

372 Pine Street East,
Varnville, South Carolina 29944
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Ronald Wilcox, Ed.D.,
Superintendent of Schools



Hannah Priester, Board Chair
Sabrena Graham, Vice-Chair
Kari Foy, Secretary
Bruce Davis, Parliamentarian
Debra Holmes, Member
Marsha Robinson, Member
Mary Wilson, Member

HAMPTON COUNTY SCHOOL DISTRICT

TERMS & CONDITIONS OF EMPLOYMENT

2023-2024

Salary

Professional Staff

The board will attempt to pay its professional staff at a level that will attract and retain individuals who exhibit a strong commitment to education and who have the skills necessary to effectively implement the district's educational program. The compensation of certified staff is based on the state salary schedule with local supplements as approved by the board. The schedule takes into consideration the levels of professional training and years of service.

Upon recommendation of the superintendent, the board awards contracts to professional staff as required by state law. Upon recommendation of the superintendent, the board will notify teachers in writing of their employment status before May 1st of each year. Teachers who are reemployed must give written acceptance of their contracts to the superintendent before May 11th of each year. Failure to give such notification constitutes contract rejection.

Support Staff

The board will base the salary of all support staff on salary schedules or hourly rates set by the board on the recommendation of the superintendent. The board will set compensation according to the responsibility of the position, services rendered, evaluation of performance, years of service, provisions of the district's operational budget, and any applicable state and federal laws. The effective date for all salary changes as determined by the salary schedule or by action of the board is July 1st.

Experience Credit Procedure

New Hires

The HR Director will make the determination of years of experience credit based on the following criteria:

- If the applicant has direct experience in the same area for which he or she is being hired, the applicant should receive credit for all the experience in the area. Ex. Bookkeeper or accountant with prior bookkeeping or accounting experience as indicated on the application or resume. All documented one for one direct experience must be verified prior to completion of the hiring process.
- If the applicant's experience is indirectly related, the applicant can be given one half credit for each year applicable. Example: A bookkeeping applicant with secretarial/office experience, but no bookkeeping experience.

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- Written documentation, which should include position offered, position grade if applicable, years of experience credited and beginning salary, should be done for all new hires, and placed in the employee's file. The new hire's signature is required on this document.

Current Employees Changing Positions

- If a current classified employee changes to a new position, his or her current years of experience will follow. Certified staff years of experience is determined by the state department of education.
- No additional prior years' experience will be awarded after the initial employment process has been completed and documented without the prior approval of the superintendent or the superintendent's designee.
- Written documentation, which should include position offered, position grade, years of experience credited, and beginning salary should be placed in the employee's personnel file. The employee's signature is required on this document.
- If a current employee transfers or is promoted to a new position for which the employee had direct or indirect experience prior to coming to the district, the employee can now be given this credit in addition to retaining any experience credit earned as an employee of the district.

The HR Director is responsible for ensuring that all personnel files are kept confidential, and the HR staff understand staff issues are not to be discussed with other staff members who otherwise would not be privy to the information.

The HR Director is responsible for ensuring that employee files are updated on a yearly basis and a clear paper trail has been created. A paper trail can be maintained with a Personnel Sheet, Employee Action Form, or an Employee Master Sheet. All employees should receive an updated Personnel Sheet or Employee Master Sheet annually and a copy should be placed in their personnel file annually.

NOTE: When determining the years of experience credit, the Recommendation for Giving Years of Experience Credit form must be used for classified staff only. The years of experience credit for certified staff will be the same number of years listed on the employee's South Carolina Certified Teachers License.

How Classified Salaries are Calculated

Classified salaries are calculated by taking the hourly rate by the number of hours worked by the number of work calendar days.

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Formula

$$\text{hourly rate} \quad \times \quad \text{hours worked} \quad \times \quad \text{work calendar days} \quad = \quad \text{Annual Salary}$$

Example

$$\underline{\$5.00/\text{hour}} \quad \times \quad \underline{5 \text{ hours/day}} \quad \times \quad \underline{100 \text{ work calendar days}} \quad = \quad \underline{\$2,500.00 \text{ Annual Salary}}$$

Paycheck Disbursal

Employees are paid in 24 increments. The annual salary / pay is divided into equal payments to be paid in accordance with the District's payment schedule. All salaries are set based on the salary schedule approved by the school board for the employee's position. Automatic deposit of payroll checks is available for all employees to the bank of their choice. If automatic deposit is not elected, employees may pick up their paper check at their primary worksite by 3:00pm on the pay date issued.

For all employees, payday is the fifteenth and thirtieth day of the month unless the aforementioned days fall on the weekend. In such situations, payday will be the preceding Friday. Paydays are also adjusted in the event the fifteenth and thirtieth of the month fall on a holiday. In such instances, employees are paid prior to the holiday.

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Salaried Employees are paid 1/24th of their Salary each check date.

180 Day – 220 Day salaried employees are paid two accrual checks.

Pay Schedule for select EMPLOYEE CATEGORIES:	Pay Period	Pay Date	Pay Schedule for select EMPLOYEE CATEGORIES:	Pay Period	Pay Date
1. 180 Day 2. 185 Day 3. 190 Day 4. 200 Day 5. 210 Day 6. 220 Day	1	15-Aug	1. 240 Day 2. 245 Day	1	14- Jul
	2	30-Aug		2	29- Jul
	3	15-Sep		3	15-Aug
	4	29-Sep		4	30-Aug
	5	13-Oct		5	15-Sep
	6	30-Oct		6	29-Sep
	7	15-Nov		7	13-Oct
	8	30-Nov		8	30-Oct
	9	15-Dec		9	15-Nov
	10	29-Dec		10	30-Nov
	11	15-Jan		11	15-Dec
	12	30-Jan		12	29-Dec
	13	15-Feb		13	15-Jan
	14	29-Feb		14	30-Jan
	15	15-Mar		15	15-Feb
	16	29-Mar		16	29-Feb
	17	15-Apr		17	15-Mar
	18	30-Apr		18	29-Mar
	19	15-May		19	15-Apr
	20	30-May		20	30-Apr
	21	14-Jun		21	15-May
	22	28-Jun		22	30-May
	23*	15- Jul		23	14-Jun
	24*	30- Jul		24	28-Jun

***Accrual checks**

The monthly schedule for salary employees is calculated based on an annual salary spread over 24 paychecks. If an employee is hired or leaves mid-year, the salary is adjusted based on a prorated amount. 240-/245- DAY contract employees are paid July to June, while all other groups are paid August through July, receiving accrual checks for the month of July. Although accrual checks are issued July, they will be pre-dated for June 28, as the FY ends June 30.

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Salary Employees

Period Number	START	END	PAYDATE	240 – 245 Pay Period	180 – 220 Pay Period
1	07/01/2023	07/09/2023	14-Jul	1	
2	07/10/2023	07/16/2023	28-Jul	2	
3	07/17/2023	07/30/2023	15-Aug	3	1
4	07/31/2023	08/13/2023	30-Aug	4	2
5	08/14/2023	08/27/2023	15-Sep	5	3
6	08/28/2023	09/10/2023	29-Sep	6	4
7	09/11/2023	09/24/2023	13-Oct	7	5
8	09/25/2023	10/08/2023	30-Oct	8	6
9	10/09/2023	10/22/2023	15-Nov	9	7
10	10/23/2023	11/05/2023	30-Nov	10	8
11	11/06/2023	11/19/2023	15-Dec	11	9
12	11/20/2023	12/03/2023	29-Dec	12	10
13	12/04/2023	12/17/2023	15-Jan	13	11
14	12/18/2023	01/14/2024	30-Jan	14	12
15	01/15/2024	01/28/2024	15-Feb	15	13
16	01/29/2024	02/11/2024	29-Feb	16	14
17	02/12/2024	02/25/2024	15-Mar	17	15
18	02/26/2024	03/10/2024	29-Mar	18	16
19	03/11/2024	03/24/2024	15-Apr	19	17
20	03/25/2024	04/14/2024	30-Apr	20	18
21	04/15/2024	04/28/2024	15-May	21	19
22	04/29/2024	05/12/2024	30-May	22	20
23	05/13/2024	06/05/2024	14-Jun	23	21
24	06/06/2024	06/30/2024	28-Jun	24	22
24.1*		06/30/2024	15-Jul		23
24.2*		06/30/2024	30-Jul		24

Accruals*

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Hampton County School District Payroll Schedule FY 2023- 2024

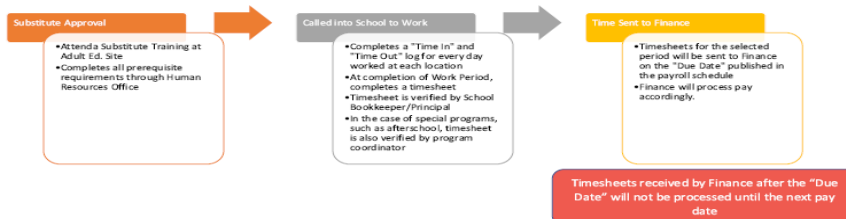
	START	END	Timesheets Due to Finance**	PAYDATE	Weeks in Pay Period
Temporary Part – Time/ Hourly Substitutes (Time Card Employees) Additional Pays	07/01/2023	07/09/2023	07/10	14-Jul	1
	07/10/2023	07/16/2023	07/17	28-Jul	1
	07/17/2023	07/30/2023	07/31	15-Aug	2
	07/31/2023	08/13/2023	08/14	30-Aug	2
	08/14/2023	08/27/2023	08/28	15-Sep	2
	08/28/2023	09/10/2023	09/11	29-Sep	2
	09/11/2023	09/24/2023	09/25	13-Oct	2
	09/25/2023	10/08/2023	10/09	30-Oct	2
	10/09/2023	10/22/2023	10/23	15-Nov	2
	10/23/2023	11/05/2023	11/06	30-Nov	2
	11/06/2023	11/19/2023	11/27	15-Dec	2
	11/20/2023	12/03/2023	12/04	29-Dec	2
	12/04/2023	12/17/2023	12/18	15-Jan	2
	12/18/2023	01/14/2024	01/16	30-Jan	4
	01/15/2024	01/28/2024	01/29	15-Feb	2
	01/29/2024	02/11/2024	02/12	29-Feb	2
	02/12/2024	02/25/2024	02/26	15-Mar	2
	02/26/2024	03/10/2024	03/11	29-Mar	2
	03/11/2024	03/24/2024	03/25	15-Apr	2
	03/25/2024	04/14/2024	04/15	30-Apr	3
	04/15/2024	04/28/2024	04/29	15-May	2
	04/29/2024	05/12/2024	05/13	30-May	2
	05/13/2024	06/05/2024	06/06	14-Jun	3.5
	06/06/2024	06/30/2024	06/18	28-Jun	3.5

This schedule represents leave period covered, extra pay, and pay for hourly and sub employees.

****IT IS IMPORTANT THAT ALL EXTRA HOURS, SUB TIMESHEETS, & ABSENTEE SHEETS BE SUBMITTED TO MORGAN BY NOON WITH THE CORRESPONDING DUE DATES. IF PAYROLL IS NOT RECEIVED AS SCHEDULED, THE EMPLOYEE WILL BE PAID ON THE NEXT SCHEDULED PAYDATE!!!**

TIMESHEET FAQs

<ol style="list-style-type: none"> Where do I get a timesheet from? The school/locations Bookkeeper and/or the Principal or Program Director. How to fill timesheets/how timesheets work? Timesheet forms typically require the employees to enter the time they spend at work, as well as the times they took breaks. This data is entered per day, and the daily totals are later added up to get the weekly totals. Why do I have to complete a timesheet? They ensure you get paid for your work properly - timesheets that are completed with precision and on time are required for payroll processing. 	<ol style="list-style-type: none"> When do I have to complete a timesheet? And when do I need to submit it? Refer to your school bookkeeper for when timesheets are due to the school/location's office. You'll then need to submit your completed timesheets for approval to your assigned timesheet approver, before the prescribed deadline. Once the bookkeeper processes the timesheet, the timesheet is sent to the Finance Office in accordance with the payroll schedule. Can an employer change a timesheet? In gist - yes. The FLSA requires companies to keep timesheets records for their non-exempt employees - but it doesn't require the employees to build their records. Because of this, employers hold the discretion to change the time records when they are not true to the time the employees worked.
<p>Why is a timesheet important in payroll? The main uses of completed timesheets is calculating payroll - payroll is calculated based on the hours of work added to the timesheet. In gist, here's how it goes:</p> <ol style="list-style-type: none"> Employees complete their timesheets The times the employees worked during a week or pay period are added up The total sum per employee is converted to decimal format and multiplied by their respective hourly rates (e.g. 22.5 x \$10 = \$225) 	



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Deductions

The Board has authorized the following specific payroll deductions: taxes (state and federal), social security, SC State Retirement or Optional Retirement, group insurance, tax sheltered annuities, supplemental health, critical illness, and life insurance companies, court and government authorized wage garnishments and the American Cancer Society.

Tax sheltered annuity payroll deductions may also be available to part time/temporary employees if they meet the criteria established by the IRS guidelines. The mandatory withholding of income tax is based upon the schedules of the SC Tax Commission and the IRS. The amount deducted from an employee's paycheck is based on the withholding certificate (W-4) completed and signed by the employee. A new withholding certificate should be completed, signed, and sent to personnel for any changes to withholding allowances.

All employees are covered by Social Security (FICA). International teachers are usually exempt from this deduction and coverage.

Benefits

Benefits paid by Hampton County School District for each permanent hired employee who works 30 hours or more per week include the following:

Health	Social Security	Supplemental Long-term Disability
Dental	SCRS Retiree Life	Worker's Compensation
Vision	SCRS	Other benefits, based on an employee's total salary,
State Life Insurance		paid by HCSD

Employees have several health plans from which to choose.

The benefits may be accessed online at: <https://peba.sc.gov/employees>

Please review this policy for more information at <https://hcsd.k12.sc.us/policies/>.

Professional Staff Leaves and Absences (Policy Code GCC Issued 21)

The continuous presence of staff members promotes excellence in the instructional program by ensuring the following:

- the uninterrupted continuity of education
- greater teacher-student contact time
- appropriate role-model emulation
- consistent classroom discipline
- reduced cost

Therefore, the board expects staff members to come to work every day. The board recognizes, however, that certain absences are unavoidable. At such times, staff members should take leave in accordance with this policy

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and its accompanying administrative rule. Absent staff members must comply with procedures set out in the administrative rule which accompanies this policy.

Support Staff Leaves and Absences (Policy Code GDC Issued 21)

An absent staff member must furnish a signed statement setting forth the specific reason(s) for his/her absence. The statement must be turned in to the staff member's supervisor within two (2) days after the staff member returns to work.

A staff member will notify his/her immediate supervisor as early as practicable when it is necessary for him/her to be absent. When a staff member knows that he/she will be absent for a period longer than five (5) days, he/she should complete and file a request for leave of absence.

A staff member who anticipates taking an extended leave of absence should submit the request for leave to his/her supervisor at least thirty (30) calendar days prior to the effective date of the leave. The leave request must include a statement from a licensed medical doctor stating the anticipated length of convalescence.

Any staff member returning from an extended leave of absence must present a statement from the attending physician certifying the staff member's ability to return to a normal work schedule.

When the staff member makes a request in writing, the superintendent may grant the staff member leave without pay for personal illness following the exhaustion of all accrued sick leave. Leave with and without pay will not exceed ninety-one (91) workdays in any school year and is not to extend beyond the immediate school year.

Leave Day Accruals

Accrual of sick leave

For the 2021-22 school year only, all full-time staff members of the district will accrue sick leave on the basis of 1.5 days per month of active service. Beginning July 1, 2022, all fulltime staff members of the district will accrue sick leave on the basis of one and one-fourth days of sick leave for each month of active service. This will provide 12 days for nine months (180 days, 185 days, and 190 days), 13 days for 10 months (210 days), 14 days for 11 months (220 days), and 15 days for 12 months (240 and 250 days).

All part-time staff members will accrue one-half the sick leave of their full time counterparts.

The smallest increment of a day is .25.

Accumulation of Sick Leave Days

Beginning with the 2022-23 school year, staff members may accumulate up to 120days of sick leave which is accrued but not used provided that such staff member does not violate his/her respective contract.

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Annual Reimbursement of Unused Leave in Excess of 90 120 Days

Beginning June 30, 2022, staff members will earn an incentive at the end of each school year for any sick leave days accumulated over 120 days that are not used. The incentive will be determined by multiplying the number of unused leave days above 120 by \$50.00 per day. The incentive will be paid by June 30th of the current school year and the staff member will begin the next school year with 120 accumulated sick leave days.

Payment for Unused Leave at Separation from the District Effective July 1, 2022, upon separation from the district, employees may be paid for sick leave days over 90 at their daily rate. If retiring, up to 90 days will be reported to the retirement system. For the 2021-22 school year, upon separation from the district, employees may be paid for sick leave days up to 135 days at \$50.00 per day.

Please review this policy for more information at <https://hcsd.k12.sc.us/policies/>.

Professional Staff Vacations and Holidays (Code GCD Issued 22)

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

Administrators and Year-Round Staff

Regular full-time administrators employed on a full-year basis (52 weeks) and year-round instructional staff will receive vacations and holidays as follows:

Vacations

Effective July 1, 2022, staff employed on a 240-day basis are entitled to two (2) weeks, ten (10) working days, of vacation exclusive of school holidays.

Employees will be granted 5 vacation days in July and 5 days in January. This advance anticipates the completion of the full period of employment by the staff members. If a staff member uses advanced vacation leave and fails to complete the period of employment covered by the days advanced, the district will make an adjustment in salary at the termination of his/her employment.

Vacation days may be taken as accumulated, subject to the approval of the immediate supervisor. Vacation days may not be accumulated beyond twenty-five (25) days. When a staff member wishes to take vacation, he/she must secure the approval of his/her supervisor. Vacation should be arranged as far in advance as possible so as not to disrupt the continuity of the educational process.

Upon separation from the district, a staff member will be compensated for up to twenty-five (25) days of accrued vacation at their daily rate.

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Regular part-time administrators employed on a full-year basis (52 weeks) and year-round instructional staff will receive one (1) week, five (5) working days of vacation exclusive of school holidays.

Employees will be granted 2.5 vacation days in July and 2.5 days in January.

Employees who work less than 240 days must use any remaining vacation days by the end of the 2021-22 school year. This stipulation may be negotiated with the Superintendent if extenuating circumstances exist.

For the 2021-22 school year, employees who separated from the district prior to the implementation of this policy (January 18, 2022) will be paid for vacation days carried over from the 2020-21 school year up to a maximum of twenty (20) days. Employees who separated from the district after the implementation of this policy (January 18, 2022) will be paid for vacation days carried over from 2020-21 and days earned in 2021-22.

Holidays

- New Year's Day (January 1st)
- Martin Luther King Day
- Independence Day (July 4th)
- Labor Day General Election Day (even-numbered years) (first Tuesday in November)
- Thanksgiving Day (fourth Thursday in November)
- Christmas (two days - December 24th and 25th)

Administrative staff and district-office staff who are 12-month employees will observe the school calendar holidays.

Please review this policy for more information at <https://hcsd.k12.sc.us/policies/>.

Policy GBEBA DRESS CODE Issued 3/22

Faculty, staff, and administration of Hampton School District desire to maintain an environment of professionalism that positively impacts students, parents/legal guardians and the community. All staff members must maintain a standard of appearance that reflects their professional responsibilities and does not distract attention from the teaching/learning process. Principals will monitor the dress code of all faculty and staff and will address when necessary.

Accordingly, the following items of clothing are prohibited:

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- inappropriate jeans such as blue denim, tie dyed, tattered, etc. Appropriateness will be determined by the supervisor. The district may allow exceptions for occasional special activities such as workdays, field trips, picnics, spirit days, specific work tasks, etc., at the discretion of the supervisor.
- sweat clothes are prohibited (except for PE teachers); seasonal sweatshirts and professional teacher/school-related sweatshirts are permissible
- printed tee shirts are prohibited, with the exception of professional teacher and school-related tee shirts
- wind suits (except PE teachers).
- shorts are prohibited (with the exception of PE, pre-kindergarten and kindergarten teachers and these are to be no more than 2.5 inches above the knee); no knit shorts are allowed; skorts will be allowed up to the elementary level and will be no more than 2.5 inches above the knee. tight clothing (discretion of principal)
- revealing clothing (dresses, skirts, shorts, and skorts that are allowed should be no more than 2.5 inches above the knee)
- athletic shoes will be allowed as long as they are clean and in good condition

Business casual attire is expected on parent teacher conference days and staff development days indicated by the type of staff development being offered.

On staff development days that are focused on classroom cleaning and set-up, staff members may wear apparel appropriate for the activity. This is at the discretion of the principal or his/her designee.

The district may allow exceptions for occasional special activities such as workdays, field trips, picnics, spirit days, etc., at the discretion of the school principal.

Policy GBEB STAFF CONDUCT Issued 3/22

The board expects all staff members to maintain the highest professional and ethical standards in their conduct with students, parents/legal guardians, and coworkers. For the purpose of this policy, staff includes, but is not limited to, employees, contract service providers, school volunteers, student teachers, and interns.

All staff members are expected to act with integrity and honesty both on-duty and off-duty and be aware of the policy framework that governs staff behavior and day-to-day work performance. Staff must act in a manner that is consistent with the district's policies and sets a positive example for all.

To that end, in dress, conduct (including conduct communicated or performed in person, in writing, and/or electronically), and interpersonal relationships, all staff members should recognize that they are being continuously observed by students, other staff members, parents/legal guardians, and members of the community and that their actions and demeanor may impair their effectiveness in their position. When interacting with students in all curricular and extracurricular activities, whether on or off campus, both online

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and off-line, staff members are expected to exercise good judgment and to maintain professional boundaries appropriate to an educational setting and consistent with the educational mission of the district.

The relationship between staff members and students in the district should be one of cooperation, understanding, mutual respect, and trust. All staff members will also treat each other with respect.

The personal life of staff member, including personal use of privately-owned electronic equipment outside of working hours, such as email, text messages, instant messages, or social media, will be the concern of and warrant the attention of the board only as it may directly prevent the staff member from effectively performing his/her assigned job duties or disrupts the educational environment or as it violates state or federal law, board policy, or contractual agreements.

No staff member will engage in criminal conduct or commit or attempt to induce students or others to commit an act or acts of criminal conduct which may be harmful to others or bring discredit to the district. If it appears a staff member may have violated the law, the district will report the offending conduct to and cooperate with law enforcement agencies.

Staff, while on duty and in the presence of students, will not use profanity, will not use tobacco in any form, and will not consume or be under the influence of intoxicating beverages. Staff members will not be involved in drug abuse or drug trafficking.

The following is a non-exhaustive list of to, actions that are considered misconduct while on duty, on or off district premises:

- possessing, using, selling, manufacturing, distributing, or dispensing any illegal drugs or alcohol while on duty, on or off district premises
- fighting or deliberately harming another individual
- being absent without approval
- refusing to follow a supervisor's instructions or directions
- neglect of duty (including, but not limited to, failure to follow a student's Individualized Education Program or 504 Plan, leaving students unsupervised, failure to discipline with consistency and/or failure to maintain proper building or classroom discipline, failure to take appropriate affirmative action when confronted with or after witnessing a situation in which a student is at risk of abuse or mental or physical injury, and/or inability or failure to effectively plan and present an organized lesson plan)
- failing to adhere to safety and health rules as established by state and federal law and board policy
- stealing, destroying, or vandalizing school property intentionally or through negligence; staff will be responsible for reimbursing the district for the cost of repairing or replacing damaged or stolen property

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- possessing weapons on school property (unless otherwise authorized by law)
- using school property without proper authorization
- behaving in an inappropriate manner to the extent of adversely affecting the staff member's ability to perform his/her work and/or disrupting the educational environment
- using obscene language or demeaning or derogatory language which is unsuitable in the school setting
- communicating obscene visual material to a student or another staff member
- any behavior, overt or covert, of a sexual nature that may constitute professional misconduct and/or is violation of law or board policy
- disclosing personal, sexual, family, employment, or other private concerns to students
- disclosing information concerning a student, other than directory information, to any person not authorized to receive such information
- non-counseling or social work staff encouraging students to confide their personal, family problems, and/or personal relationship problems; staff should refer students to the guidance office if there is a need for counseling
- harassment, intimidation/bullying, or discrimination of, or retaliation against, a student or staff member
- asking students to keep secrets
- inciting students or other staff members to engage in illegal activity

The board understands that there are circumstances when staff members have personal relationships with the families of students outside of school. The intent of this policy is not to prohibit all social contact between staff and families outside of school. However, because of the trust placed in staff by the community, and the district's responsibility to protect the well-being of students, staff members are expected to avoid the appearance of impropriety in their conduct with students at all times.

Staff members are encouraged to discuss concerns with their supervisor whenever they are unsure whether particular conduct or activities may constitute a violation of this policy. Staff members are required to notify a supervisor immediately if they become aware of a situation or behavior that may constitute a violation of this policy.

Violations of this policy by staff will be grounds for immediate suspension and possible termination of employment consistent with state and federal law and board policy. In such cases, a staff member will be informed of his/her right to any hearing or due process procedure that may be applicable under state or federal law or board policy.

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Violations of this policy by other individuals in the district community including, but not limited to, contract workers, volunteers, student teachers, and interns will be grounds for the immediate termination of the program, activity, or job for which the individual is a participant.

Arrest of Staff Member

The board delegates specific authority to the superintendent to take appropriate employment action with regard to a staff member who has been arrested. Staff members will report or cause to be reported all arrests to supervisors immediately.

Staff members arrested for a misdemeanor offense which would indicate no danger or appearance of danger to students, fellow staff, or the district will generally not be subject to any employment action.

Staff members arrested for a misdemeanor offense which would indicate a possible danger or appearance of danger to the school district, fellow staff, or to students will generally be suspended with pay, pending adjudication.

Staff members arrested for a misdemeanor offense which would indicate a possible danger or appearance of danger to students but not to the school district or fellow staff will generally be reassigned to different responsibilities away from students within the district, if such position is available, pending adjudication. Staff members arrested for a felony offense will generally be suspended with pay, pending adjudication.

In certain circumstances, other employment action may be taken, up to and including termination.

Cf. GBEBB

Adopted 3/15/22

Legal References:

S.C. Code of Laws, 1976 as amended:

Section 16-3-755 - Sexual battery with a student.

Section 16-23-420, et seq. - Concealed weapons; school property exception.

Section 59-25-430 - Teacher dismissal; evident unfitness for teaching.

Section 59-25-450 - Teacher suspension.