The district will not terminate from employment those employees under this policy who have accrued sick leave and who are using it in compliance with this policy. The district will not terminate from employment any such employee during a continued sick leave less than 91 work days.

Termination of the employee cancels accumulated sick leave. A former employee who is subsequently re-employed earns and accumulates sick leave the same as any new employee.

Transfer of Sick Leave

An employee of a state agency transferring to any school district in the state or a school district employee transferring to a state agency may transfer to and retain all sick leave he/she accumulated at his/her former employer. (Policy GCCAA)

Adopted 2/11

Military Leave

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 the 15 days unless the Saturday, Sunday or holiday is a regularly scheduled work day for the employee.

The leave may be taken when the employee is engaging 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 Air Force Reserve, the United States Naval Reserve, the United States Marine

Corps Reserve or the United States Coast Guard Reserve.

In the event an employee is called upon to serve during an emergency, he/she shall be entitled to such leave of absence not exceeding 30 additional days.

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 should forward a written request including the appropriate verifying data to the superintendent no later than 30 days prior to the prearranged military activity. (Policy GDC) Adopted 2/11

Reduction in Force

General Statement of Policy

Under South Carolina law, the board is responsible for maintaining good public elementary and secondary schools. The board is also responsible for implementing the educational interest of the state. The board's primary consideration is the maintenance of a sound and balanced educational program this is consistent with the functions and responsibilities of the school district. The board recognizes, however, that it may become necessary to eliminate certified staff positions under certain circumstances. Therefore, the board publishes this policy and regulation to provide a fair and orderly process should such elimination become necessary. (Policy GCQA) Adopted 2/11

Reasons for Elimination of Certified Staff Positions

The board has sole and exclusive prerogative to eliminate certified staff positions consistent with the provisions of state statutes. The superintendent will determine the position(s) to be eliminated and present recommendations to the board.

The board may find it necessary to eliminate certified staff positions because of decreases in student enrollment, changes in curriculum, financial exigency or other circumstances as determined by the board.

Definitions (as used in this policy)

- "Days" mean calendar days.
- "Teacher" means any employee of the district who holds a certificate issued by the South Carolina State Department of Education and is employed in a teaching or administrative position below the rank of superintendent.
- "Financial exigency" means any significant decline in the district's financial resources that is brought about by the decline in enrollment or by other actions or events that compel a reduction in the district's current operations budget.
- "Change in curriculum" means any elimination, curtailment or reorganization of curriculum offering, program or school operation or a reorganization or consolidation of two or more individual schools that is unrelated to financial exigency.

Procedure

Before action begins to renew teacher contracts under this procedure, the board will consider its ability to eliminate positions and/or reduce staff by:

- Voluntary retirement
- Voluntary resignation
- Transfer
- Voluntary leaves of absence
- Part-time employment

In the event further reduction is required, the following guidelines will be adhered to:

1. Reduction in force terminations will be on a district-wide basis. Therefore, the superintendent is not limited to considering only those teachers in a particular school, area or program in which the loss of enrollment, program change or financial exigency has occurred.
2. Once the board (after consulting with the superintendent) has determined that elimination of certified staff positions is necessary, the superintendent will determine which positions must be eliminated and present his/her recommendations to the board for approval.
3. Once the board has approved the elimination of the specified positions, the

superintendent will use the following criteria to select those teachers who are to be considered for termination. The superintendent will make a recommendation to the board based on the application of the following criteria.

- professional experience
- area(s) of certification
- educational level
- performance evaluation
- attendance record
- experience in other areas of certification
- principal's or supervisor's recommendation
- type of contract

Length of service in the district will be a consideration only where the need arises to choose for reduction in force among employees considered by the administration to be equally competent in their performance.

Notice to Individual Teacher

If, after considering the superintendent's recommendation, the board is in agreement, it will give written notice of that decision to the affected employee. The superintendent will send the written notice by certified mail, return receipt requested. The notice will include a statement of conditions requiring termination of employment, and a general description of the procedures followed in making the decision.

The district will assume that the teacher's address as it appears on the school district record is the correct address. It is the teacher's responsibility to see that the district has his/her current address on file.

Review of Individual Termination

An employee may request a hearing regarding the reduction in force, provided such request is made within 10 calendar days after his/her receipt of the notice of termination. Any such request will be in writing and addressed to the chairman of the board of trustees.

The request must specify the grounds on which it contends that the decision to terminate was arbitrary, capricious, generated by ill-will, fraud, collusion, or other such motives. The request must

include a short, plain statement of facts that the employee believes supports the contention.

The board will hold a hearing within 30 calendar days after the request is received. The hearing will be conducted informally. The employee and the superintendent may each be accompanied by legal counsel. The board will consider only the evidence that is presented at the hearing. Board members, the teacher and the superintendent may question all witnesses.

When the teacher concludes his/her presentation, the board will consider whether the proof offered in support of the contention is clear and convincing that the termination was arbitrary, discriminatory, or otherwise improper.

The employee will be notified within 10 calendar days of the board's decision.

Obligations with Respect to Re-Employment or Other Employment

1. For two years after the effective date of termination pursuant to this policy, the board will not replace the teacher whose employment has been terminated without first giving due consideration to the re-employment of the terminated teacher.
2. An employee who has been terminated under this procedure, but who is recalled to employment within two years, will have restored to him/her all of the sick leave accrued on the effective date of termination.

Exclusive RIF Procedure

The RIF procedure is the only procedure that may be used in a reduction of force.

Any existing procedure for reconsidering or examining an employee discharge, non-reappointment, or grievance is not available for considering an issue that arises from a reduction in force. Similarly, no other personnel action other than a reduction in force may be considered under this RIF procedure. (Policy GCQA) 2/11

Expense Reimbursements

The district will advance board members and employees the district's rate for approved travel to conferences and other authorized expenses necessary in performing their duties.

The district will reimburse board members and employees for expenses incurred in approved travel for the district, such as approved attendance at conferences and other authorized expenses necessary in performing their duties. Board members and employees must submit their expenses on official vouchers. They must document major items.

The superintendent must authorize travel for all employees in advance. If private vehicles are to be used on official school business, mileage will be reimbursed at the state rate. Vouchers are to be forwarded to the superintendent's office immediately upon return from the trip.

Per Diem rates will be adjusted annually to comply with current IRS Code Sec. 274 (Rev.Proc.96-28)

Solicitations by Staff

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

No organization may solicit funds of staff members within the schools, nor may they distribute flyers or other materials related to fund drives through the schools, without the approval of the superintendent. Staff members will not be made responsible, or assume responsibility, for the collection of any money or distribution of any fund drive literature within the schools without such activity having the superintendent's approval. As a matter of policy, the board expects such activities to be kept to a minimum. The superintendent will seek direction from the board in instances where prior practice has

set no policy as to a particular fund drive. (Policy GBEB) Adopted 2/11.

Complaints and Grievances

The board encourages employees to discuss their concerns of complaints informally with their supervisors. Often, the cause of a problem or concern is merely a misunderstanding among the individuals involved. If, at any time, an employee feels that a formal mechanism for raising his/her concern or problem is needed, he should follow the procedure below.

Procedure

The purpose of this procedure is to settle, at the lowest possible administrative level, employee complaints relating to contracts, salaries and working conditions. "Working conditions" refer to areas of class loads, planning time, adequate physical facilities, activities, etc. The district will keep these proceedings as informal and confidential as may be appropriate at all levels of procedure.

Definition of Grievance

A grievance is a claim by an employee of a violation, misinterpretation, or misapplication of a provision of school board policies and administrative procedures, or of rules and regulations as they affect the employment or work of such employee. The board does not consider actions which are subject to the Teachers Employment and Dismissal Act, S.C. Code 1976, as amended, Section 59-25-410 et seq. and employment decisions implemented under the district's reduction in force policy (GBK) to be grievances under this procedure.

Joint Grievances

Employees may be allowed to present joint grievances where each grievant alleges essentially the same facts or circumstances and requests the same relief. Joint grievances must bear the signature of each grievant. The district reserves the right to consolidate individual grievances and the right to hear joint grievances on a separate basis.

Definitions (as used in this policy)

1. "Supervisor" means any person having the authority to recommend employment, transfer, suspend, layoff, recall, promote, discharge, assign, reward or discipline an employee, or any person having the responsibility for directing or reviewing the work of an employee.
2. "Day" is any day on which the administrative office is open.

Grievance Procedure

An employee who wishes to file a grievance must submit the grievance in writing and present it to his/her direct supervisor within 10 days following either the event giving rise to the grievance or the time when the employee reasonably should have gained knowledge of its occurrence.

Should the employee believe that resolution of the grievance requires a decision beyond the supervisor's level or area of authority, the employee will so state such belief upon submitting the grievance form. If the supervisor is in agreement concerning authority to resolve the grievance, he/she will immediately pass the grievance on to the appropriate supervisor, who will handle the matter as a first level grievance. The direct supervisor may, however, determine the resolution of the grievance is not outside his/her authority and hear the grievance.

1. The appropriate supervisor will arrange a meeting with the employee within five days of receipt of the grievance. The supervisor will provide the employee with a written response to the grievance within five days after the meeting. The response will include the name of the next level supervisor to whom the grievance may be appealed, provided such appeal is presented in writing within five days.
2. The grievance may be appealed through each supervisory or administrative level to the superintendent. At each level, the procedure #1 above will be followed. The original grievance and the supervisor's response will serve as the basis of the meeting. The employee and the supervisor at the preceding level may

summarize the facts presented previously.

3. On appeals to the superintendent, the superintendent will arrange a meeting within five days of the grievance and will respond in writing to the employee within five days of his/her hearing of the grievance. The superintendent will make summaries of the lower level presentations and responses, and may at his/her discretion, hear witnesses and evidence directly.
4. Upon mutual agreement between the employee and the supervisor, the time requirements under this procedure may be extended at any step, except that neither party will unreasonably refuse an extension or unreasonable delay the proceeding.

Appeal to the Board of Trustees

After following the above procedures, an employee may request a meeting with the board of trustees for the purpose of discussing the grievance which arose from his/her employment. The request will be made in writing to the superintendent within five days of the superintendent's response to the grievance.

The superintendent will, at the next regularly scheduled board meeting, present to the board the request that the grievance be heard, together with copies of all correspondence and responses from the lower administrative levels.

The board will notify the employee of its decision. Whether or not to meet with the employee to discuss the grievance is at the discretion of the board. Any discussion will be informal and non-adversarial for the discussion of employment as allowed under S.C. Code Ann. Section 30-4-70 (Supp. 1984).

Procedure for Appeal of Termination

In the case of termination of a classified employee, an appeal of the decision may be made initially to the principal, department head or other person having final responsibility for the decision. The employee may make a further appeal of the termination to the superintendent or designee. Finally, the employee may request a meeting with

the board to discuss the grievance in accordance with the procedure outlined above.

Title IX Complaints and Section 504 Complaints

The procedures as herein described are to be used to process employee complaints based on alleged violations of Title IX of the Education and Amendments of 1972 (sex discrimination) and Section 504 of the Rehabilitation Act of 1973 (discrimination against the handicapped).

After level one, however, if the decision of the immediate supervisor does not resolve the grievance to the satisfaction of the employee, or if no decision is made within the designated time, the grievant may appeal in writing to the hearing officer if the complaint involves an alleged Title IX violation and to the director of special services if the complaint involves an alleged violation of Section 504.

The grievant must file the appeal within five working days from the receipt of the immediate supervisor's decision. If, in that appeal, the grievant requests to be heard by the hearing board officer or director of special services, a hearing will be conducted within five working days after the receipt of the request.

The hearing officer or director of special services, as appropriate, will render a decision on the matter within five working days after receipt of the appeal, or, if a hearing is requested, within five working days after the conclusion of the hearing. The decision and the reasons therefore will be reduced to writing and copies sent to the grievant and the immediate supervisor.

After appeal to the hearing officer or director of special services, as appropriate, the grievant may follow the procedures described above for appeal to the superintendent and then to the board. (Policy GBK) Adopted 2/11

Staff Protection

The district is obligated by law to defend employees in legal actions resulting from acts done or omitted in good faith in the course of their employment. This requirement applies to civil or criminal actions

or special proceedings in the courts of this state or of the United States.

Any employee needing legal assistance in a legal action arising out of his/her employment must submit a request in writing to the superintendent. The superintendent will bring the request to the board's attention to determine whether legal assistance will be provided to the employee appropriate and consistent with intent of the law. (Policy GBG) Adopted 2/11.

Sick Leave Bank

A sick leave bank for catastrophic illness and/or accident for full-time employees will be established at each school and at the district office. This sick leave bank will be established at each school and the district office by employees voluntarily donating a day or specific number of days of their sick leave to the bank and thereby establishing their eligibility to participate in the bank should they qualify at some subsequent time.

All members who elect to participate must contribute an equal number of days. After leave days have been contributed, these days may not be reclaimed by the donor. However, if all leave days are awarded to an applicant or applicants, the committee will issue a call for an additional contribution of a specific amount of leave by employees at the school or district office.

Failure to contribute within the specified time period will automatically disqualify an employee from eligibility to participate in the sick bank program.

The administration of the bank will be under the direction of a committee composed of the principal, the school's elected representatives to the district's teacher advisory council, and a support staff member appointed by the principal. A committee composed of the superintendent, the director of special services, and one support staff member will administer the bank for employees of the district office.

In order to be eligible to request leave from the sick leave bank, an employee must meet the following criteria:

- Employee must be a contributing member of the bank
- Suffer from a catastrophic illness or accident
- Employee must be absent from his/her official duties for a minimum of 20 cumulative work days and have exhausted all of his/her otherwise available leave. Intermittent leave may be allowed.
- Sick leave bank credits are available for a maximum of 20 days (in 10-day increments) in any school year and only in the context of an illness or accident of 90 consecutive days or less.
- Present certification by a licensed physician that he/she is unable to report to work

In no event will sick leave credits from the sick leave bank be used for covering any illness lasting longer than 90 consecutive days or less.

If eligible to participate, the employee will make application on an approved form to the appropriate school or district committee. The committee's approval or disapproval will be "final". No committee will be authorized to grant leave beyond the amount credited to the sick leave bank by the employees of that particular school or district office. (Policy GCC) Adopted 2/11

SELECTED SCHOOL BOARD POLICIES

Classified Personnel

Compensation Guides and Contracts

The board will set the salary of all classified employees on the recommendation of the superintendent. The board will set compensation according to the responsibility of the position, the services rendered, the provisions of the district's operational budget and any applicable state and federal laws. (Policy GDBA) Adopted 2/11

Annual Leave/Holidays

The employee must request the annual leave on the appropriate form and submit it to his/her supervisor for approval at least two weeks in advance.

In addition to the annual leave, the district grants 12-month employees the following paid holidays per year:

- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas (2 days)
- New Year's Day
- Martin Luther King Day

(Policy GDD) Adopted 2/11

Overtime Pay

The board recognizes the district is subject to the provisions of the Fair Labor Standards Act. This act includes provisions applicable to school districts relating to minimum wage and overtime pay for non-exempt employees.

The district will pay a minimum wage on an hour by hour basis to all district employees, either part or full-time, permanent or temporary which is no less than the federal minimum wage.

The board also recognizes that it may occasionally be necessary for non-exempt persons to work more than forty hours during a given work week. Individuals will be paid time and a half (in money or compensatory time off) for each hour of overtime worked. No overtime, as defined by the FLSA, will be suffered or permitted without authorization from the employee's immediate supervisor.

The district requires all employees who are subject to the provisions of the FLSA to complete a daily time record showing actual hours worked. Failure to maintain or falsification of such records may be grounds for disciplinary action.

The administration will maintain records and establish regulations which are consistent with this policy and the requirements of the Fair Labor Standards Act. (Policy GDBC) Adopted 2/11

Substitute Teachers

Substitute teachers serve in the absence of regular teachers and may be employed when notified by a school principal/director or designee. To as great an extent as possible, substitute teachers should possess the training and experience to ensure that students will receive uninterrupted instruction when the regular teacher has to be absent.

The district office will send the list from which principals/directors may employ substitute teachers to the schools periodically. The following minimum qualifications are required in order for an applicant to be submitted for approval and listed by the district office:

1. Although a certified teacher is preferred, a high school diploma from an accredited high school will meet the minimum educational requirements.
2. A completed application on file in the district office.
3. Achieving a Gold or Silver on WorkKeys or at least 60 college credit hours.
4. SLED/Background checks clear of violation will be reviewed and obtained by the district office.
5. The substitute will be responsible for providing Tuberculosis screening.

The principal/director has the responsibility for evaluating the effectiveness of each substitute teacher employed in his/her school. (Policy GCGA) Adopted 2/11

Salary Schedule for Substitute Teachers

The rate of substitute pay is as follows:

- High School Graduate
\$51.00/day
- College Graduate
\$56.00/day
- Certified Teacher
\$61.00/day

All substitutes must annually indicate their continued interest in substituting in the district. Once a substitute teacher has substituted 40 or more days, \$5.00 will be added to the substitute pay rate. This is evaluated at the end of each school year and is a one-time addition.

Long-term Substitutes

The pay for a non-certified substitute will increase by \$15.00 per day after the tenth consecutive day in the same teaching position. A certified teacher who is serving as a long-term substitute will be paid based on his/her certificate and years of experience.

Retirement

Any school district employee who became a member of the South Carolina Retirement System prior to 07/01/2012 may retire with full benefits if the member has reached the age of 65 or has 28 years of creditable service. These employees are regarded as Class Two members. If you are eligible for SCRS service retirement, you may elect to participate in the Teacher and Employee Retention Incentive (TERI) program which allows you to retire and begin accumulating your monthly annuity on a deferred basis without ending your employment. The TERI program ends June 30, 2018. You must apply to participate in the TERI program; it is not automatic.

A member who has reached age 60 may retire with reduced benefits. Also, the member who has reached the age of 55 and who has at least 25 years of creditable service may elect early retirement with reduced benefits from the retirement system; however, he/she will not be eligible for cost-of-living adjustments for a period of time.

Employees who became a member of SCRS on or after 07/01/2012 can retire with unreduced benefits once your age and years of service total 90. These employees are considered Class 3 members.

The employee must notify the district board in writing of his/her intent to retire as soon as possible but no later than March 15 of the year in which he/she plans to retire. (Policy GDQC) Adopted 2/11

Separation

The board authorizes the superintendent to dismiss classified personnel. (Policy GDQD) Adopted 2/11

SELECTED SCHOOL BOARD POLICIES *Students*

Non-resident Students

The district will follow applicable state law with regard to all student admissions and student transfers into or out of the district. The superintendent will examine all inter-district student transfer requests in close consultation with the district's retained legal counsel. The purpose of this consultation is to guard against transfers which significantly contribute to a re-separation of the races in either the sending or receiving districts.

The superintendent will make a recommendation based on his/her examination and the advice of the legal counsel at the time the board acts on inter-district transfer requests.

In all cases of non-resident student admission, the parent must assume responsibility for transportation. The board will hold non-resident students to the behavioral and academic requirements set out in Policy JFAB (Admission of Nonresident Students).

Tuition

The district may charge tuition to non-resident students seeking to enroll in district schools.

For students who qualify for attendance under circumstances set out in Section 59-63-30 of the S.C. Code of Laws, the district may charge tuition up to an amount equal to the prior year's local per pupil revenue.

The district will require payment of non-resident tuition at the beginning of the school year in which the child is enrolled and prior to registration. Out-of-district approval and payment is handled through the district office.

- Parents may pay the full amount of tuition, or follow the districts payment plan.
- Under no circumstance will a student be enrolled or allowed to begin

classes until a payment plan has been made.

The district will not charge tuition to students in the following categories:

Students planning to move into the district

Students of any parent residing out-of-district at the time of admission but in the process of building, buying, or renting a residence in the district may request enrollment in the attendance area's school of the new residence. The parent must present a statement from the builder, buyer, or lessor in support of this request. The parent must also present an official release from the district in which he/she resides. The superintendent has authority to admit students under this provision.

Children of employees

The district may admit children of employees of the district provided they submit a release form from the district in which they reside. The district reserves the right to make the school assignment.

Foreign exchange students

The district will admit students from foreign countries that are the age of eligibility and who are participating in a foreign student exchange program approved by the school board.

Solicitations by Students

Schools will keep fundraising campaigns to a minimum so as not to impair the efficiency and effectiveness of the education program. Schools will observe the following restrictions:

- Students will not be solicited for monetary contributions at any time.
- Students in grades kindergarten through eight will not participate in fundraising activities which involve selling items or soliciting contributions, pledges or orders. However, schools may use them as couriers between school and home for information, order blanks and materials about fundraising activities sponsored by the school and school-related organizations such as the PTO/A.

Fundraising campaigns sponsored within the school must be in support of specific student activities or projects that will contribute to the improvement of the school's program. The principal will approve and supervise each campaign. The goal will be for each organization or club to have only one fundraiser per year. Students may not participate in fundraising activities during school hours without the express approval of the principal.

Students will not solicit personal contributions to meet the basic needs of the school or to finance extra-curricular activities.

No student or organization may sell, distribute or advertise services, written materials or items from private sources on school premises or in the school or school district without the permission of the principal of the school involved. Organizations or students seeking to distribute materials to students unrelated to the individual school or school district must have the permission of the superintendent.

Building level principals will monitor all fundraising activities to ensure that this policy is adhered to by all school organizations and clubs.