

2024-25

EMPLOYEE HANDBOOK

Rev. 03-12-2025

NOTHING IN THIS HANDBOOK OR IN ANY POLICY MANUAL OF LEXINGTON COUNTY SCHOOL DISTRICT ONE CONSTITUTES OR CREATES AN EXPRESS OR IMPLIED CONTRACT OF EMPLOYMENT. RATHER, THIS HANDBOOK SHOULD BE UNDERSTOOD AS A BRIEF DESCRIPTION OF THE BENEFITS OFFERED BY LEXINGTON COUNTY SCHOOL DISTRICT ONE AND AN OVERVIEW OF ITS POLICIES AND RULES. THIS HANDBOOK SUPERSEDES ALL PREVIOUS HANDBOOKS OR OTHER DOCUMENTS THAT ADDRESS THE SAME SUBJECT MATTER AS THE POLICIES AND RULES CONTAINED IN THIS HANDBOOK. IN ADDITION, THIS HANDBOOK, OR ITS UNDERLYING POLICIES AND PROCEDURES, CAN BE MODIFIED OR ALTERED AT ANY TIME BY LEXINGTON COUNTY SCHOOL DISTRICT ONE. I UNDERSTAND THAT THE DISTRICT'S HANDBOOK AND POLICY MANUAL ARE NOT CONTRACTS.



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**WHO
ARE
WE?**



Our Mission

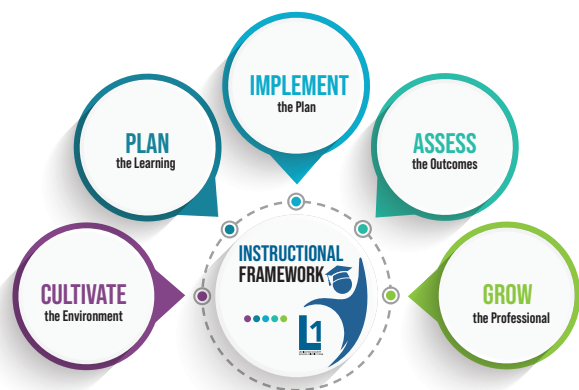
To guide all students to learn, grown and excel

Our Five Year Targets

1. 95% of our graduates to be college, career or military ready
2. 95% of our students on track to graduate
3. An increasing number of middle and elementary school students scoring at or above grade level

Key Actions

1. Aligning budget priorities to strategic plan
2. Developing and refining district standards operating procedures
3. Completing revision of board policies
4. Implementing recommendations of facilities study
5. Implementing instructional technology plan



Strategic Goals:

By implementing the Lexington One Graduate Profile and the Instructional Framework, Lexington One will challenge and support all students to excel.

Lexington One will create a positive and supportive culture that empowers employees to model and students to develop the Lexington One Graduate Profile attributes.

In order to serve students well, Lexington One will prioritize strategies for the use of resources including talent, time, facilities, finances, and technology.

Organizational Relationships and Communication

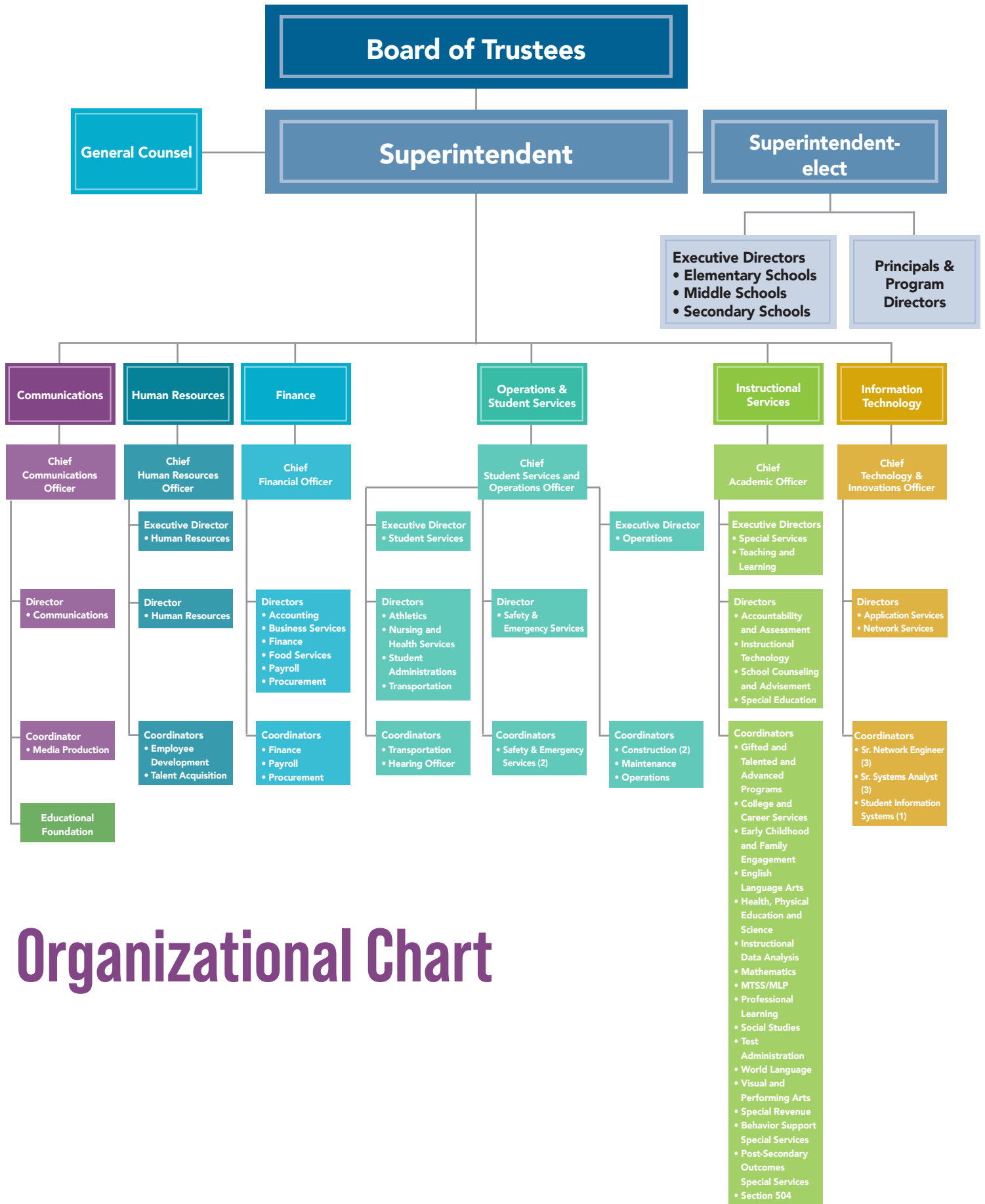
The Lexington One Board of Trustees asks the superintendent to make sure that all employees clearly understand the working relationships of the school system.

The board approves lines of direct authority and expects employees with professional concerns not only to follow the steps indicated, but also to keep all appropriate staff members (administrator, officer or board) informed at each step and level of deliberation.

The board expects each employee to refer matters requiring administrative action to his/her administrator (the person to whom he/she is responsible). When necessary, that administrator will refer such matters to the next highest administrative authority. The board also expects employees to keep immediate supervisors informed of their professional activities by whatever means their supervisors deem appropriate.

All employees have the ultimate right to appeal a decision made by an administrator through grievance procedures established in Board Policy GBK or through an orderly delivery of concerns as indicated above. Board Policy Administrative Rule GBK-R outlines the key elements involved in due process.

Lines of authority and structured channels of communication do not restrict, in any way, the collaboration of employees at all levels in order to develop the best possible school programs and services.



BOARD OF TRUSTEES



Anne Marie Green
Chair



Kathryn W. Henson
Vice Chair



Elizabeth C. Shealy
Secretary



Michael E. Anderson



Kathryn E. McCown



Dr. Brent M. Powers



R. Christopher Rice

When Does the Board Meet?

The Lexington One Board of Trustees generally meets on the third Tuesday of each month at 6:00 p.m. Meetings are open to the public. Normally, the board holds their meetings in the Auditorium of Central Services located at 100 Tarrar Springs Road in Lexington.

In 2024, the board meets August 20, September 17, October 8, October 22, November 19, and December 10 and 17. In 2025, the board meets January 28, February 25, March 25, April 22, April 29, May 6, May 20 and June 10.

The board holds executive sessions prior to its public meetings. Members of the board take no action, however, in executive session. They take all action in general session.

How Do I Contact the Board?

Anne Marie Green, Chair

Elected 2016; Re-elected 2020

803-727-4897

Email: amgreen@lexington1.net

Kathryn W. Henson, Vice Chair

Elected 2020

803-413-7161

Email: khenson@lexington1.net

Elizabeth C. Shealy, Secretary

Elected 2022

803-622-1863

Email: bshealy1@lexington1.net

Michael E. Anderson

Elected 2016; Re-elected 2020

803-917-7071

Email: meanderson@lexington1.net

Kathryn E. McCown

Elected 2022

803-917-3007

Email: kmccown@lexington1.net

Dr. Brent M. Powers

Elected 2012–2016, 2018; Re-elected 2020

803-359-5390

Email: bpowers@lexington1.net

R. Christopher Rice

Elected 2022

803-250-5325

Email: crice@lexington1.net

Where Do I Find Board Policies?

School Board Policies

The coding and table of contents used for Lexington One's School Board Policies is a code and format established by the National School Boards Association. For example, the policy for File GCK in the National School Boards Association coding has to do with "Professional Staff Assignments and Transfers" in school districts all over the United States.

Employees may access policies on Lexington One's website. As the district updates its policies, the South Carolina School Boards Association updates the policies online.

Policies designated with a GB prefix apply to all employees. A GC prefix refers to certified employees and a GD prefix refers to support staff.

Lexington One operates according to policies established by the Board of Trustees. The board, which represents both state and local communities, develops policies after careful deliberation of ideas from a variety of sources. The district administration implements policies through specific rules and regulations. The board periodically reviews the effects of its policies and makes appropriate changes.

Policy development in a modern, forward-looking school system is a dynamic, ongoing process. New issues and needs give rise to the continuing need to develop new policies or revise existing ones. In concept and in print, policies represent the composite wisdom of those individuals involved in and/or affected by the statements that finally emerge. To a large degree, policies reflect the value systems, philosophies and beliefs of those who participate in their composition and development. In some cases, however, federal or state regulations establish the parameters, if not the details, of policy.

A copy of all Lexington One policies is available online. Just go to the district's website at lexington1.net, select the "School Board" icon under the header video, then select "Board Policies."

In addition to our school sites, all branches of the Lexington County Public Library System provide computers and internet access.

EMPLOYEE COMMUNICATION

School Closings or Delays

The district keeps parents, staff and students informed about school openings and closings during weather-related emergencies or other emergency situations in Lexington One by using ParentSquare to get emergency and other messages out quickly by telephone.

Employees and others can also call the district's 24-hour telephone message center at 803-821-1299, go to our district's website at lexington1.net for updated information, listen to local radio stations or watch local television stations.

Please do NOT call our schools, the Central Services office or the media. The district needs to keep all telephone lines open in the case of an emergency.

Should the weather worsen unexpectedly while students are at school, district administrators will keep staff, students and school buses at school until the event passes. Schools are one of the safest places that students and staff can be during most natural disasters. In fact, many of our schools serve as emergency shelters.

ParentSquare

Lexington One uses ParentSquare to communicate with families from the classroom, the school and the district. It is also how employees receive emergency and school closure notifications and district-wide communications such as the Inside Voice e-newsletter.

New employees will receive an email invitation to verify ParentSquare accounts. After activating ParentSquare accounts, click on your name in the top right corner of the screen and select My Account. From there, click on Notification Settings and set your preferences for receiving emails, texts and/or app notifications. Then, check out the other ParentSquare tips posted on our website, including how to download the ParentSquare app.

SAFETY INFORMATION

Safety Information

Lexington One Tip Line: 803-636-8317

Lexington County School District One is committed to the safety and well-being of our staff and students at all times.

For that reason, Lexington One has a districtwide Tip Line, accessible online, by telephone or by email, for students, their parents or staff to report school safety concerns or any other concerns such as the improper use of district resources.

You can submit a report to the district's Tip Line by calling 803-636-8317 and leaving a message; texting details of your concern to 803-636-8317; visiting lexington1-sc.safeschoolsalert.com and filling out the appropriate form; or emailing details of your concern to 1607@alert1.us.com.

When submitting a report, please leave a detailed message that includes the name of the school or office where the concern happened and as much information you can provide about the situation (names, grade level, etc).

When you contact the Tip Line, you may provide a name or telephone number, but it is not required that you provide a name or telephone number in order to leave a message about your concern.

District personnel check the Tip Line regularly from 8 a.m. to 4:30 p.m., Monday through Friday. Based on the topic of the information, appropriate administrators are notified.

Outside of those hours, you can submit an urgent safety concern after hours, on the weekend or during a school holiday by contacting Midlands Crimestoppers at 1-888-274-6372.

Employees seeking additional support such as counseling, financial planning, attorney consultations or a variety of other services should reach out to the Deer Oaks Employee Assistance Program at 1-888-993-7650. This service is provided for free to all employees and their household members.

Suicide & Crisis Line — 988

When people call, text, or chat with the 988 Lifeline, they are connected to trained crisis counselors who are part of the existing 988 Lifeline network, made up of over 200 local crisis centers. These crisis counselors are trained to provide free and confidential emotional support and crisis counseling to people in suicidal crisis or emotional distress and connect them to resources. These services are available 24 hours a day, seven days a week, across the United States.

**LIST OF
OFFICES
AND**

EMPLOYEES

Serving all Attendance Areas

All Lexington District One telephone numbers begin with (803) 821-.
Extensions appear in parentheses next to each name.

Adult Education

North Lake Community Learning Center
702 N. Lake Drive
Lexington, SC 29072

Telephone 803-821-2950

Brian S. Barrineau, Director (2951)

Christina Byers, Secretary (2959)

TBA, Executive Secretary (2952)

Alternative Educational Services

North Lake Community Learning Center
702 N. Lake Drive
Lexington, SC 29072

Telephone 803-821-1300

Christopher N. Rabon, Director (1301)

Eric Dowdy, Assistant Director (1302)

Building Maintenance and Facilities

946 Pisgah Church Road
Lexington, SC 29072

Adrienne Bazemore, Facilities Specialist (1380)

D. Lee Cousins, Maintenance Coordinator (1384)

Rodney D. Craps, Operations Coordinator

Sara G. Davis, Facilities Specialist (1385)

Alan S. Williams, Custodial Services Manager (1386)

TBA, Construction Coordinator (1391)

Communications

100 Tarrar Springs Road
Lexington, SC 29072

Libby Roof, Chief Communications Officer (1155)

Shellie H. Cochcroft, Communications Specialist (1150)

Laurie M. Held, Graphic Designer (1151)

Lindsey H. Mitchell, Social Media and Web Content Manager (1154)

Megan Moore, Communications Director (1152)

Rob A. Starkey, Media Production Coordinator (1153)

Taneka West, Executive Secretary (1021)

Educational Foundation

Rooms 106 & 108
702 N. Lake Drive
Lexington, SC 29072

Julie Anderson Washburn, Executive Director (1008)

Heather Johnson, Executive Secretary (1288)

Tracy Rouillard, Secretary (1009)

Ashley Summers, Marketing Coordinator (1231)

The Family Center

North Lake Community Learning Center
702 North Lake Drive
Lexington, SC 29072

Maria E. Arroyo, Family Educator (1364)

Mandy Bradshaw, Early Care Educator (1363)

Caya Gardener, Early Care Educator (1363)

Qingyuan (Lucy) Liu, Family Educator (1367)

Heather Smith, Family Educator (1365)

Katelyn Sullivan, Family Literacy Educator (1375)

Gigi E. Towers, Family Educator (1362)

Chanta V.J. Zeigler, Family Educator Support Specialist (1366)

Finance

100 Tarrar Springs Road
Lexington, SC 29072

Jennifer L. Miller, Chief Financial Officer (1147)

Traci L. Benefield, Business Services Bookkeeper (1124)

Denise Boulware, Financial Assistant (1162)

Melanie S. Bowers, Finance Associate (1167)

David A. Cobb, Business Services Director (1171)

Kelly M. DuBose, Payroll Coordinator (1173)

Mindy Epps, Financial Assistant (1160)

Cindi Gillespie, Finance Director (1192)

Jessica Hall, Bookkeeper (1185)

Allison K. Kyzer, Accounting Specialist (5639)

Christine M. Leaphart, Payroll Bookkeeper (1177)
Kim P. Little, Accounting Supervisor (1180)
Renee W. Martin, Accounts Payable Manager (1175)
Sue McGraw, Business Services Bookkeeper (1184)
Julie L. Painter, Business Services Specialist (1161)
Purvi Patel, Finance Coordinator (1013)
Donna M. Patten, Accounting Director (1142)
Lindsey S. Price, Payroll Director (1172)
Seira Reyes-Gonzalez, Business Services Bookkeeper (1174)
Sherrie L. Roberts, Payroll Executive Secretary (1165)
Katrina Walker, Payroll Bookkeeper (1164)
Melinda D. Wicker, Payroll Specialist (1193)

Food Service and Nutrition

North Lake Community Learning Center
702 N. Lake Dr., Bldg. 600
Lexington, SC 29072
Deidre Yonce, Director of Food Service and Nutrition (1170)
William Canada, Electrician (1178)
Scott R. Darden, Electrician (1178)
Kimberly B. Fogle, Procurement Bookkeeper (1183)
Angela Furtick, Food Service Specialist (3941)
Krista Hinline, Field Supervisor (1378)
Sarah V. "Tori" Lowery, Eligibility Supervisor (3940)
Kathleen S. Moss, Field Supervisor (1169)
Rita V. Squires, Bookkeeper (1373)
Wesley T. Wilson, Executive Chef Supervisor (1361)
TBA, Marketing Coordinator (1231)

Human Resources

100 Tarrar Springs Road
Lexington, SC 29072
Devona L. Price, Chief Human Resources Officer (1046)
Lydia Ancrum, Generalist (Last names A–Ch) (1179)
Kate G. Barrett, Hiring Manager (1037)
Angela Bonicelli, Generalist (Last names Go–K) (1105)

Sharetta L. Dozier, Certification Compliance Analyst (1041)
Kimberly Freeman, Executive Director of Human Resources (5618)
Michelle L. Green, Administrative Specialist (1135)
Lauren Henry, Executive Secretary (1061)
Lauren E. Hite, Generalist (Last names L–Pa) (1116)
Georgina "Gina" Lane, Executive Secretary (1085)
Jennifer McArthur-Gilliam, Human Resources Specialist (1040)
William H. Moody, Employee Development Coordinator (1043)
Brian Morris, Human Resources Director (1042)
Jaime B. Presor, Administrative Specialist (1045)
Amanda Price, Generalist (Last names Ci–Gl) (1048)
Katherine B. Rawl Arnold, Generalist (Last names Pe–So) (1233)
Angela Renner, Generalist (Last names Sp–Z) (1005)
Kimberly J. Scott, Talent Acquisition Coordinator (1036)
Amanda Wansley, Staff Services Specialist (1191)
Stephanie L. Wright, Executive Secretary (1047)

Information Technology

948 Pisgah Church Road
Lexington, SC 29072
Thomas E. Rivers Jr., Ph.D., Executive Director (1235)
Terrance Aldridge, Computer Technician (2545)
Craig A. Bailey, Computer Technician (1218)
Derek Berry, Application Services Director (1015)
Beth A. Bevenesee, LOPAC Housekeeper (3628)
Joel D. Bevers, Computer Technician (3115)
Howard E. Bissell, Instructional Technology Director (1059)
W. Al Boozer, Computer Technician (4681)
Brad L. Bowers, Senior Network Engineer (1202)
Christopher W. Bowers, Operations Support Assistant (1125)
Natalie D. Brice, Computer Technician (1220)
Misty L. Brown, Computer Technician (1223)

John A. Canada, Computer Technician (2155)
Jacob W. Cordes, Computer Technician (4816)
Cody J. Crim, Computer Technician (2878)
Angela Currie, IT Procurement Specialist (1205)
Stephen W. Driggers, Computer Technician (1206)
F. Will Eargle, Computer Technician (1214)
Seth Ely, GHS PAC Production Manager (1956)
Kellie J. Evans, Computer Technician (0117)
Heather P. Flippin, Operations Support Assistant/Help Desk (1108/1201)
Paul F. Gramling, Network Services Coordinator (1222)
Foster M. Hamilton, Computer Technician (5566)
Justin T. Hanvey, Telecommunications Specialist (1234)
Zachary Huffines, Senior Network Engineer (1228)
Joey E. Humble, Computer Technician (1715)
Jaye W. Ingram, LHS LOPAC Production Manager (3628)
Alfreda L. Jamison, Systems Analyst (1216)
Brady O. Jumper, Computer Technician (1671)
Blake Kannas, Computer Technician (0117)
Allen D. Livingston, Computer Technician (3715)
Keith E. McCallister, Computer Technician (5121)
Tim W. McCormick, Senior Network Engineer (1226)
Bill M. Miller, Computer Technician (4944)
Tiffany D. Mizelle, Computer Technician (1209)
J. Rick Moorer, Computer Technician (0419)
Katie A. Mowery, IT Associate (1079)
Joseph P. Murphy, Computer Technician (0560)
Gina Muse, Executive Secretary (1227)
Tonie Nation, Operations Support Assistant (1113)
Travis W. Newell, Computer Technician (1219)
Josh M. Nygren, Computer Technician (1213)
Charles Plowden, Systems Analyst (5617)
J. Darrell Pritchard, Computer Technician (0344)
William B. "Bill" Pukl, Mail Clerk (1114)
Janice J. Putman, Systems Analyst (1221)
Jason C. Reeves, Computer Technician (0725)
Rolando Robles, Project Manager (1369)

Michael A. Rose, Computer Technician (1217)
Aaron M. Russell, Audio, Visual and Special Systems Engineer (1111)
J. Ben Sellers, Senior Systems Analyst (1224)
Tony S. Sharpe, RBHS PAC Production Manager (0854)
J. Ranse Snipes, Senior Systems Analyst (1139/5619)
Paul J. Stevens, Computer Technician (1225)
Jamie S. Taylor, Computer Technician (1140)
Daniel J. Tunison, Computer Technician (1316)
Matthew B. Turner, Computer Technician (5794)
Luis Valverde, WKHS LOPAC Production Manager (5420)
P. Mitch Wilkins, Computer Technician (4550)
Carol E. Zody, Computer Technician (3382)
TBA, Network Engineer (1226)
TBA, Coordinator Student Information Systems (1207)
TBA, Systems Analyst (1078)
TBA, Systems Analyst (1078)
TBA, Senior Systems Analyst (1078)

Instructional Services

Building 2 Central Services

105 Tarrar Springs Road
Lexington, SC 29072
Mary A. Gaskins, Chief Academic Officer (1050)
Richelle Battles, Professional Learning Coordinator (5629)
Carolyn D. Beck, Bookkeeper (1074)
Jessica B. Buzhardt, Early Childhood and Family Engagement Coordinator (1063)
Casey B. Calhoun, High Schools and Postsecondary Pathways Executive Director of WHAT (3701)
Nicole Mitchell, Elementary Schools Executive Director (1058)
Lisa Ross, District Elementary Math Coach (1020)
Natalie O. Smith, Ed.D., Leadership Development and Continuous Improvement Executive Director (1012)

Building 3 Central Services

111 Tarrar Springs Road
Lexington, SC 29072

Dianna Barefoot, Executive Secretary (1398)
Erica K. Bissell, Ed.D., Teaching and Learning Executive Director (1067)
Tara D. Black, Career Service Coordinator (3074)
Sarah Bley, World Language Coordinator (3812)
Chris Bussell, Visual and Performing Arts Coordinator (1137)
Karen Cook, Special Revenue Coordinator (1076)
Harriett C. Cotterman, Executive Secretary (1057)
Dena Fender, Ed.D., Health, Physical Education and Science, and Textbooks Instructional Materials Coordinator (1066)
Sarah G. Fisher, Executive Secretary (1053)
Erin D. FitzGerald, Gifted and Talented and Advanced Program Coordinator (1062)
Kristen H. Gillaspay, Ph.D., MTSS/MLP Coordinator (1106)
Elizabeth King, Social Studies Coordinator (1127)
Marsha Lander, Executive Secretary (1022)
Candace Lett, English Language Arts Coordinator (1018)
Brandy Ludlam, District Lead School Counselor (3793)
Melissa L. Martin, Family Engagement Specialist (1123)
Hilary P. Morgan, Mathematics Coordinator (1055)
Zan Tracy Pender, School Counseling and Advisement Director (1052)
Melanie H. Phillips, Administrative Assistant (1068)
Shane M. Phillips, Ph.D., Accountability and Assessment Director (1283)
Lori Poole, Ed.D., District Literacy Specialist (1166)
Elainna J. Rickenbacker, Instructional Data Analysis Coordinator (5607)
Colleen S. Rooney, Special Revenue Specialist (1065)
Wanda E. Smith, Instructional Services Specialist (1074)
Scott G. Taylor, Test Administration Coordinator (1104)
TBA, Bookkeeper (1056)

North Lake Community Learning Center

702 North Lake Drive
Lexington, SC 29072
Jennifer Gillespie, MLP Coach (3927)
Veronica Lanzagorta, Spanish Interpreter (1333)
Laurie R. Smith, Lead MLP Teacher (3928)
Jordan Walker-Reyes, MLP Coach (3929)

Other Location

McKenzie Berndt, Behavior Interventionist (803-800-3831)
Erin Brewton, District Social Worker (3772)
Kayla Carrillo, District Social Worker (2289)
Deron A. Chisolm, District Social Worker (1077)
Nichole G. Criminger, District Secondary Mathematics Coach (2728)
April S. Hamilton, Early Literacy Lead Teacher (0340)
Suzette Hawkins, Behavior Interventionist (803-800-3832)
Margaret Peggy Phillips, Early Literacy Lead Teacher (4535)
Alma Puente-Ruiz, District Social Worker (1138)
Bonnie Slyce, Lead Behavior Interventionist (803-319-9099)
Jay J. Sydow, District Secondary Mathematics Coach (5630)
Bianca Thompson, Behavior Interventionist (803-800-3335)

Operations

100 Tarrar Springs Road
Lexington, SC 29072
Jim E. Jett, Operations Executive Director
Norma Barroso de Mera, Housekeeper (803-917-9231)
Howard Cook, Safety and Emergency Services Coordinator (3920)
Chris Ellisor, Safety and Emergency Services Director (1026)

Samantha Hustus, Custodian (803-315-9054)
Jennifer J. Johnson, Operations Program Manager (1023)
Karen Prevatte, Operations Specialist (1211)
Shaun J. Spivey, Safety and Emergency Services Coordinator (1075)
Shirley E. Trakas, Housekeeper (803-917-6534)

Procurement

100 Tarrar Springs Road
Lexington, SC 29072
Tina Guinot-Barnes, Procurement Bookkeeper (1157)
Beth Marsh, Procurement Director (1176)
M. Jessica Monts, Procurement Manager (1109)
Melissa Saul, Procurement Coordinator (1181)
Mac Shealy, Procurement Specialist (1163)

Special Services

Rosenwald
420 Hendrix Street
Lexington, SC 29072
Nicole M. Adams, Ph.D., Executive Director (1132)
Christal J. Adkins, Special Services Specialist (1102)
Dawn Alewine, Secretarial Assistant (1115)
Tammy R. Barnes, Medicaid Secretary (1128)
Jennifer Boeddekeer, Special Education Director (1129)
Leonda Broderick, District Homebound Specialist (1101)
Cindy C. Funderburk, Preschool Special Education Coordinator (1133)
Maria T. Jimenez, Elementary Special Education Coordinator (1122)
Sarah Longshore, Ph.D., Section 504 Coordinator (5628)
Britani Magargle, Elementary Lead Teacher Special Education Curriculum and Instruction (1190)
Kevin Toole, Lead Psychologist (1141)
Mellisa L. White, Lead OT/PT (4594)

Student Services

100 Tarrar Springs Road
Lexington, SC 29072
R. Clark Cooper, Chief Operations and Student Services Officer (1024)
Erin G. Brewton, District Social Worker (3772)
(Office at LMS)
Beverly C. Byrd, Student Services Specialist (1029)
Kayla Carrillo, District Social Worker (2289)
(Office at PHS)
Deron A. Chisolm, District Social Worker (1077)
(Office at BMS)
Sarah G. Fisher, Executive Secretary (1053)
William Hall, Transportation Director (1341)
Chad Leaphart, Director of Athletics (5608)
Zan Tracy Pender, School Counseling and Advisement Director (1052)
Alma Puente-Ruiz, District Social Worker (1138)
(Office at RBHS)
Sarah Salters, District Nurse Supervisor
David Seddonk, Student Administration Coordinator (1293)
Amy A. Wood, Nursing and Health Services Director (3794)

Superintendent's Office

100 Tarrar Springs Road
Lexington, SC 29072
Telephone 803-821-1000
Gerrita Postlewait, Ed.D., Superintendent (1002)
Keith Price, Superintendent-elect/Superintendent (1002)
Tracy A. Halliday, Executive Administrative Assistant (1002)
Brittney Pecori, Legal & Title IX Compliance Specialist (1238)
Mercedes Pinckney Reese, Executive Director of Legal Services (1237)
Holly S. Schneider, Specialist (1001)

The College Center

North Lake Community Learning Center
702 North Lake Drive
Lexington, SC 29072

Dr. Brandon L. Baskett, Director
Telephone 803-821-3900

Transportation — Main Office

1674 Two Notch Road
Lexington, SC 29073
Telephone 803-821-1340

Will Hall, Director (1341)

George L. Blackwell, Lexington Transportation
Coordinator (1346)

Carol A. Buff, Executive Secretary (1350)

Juan M. Gonzalez, Field Trip Supervisor (1349)

Robert J. "Bob" Peterson, Executive Secretary (1348)

Joanna Stafford, Transportation Specialist (1342)

Transportation — Gilbert

Candace Simmons, Supervisor
Telephone 803-821-1368

Transportation — Lexington/River Bluff

Bridgette D. Summers, Supervisor
Telephone 803-821-1340

Transportation — Pelion

Kelly Wade, Supervisor
Telephone 803-821-1352

Transportation — Special Needs

Bill German, Supervisor (1354)
Shernetta R. Morris, Supervisor (1344)
Telephone 803-821-1345

Transportation — White Knoll

Edward Rivers, Supervisor
Telephone 803-821-1353

STOODS

Beechwood Middle School (Sixth–Eighth)

1340 Highway 378
Lexington, SC 29072
Telephone 803-821-5700
Leah R. Sarantopoulos, Principal
W. Brantley Foxworth, Assistant Principal
Jason A. Mills, Assistant Principal
Anna “Mickey” Summerall, Assistant Principal

Carolina Springs Elementary School (4K–Fifth)

6340 Platt Springs Road
Lexington, SC 29073
Telephone 803-821-5100
Todd C. Brown, Principal
Hailey C. Goodwin, Assistant Principal
Dr. Brooke Scott, Assistant Principal

Carolina Springs Middle School (Sixth–Eighth)

6180 Platt Springs Road
Lexington, SC 29073
Telephone 803-821-4900
Patrice Green, Principal
Mary Anne Deal, Assistant Principal
William F. Estes, Assistant Principal
Tiffany A. Wagner, Assistant Principal

Centerville Elementary School (4K–Fifth)

4147 Augusta Highway
Gilbert, SC 29054
Telephone 803-821-5900
P. Heath Branham, Principal
W. Adam Gantt, Assistant Principal
Kim M. Streett, Assistant Principal

Deerfield Elementary School (4K–Fifth)

638 Longs Pond Road
Lexington, SC 29073
Telephone 803-821-5500
Stephanie G. Taylor, Principal
Claire C. Mabe, Assistant Principal
Brandon S. Schirmer, Assistant Principal
Samantha B. Trotter, Assistant Principal

Forts Pond Elementary School (4K–Fifth)

7350 Fish Hatchery Road
Pelion, SC 29123
Telephone 803-821-2500
M. Casey Davis, Principal
Jonathan Looney, Assistant Principal
Tiffany R. Miller, Assistant Principal

Gilbert Elementary School (4K–Fifth)

520 Main Street
Gilbert, SC 29054
Telephone 803-821-1600
Stephen A. Deyo, Principal
Mark T. Garner, Assistant Principal
Colleen M. Pelley, Assistant Principal

Gilbert High School (Ninth–12th)

840 Main Street
Gilbert, SC 29054
Telephone 803-821-1900
David Dixon, Principal
Ryan W. Carpenter, Assistant Principal
M. Pauline Von Moltke, Assistant Principal
Richard B. Tillmon, Assistant Principal

Gilbert Middle School (Sixth–Eighth)

120 Rikard Circle
Gilbert, SC 29054
Telephone 803-821-1700
Kyle J. Meetze, Principal
Kelly R. Smoak, Assistant Principal
Edward S. “Chip” Spradley, Assistant Principal
Larry “Bucky” Stroud, Assistant Principal

Lake Murray Elementary School (4K–Fifth)

205 Wise Ferry Road
Lexington, SC 29072
Telephone 803-821-3100
Leisa F. Clamp, Principal
Jason R. Black, Assistant Principal
Leisa F. Clamp, Assistant Principal
Lisa O'Donovan, Assistant Principal

Lakeside Middle School (Sixth–Eighth)

455 Old Cherokee Road
Lexington, SC 29072
Telephone 803-821-3700
Dr. Megan C. Carrero, Principal
Justin W. Cegelis, Assistant Principal
Alexandra M. Pinto, Assistant Principal
Jessica L. Vicari, Assistant Principal

Lexington Elementary School (4K–Fifth)

116 Azalea Drive
Lexington, SC 29072
Telephone 803-821-4000
Patrick M. Burnett, Principal
Cynthia Laizer, Assistant Principal
Albert H. Robertson, Assistant Principal

Lexington High School (Ninth–12)

2463 Augusta Highway
Lexington, SC 29072
Telephone 803-821-3400
Jennifer W. McNair, Principal
Stephanie L. Burgess, Ed.D., Assistant Principal
Brendan Cafferty, Assistant Principal
Tiffany K. Goodson, Assistant Principal
Christopher R. Martinez, Assistant Principal
Bryson M. Williams, Assistant Principal

Lexington Technology Center

2421 Augusta Highway
Lexington, SC 29072
Telephone 803-821-3000
B. Bryce Myers, Director
Ryan A. Panter, Assistant Director
Carla M. Stegall, Assistant Director
Sandy Vining, Assistant Director

Meadow Glen Elementary School (4K–Fifth)

510 Ginny Lane
Lexington, SC 29072
Telephone 803-821-0400
Dr. Brice L.S. Cockfield, Principal
Michelle W. Brazell, Assistant Principal
T. Todd Wade, Assistant Principal

Meadow Glen Middle School (Sixth–Eighth)

440 Ginny Lane
Lexington, SC 29072
Telephone 803-821-0600
Brian J. Lim, Principal
Alisa K. Long, Assistant Principal
Brienne M. Williams, Assistant Principal

Midway Elementary School (4K–Fifth)

180 Midway Road
Lexington, SC 29072
Telephone 803-821-0300
Timothy J. Carnahan, Ed.D., Principal
Trudie Montgomery, Assistant Principal
Elizabeth “Bess” M. Smith, Assistant Principal

New Providence Elementary School (4K–Fifth)

1118 Old Cherokee Road
Lexington, SC 29072
Telephone 803-821-3300
Robert P. Candillo, Principal
Adam D. Dymond, Assistant Principal
Maggie Frick, Assistant Principal

Oak Grove Elementary School (4K–Fifth)

479 Oak Drive
Lexington, SC 29073
Telephone 803-821-0100
Christy M. Graham, Principal
Shamala Anderson, Assistant Principal
Misty Johnson, Assistant Principal

Pelion Elementary School (K–Fifth)

1202 Pine Street
Pelion, SC 29123
Telephone 803-821-2000
Francina Gerald, Principal
Deanne Ricard, Assistant Principal
Shirley E. Waldy, Assistant Principal

Pelion High School (Ninth–12)

600 Lydia Drive
Pelion, SC 29123
Telephone 803-821-2200
Sean Bishton, Principal
K. Tracy Gooding, Assistant Principal
Kimberly Oxendine, Assistant Principal

Pelion Middle School (Sixth–Eighth)

758 Magnolia Street
Pelion, SC 29123
Telephone 803-821-2300
Jessica L. Keisler, Principal
Jason R. Lehmann, Assistant Principal
Joi H. Walden, Assistant Principal
Brandy V. Wood, Assistant Principal

Pleasant Hill Elementary School (4K–Fifth)

664 Rawl Road
Lexington, SC 29072
Telephone 803-821-2800
Margaret B. Mitchum, Principal
Susan K. Berresford, Assistant Principal
Kelly R. Middleton, Assistant Principal

Pleasant Hill Middle School (Sixth–Eighth)

660 Rawl Road
Lexington, SC 29072
Telephone 803-821-2700
Julie A. Painter, Principal
Joshua S. Black, Assistant Principal
Ashley R. Fouty, Assistant Principal

Red Bank Elementary School (K–Fifth)

246 Community Drive
Lexington, SC 29073
Telephone 803-821-4600
Janet B. Ricard, Principal
James P. Kimpton, Assistant Principal
Tomeka D. Love, Assistant Principal

River Bluff High School (Ninth–12)

320 Corley Mill Road
Lexington, SC 29072
Telephone 803-821-0700
Jacob N. Smith III, Principal
Terrence L. Harris, Assistant Principal
Jenna C. Howell, Assistant Principal
Meg H. Huggins, Assistant Principal
Kathryn C. Robinson, Assistant Principal

Rocky Creek Elementary School (4K–Fifth)

430 Calks Ferry Road
Lexington, SC 29072
Telephone 803-821-4200
Michelle L. Smith, Principal
Jessica I.M. Robbins, Assistant Principal
Kristen E. Smalley, Assistant Principal

Southlake Elementary School (K–Fifth)

274 Bluefield Road
Lexington, SC 29073
Telephone 803-821-1400
Jennifer A. Stanley, Principal
Adrew H. Luangxay, Assistant Principal
Angela K. Thom, Assistant Principal

Saxe Gotha Elementary School (4K–Fifth)

100 Bill Williamson Court
Lexington, SC 29073
Telephone 803-821-4800
Joseph W. Casey, Principal
Amy B. Cooper, Assistant Principal
Lauren S. Vann, Assistant Principal

White Knoll Elementary School (4K–Fifth)

132 White Knoll Way
West Columbia, SC 29170
Telephone 803-821-4500
M. Elizabeth Whisennant, Principal
Angelo R. DiBiase, Assistant Principal
Alicia D. Prezzy, Assistant Principal

White Knoll High School

(Ninth–12)

5643 Platt Springs Road

Lexington, SC 29073

Telephone 803-821-5200

Nicholas W. Pearson, Principal

Walter J. Allen, Assistant Principal

Amy L. Blackburn, Assistant Principal

Keith Brayman, Assistant Principal

Allysha D. Ramcharan, Assistant
Principal

Jennifer A. Steiner, Assistant Principal

White Knoll Middle School

(Sixth–Eighth)

116 White Knoll Way

West Columbia, SC 29170

Telephone 803-821-4300

Donald E. Hardie, Principal

Daniel Bailey, Assistant Principal

Margaret B. Schilit, Assistant Principal

GRANTS AND FINANCE PROCEDURES

Please follow these step-by-step guidelines as you prepare to apply for grants. Need help getting started? Visit the Grants Resource page or contact Karen Cook, Special Revenue Coordinator, at kcook@lexington1.net or Extension 1054.

Internal Grant Approval Process

Share your idea with your principal or supervisor prior to beginning the grant writing process. He or she will need to approve your grant idea before your proposal is circulated at Central Services for review.

Email a quick summary and budget breakdown OR the grant application itself to Karen Cook at kcook@lexington1.net for routing at Central Services prior to submitting the grant application.

Please allow 2 weeks for routing all grant applications at Central Services and 6–8 weeks for any S.C. Department of Education grant applications. Central Services staff cannot be held responsible for grant submissions not submitted by the deadline unless you adhere to the above timelines.

The following proposals do NOT need approval, you may submit directly to the funding organization for consideration. Routing is required when technology is part of the grant.

- DonorsChoose
 - Any activities that include a money exchange (transportation for field trips, professional development, etc.) must be submitted to Karen Cook at Central Services for review prior to posting on the DonorsChoose.org site.
- PTO grants
- Lexington One Educational Foundation Grants
 - Innovation Grants
 - Michelin Golden Apple Teacher Grants

This requirement applies to all district and school-based grants, as well as grant partnerships with external organizations — regardless of whether or not the district is named as a formal recipient of funds. Draft materials are acceptable for routing at Central Services. This applies to all applications, regardless of the requested amount.

The approval process will ensure: 1) the project is consistent with district strategic goals, objectives and program efforts; 2) the district/school has the capacity to accomplish proposed activities; and 3) the grant conditions and stipulations can be met without conflicting with policies of the Board or with State and Federal law. Additionally, in some cases, the district is allowed only one application under a particular grant competition, and the review process will assist to prevent eligibility conflicts.

Project Implementation and Technology

Procurement guidelines must be followed for all purchases, including technology purchases, for a grant. Project coordinators and managers are responsible for coordinating with Information Technology for appropriate implementation of technology associated with the grant. Open an IncidentIQ ticket to request assistance. Please notify Karen Cook at kcook@lexington1.net about the status of your request.

Funding Notification

Notify Karen Cook at kcook@lexington1.net once the grant funder notifies you, so that the district's master grants list can be updated with a funding status.

If awarded, forward the award letter and any other documentation to Karen Cook. A budget will be set up by Donna Patten, Accounting Director. If the funder sends a check directly to you, please forward to Donna Patten for deposit at Central Services.

Be sure to notify your executive secretary about the grant award too, so that they can help oversee all expenditure deadlines.

If a teacher moves to a new school, the grant stays at the school where the grant was awarded. The only exception to this rule would be teacher grants (i.e., Michelin Golden Apple Teacher Grants).

Communications with Funder

Copy Karen Cook and Donna Patten on all emails with the funder for auditing purposes. A change in scope for your project and/or deadline extension must first be approved in Central Services prior to asking the funder.

Grant Award Recognitions

All grant awards will be included in a Quarterly Grants Report for the Board and some grant projects will be featured in Inside Voice.

Project Implementation and Financial Management

Project coordinators and managers are responsible for implementation and reporting in accordance with requirements of the grant funder and within district policy relating to purchasing and management of grant funds.

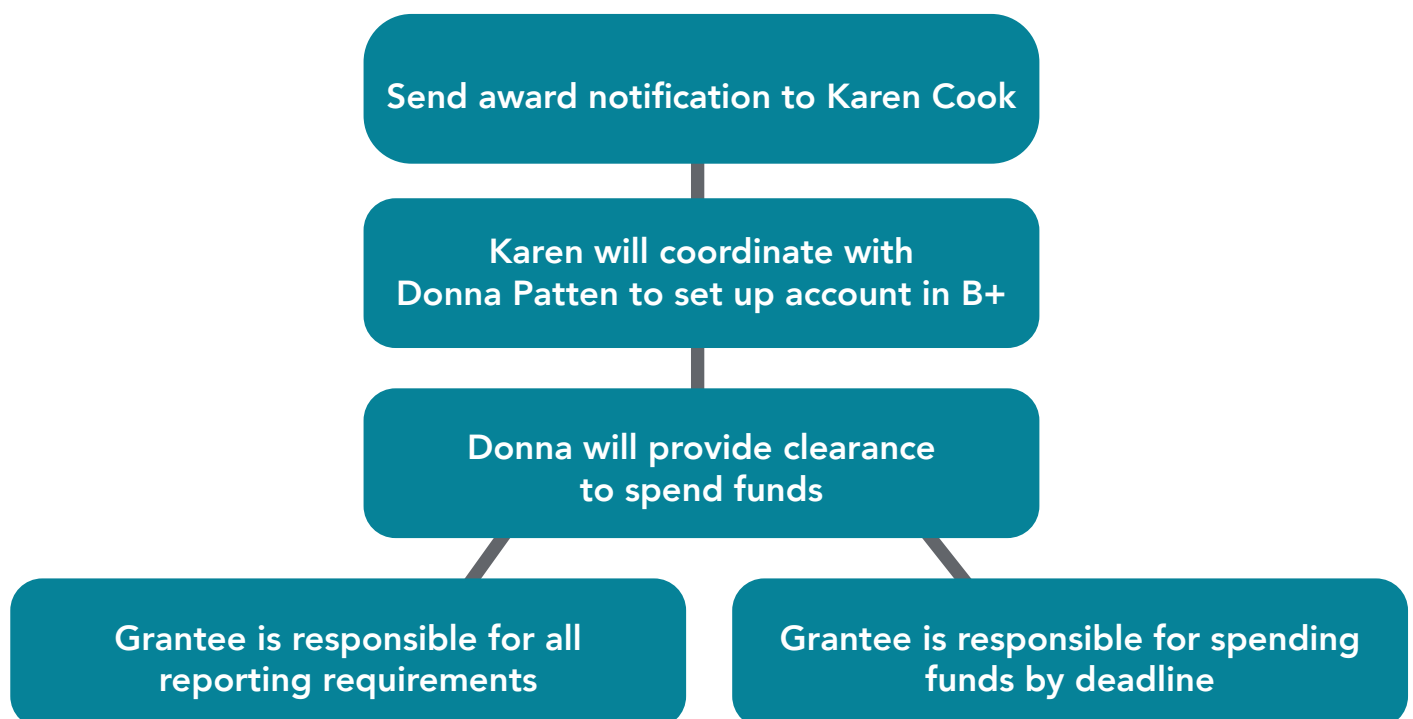
All required financial reports or amendments to the grant are prepared by the special revenue coordinator and/or accounting director in Central Services prior to submission to the grantor. All grant funds are to be deposited and administered by Finance to ensure funder compliance and fiscal accountability. The district's accounting director will provide information regarding the budget and applicable accounts upon grant award notification. Budget accounts and directions regarding grant spending are communicated via email to the school principal, bookkeeper and grant recipient.

Do not begin spending your grant funds until Donna Patten has set up the account codes in the district accounting system and gives you clearance to do so.

Please contact Donna Patten to discuss financial information for the final grant report. All expenditures must be received and paid by the grant expenditure deadline to be included in the final report.

Most grant funds are to be deposited and administered by Finance to ensure funder compliance and fiscal accountability. Questions regarding this process of grant funds should be directed to Donna Patten at dpatten@lexington1.net or extension 1142.

Grant Award



BENEFITS AND COMPENSATION

Employee Online

Employee Online is a web-based system that enables employees to easily access their employment records, including pay stubs.

All permanent and many temporary employees access Employee Online through LexConnect. Substitutes and former employees access Employee Online by an alternate method that is explained during substitute training and exit interviews.

Basic instructions for accessing Employee Online are available on the district's website. Click "Find It Fast" and click on "Employee Online" under the Useful Links setting.

Employee Insurance Benefits

The district participates in the state-sponsored SC Public Employee Benefit Authority (PEBA) insurance benefit plans. An employee's PEBA insurance coverage begins the first of the month following the employee's date of hire. If the employee's date of hire falls on the first of the month or the first working day of the month, coverage begins the first of that month.

Otherwise, it starts on the first day of the following month.

Coverage will end on the last day of the month in which an employee is actively at work, unless the employee is transferring to another covered employer.

To be eligible for insurance benefits, you must be a full-time permanent employee who works at least 30 hours per week, a part-time certified employee or a non-permanent employee who works an average of 30 hours per week for one full year.

Employees can access their PEBA insurance benefits information through "MyBenefits" at <https://mybenefits.sc.gov/>.

The Human Resources generalists are available to provide further information on these plans. They will also assist employees with new employee enrollment changes during open enrollment and changes made within 31 days of a special eligibility situation (e.g., gaining other group coverage, involuntary loss of other coverage, marriage, birth, adoption or placement of adoption).

The following insurance benefits are available to eligible employees through the S.C. Public Employee Benefit Authority (PEBA) employee insurance program. For more information, visit their website at peba.sc.gov/.

Health Insurance

The health insurance plans offered include BlueCross BlueShield Standard Plan, BlueCross BlueShield Savings Plan and TRICARE supplement plan (Department of Defense health benefit for the military community).

Dental Insurance

State Dental Plan: This plan is provided to all active, eligible employees at no cost. Eligible dependents may be added at an additional cost. Basic Dental pays less and has lower premium and higher out-of-pocket costs.

Dental Plus: This is a supplemental dental program that pays more and has higher premiums than the Basic Dental plan.

Changes to existing dental coverage can be made only during open enrollment in odd-numbered years or within 31 days of qualifying special eligibility situations.

Vision Insurance

State Vision Plan: This plan is available to eligible active employees and their eligible dependents. The program covers comprehensive eye examinations, frames, lenses and lens options, and contact lens services and materials. EyeMed Vision Care administers this benefit.

Life Insurance

Basic Life Insurance: Any employee enrolled in a health plan offered by the state is automatically enrolled in a \$3,000 term life insurance benefit at no cost. The MetLife Life Insurance Company administers this benefit.

Optional Life Insurance: Under this voluntary plan, an employee can choose additional term life insurance coverage in \$10,000 increments up to \$500,000.

Dependent Life for Spouses: This voluntary plan offers term life insurance on an employee's spouse. An employee can elect coverage in \$10,000 increments. The maximum coverage level is \$100,000 or 50% of your Optional Life amount, whichever is less. If you are not enrolled in Optional Life coverage, you can still choose \$10,000 or \$20,000 of coverage.

Dependent Life for Children: This voluntary plan offers an employee term life insurance for their children. An employee can cover children up to age 19, or age 25 if a child is a full-time student. The benefit is \$15,000. You will pay the same monthly premium regardless of the number of children covered.

Long-Term Disability

Basic Long-Term Disability: This is provided at no cost when an employee is enrolled in a health plan offered by the state. The benefit waiting period is the length of time you must be disabled before benefits are payable. The basic long-term disability plan has a 90-day benefit waiting period, and benefits are not paid during this period. The Standard Insurance Company administers this benefit.

Supplemental Long-Term Disability: This is a voluntary plan in which premiums are based on age and salary. At enrollment, either a 90-day or 180-day benefit waiting period may be elected. The Standard Insurance Company administers this benefit.

Supplemental Plans

The district also offers supplemental benefit plans through Colonial Life. These plans include: short-term disability; whole life with long-term care; critical illness; cancer; medical bridge; and accident coverage. For more information, visit their website (coloniallife.com) or contact your HR generalist.

How Benefits are Affected During Leave

Lexington One is required to follow all guidelines under the Patient Protection and Affordable Care Act (also known as ACA and the federal healthcare reform) to determine your eligibility for benefits when you are unable to work.

On-Going Employees On Leave

Benefit Eligibility

An employee who has worked for at least one full year is considered an ongoing employee under the Affordable Care Act.

While out on leave, a reduction in hours (leave without pay) does not immediately affect an ongoing employee's eligibility for benefits for the remainder of the calendar year.

If an ongoing employee goes into a leave without pay status, insurance coverage will continue and the employee will be responsible for paying the employee portion of premiums to the district.

Payment of Insurance Premiums

If premiums are not able to be deducted from an employee's paycheck, payments are due on the first of each month for the month's coverage. For example, premiums for March are due on March 1.

If payment is not received by the first of the month, coverage will be canceled due to non-payment.

If an employee's coverage is canceled due to non-payment, the employee is not eligible for COBRA continuation coverage.

The employee will not be eligible to re-enroll in benefits with the district until the next open enrollment period, if eligible, or within 31 days of a special eligibility situation.

Please note: Returning to work is not a special eligibility situation that allows re-enrollment in benefits.

Other Employees On Leave

Benefit Eligibility

An employee who has worked for less than one full year is not considered an ongoing employee under the Affordable Care Act.

While out on leave, a reduction in hours (leave without pay) for an employee who is not considered on-going under the Affordable Care Act, can result in loss of benefit eligibility for the remainder of the calendar year.

If an employee who is not considered on-going under the Affordable Care Act goes into a leave without pay status, insurance coverage may be terminated due to loss of benefit eligibility.

Insurance coverage will end the first of the month following your last day of available leave.

You may continue your health, dental and vision coverage for up to 18 months through COBRA continuation coverage.

Eligibility for active benefits begins the first of the month following the employee's return to work or resumption of working at least 30 hours per week.

Workers' Compensation

While out on leave, a reduction in hours does not affect your eligibility for benefits. Your insurance coverage will continue automatically and you will be responsible for paying the employee's portion of your premium to the district.

If premiums are not able to be deducted from your paycheck, payments are due on the first of each month for the month's coverage.

If your payment is not received by the first of the month, your coverage will be canceled due to non-payment. If your coverage is canceled, you have a 30-day grace period from the date payment is due in which you can make the payment and have your coverage reinstated. If your payment is not received by the end of the grace period, your coverage will remain canceled and you will not be eligible for COBRA continuation coverage.

You are eligible to re-enroll in benefits with your employer within 31 days of returning to work, during the next open enrollment period (if you are eligible) or within 31 days of a special eligibility situation.

Military Leave

While out on military leave, the employee has the option to continue or drop all of his/her insurance coverage. The employee must contact his/her HR generalist prior to the beginning of his/her military leave to make this decision and complete the necessary paperwork.

If the employee chooses to continue coverage, if premiums are not able to be deducted from your paycheck, payments are due on the first of each month for the month's coverage.

If the employee chooses to terminate coverage, the employee must complete a Notice of Election Form and provide a copy of the military orders.

The employee may re-enroll in the same benefits he/she had prior to the military leave within 31 days of returning to work.

Please contact your HR generalist to determine how your leave will affect your benefits:

Lydia Ancrum (A–Ch)
lancrum@lexington1.net
(803) 821-1179

Amanda Price (Ci–Gl)
acprice@lexington1.net
(803) 821-1048

Angela Bonicelli (Go–K)
abonicelli@lexington1.net
(803) 821-1105

Lauren Hite (L–Pa)
lehite@lexington1.net
(803) 821-1116

Katherine Rawl Arnold (Pe–So)
krawlarnold@lexington1.net
(803) 821-1233

TBA (Sp–Z)
kbarrett@lexington1.net
(803) 821-1292

Fringe Benefits

Authorization and Reimbursement for Attendance at Professional Meetings

See Policies DKC and DKC-R for detailed reimbursement schedules.

In addition to the opportunities the district provides for improvement of professional competencies through its regularly scheduled in-service sessions carried out as an integral part of the district's professional improvement program, the school board also envisions a need for employees to attend other meetings, workshops and conferences that have to do with educational matters, and to do so at the district's expense. In keeping with this rationale, district administrators are authorized and directed to establish regulations and procedures to implement this policy (Policy DKC-R).

Compensation

Social Security (FICA)

For calendar year 2024, deductions for Social Security occur at the rate of 6.2% for Social Security and 1.45% for Medicare.

Direct Deposit

An employee can have his/her pay deposited directly into no more than four accounts. An employee may sign up or make changes at any time of the year (except June, July and August) for this service. A minimum of two weeks, however, is required to verify the information supplied.

Any time you start direct deposit, add a new direct deposit account or change a direct deposit account number, you will receive a one-time paper paycheck for your entire pay as part of the verification process.

Tort Liability

The district provides tort liability insurance coverage through the S.C. School Boards Insurance Trust. This insurance protects employees acting within the scope of their duties for the district. The limit of liability for personal injury and/or property damage for each occurrence is \$1 million.

Withholding Tax (Federal and State)

Employees who have experienced changes in tax exemption status should file a new exemption certificate (W-4).

Responsibility for accuracy of exemption certificates lies with employees. Forms can be downloaded and printed from the Tax Info option in Employee Online; via LexConnect, Finance, Payroll Forms.

For questions regarding tax withholdings, employees should contact the Payroll Department.

Workers' Compensation Insurance Under general Workers' Compensation Law, employees are required to report all types of injuries. All reported incidents/injuries must be routed through Human Resources.

(Policy GBGD)

Workers' Compensation

General Terms and Conditions

Each employee is expected to demonstrate or practice appropriate safety procedures while in the workplace.

Under the South Carolina Workers' Compensation Law, medical and monetary benefits are generally available to an employee who sustains an accidental injury arising out of and in the course of his/her assigned responsibilities. The law provides medical care to bring about the earliest possible recovery from the injury, a percentage of wages and salary lost during the injured employee's disability and, in case of death, compensation for the deceased employee's dependents.

The district's workers' compensation insurance carrier is the South Carolina School Boards Insurance Trust. Accordingly, the designation of workers' compensation medical treatment providers is made by the district in consultation with and upon the recommendation of the South Carolina School Boards Insurance Trust. The refusal of an employee in writing to accept any medical, hospital, surgical or other treatment when provided by the district through its workers' compensation program will bar such employee from further compensation until such refusal ceases unless, in the opinion of the South Carolina Workers' Compensation Commission, the circumstances justified the refusal.

When an employee is absent from work as a result of accidental injury arising out of and in the course of his/her assigned responsibilities, available annual leave and workers' compensation benefits will be coordinated to the extent that such leave and benefits are available.

Notice

Within 24 hours of the occurrence of a work-related accident or as soon thereafter as practicable, an injured employee or, in an emergency, his/her representative will give notice of the accident to the employee's principal, immediate supervisor and/or Human Resources Workers' Compensation Representative Michelle Green, extension 1135.

Payment of Salaries

All full-time and regular part-time employees receive their pay on the 10th and 25th of each month.

When a pay date falls on a Saturday or Sunday, that pay date will move to the nearest workday. For example, if the 10th day of the month falls on a Saturday, the pay date moves to Friday, the ninth day. If the 10th falls on a Sunday, the pay date moves to Monday, the 11th. When the pay date is a holiday, paychecks are issued the last working day before the holiday.

It is mandatory for all district employees to be enrolled in direct deposit or contact First Community Bank for their Prestige Banking Program.

With few exceptions, employee pay will be issued electronically through direct deposit or First Community Bank’s Prestige Banking Program. For the month of August, schools and departments will pick up paper paychecks for employees. After August, any paper checks issued will be mailed to the employee unless arrangements have been made by the employee two days prior to pay day. Employees must wait seven business days to receive their checks by mail before payroll can stop payment and reissue any lost checks. Employees do not receive paper pay stubs except in those few instances where a paper check may be issued. All employees will be able to access their pay information electronically through the Employee Online Web portal.

Employee Online shows electronic versions of the current and up to 50 past pay stubs.

Due to the fact that the salary of all regular teachers and nine-month employees is based on 180 to 205 actual working days and not on the calendar year, the actual working days will seldom coincide with the number of days for pay included in each paycheck. This procedure is used for your convenience. Employees who leave during the school year should recognize this in final salary reconciliations.

The Office of Human Resources determines placement on the salary schedule.

Salary checks are calculated, prepared and issued by the payroll division of Fiscal Services.

Please report any miscalculations or questions about your check to your principal or supervisor immediately.

Pay stubs contain a lot of valuable information, such as current and year-to-date (January through December) totals for earnings, employer contributions for FICA, Medicare, insurance and retirement, as well as the amounts deducted from your earnings for FICA, Medicare, state and federal tax withholdings, insurance and other deductions you authorized. Tax status and exemptions as well as summary leave information are also reported on the pay stubs. Please review them carefully for accuracy.

Paychecks Issued

2024		2025	
July 10	July 25	January 10	January 24
August 9	August 26	February 10	February 25
Sept. 10	Sept. 25	March 10	March 25
October 10	October 25	April 10	April 25
Nov. 8	Nov. 25	May 9	May 26
Dec. 10	Dec. 20	June 10	June 25

(Policy GDBC)

Support Staff Supplementary Pay/Overtime

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 minimum wage paid on an hourly basis to all district employees, either part time or full time, permanent or temporary, will be no less than the federal minimum wage, except under authorized training and apprenticeship programs.

The board recognizes that while its goal is not to have any employee work overtime, it may be necessary occasionally for non-exempt persons to work more than 40 hours during a given workweek.

Non-exempt employees working overtime will be paid time-and-a-half (in money or compensatory time off) for each hour of overtime worked.

No overtime, as defined by FLSA, will be suffered or permitted without authorization from the employee's principal or, at the district level, the employee's immediate supervisor.

All employees who are subject to the provisions of FLSA are required 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 that are consistent with this policy and the requirements of FLSA.

(Policy GDBC-R)

Support Staff Supplementary Pay/Overtime Administrative Rule

Workweek

A workweek will be a continuous period of 168 hours in the form of seven consecutive 24-hour periods. The district workweek begins at 12:01 a.m. each Monday for all employees and runs for seven consecutive days.

Each workweek stands alone for the purpose of determining overtime pay for non-exempt employees.

Hours Worked

Hours worked means all hours during which the individual is required to be on duty — generally from the required starting time to normal stopping time.

Meal periods do not count as hours worked unless the individual is required to perform work duties during the meal period.

Break periods of 20 minutes or longer do not count as work time.

Travel

Ordinary travel time from home to a base location or vice versa is not work time. Official travel that occurs during an individual's regular working hours will be considered hours worked.

Leave

Time taken for annual leave, leave without pay or other leave taken for the purpose of jury duty, military assignment or because of a death in the family will not be counted as time worked and is therefore not counted as compensable time for the purpose of overtime pay.

Part Time in a Different Capacity

If individuals are employed by the district in one capacity but voluntarily work part time in a different capacity on an occasional or sporadic basis, the hours logged in the second capacity will not be counted as hours worked for overtime purposes.

Substitution in the Same Capacity

Employees, at their own option but with the approval of the district, may substitute during scheduled hours for other employees employed in the same capacity. Such substitution must be undertaken voluntarily without direct or implied coercion by the district.

In the case of such substitution, the hours involved will not be credited to the substitute employee in the calculation of hours for which the district employee is entitled to overtime compensation. The district will maintain a record that the substitution has taken place.

Overtime Hours

Overtime hours for all employees in the district will be held to a minimum consistent with the needs and requirements of sound and orderly administration.

All hours worked by non-exempt employees must be scheduled and duly authorized by the employee's principal or, at the district level, the employee's immediate supervisor.

Overtime hours worked over 40 hours during the workweek must be authorized in writing prior to the time the work is performed. Unauthorized overtime will not be tolerated.

Where an employee, in a single workweek, works at two or more different types of work that have different hourly rates, the employee's regular rate for that week is the weighted average of such rates. In determining a weighted average of rates, the earnings from all such rates are added together, and this total is then divided by the total number of hours worked at all jobs.

With respect to the payment of overtime in money or compensatory time off, the district shall have the discretion to determine method of payment.

Compensatory Time Off

Non-exempt employees who work more than 40 hours during any workweek may be awarded compensatory time off. Compensatory time will be awarded at the rate of 1½ hours for each hour of overtime worked in any given workweek.

Compensatory time may be accrued to a maximum of 48 hours (32 overtime hours). Overtime work beyond this maximum accrual will be monetarily compensated at the rate of 1½ times the individual's normal hourly rate of pay.

The district reserves the right to allow an employee's supervisor/principal to require employees taking compensatory time to schedule compensatory time in minimal quarter-hour increments of 30 minutes or more as deemed necessary for sound and orderly administration. This requirement is subject to change by the district upon written notification to all affected employees.

Every effort will be made to permit the use of compensatory time at a time mutually agreed upon by the individual and his/her supervisor. Where the individual's absence would unduly disrupt the district's operations, however, the district retains the right to postpone compensatory time usage.

Time off later for working on an official holiday will not be considered as compensatory time off but as a delayed holiday. Employees who are required to work on an announced holiday must be given equal time off within the same fiscal year.

Monetary Compensation

Non-exempt employees who work in excess of 40 hours per workweek will be paid at 1½ times their "regular rate" in the event that the district has not designated compensatory time rather than monetary compensation.

Termination

Individuals with unused compensatory time who are terminated or who terminate their employment will be granted compensatory time prior to their final date of employment or monetarily paid for unused compensatory time at 1½ times their final regular rate of pay. The district shall have the discretion to determine which method of payment to choose.

CODE of CONDUCT

Employee Code of Conduct

Lexington One uses an Employee Code of Conduct. This Employee Code of Conduct sustains a safe and supportive school environment, which is conducive to learning for all students, staff, parents and community members. It is the foundation supporting school culture and enhancing confidence among all key stakeholder groups throughout the district.

We believe that it is beneficial for our district to implement our own unique Employee Code of Conduct that incorporates our communities' ethical philosophy and employee behavior expectations into a process that all employees and supervisors follow.

A committee of stakeholders generated the following general list of expected behaviors for each employee. Each Lexington One employee will:

1. demonstrate respect and integrity when interacting with students, parents, staff, community members and any other stakeholders.
2. report to work in a timely manner, fit for duty and prepared to fulfill all job responsibilities.
3. comply with directives issued by established lines of authority.
4. identify, report and/or control unsafe conditions, situations and/or hazards immediately to maintain a safe and secure working and/or learning environments.
5. comply with all applicable laws and policies that prohibit coercive, harassing, threatening, retaliatory or discriminating conduct.
6. communicate any matters of interest or concern to the district in a truthful and timely manner.
7. ensure, to the extent required by one's job description, that district assets are acquired, used, maintained and disposed of in an ethical and responsible manner in accordance with all applicable laws and policies.
8. maintain confidentiality of information as required under federal laws, state statutes, board policies and related administrative rules.
9. report actions that may represent violations of federal laws, state statutes, board policies and/or related administrative rules.
10. refrain from any activity that may reasonably interfere with either one's ability to effectively perform one's duties as assigned, or the legitimate operational interests of the district.
11. comply with all federal laws, other statutes, board policies and related administrative rules.

**EMPLOYMENT
POLICIES
FOR ALL
EMPLOYEES**

Name Change/Address Change

Submit a name and/or address change to the Human Resources Office using the HR-21 Universal Name/Address Change Form.

(Policy GBA, Issued 6/03)

Open Hiring/Equal Employment Opportunity and Affirmative Action

As an equal opportunity employer, the district will recruit, hire, train, promote and make other employment decisions on the basis of individual merit and without discrimination because of race, color, religion, national origin, gender, disability or age as required by applicable state and federal laws.

The superintendent establishes guidelines for organization of the teaching and administrative staff and, through his/her staff, selects, hires and promotes certified staff with approval as required by the board. Additionally, the superintendent selects, hires and promotes support staff.

EMPLOYMENT POLICIES FOR PROFESSIONAL STAFF

(Policy GCE)

Professional Staff Recruitment

It is the policy of the board to recruit and hire professional personnel based on qualifications and merit. Personnel recruitment and selection are the responsibility of the superintendent. Central Services administrators, principals and other supervisors will assist as needed to determine the personnel needs of the individual schools.

The procedure for employing the best qualified professional staff will include an effective recruitment program, prompt action when vacancies occur or new positions are created, and consistent hiring practices.

The search for, and recruitment of, highly effective professional staff will include current best practices, extend to a variety of educational institutions and geographical areas, and recognize the importance of having a diverse staff with diverse backgrounds.

Recruitment efforts will not overlook the talents and potential of individuals already employed by the district. Open positions will be posted in sufficient time to submit applications before positions are filled.

The district will not discriminate on the basis of race, religion, sex (including pregnancy, childbirth, or any related medical conditions), color, disability, age (40 or older), genetic information, national origin, or any other applicable status protected by local, state, or federal law. The district is committed to nondiscrimination in its employment practices.

District policies and practices regarding equal opportunity employment apply to all levels and phases of personnel administration. These include recruitment or recruitment advertising.

Minority educators will receive fair and equal treatment under each program and each section of the Education Improvement Act of 1984 including, but not limited to, employment opportunities and selection for training programs.

(Policy GCE-R)

Professional Staff Recruitment Administrative Rule

The chief human resources officer or his/her designee will analyze each job vacancy prior to initiating the recruitment process in order to determine which recruitment strategies will be the most effective for the specific job vacancy. The chief human resources officer may consider strategies that include, but are not limited to, the following:

- job posting on the district job board
- advertisements on various social media platforms
- targeted advertisements or display advertisements on various websites
- participation in recruitment events and interview days for educational professionals
- hosting a district recruitment event
- advertisements in professional publications or job boards
- advertisements with college and university placement services
- interviews with students enrolled in teacher education programs
- internal and external searches
- inquiries and referrals
- contacts or job boards with community organizations, professional organizations, and/or colleges or universities that promote the interest of minority groups
- publications
- special activities and events for prospective applicants
- video packages and recruiting programs

The administration will design and publish a webpage that will be used in the effort to recruit quality individuals. The district webpage will contain general information about the district, educational programs, teacher benefits, district schools, and student enrollment.

The chief human resources officer or his/her designee will write and publish all job vacancy announcements/advertisements and post them on the district's job posting website for at least five calendar days.

The chief human resources officer will base the context of the job vacancy announcement/advertisement primarily on the actual job description and/or criteria to be used in selecting the most qualified person for the position.

(Policy GCF)

Professional Staff Hiring

Through its employment policies and procedures, the district will strive to attract, secure and retain the highest qualified staff members for all professional positions.

The superintendent will make recommendations to the board for employment. The superintendent will establish procedures to ensure that all persons nominated for employment meet the qualifications set out for the particular position for which they are being recommended. Principals should be actively involved in the hiring of staff for their school.

All vacancies will be filled on the basis of fitness, qualifications and suitability for the specific position. There will be no discrimination in making such appointments by virtue of race, religion, sex (including gender identity, sexual orientation and pregnancy, childbirth or any related medical conditions), color, disability, age, genetic information, national origin or any other applicable status protected by local, state or federal law. The quality of the educational program is enhanced by staff members with a wide variation in background, culture, educational preparation and previous experience.

The district will not employ any candidate without a personal interview.

The superintendent may use a letter of intent to assure a prospective staff member of a forthcoming recommendation to be hired.

The board will make the final decision regarding employment of professional staff in the district. Terms of employment (e.g., salary, number of annual work days, daily work hours) will be determined based on the established salary schedules set by the board.

Federal and state laws prohibit employers from hiring individuals not legally eligible to work in the United States. They also require all new staff members to present evidence of employment eligibility and require employers to verify that eligibility.

The chief human resources officer will advertise all job vacancies within the district, unless otherwise determined by the superintendent or his/her designee under the exceptions below:

The reassignment of an employee to another position at the same organizational level

The existence of a pressing condition requiring the vacancy to be filled expediently

The demotion or reassignment of an employee for disciplinary, performance or other reasons

A previously posted position with a new vacancy at the same organizational level within forty-five (45) days of the original posting

Should a vacancy occur in a position during the year, the board authorizes the superintendent or his/her designee to fill such vacancies for the remainder of the school year in which the vacancy occurs pursuant to a letter of agreement, when appropriate.

The superintendent or his/her designee may determine whether advertising the vacancy is necessary or whether the position may be filled through some other means. The superintendent or his/her designee is authorized to hire retired staff to work in the district on an as-needed basis when their employment would serve the best interests of the district. In such cases, the superintendent or his/her designee will notify the staff member of the at-will status of his/her employment. The continued employment of retired staff will be at the discretion of the superintendent or his/her designee who will make such decisions in the best interests of the district. The decision to employ or not employ retired staff will not be subject to the district's grievance procedures.

For required criminal record checks on new staff members, see board policy GBEBDA, Criminal Record Checks.

Vacancies

The administration will generally advertise all job vacancies within the district, when appropriate, unless otherwise determined by the superintendent or his/her designee. It is within the superintendent's or his/her designee's sole discretion to determine whether advertisement of the vacancy is necessary or whether the position may be filled through some other means.

(Policy GCF-R)

Professional Staff Hiring Process

The Application Process

Each individual seeking employment in the district will need to apply online at the district's website. If the individual needs to apply for certification in South Carolina, he/she will need to apply online at ed.sc.gov.

Additionally, the applicant must submit at the time of employment all district-required personal information, data and documentation.

Selection of Certified Personnel

The administrator/supervisor for each vacancy or his/her designee will receive all applications for professional job vacancies and will perform the initial screenings.

The administrator/supervisor for each vacancy or his/her designee will be responsible for determining who will be approved for interviews and who will conduct the interviews, as well as who may assist/participate in the interview process. In making the decision, he/she may consider such factors as the professional certification and qualifications required for the position, the level and/or impact of the position, areas of responsibility and the relationship of the position to other positions on the organizational chart.

The administrator/supervisor will be responsible for checking the references and credentials of the applicants, as well as other application data. All interviews and telephone/personal references must be documented in writing.

Once the identification of the most qualified person for the position has been determined, the administrator/supervisor will submit his/her final recommendation to the chief human resources officer. The office of human

resources will conduct a thorough investigation of the applicant's qualifications, as well as background checks in full compliance with board policy GBEBDA, Criminal Record Checks. The superintendent, after receiving the recommendation from the chief human resources officer and the principal, may recommend the applicant for employment to the board.

Prior to the initial employment or final validation of the contract, however, the superintendent or his/her designee will ensure that the candidate is legally eligible to work in the district. The district will utilize the federal work authorization program E-Verify for verification of work authorization submitted by a staff member. Once hired, staff members must complete the required I-9 Form no later than three (3) days following their first working day.

Upon board approval, the selected candidate will be formally offered the position, and an employment contract or letter of agreement will be prepared.

The selection process will conclude with the administrator or supervisor notifying the remaining applicants that the position has been filled. This step will be initiated only after the offer of employment has been accepted by the candidate and a contract has been signed.

Complaint Procedure

Any unsuccessful applicant for employment having reason to believe that he/she was not a successful applicant because of some discriminatory reason, such as race, religion, sex (including gender identity, sexual orientation, and pregnancy, childbirth or any related medical conditions), color, disability, age, genetic information, national origin or any other applicable status protected by local, state or federal law, may have his/her grievance heard according to the procedure set forth in S.C.

Any applicant who feels that he/she has not received fair and equal treatment in regard to employment decisions may file a written complaint with the district compliance officer in accordance with policy GBAA, Discrimination, Harassment and Retaliation, within thirty (30) days of the position being filled or within ten (10) days of receiving notification that the position has been filled, whichever occurs sooner. The written complaint will specify the position for which the individual applied and how he/she was treated unequally.

(Policy GCK)

Professional Staff Assignments and Transfers

Relocation of professional personnel may become necessary to meet instructional requirements, fluctuating enrollments, changing educational needs and district obligations.

Assignment/Reassignment

In order to ensure the highest quality of instruction, the superintendent or his/her designee will be responsible for the placement of employees within the district. The superintendent or his/her designee is authorized to reassign all personnel in the best interest of the district. An employee may be reassigned prior to the start of the school year or at any time during the school year. The superintendent may delegate the placement process to other administrators; however, he/she ultimately retains responsibility for staff assignments.

The board believes that the basic consideration in the assignment of certified personnel is the well-being of the instructional program.

The superintendent will annually determine the professional staff to be assigned to each school. On or before August 15th of each year, the superintendent will notify each teacher of his/her tentative assignment for the following school year. As indicated above, an employee may be reassigned prior to the start of the school year or at any time during the school year.

All personnel are employed by the district, not a particular school. Differences in expected enrollment and the actual enrollment, as well as other district needs, sometimes result in changed assignments.

Transfer

The transfer of a professional employee from one school to another may be initiated by the employee, the school principal or the superintendent.

School Assignments

Within an individual school, the principal/director will have the authority to assign classes and courses according to the needs of the school.

(Policy GCK-R)

Professional Staff Assignments and Transfers Administrative Rule

The superintendent may make personnel assignments within the district on a voluntary or involuntary basis. Employees may be transferred at any time.

Involuntary Transfer/Reassignment

If, in the opinion of the superintendent, a transfer would be in the best interest of the district, the superintendent or his/her designee will advise the employee of the transfer and confirm the reassignment in writing to the employee. Refusal to comply with the transfer may be grounds for dismissal.

Voluntary Transfer

An employee must have been employed in his/her present position for three years to be eligible to request a transfer.

If an employee would like to be considered for a lateral transfer, the following procedure will be used:

- No later than April 25, the employee will submit an internal online application to request a transfer to another professional staff position.
- The employee must enter their principal or supervisor as the reference on the application. The principal or supervisor receives a request to complete the online reference form. This serves as their notification of the employee's request to transfer.
- All transfer requests must be submitted for each position of interest.
- A principal or supervisor will consider all transfer requests and applications, and contact those individuals he/she wishes to interview. Should the principal or supervisor believe an eligible employee is best qualified to serve in the vacant position, he/she will submit a recommendation for employment to human resources.

(Policy GCL)

Professional Staff Schedules and Calendars

Except as employed on a 12-month basis or for another irregular period set forth in a teacher's or administrator's employment contract, all professional personnel will work 190 days in a school year. The length of the instructional day, exclusive of scheduled faculty or committee meetings, will be no less than 7.5 hours per day.

All teachers will report for duty at least 15 minutes before the first regularly scheduled generalized activity and remain a minimum of 15 minutes after pupils are dismissed.

Teachers assigned special morning and afternoon duties will report at the time and place specified by the principal.

Teachers are responsible for attending any administrative and/or professional meetings called by the principal or the superintendent or his/her designee. Teachers will not leave the school grounds during the school day without express permission from their principals or assistant principals, and must register any mid-day departure and arrival times.

(Policy GCMD)

Instructional Staff Extra Duty

The board expects teachers and other certified instructional personnel to assume reasonable duties over and above their regular responsibilities in order to provide students with appropriate supervision and a comprehensive educational program.

Professional staff will assist in the supervision of students as part of their regular duties during the school day. This includes, but is not limited to, the fulfillment of bus, lunchroom and hall duties.

The board expects all teachers and other certified instructional personnel to attend functions of their respective schools such as PTA/PTO meetings and to attend other school events when requested by the principal or director of the school.

The board may compensate certified staff for major extracurricular responsibilities and assignments in accord with the district's supplement pay schedules.

(Policy GCNA)

Supervision of Instructional Staff

Principals are the instructional leaders of the school. As such, they are responsible for the supervision of instruction and instructional personnel.

A principal may require a teacher to change methods and lesson plans when these conflict with the approved curriculum, board policy and/or district expectations. A teacher who willfully ignores such a directive may be referred to the superintendent or his/her designee on charges of insubordination.

(Policy GCOA)

Evaluation of Instructional Staff

Purpose: To establish the basic structure for the evaluation of the professional instructional staff in the district to ensure accountability.

General

The appropriate personnel will evaluate the performance of every teacher in accord with state law and South Carolina Department of Education Expanded ADEPT guidelines.

Induction Contract

The district will develop or adopt a state-approved induction programs to provide teachers with comprehensive guidance and assistance throughout each induction year. The program must contain criteria and/or requirements necessary for teachers to complete the induction contract year.

Evaluation during the induction year(s) is formative in nature to assist the educator. Induction teachers will be provided with feedback regarding their strengths and weaknesses relative to state standards for teacher effectiveness.

The principal and/or an appropriate central services administrator will determine the success of each

induction teacher. At a minimum, this decision will be based on attendance at meetings, observations of teaching performance by the administration, submission of a satisfactory professional growth and development plan, and meeting district expectations for teacher performance and conduct.

No person may be employed as an induction teacher for more than three (3) years.

Annual Contract

During the first annual contract year and at the district's discretion, the teacher must either complete the summative evaluation process or be provided with diagnostic assistance. At least once, an annual teacher must successfully complete the summative evaluation process.

The district will use the Expanded ADEPT instrument, e.g., the South Carolina Teaching Standards 4.0, to conduct summative evaluations. The criteria or requirements that must be met by teachers to successfully complete an annual contract year include, but are not limited to, satisfactory completion of the summative evaluation process, meeting full requirements for a South Carolina Teaching Certificate as specified by the State Board of Education, and the demonstration of satisfactory teaching performance and professional conduct, as determined by the teacher's principal and/or appropriate Central Services administrator.

The district may conduct formative evaluations of annual goals-based evaluated teachers. The principal and/or an appropriate Central Services administrator will determine the success of each annual goals-based evaluation teacher.

Teachers may not be employed under an annual contract for more than four (4) years.

Continuing Contract

Teachers employed under continuing contracts must be evaluated on an ongoing basis.

The district may conduct summative and/or formative evaluations of continuing teachers. The principal or appropriate Central Services administrator will determine which continuing teachers will be evaluated through the South Carolina Teaching Standards 4.0 under a summative process and which teachers will be evaluated using a formative process.

The district will notify in writing all continuing teachers currently employed in the system of their placement on summative evaluation by April 30th annually. This written notice will include the reason(s) the teacher will be evaluated formally, as well as a description of the summative evaluation process. Examples of rationale for the placement of a continuing teacher on summative evaluation include, but are not limited to, the following:

- concerns with classroom instruction;
- classroom management;
- interpersonal skills;
- treatment of students, parents/legal guardians or other staff members;
- insubordination;
- three or more meritorious requests by parents/legal guardians in a school year to remove their sons/daughters/wards from the teacher's class;
- written/oral communication skills; and
- low student achievement without an acceptable explanation.

Evaluation Appeals

Summative Evaluations: No teacher or other certified instructional staff member may grieve the results of his/her formal summative performance evaluation.

If an annual or continuing contract teacher is dissatisfied with the results of his/her final evaluation, he/she may submit a written request citing perceived procedural violations of the process to the employee development coordinator. This must be done within five (5) school days of the teacher receiving his/her final evaluation results. The decision of the employee development coordinator is final for annual contract teachers. If a continuing contract teacher believes the employee development coordinator's determination is in error, he/she has the right to appeal to the director of human resources. An appeal must be filed in writing and submitted to the director of human resources within five (5) school days of the receipt of the employee development coordinator's determination and should state explicitly why the teacher believes his/her conclusion was in error. The director of human resources' decision is final.

Formative Evaluations: No teacher or other instructional staff member may grieve the results of his/her informal evaluations, including competence-building or research and development goals-based evaluations. The decision of the building principal is final.

Evaluation Results

Evaluation results will be maintained in each employee's district personnel file; however, principals or their designees will provide each teacher or other instructional staff member with a copy of his/her annual written evaluation results.

(Policy GCQA/GCQB)

Professional Staff Reduction in Force

Once the superintendent has determined that elimination of certified staff positions is desirable or necessary, he/she shall determine what position(s) must be eliminated and which individual(s) are to be terminated. Certified staff positions may need to be eliminated because of such things as decreases in student enrollment, changes in curriculum, district reorganization, financial emergencies or other circumstances as determined by the superintendent and board.

Prior to commencing action to terminate certified employees under this policy, due consideration shall be given to the ability to achieve position elimination and/or reduction in staff by voluntary retirement or resignation, reassignment and part-time employment.

The following is the only procedure that may be used to effect a certified staff reduction in force.

Reduction-in-force terminations will be on a systemwide basis. Therefore, the superintendent shall not be limited to considering only those employees in the particular school, area or program in which the loss of enrollment, reorganization, curriculum change, financial emergency or other circumstance has occurred.

The recommendation concerning specific employees to be terminated under a reduction in force shall be based upon the following considerations:

- professional experience;
- areas of licensure;
- educational levels;
- performance evaluations, oral or written;
- attendance record;
- experience in other areas of licensure;
- principal's or supervisor's recommendation;
- type of contract;
- extracurricular needs of the schools;
- length of service in the district;
- how a teacher is defined by the Every Student Succeeds Act; and
- any other factor considered appropriate by the superintendent.

The superintendent will determine the appropriate weight to give these factors depending upon the needs and circumstances of the district.

Notice to Individual Employee(s)

Written notice of district action to terminate pursuant to this policy shall be sent to the affected employee(s) by both certified mail with return receipt requested and regular U.S. mail. The notice shall include a statement of the conditions requiring termination of employment and a general description of the procedures followed in making the decision.

Review of Individual Terminations

Within 10 calendar days after receiving a notice of termination under this policy, an employee may request a hearing on the matter before the board. Any such request shall be in writing and addressed to the board chair. The request for review will specify the grounds on which it is contended that the decision to terminate was arbitrary, discriminatory or otherwise improper, and must include a short, plain statement of facts that the employee believes supports his/her contention. The hearing will be held within 30 calendar days after the request is received.

The hearing shall be conducted in an informal manner as determined by the board. The employee may be accompanied by legal counsel, and shall be required to satisfy the board by clear and convincing evidence that the decision to terminate was arbitrary, discriminatory or otherwise improper. The employee shall be notified within 10 calendar days following the hearing of the board's decision.

Obligation with Respect to Re-employment

For two years after the effective date of a reduction-in-force termination, the board will not replace the certified staff member whose employment has been terminated without first giving due consideration to the re-employment of the RIF-terminated employee.

The district will make the offer by certified mail with return receipt requested and by regular U.S. mail. The administration will advise the individual that he/she must submit written acceptance within 15 calendar days of the date of the offer. Failure to make written acceptance within 15 calendar days or rejection of the offer eliminates all reemployment rights of the former certified staff member.

Any employee terminated under this RIF policy but who is recalled to employment within two years shall have restored to him/her all legally permissible leave.

(Policy GCQC/GCQD)

Resignation of Professional Staff

Any professional staff member who wants to cancel or terminate a contract must state his/her desire in writing to the superintendent. The district is under no obligation to release a professional staff member from a contract except as set out below. For such resignation to be effective, it must be accepted in writing by the superintendent.

The board will be formally advised of all resignations. When the superintendent does not accept a resignation, and the staff member fails to continue to perform his/her contractual duties, the superintendent will report the breach of contract to the board. The board may send a formal complaint to the State Board of Education (SBE) requesting that appropriate action be taken against the staff member for failure to comply with contractual obligations. If there is conclusive

evidence, SBE will take action on a complaint signed by the appropriate administrator, however, there must be documentation that the board voted to send the complaint. Both state law and regulations provide for suspension or revocation of a professional certificate under such circumstances.

Contract Releases

The board will not release a professional staff member from his/her contract after May 10 except under one of the following conditions: circumstances beyond the staff member's control (e.g. military/business transfer of spouse); serious illness of the staff member.

Additionally, the board will consider the release of a professional staff member from his/her contract after May 10 in the event that the staff member is offered a promotion in the district or another school district.

The staff member must submit a request for contract release in writing to the superintendent. The district reserves the right not to release the staff member if written notice is not given before the date specified above or a suitable replacement has not been found.

Until a staff member has been formally released from his/her contract, the district expects the staff member to report for duty on the first day of the school year or to continue to report for duty if the request for release is made mid-year. Failure to do so may result in the separation being processed as a termination for failure to complete job responsibilities.

If a staff member signs a new contract without having been properly released from a previous contract, the new contract is considered to be void.

(Policy GCQF)

Discipline, Suspension and Dismissal of Professional Staff

It is the responsibility of the board and school administration to operate the public schools of the district in a manner that will maintain a broad community confidence in and support of the public schools. In the absence of such support, the district cannot maintain a strong, effective public educational program.

Induction and Annual Contract Teachers

The dismissal or non-renewal of certified employees who hold induction or annual contracts will be carried out in accordance with S.C. Code Ann., Section 59-26-40.

Continuing Contract Teachers

The dismissal or non-renewal of certified employees who hold continuing contracts will be carried out in accordance with the S.C. Employment and Dismissal of Teachers Act, S.C. Code Ann., Section 59-25-410, et seq., as amended.

Pursuant to this Act, professional staff recommended for dismissal are entitled to notice and an opportunity for a hearing before the board of trustees or its designee. The board assigns such hearings to hearing officers consistent with S.C. Code Ann., Section 59-25-460 (2016). Upon a request made to the superintendent within fifteen days of receipt of the notice, a hearing will be made available to the teacher within forty-five days after the request is served. Those appealing dismissal are entitled to be represented by an attorney and to present documents and other evidence, including no more than ten witnesses. Any such hearing shall be public unless the teacher requests in writing that it be private.

It is the policy of the board to remove from employment any teacher or administrator who fails or who may be incompetent to give instruction in accordance with the directions of the superintendent or who otherwise manifests 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 board policies, administrative rules and/or district regulations; drunkenness; conviction of a violation of state or federal law; gross immorality; dishonesty; and illegal use, sale or possession of 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, the principal or other school administrator will generally take the following steps in consultation with the superintendent or his/her designee.

Performance Concerns

If the issue involves a performance problem, the principal or designated school administrator will discuss the concern(s) with the teacher and provide the teacher with an opportunity to respond to the concerns. The administrator should, where appropriate, follow up such a conference in writing. If an informal discussion does not resolve the matter, the principal or designated school administrator will bring the concern(s), 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. Such efforts may include formally evaluating the teacher, placing the teacher on an improvement plan and/or some other acceptable means of notice and assistance. Except in those cases warranting immediate suspension and recommendation for termination, the administration will allow reasonable time for improvement.

Misconduct Concerns

If the issue involves misconduct, the principal or designated school administrator will immediately confer with the superintendent or his/her designee. The superintendent or his/her designee will advise the principal regarding appropriate actions to take. The superintendent or his/her designee is authorized to place an employee on paid administrative leave while an investigation is conducted.

Disciplinary action, up to and including a recommendation of termination, may be taken against any certified employee who is determined to have engaged in unprofessional or inappropriate conduct toward students, parents or staff members.

Such conduct may include, but is not limited to, the following: violating district policies or procedures; engaging in criminal conduct; engaging in inappropriate conduct of a sexual nature towards other employees or students; harassment, intimidation or bullying; making inappropriate comments to students. This includes any action or conduct communicated or performed in person, in writing or electronically through telephones, cell phones or other telecommunication devices; through computers, laptops or other mobile computing devices; and through email, text messaging, instant messaging, etc.

Disciplinary action, including a recommendation of termination, may also be taken against any employee whose conduct the administration has determined has impaired the employee's ability to be an effective educator.

Reporting expectations

The board directs the superintendent to report to the state board of education the name and certificate number of any certified educator who is dismissed, resigns or is otherwise separated from employment with the district based on allegations of misconduct set forth in state board of education Regulation 43-58 including, but not limited to, misconduct involving drugs, sexual misconduct, the commission of a crime, immorality, dishonesty, failure to comply with the provisions of a contract without the written consent of the board and other conduct that the superintendent reasonably believes would constitute grounds for revocation or suspension of the employee's professional certificate.

EMPLOYMENT POLICIES FOR SUPPORT STAFF

(Policy GDF)

Support Staff Hiring

Through its employment policies and procedures, the district will strive to attract, secure, and retain the highest qualified personnel for support positions. The superintendent will notify the board of all newly hired support staff and is subject to ratification by the board within ninety (90) days of employment. The superintendent is authorized to assign and reassign support staff in the best interests of the district.

It is the superintendent's responsibility to ensure that all persons employed meet the qualifications established for the particular position for which they are hired. The superintendent will establish an interview and selection procedure that will allow administrators or supervisors an opportunity to be actively involved in the selection of a staff member for their school. However, the superintendent will make or approve the final selection.

The superintendent or his/her designee will consider all candidates based on the needs of the district as well as on their merits and qualifications. The district will not discriminate or give preferential treatment with regard to race, religion, sex (including pregnancy, childbirth, or any related medical conditions), color, disability, age (40 or older), genetic information, national origin, or any other applicable status protected by local, state, or federal law. The district will make reasonable accommodations to known physical or mental limitations of otherwise qualified disabled persons where such accommodations would not impose an undue hardship on the operation of district programs.

The district will not employ any candidate without a personal interview by the appropriate supervisor.

Federal and state laws prohibit employers from hiring individuals not legally eligible to work in the United States. They also require all new employees to present evidence of employment eligibility and require employers to verify that eligibility.

Should a vacancy occur in a position during the year, the board authorizes the superintendent to fill such vacancies for the remainder of the school year in which the vacancy occurs, when appropriate. The superintendent or his/her designee may determine if advertising the vacancy is necessary or whether the position may be filled through some other means.

The superintendent or his/her designee is authorized to hire retired employees to work in the district on an as needed basis when their employment would serve the best interests of the school district. In such cases, the superintendent will notify the employee of the at-will status of his/her employment. The continued employment of retired staff members will be at the discretion of the superintendent or his/her designee, who will make such decisions in the best interests of the district. The decision to employ or not employ retired staff members will not be subject to the district's grievance procedures.

For required criminal record checks on new employees, see policy GBEBDA, Criminal Record Checks.

State Law Enforcement Division (SLED) Background Checks

The district will obtain a name-based criminal record history check from SLED on all new employees prior to their initial employment.

The district will consider the results of all criminal record history checks on an individual basis, determining how the information obtained impacts the individual's ability to be an effective employee, the district will consider such things as severity of offense, age of the individual, direct impact of the offense on children, length of time since conviction or plea, restitution, conduct or remedial actions during probation, and participation in pre-trial intervention and/or expungement.

The district will not employ an individual who has been convicted of or pled guilty to a violent crime as outlined in law. Also, when making employment decisions, the district will carefully consider information relative to felony convictions as well as information that could result in the revocation or suspension of a professional certificate "for cause" as outlined in law.

National Sex Offender Registry Checks

The district will perform a National Sex Offender Registry check, on all new employees, whether employed on a full-time, part-time, regular, interim or temporary basis, and all volunteers who work in a school on an interim or regular basis as , mentors, coaches, chaperones, or in any other capacity resulting in direct interaction or contact with students.

The district will not permit individuals whose names appear on the National Sex Offender Registry or individuals who have been required to register as sex offenders pursuant to state law to work or serve in the district in any capacity.

If an individual is denied employment in the district as a result of information appearing on the name-based background check, the person may be given an opportunity to respond to the reasons.

Department of Social Services Child Abuse and Neglect Central Registry

A history report on all new employees will also be obtained from the Department of Social Services Child Abuse and Neglect Central Registry prior to their initial employment. A current district employee whose name is placed on the Department of Social Services Child Abuse and Neglect Central Registry at any point during their employment must immediately notify the chief human resources officer.

Immigration Reform and Control Act of 1986

The Immigration Reform and Control Act of 1986 prohibits employers from hiring individuals not legally eligible to work in the United States. The district will comply with the provisions of the U.S. Immigration and Customs Enforcement Agency (ICE) regulations by requiring employees of the district to complete Form I-9.

All newly hired employees must complete the form no later than three business days following their first working day. If an individual is unable to provide the required document or documents to complete the Form I-9 within the three-day period, the individual must present a receipt for the application of the document or documents within three days of the hire and present the required document or documents within 21 days of the hire.

The district will maintain the completed Form I-9 in a file separate from other personnel records in order to prevent unauthorized review of personnel files and will retain the Form I-9 for three years after the date of hire or one year after the date the individual's employment is terminated, whichever is later.

The district participates in the federal E-Verify program and will verify the employment authorization of each new employee through this federal program.

Vacancies

The administration will generally advertise all job vacancies within the district, when appropriate, unless otherwise determined by the superintendent or his/her designee. It is within the superintendent's or his/her designee's sole discretion to determine whether advertisement of the vacancy is necessary or whether the position may be filled through some other means.

(Policy GDF-R)

Support Staff Hiring Administrative Rule

Each individual seeking employment in the district will need to apply online at the district's website.

As needed, the administrator and/or supervisor will examine and analyze the applications for each job category. Interviews will then be arranged by the administrator and/or supervisor with the candidates who appear best qualified.

Requested support staff positions, in addition to the current budget, will be reviewed by the senior leadership team for approval. The chief human resources officer or his/her designee will notify the administrator and/or supervisor when he/she may move ahead with the requested position. A commitment for employment may not be made to any applicant prior to that time.

In conjunction with the chief human resources officer, the administrator and/or supervisor will interview likely candidates for support staff positions of a supervisory nature and/or other positions.

However, prior to the initial employment, the superintendent or his/her designee will ensure that the candidate is legally eligible to work in the district. The district will utilize the federal work authorization program, E-Verify, for verification of work authorization submitted by a staff member. Once hired, the staff member must complete the required Form I-9 no later than three (3) days following his/her first working day. The district will also request a criminal record history from South Carolina Law Enforcement Division along with a National Sex Offender Registry search, in full compliance with board policy GBEBDA*, Criminal Record Checks.

A new support staff employee will generally be recommended at the zero level for their job grade unless any of the following occur:

- A new employee possessing experience and training above the minimum level required for that job grade may be recommended at a level above the minimum. This recommendation must be documented on the district-approved form which must contain a detailed work history and be submitted to the chief human resources officer at the time of recommendation.
- If years of previous experience are the same or very similar to the current assignment, a full year of credit will be awarded for a year of experience. If previous experience is not the same or similar to the current assignment, one-half year credit will be awarded for a year of experience.

Years of credit may be awarded at the time of hire during the current fiscal year only. The experience determination made by the chief human resources officer is final and not subject to, appeal.

A new licensed employee will generally be recommended at the zero level for their job grade unless any of the following occur:

- A new employee possessing experience and training above the minimum level required for that job grade may be recommended at a level above the minimum. This recommendation must be documented on the district-approved form which must contain a detailed work history and be submitted to the chief human resources officer at the time of recommendation.
- If years of previous experience are the same or very similar to the current assignment, a full year of credit will be awarded for a year of experience.

Years of credit may be awarded at the time of hire during the current fiscal year only. The experience determination made by the chief human resources officer is final and not subject to appeal.

Salary Increases Upon Promotion

Upon promotion, an employee's salary will be increased at least to the minimum rate of the grade to which the employee is promoted. If the amount of the increase between the old position and the new position is less than the percent increase approved by the board, the board-approved percent will prevail.

If the employee's salary prior to promotion is at or above the minimum rate of the job grade to which the employee is promoted, the employee may be granted an increase equal to the percent approved by the board provided such increase does not place the employee's salary above the maximum pay rate for the job grade to which he/she is promoted.

Salary Increases Upon Upward Reclassification

When an occupied position is reclassified to a grade having a higher minimum and maximum salary range, the employee's salary will be increased to at least the minimum rate of the job grade to which the position is reclassified. If the amount of the increase between the old classification and the new classification is less than the amount of percent increase approved by the board, the board-approved percent will prevail.

If the employee's salary prior to reclassification is at or above the minimum rate for the grade to which he/she is reclassified, the employee may be granted an increase equal to the percent approved by the board, provided such increase does not place the employee's salary above the maximum pay rate of the job grade to which the position is reclassified.

Years of Experience

One year of experience may be credited provided the employee is employed in a full-time position for a minimum of eight-tenths (.8) of the school year but in no case fewer than 152 days.

Partial-year experience may be utilized to compute full years of experience provided the sum of the partial experience meets the requirements as stated in the previous sentence.

Complaint Procedure

Any unsuccessful applicant for employment having reason to believe that he/she was not a successful applicant because of some discriminatory reason, such as race or color, may have his/her grievance heard according to the procedure set forth in S.C. Code of Laws, 1976, as amended, Section 59-19-510, et seq.

Any applicant who feels that he/she has not received fair and equal treatment in regard to employment decisions may file a written complaint with the district compliance officer within thirty (30) days of the position being filled or within ten (10) days of receiving notification that the position has been filled, whichever occurs sooner.

The written complaint will specify the position for which the employee applied and how the employee was treated unequally. The person filing such complaint will then be notified by the civil rights coordinator of the procedures to be followed

(Policy GDI)

Support Staff Probation

Employees whose positions do not require a certificate issued by the South Carolina Department of Education and who are paid on a support staff salary schedule are considered to be on a probationary status during their first 90 working days of employment.

The procedures of administrative rule GDQD-R, Discipline and Dismissal of Support Staff, do not apply during the probationary period, and the employment relationship is considered strictly an at-will employment relationship. During the probationary period, the chief human resources officer has the authority to terminate a probationary employee's employment with the district based on a recommendation from the probationary employee's principal or immediate supervisor.

Before probationary employees may move to regular employment status, they must receive "satisfactory" evaluation ratings on the district's approved evaluation instrument.

Should a probationary employee be absent for five or more consecutive days for any reason, the district will extend his/her period of probation by the length of such absence.

Newly hired support staff must execute an acknowledgment of this policy prior to performing any work for the district.

(Policy GDJ)

Support Staff Assignments and Transfers

The board believes that the basic consideration in the assignment of support staff is the well-being of the instructional program and the best interests of the district. As set forth in Policy GBA Open Hiring/Equal Employment Opportunity and Affirmative Action, the

District does not discriminate on the basis of sex, race, color, national origin, religion, disability or age per applicable state and federal laws including in support staff transfers and/or reassignments.

The superintendent is responsible for the assignment and transfer of support staff. S/he may delegate the placement process to other administrators; however, the Superintendent ultimately retains responsibility for support staff assignments.

Placement of support staff assigned to a school is within the discretion of the principal.

(Policy GDJ-R)

Support Staff Assignments and Transfers Administrative Rule

Transfers

The district makes personnel transfers on a voluntary or involuntary basis. Support staff may be transferred at any time.

Procedure for Voluntary Transfers

A support staff employee is not eligible to request a transfer until he/she has completed the 90-day probationary period. If a support staff employee would like to be considered for a transfer, the following applies.

1. The employee should complete a digital application for the desired position(s) as an internal candidate via the District's job posting.
2. The employee must list his/her current supervisor as a reference for the desired position.
3. The principal or supervisor will contact individuals selected to interview. Should the principal or supervisor believe an eligible employee is best qualified to serve in the vacant position, he/she will notify the Office of Human Resources by completing the recommendation form, HR-8.

If the superintendent or his/her designee concurs with the voluntary transfer recommendation, the Office of Human Resources will provide written notice to the affected support staff member and principal or supervisor that the request has been approved.

Procedure for Involuntary Transfers

If, in the opinion of the superintendent, an involuntary transfer would be in the best interest of the district, the superintendent and/or the chief human resources officer will inform the employee of the transfer and confirm the same in writing to the employee. Refusal to comply with the reassignment may be grounds for dismissal.

(Policy GDO)

Evaluation of Support Staff

It is the policy of the board that the performance of support staff be evaluated fairly and on an annual basis.

The employee's principal and/or immediate supervisor has the responsibility for ensuring that all support staff under his/her supervision are evaluated. The evaluator will see that each support staff member under his/her supervision knows the basis upon which he/she is to be evaluated in advance of the evaluation. Each employee, at the time of employment, will be given an explanation of his/her duties and responsibilities, and provided with a copy of his/her current job description.

All evaluations will be on district-approved forms with standards for evaluations enumerated in all areas to be evaluated.

During his/her first year, each employee will be evaluated at least once during his/her probationary period before the final evaluation prior to April.

All evaluations will be filed in the employee's personnel folder at Central Services.

Utilization of Evaluations

Evaluations will be utilized to inform employees of their performance. In order to accomplish this objective, the evaluation report will be discussed with the employee.

Each employee will be given a copy of his/her evaluation and will sign the district's copy as evidence that he/she has seen it and that it has been discussed with him/her. Each employee will be permitted to write comments on the evaluation prior to it being filed in his/her personnel folder.

Appeal

A support staff member may not appeal the results of his/her evaluation. If, however, the employee believes a procedural error occurred in the evaluation process, he/she may request that the employee development coordinator review the matter. This request for a procedural review must be submitted in writing to the employee development coordinator within 10 days of the employee receiving his/her summative evaluation results. The decision of the employee development coordinator is final.

(Policy GDQA)

Support Staff Reduction in Force

Once the superintendent has determined that elimination of support staff positions is desirable or necessary, he/she shall determine what position(s) must be eliminated and which individual(s) are to be terminated. Support staff positions may need to be eliminated because of such things as decreases in student enrollment, changes in curriculum, district reorganization, financial exigency or other circumstances as determined by the superintendent and board.

Prior to commencing action to terminate support staff members under this policy, due consideration shall be given to the ability to achieve position elimination and/or reduction in staff by voluntary retirement or resignation, reassignment and part-time employment.

The following is the only procedure that may be used to effect a support staff reduction in force.

Reduction-in-force terminations will be on a systemwide basis. Therefore, the superintendent shall not be limited to considering only those employees in the particular school, area or program in which the loss of enrollment, reorganization, curriculum change, financial emergency or other circumstance has occurred.

The recommendation concerning specific employees to be terminated under a reduction in force shall be based upon the following considerations:

- professional work experience;
- education level;
- performance evaluations, oral or written;
- attendance record;
- principal's or supervisor's recommendation;
- length of service in the district;
- "highly qualified" paraprofessional status as defined by the Every Student Succeeds Act (ESSA); and
- any other factor considered appropriate by the superintendent.

The superintendent will determine the appropriate weight to give these factors depending upon the needs and circumstances of the district.

Notice to Individual Employee

The superintendent or his/her designee shall meet with the employee whose employment will be terminated as a result of the reduction in force. Written notice of district action to terminate pursuant to this policy shall be sent to the affected employee(s) by both certified mail with return receipt requested and regular U.S. mail. The notice shall include a statement of the conditions requiring termination of employment and a general description of the procedures followed in making the decision.

Review of Individual Terminations

Within 10 calendar days after receiving a notice of termination under this policy, an employee may request a hearing before the board on the matter. Any such request shall be in writing and addressed to the board chair. The request for review will specify the grounds on which it is contended that the decision to terminate was arbitrary, discriminatory or otherwise improper, and must include a short, plain statement of facts that the employee believes supports his/her contention. The hearing will be held within 30 calendar days after the request is received.

The hearing shall be conducted in an informal manner as determined by the board. The employee may be accompanied by legal counsel and shall be required to satisfy the board, by clear and convincing evidence, that the decision to terminate was arbitrary, discriminatory or otherwise improper. The employee shall be notified of the board's decision within 10 calendar days following the hearing.

(Policy GDQD)

Discipline and Dismissal of Support Staff

The board authorizes the superintendent and his/her designee to discipline and dismiss support staff as they deem necessary.

The administration may place a support staff member on administrative leave, with or without pay, while an investigation into possible misconduct is conducted.

With respect to dismissal, such action will be based on the recommendation of the support staff member's principal or district-level supervisor, and will occur following a pre-termination opportunity before the superintendent or chief human resources officer. At the pre-termination conference, the employee may present reasons why the recommendation of dismissal should not be accepted. Should the superintendent or chief human resources officer decide to dismiss the support member from employment, the notice will be in writing and the decision will be final.

EMPLOYEE CONDUCT AND WELFARE

Confidentiality

As an educational agency, Lexington One collects and maintains information about students. Access to that information is restricted in accordance with Lexington One policies as well as state and federal laws and regulations.

Confidential information is shared on a “need to know” basis only and must not be shared in open communication with others who do not have a legitimate “need to know” in order to perform their jobs. Employees should never disclose, share or disseminate student data or staff data in any form (verbally, electronically or in hard copy) unless disclosing, sharing or disseminating that student data is required by law or necessary professionally.

Each year, employees are required to sign a confidentiality statement stating that they recognize the importance of confidentiality and that they agree to maintain the confidentiality of all student- and staff-related data provided to them.

Employees who misuse student data may be subject to disciplinary action and/or civil or criminal penalties.

(Policy ACA)

Title IX

The district, as required by Title IX of the Education amendments of 1972 and its corresponding regulations (“Title IX”), does not discriminate on the basis of sex in its education programs or activities. Title IX prohibits gender-based harassment, which may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex even if those acts do not involve conduct of a sexual nature. The district prohibits discrimination and harassment on the basis of sex or gender in all of its programs and activities by its employees, students, or third parties.

The district will respond promptly to actual knowledge of sexual harassment in an education program or activity of the district against a person in the United States in a manner that is not deliberately indifferent. The response will treat complainants and respondents equitably.

Any allegations of inappropriate conduct of a sexual nature that fall outside of this policy will be handled consistent with other applicable board policies, including relevant student and employee conduct policies and Code of Conduct.

Definitions

Sexual harassment

Sexual harassment is conduct on the basis of sex that satisfies one or more of the following:

- an employee of the district conditioning the provision of an aid, benefit, or service of the district on an individual’s participation in unwelcome sexual conduct (i.e., quid pro quo sexual harassment)
- unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district’s education program or activity
- “sexual assault” as defined in 20 USC 1092(f)(6)(A)(v) (Clery Act), “dating violence” as defined in 34 USC 12291(a)(10), “domestic violence” as defined in 34 USC 12291(a)(8), or “stalking” as defined in 34 USC 12291(a)(30) (Violence Against Women Act)

Use of email, internet, or other technologies may constitute “sexual harassment” on a similar basis to use of in-person, postal mail, handwritten, or other communications

Complainant

An individual who is alleged to be the victim of conduct that could constitute sexual harassment.

A parent or legal guardian who has the legal authority to act on behalf of his or her child may act as the complainant, to include filing a complaint on behalf of his or her child.

Respondent

An individual who is reported to be the perpetrator of conduct that could constitute sexual harassment.

A parent or legal guardian who has the legal authority to act on behalf of his or her child may act on behalf of the party.

Formal complaint

A document filed by a complainant or signed by the Title IX coordinator alleging sexual harassment against a respondent and requesting that the district investigate the allegation of sexual harassment.

Education program or activity

Includes any locations, events, or circumstances over which the district exercises substantial control over both the respondent and the context in which the harassment occurs.

Supportive measures

Supportive measures are non-disciplinary, non-punitive, individualized services, offered as appropriate, as reasonably available, and without charge to a complainant or a respondent before or after the filing of a formal complaint, or where no formal complaint has been filed.

Actual knowledge

Actual knowledge of sexual harassment means notice of sexual harassment or allegations of sexual harassment to the district's Title IX coordinator or any district employee.

Day

A day is any day on which central services offices are officially open.

Designation of Staff

The district will designate and train staff members to serve as Title IX coordinators, investigators, decision makers, informal resolution process facilitators, or appeal decision makers. The district may also contract with outside entities to serve in those roles. Those serving in this capacity will not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.

The district administration will designate Title IX coordinators. The board authorizes the Title IX coordinators to coordinate the district's required efforts under the law. The Title IX coordinators may designate responsibilities as appropriate to effectuate the purposes of this policy.

The Title IX coordinators' names or titles, email addresses, office addresses, and telephone numbers will be posted on the district's website and will be included in any handbook provided to employees, students, and parents or legal guardians.

Reporting Process

Any person may report sexual harassment, regardless of whether the person is the alleged victim of the reported conduct, in person, by mail, by telephone, or by email. The report can be made at any time,

including during non-business hours, by using the telephone number or email address, or by mail to the office address listed for the Title IX coordinator.

Reports of prohibited conduct should be made as soon as possible after the alleged act or knowledge of the alleged act as failure to promptly report may impair the district's ability to investigate and address the prohibited conduct.

All reports not made directly to the Title IX coordinator will be memorialized in writing by the receiving employee and reported to the Title IX coordinator within two (2) days. An employee with knowledge of sexual harassment who fails to timely report same may be subject to disciplinary action.

Upon learning of an instance of alleged sexual harassment or retaliation, even if no formal complaint is filed, the Title IX coordinator must promptly contact the complainant to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain the process for filing a formal complaint. The Title IX coordinator's prompt response (to offer supportive measures) is required regardless of whether a formal complaint is filed.

Supportive measures may include, but are not limited to, the following:

- Counseling
- Modifying work schedules or locations
- Schedule changes or class modifications for students
- Placing mutual restrictions on contact between the parties
- Increased monitoring or supervision
- Confidentiality of supportive measures must be maintained to the extent that maintaining confidentiality would not impair the ability of the district to provide the supportive measures.

The district will document those supportive measures offered.

Title IX Coordinator as Signatory

A Title IX Coordinator can initiate a formal complaint by alleging sexual harassment against a respondent and signing the complaint document. The Title

IX coordinator is not the complainant in such circumstances. The factors that a Title IX coordinator may consider when determining whether to sign a complaint include, but are not limited to:

- whether there have been other reports of sexual harassment or other relevant misconduct concerning the same respondent
- whether or not the incidents occurred while the respondent was a district student or employee
- whether the respondent threatened further sexual harassment or other misconduct against the complainant or others
- whether the alleged sexual harassment was committed by multiple perpetrators;
- the nature and scope of the alleged sexual harassment including whether the sexual harassment was perpetrated with a weapon
- the ages and roles of the complainant and the respondent
- whether the district can pursue the investigation without the participation of the complainant (e.g. whether there are other available means to obtain relevant evidence of the alleged sexual harassment such as security cameras or physical evidence)
- whether the report reveals a pattern of perpetration (e.g. perpetration involving illicit use of drugs or alcohol) at a given location or by a particular group

Emergency Removal and Administrative Leave

In cases in which an employee is a respondent, the district may place that employee on administrative leave during the pendency of an investigation and grievance process.

In cases in which a student is a respondent, the district may remove, on an emergency basis, the respondent from the district's educational program or activity provided the district: (i) undertakes an individualized safety and risk analysis and determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal and (ii) provides the respondent with notice and an opportunity to challenge the decision immediately following the removal. This provision does not modify any rights

under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.

Formal Complaint Process

All formal complaints must include the following information, to the extent it is available:

- Identity of the individual believed to have engaged in the harassing conduct (respondent)
- Nature of the alleged conduct
- Date and location of the alleged violation
- List of potential witnesses
- Resolution sought by complainant
- Signature of complainant

Written notice

Upon receipt of a formal complaint, the district must provide written notice to all known parties in sufficient time to give the respondent time to prepare a response before an initial interview.

Written notice must include:

- notice of grievance process, including any informal resolution process
- notice of the allegations, including sufficient detail (i.e. names of known parties, the conduct; alleged to be sexual harassment, and the date and location of the alleged conduct, if known) to allow the respondent to prepare a response
- statement that the respondent is presumed not responsible for the conduct and that responsibility will be determined at the conclusion of the grievance process
- notice of the parties' right to have an advisor (who may be, but is not required to be, an attorney) and to inspect and review evidence
- notice of any provision in the code of conduct that prohibits knowingly making false statements or providing false information in the grievance process

Dismissal of complaint

The district administration will investigate the allegations in a formal complaint.

The complaint must be dismissed if the allegations:

- would not constitute sexual harassment as defined in Title IX federal regulations, specifically § 106.30, even if proved
- did not occur in the district's education program or activity
- did not occur against a person in the United States

The complaint may be dismissed:

- if the complainant notifies the Title IX coordinator in writing at any time that he or she wishes to withdraw the complaint or any allegations in it
- if the respondent's enrollment or employment ends
- if specific circumstances prevent the district from gathering evidence sufficient to reach a determination

The district will promptly send written notice of dismissal and reasons for dismissal simultaneously to parties. Such a dismissal does not preclude action under other provisions of the district's Code of Conduct.

Investigation Process

When investigating a complaint, the investigator will:

- ensure that the burden of proof and of gathering evidence rests on the district rather than the parties, except that certain treatment records cannot be obtained without voluntary, written consent from the party or parent
- provide an equal opportunity for the parties to present witnesses and evidence
- not restrict either party's ability to discuss the allegations or gather and present relevant evidence
- provide the parties with the same opportunities to have others present during interviews or other related proceedings, including an advisor who may, but is not required to be, an attorney (the district may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties)
- provide to a party who is invited or expected to attend, written notice of the date, time, participants, purpose and location of any investigative interview, or other meeting with enough time to allow the party to prepare to participate

- provide both parties and advisors, if any, an equal opportunity to review all evidence that is directly related to the allegations in the formal complaint, including evidence on which the district does not intend to rely and any inculpatory or exculpatory evidence from any source; such evidence must be provided prior to the completion of the final investigation and in time to give the parties at least ten (10) days to prepare a written response, which the investigator must consider prior to completing the investigation report
- not require, allow, or use evidence or questions that constitute or seek legally privileged information, unless the privilege is waived
- prepare a written investigation report that fairly summarizes the relevant evidence and provide the report to the parties and their advisors, if any, at least ten (10) days before the decision maker makes a determination of responsibility

Determination of responsibility

The respondent is presumed to not be responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the Title IX grievance process. The district will use a preponderance of evidence standard when determining responsibility.

After the investigator has sent the investigative report to the parties, and before a determination has been made regarding responsibility, the decision maker will:

- provide each party ten (10) days to respond to the investigative report and the opportunity to submit written, relevant questions that the party wants asked of another party or witness
- provide each party with the answers to written questions
- provide for limited follow-up questions from each party.

The decision maker, who cannot be the investigator or the Title IX coordinator, will apply the district's preponderance of the evidence standard and issue a written determination of responsibility that:

- identifies the allegations that potentially constitute sexual harassment
- describes the district's procedural steps taken from the receipt of the complaint through the determination

- includes findings of fact supporting the determination
- includes conclusions regarding the application of the district's Code of Conduct or other policies to the facts
- includes a statement of, and a rationale for, the result as to each allegation, including a determination of responsibility, any disciplinary sanctions, and whether remedies to restore or preserve equal access to the district's education program or activity will be provided to the complainant; possible disciplinary outcomes and remedies that may be implemented following a determination of responsibility include a full range of measures otherwise available to the district through conduct policies, including but not limited to policy JIC, Student Conduct, policy JICDA, Code of Conduct, policy GBE, Employee Rights and Responsibilities, and policy GBEB, Employee Conduct
- includes procedures and permissible bases for the complainant and respondent to appeal; the written determination must be provided to the parties simultaneously
- explains to the other party proposing the questions any decision to exclude a question as not relevant.

Appeals Process

Within ten (10) days from the date of the determination, either party may appeal a determination of responsibility, or the district's dismissal of a formal complaint or any allegations therein, for the following reasons:

- a procedural irregularity that affected the outcome
- new evidence that was not reasonably available at the time of determination or dismissal that could affect the outcome
- conflict of interest or bias on the part of the Title IX coordinator, investigator, or decision maker that affected the outcome

Following receipt of an appeal, the district will provide written notice to both parties of the appeal and allow each an equal opportunity to submit a written statement in support of, or challenging, the determination or dismissal. The parties will have five (5) days to provide their written response.

The appeal must result in a written decision that must be provided to both parties simultaneously.

The decision maker for the appeal cannot be the same person as the decision maker that reached the determination regarding responsibility or dismissal, the investigator, or the Title IX coordinator; cannot have a conflict of interest; and must receive training.

Informal Complaint Resolution

The district cannot offer to facilitate an informal resolution process unless a formal complaint of sexual harassment is filed.

Thereafter, at any point during the formal complaint process, the district may offer to facilitate an informal process that does not require a full investigation, provided both parties are given the required notice of rights, and they consent. This process cannot be used in the context of a complaint that an employee harassed a student. Additionally, at any point prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process.

Retaliation

Neither the district nor any other person may intimidate, threaten, coerce or discriminate against any individual for the purpose of interfering with any right or privilege under Title IX or because the individual made a report, a complaint, testified, assisted, participated in, or refused to participate in any manner in an investigation or proceeding under this policy. It is a separate and distinct violation of policy for any member of the district community to retaliate against a staff member or student who does so. It is possible that an individual may be found to have violated this anti-retaliation provision even if the underlying complaint of sexual harassment is not found to be a violation of district policy.

The district will keep confidential the identity of any individual who made a report or complaint of sexual discrimination or sexual harassment, any complainant, any individual reported as a perpetrator, any respondent and any witness except as permitted under FERPA or as required to carry out the purposes of this policy and its procedures thereunder.

Charging someone with making a materially false statement in bad faith, does not amount to retaliation, provided that a determination regarding responsibility alone is not sufficient to conclude that any party made a materially false statement in bad faith.

False Reports

Because incidents of sexual harassment and retaliation frequently involve interactions between persons that are not witnessed by others, reports of such conduct cannot always be substantiated by additional evidence. Lack of corroborating evidence or “proof” should not discourage individuals from making a report under this policy. However, individuals who make reports that are later found to have been intentionally false or made maliciously without regard for truth may be subject to discipline and graduated consequences, including expulsion or termination, as appropriate. This provision does not apply to reports made in good faith, even if the facts alleged in the report cannot be substantiated by subsequent investigation.

Recordkeeping

The district will maintain records related to this policy for seven (7) years. Specifically, the district will maintain records pertaining to: (i) each investigation and determination; (ii) any disciplinary sanctions imposed on respondent; (iii) any remedies provided to the complainant; (iv) any appeal and the result thereof; (v) any informal resolution and result; (vi) any materials used to train Title IX coordinators, investigators, decision makers, and any person who facilitates an informal resolution process.

The district will also create and maintain records related to any action or supportive measures taken in response to a report or complaint of sexual harassment. The records will document the basis for the district's conclusion that its response was not deliberately indifferent and document that it has taken measures designed to restore or preserve equal access to the district's educational programs or activities. If no supportive measures are provided, the district will document why such a response was not clearly unreasonable.

Training

The district will ensure that staff members serving as Title IX coordinators, investigators, decision makers, and any person who facilitates an informal resolution

process receives training that complies with Title IX federal regulations, including but not limited to 34 CFR § 106.45. The training will include, but is not limited to, information on the following:

- The definition of sexual harassment as defined by Title IX regulations
- How to conduct an investigation and the grievance process, appeals, and informal resolution process
- Impartiality required to prevent and avoid prejudgment of the facts at issue, conflicts of interest, and bias
- Issues of relevance to create an investigative report that fairly summarizes relevant evidence for investigators
- Issues for relevance of questions and evidence for decision makers

The district will make training materials used to train Title IX coordinators, investigators, decision makers, and any person who facilitates an informal resolution process publicly available on the district's website.

Timeline

The grievance process will be completed within ninety (90) days. Temporary delays and/or extensions of the time frames within this policy may occur for good cause. Written notice will be provided to the parties of the delay and/or extension of the time frames with explanation of the reasons for such action. Examples of good cause for delay/extensions include, but are not limited to, considerations such as: the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.

(Policy GBAA)

Sexual Discrimination and Harassment

It is the board's expectation that all personnel conduct themselves in a professional manner and respect other district employees, students, parents and third parties at all times. In this regard, the board prohibits sexual harassment, all forms of sexual discrimination and other inappropriate conduct of a sexual nature.

All employees, including supervisory-level employees, must avoid any action or conduct that could be viewed as sexual harassment or inappropriate conduct of a sexual nature. This includes any action or conduct communicated or performed in person, in writing or electronically through telephones, mobile telephones or other telecommunication devices; through computers, laptops or other mobile computing devices; and through email, text messaging, instant messaging, etc.

Sexual harassment of employees consists of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made either expressly or impliedly a condition of employment; (2) submission to or rejection of such conduct by an individual is used as the basis for any employment decisions affecting the individual; or (3) such conduct has the purpose or effect of unreasonably interfering with the employee's work performance or creating an intimidating, hostile or offensive working environment.

Any employee who believes he/she has been subjected to sexual harassment is encouraged to file a complaint in accordance with the administrative rule that accompanies this policy. All allegations will be investigated promptly. Employees who file a complaint of sexual harassment will not be subject to retaliation or reprisal in any form. An employee who is found to have engaged in sexual harassment or inappropriate conduct of a sexual nature with another employee will be subject to disciplinary action, up to and including termination from employment, and all other appropriate steps will be taken to correct or rectify the situation.

All employees must avoid any action toward or conduct with a student that could be viewed as sexually inappropriate. Inappropriate conduct of a sexual nature will not be tolerated at any time. Inappropriate conduct of a sexual nature with a student occurs when an employee makes a sexually suggestive advance toward a student, makes a request for a sexual favor from a student or engages in a relationship of a sexual nature with a student.

An employee who believes another employee or a student has directed inappropriate conduct of a sexual nature toward him/her is encouraged to file a complaint in accordance with the administrative rule that accompanies this policy. Any employee who

has knowledge that an employee or a student has directed inappropriate conduct of a sexual nature toward another employee or student should also file a complaint. All allegations will be investigated promptly. Employees who file a complaint of inappropriate conduct of a sexual nature by another employee or a student will not be subject to retaliation or reprisal in any form. An employee or student who is found to have directed inappropriate conduct of a sexual nature toward an employee will be subject to disciplinary action, up to and including a recommendation of dismissal or expulsion, and all other appropriate steps will be taken to correct or rectify the situation.

(Policy GBAA-R)

Sexual Discrimination and Harassment Administrative Rule

The following procedures are intended to:

- discourage employees from subjecting employees or students of the district to sexual harassment or inappropriate conduct of a sexual nature;
- promote a harassment-free work and/or learning environment;
- effectively and appropriately address all sexual harassment and inappropriate conduct of a sexual nature found to have occurred or be occurring;
- establish ongoing education and awareness of the problem of sexual harassment and inappropriate conduct of a sexual nature; and
- provide information about how to report allegations of sexual harassment and inappropriate conduct of a sexual nature.

Types of Behavior that Constitute Sexual Harassment of Employees

Sexual harassment of employees includes unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature that:

- is made an employment condition so that submission to such conduct is a term or condition of employment;
- has an employment consequence, so that submission to or rejection of such conduct is used as a basis

for employment decisions affecting an individual employee; or

- is an offensive job interference, so that such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile or offensive work environment.
- Sexual harassment may include, but is not limited to, the following:
- verbal harassment including epithets, sexually offensive comments or slurs;
- physical harassment or physical interference with movement or work; or
- visual harassment such as sexually offensive cartoons, drawings or posters.

Sexual harassment is prohibited against members of the opposite sex as well as against members of the same sex.

Behavior Prohibited of Administrators/ Supervisors

No administrator/supervisor may condition any offer of employment, employee benefit or continued employment on an employee's agreement to any of the sexual behavior defined above.

No administrator/supervisor may retaliate against any employee because that employee has opposed a practice prohibited by Title VII of the Civil Rights Act of 1964 and the South Carolina Human Affairs Law, or has filed a complaint, testified, assisted or participated in any manner in an investigation, proceeding or hearing conducted by an authorized agency.

No administrator/supervisor will cause or tolerate the creation of a sexually hostile or offensive work environment by any subordinate employee or third party associated with schools who engages in sexual harassment.

No administrator/supervisor will destroy evidence relevant to an investigation of sexual harassment.

Types of Behavior that Constitute Inappropriate Conduct of a Sexual Nature With Students

Inappropriate conduct of a sexual nature with students includes inappropriate sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature. Inappropriate conduct of a sexual nature may include, but is not limited to, the following:

- engaging or participating in any dates, sexual activity, or other activity which contains a sexual or romantic overture;
- leering at a student's body;
- touching, grabbing and/or pinching;
- making comments, gestures or jokes of a sexual nature;
- manipulating clothing in a sexual manner;
- displaying sexual pictures or objects;
- spreading sexual rumors or commenting about sexual behavior;
- teasing and/or bullying in sexual terms;
- inflicting sexual assault or abuse; or
- any other behavior by an employee toward a student that would reasonably cause the student to feel uncomfortable or would reasonably give the appearance of impropriety or unprofessional conduct, regardless of whether the behavior is overtly sexual and regardless of whether such behavior would constitute a crime.

Certain "inappropriate conduct of a sexual nature" that district employees direct toward students may also be criminal conduct as defined by state law, including S.C. Code Section 16-3-755. The district will, however, take appropriate action against any employee who engages in inappropriate conduct of a sexual nature, as defined in district policies, regardless of whether the conduct rises to the level of a crime.

Inappropriate conduct of a sexual nature is prohibited against students of the opposite sex as well as against students of the same sex. Additionally, students are prohibited from directing inappropriate conduct of a sexual nature toward employees, whether of the same sex or opposite sex.

Behavior Prohibited of All Employees

No administrator, supervisor or any other employee will create a sexually hostile or offensive work environment for any employee by engaging in sexual harassment.

No administrator, supervisor or any other employee will create a sexually hostile, offensive or charged educational environment for any student by engaging in any sexual harassment or inappropriate sexual conduct with a student.

No administrator, supervisor or any other employee will encourage or assist any individual in performing any act that constitutes sexual harassment or inappropriate sexual conduct against any employee or student.

Preventive Action

Annually, Policy GBAA and this administrative rule will be fully referenced in the Employee Handbook and/or a copy made available to each employee. Further, each employee will sign a statement acknowledging the receipt of the aforementioned information.

Policy GBAA and this administrative rule will be available online, in each school and at Central Services.

All employees will be informed about the nature of sexual harassment and inappropriate conduct of a sexual nature, the procedures for registering a complaint and the possible redress that is available.

Administrators and designated sexual harassment contact persons are expected to be knowledgeable of the district's procedures regarding sexual harassment and inappropriate conduct, and should know how to address and/or investigate complaints. For example, they should be made aware of the kinds of acts that constitute sexual harassment and inappropriate conduct of a sexual nature; the district's commitment to eliminating and preventing sexual harassment and inappropriate conduct of a sexual nature in the schools; the penalties for engaging in harassment or inappropriate conduct of a sexual nature; the procedures for reporting incidents of sexual harassment and inappropriate conduct of a sexual nature; and the procedures for conducting a sexual harassment or inappropriate conduct of a sexual nature investigation.

The Central Services office will make available information from the Equal Employment Opportunity Commission and the South Carolina Human Affairs Commission about filing claims of sexual harassment with these entities.

The district will designate a Title IX Coordinator. The name, address and business telephone number of the Title IX Coordinator will be disseminated throughout the system.

Reporting and Response Procedures

Any employee who believes that he/she has been the object of sexual harassment or inappropriate conduct of a sexual nature is encouraged to file a complaint

with his/her immediate supervisor or principal except for situations covered below. GBAA-E, Sexual Discrimination and Harassment Complaint Form, may be used to file a complaint or the complaint may otherwise be reported to the appropriate administrator orally or in writing.

Any employee who believes that he/she has witnessed inappropriate conduct of a sexual nature toward an employee or a student must promptly report such a situation to his/her immediate supervisor or principal except for situations covered below.

Under no circumstances will an employee be required to first report allegations of harassment or inappropriate conduct of a sexual nature to his/her immediate supervisor if that person is the individual who is accused of the harassment or inappropriate conduct. In such cases, the employee will file the complaint with the district's Title IX Coordinator.

All administrators/supervisors/contact persons will initiate an investigation of any incident of alleged sexual harassment or inappropriate conduct of a sexual nature reported to them or observed by them in consultation with the district's Title IX Coordinator. The administration will be responsible for ensuring that reasonable efforts are made to prevent public disclosure of the names of all parties involved in the sexual harassment or inappropriate conduct of a sexual nature allegation, except to the extent necessary to carry out an investigation and comply with statutory obligations.

All administrators/supervisors will report to the Title IX Coordinator and/or superintendent in writing the results of any investigation of sexual harassment or inappropriate conduct of a sexual nature, including corrective or disciplinary action taken. The employee or student who brought the sexual harassment or inappropriate conduct of a sexual nature allegation will be informed that appropriate actions were taken and will be advised as to how to report any subsequent problems.

If an employee is determined to have sexually harassed another employee or engaged in inappropriate conduct of a sexual nature with a student, the administration will take whatever disciplinary action is warranted, up to and including termination from employment. If a student is found to have directed inappropriate conduct of a sexual nature toward an

employee, the student will be subject to disciplinary action.

All administrators/supervisors will follow up periodically on any incident of sexual harassment or inappropriate conduct of a sexual nature they were involved in investigating to determine whether the employee or student has been subjected to any further sexual harassment or inappropriate sexual conduct since the corrective action was taken.

No administrator/supervisor of this district will retaliate in any way against an employee or student who has provided information as a witness to or victim of an incident of sexual harassment or inappropriate conduct of a sexual nature.

Additional Obligations of All Employees

All employees will report to their immediate supervisor any conduct on the part of non-employees, such as sales representatives or service vendors, which is believed to constitute sexual harassment or inappropriate conduct of a sexual nature.

Accordingly, S.C. Code Ann. Section 63-7-310, as amended, provides in pertinent part:

"A... school teacher, counselor, principal, assistant principal, school attendance officer, social or public assistance worker, substance abuse treatment staff, or child care worker in a child care center or foster care facility, foster parent, police or law enforcement officer, juvenile justice worker... or a volunteer non-attorney guardian ad litem... must report in accordance with this section when in the person's professional capacity the person has received information which gives the person reason to believe that a child has been or may be abused or neglected as defined in Section 63-7-20."

Any employee who has received information in his/her professional capacity which gives him/her reason to believe that a child under the age of 18 has been or may be sexually abused by an employee or third party must report such a situation. The employee must make the report to either a law enforcement agency in Lexington County or to the Lexington County Department of Social Services. If such a report is made, the employee must also inform either his/her principal or the district's Title IX Coordinator.

All employees will cooperate with and maintain the confidentiality of any investigation of alleged acts of sexual harassment or inappropriate conduct of a sexual

nature conducted by the district or by an appropriate state or federal agency. Failure to do so could result in disciplinary action against the individual who failed to cooperate or who violated the confidentiality of the matter.

No employee will take any action to discourage any other employee or student from reporting alleged sexual harassment or inappropriate conduct of a sexual nature. Any person who intentionally provides false information in connection with a report or investigation of sexual harassment or inappropriate conduct of a sexual nature will be subject to disciplinary action.

No employee will retaliate in any way against an employee or student who has provided information regarding an incident of sexual harassment or inappropriate conduct of a sexual nature.

Sexual Battery With a Student as Defined in South Carolina Law

SECTION 1. Article 7, Chapter 3, Title 16 of the 1976 Code, Section 16-3-755.

If a person affiliated with a public or private secondary school in an official capacity engages in sexual battery with a student enrolled in the school who is 16 or 17 years of age, and aggravated coercion or aggravated force is not used to accomplish the sexual battery, the person affiliated with the public or private secondary school in an official capacity is guilty of a felony and, upon conviction, must be imprisoned for not more than five years. If a person affiliated with a public or private secondary school in an official capacity engages in sexual battery with a student enrolled in the school who is 18 years of age or older, and aggravated coercion or aggravated force is not used to accomplish the sexual battery, the person affiliated with the public or private secondary school in an official capacity is guilty of a misdemeanor and, upon conviction, must be fined not more than five hundred dollars or imprisoned for 30 days, or both.

If a person affiliated with a public or private secondary school in an official capacity has direct supervisory authority over a student enrolled in the school who is 18 years of age or older, and the person affiliated with the public or private secondary school in an official capacity engages in sexual battery with the student, and aggravated coercion or aggravated force is not used to accomplish the sexual battery, the person affiliated with the public or private secondary school

in an official capacity is guilty of a felony and, upon conviction, must be imprisoned for not more than five years.

(Policy GBE)

Employee Rights and Responsibilities

Rights

Employees are accorded all rights, including due process of law, as guaranteed by state and federal laws and constitutions.

Responsibilities

Employees have a responsibility to become familiar with and abide by federal and state laws as these affect their job responsibilities and the district's obligations. The same requirement applies to the policies of the Board of Trustees and related administrative rules and procedures.

The board expects all staff members to carry out their assigned responsibilities with conscientious concern. At a minimum, the district requires all personnel to:

- be faithful and prompt in attendance at work;
- support and enforce federal and state laws, board policies and administrative rules, and district practices and procedures;
- be diligent in adhering to time frames and due dates;
- take care and protect district property;
- demonstrate concern and attention toward his/her own and the board's legal responsibility for the safety, welfare and protection of students; and
- act professionally at all times and maintain a strictly professional relationship with students, both in and out of school.

In short, in conduct, manner, dress, courteousness, industry and attitude, the district expects all its employees to be exemplary role models.

(Policy GBEA)

Staff Ethics/Conflict of Interest

The board expects staff members to be familiar with the South Carolina Ethics, Government Accountability, and Campaign Reform Act (Ethics Act) and to adhere to its provisions in their behavior, contacts, and relationships with students, parents/legal guardians, coworkers, and school officials. Staff members will not engage in any activity that conflicts or raises a reasonable question of conflict with their responsibilities in the district or otherwise violates the Ethics Act.

Provisions of the Ethics Act that are applicable to public employees apply to all staff members. The Ethics Act prohibits staff members from engaging in a variety of activities, including, but not limited to:

- Using their employment with the district to obtain an economic interest for themselves, a family member, an individual with whom they are associated, or a business with whom they are associated
- Using their employment with the district to influence decisions in which they, a family member, an individual with whom they are associated, or a business with whom they are associated has an economic interest
- Demanding, seeking, receiving, or accepting anything of value to influence their discharge of official duties or to perform or fail to perform any act
- Offering, giving, or promising, directly or indirectly, anything of value to influence a public official or public employee's discharge of his/her duties or to perform or fail to perform any act
- Receiving pay for advice or assistance given in the course of their employment
- Using or disclosing confidential information gained in the course of their official responsibilities
- Examining records in possession of the district for an improper or unlawful purpose
- Representing an individual before the board except as required by law or when the representation is related to the public employee's personal affairs or the affairs of their immediate family members

- Accepting certain employment, and in certain instances for a period of one year after ending their employment with the district, if the public employee is involved in procurement
- Having an economic interest in a contract with the district if they are authorized to perform official functions relating to the contract
- Failing to file a Statement of Economic Interests (SEI) after receiving anything of value worth if there is reason to believe they are a recipient of the thing of value because of their position as a public employee
- Receiving anything of value for speaking in their official capacity before a public or private group, with the exception of reimbursement for actual expenses incurred for the speaking engagement (NOTE: Accepting reimbursement may necessitate filing of a Statement of Economic Interests with the South Carolina Ethics Commission)
- Failing to file an SEI with the South Carolina Ethics Commission as required by the Ethics Act if the public employee is serving as superintendent, the district's chief financial official, or the district's chief purchasing official

Staff members are also prohibited from:

- Engaging in any type of private business during the school day or on district property
- Selling instructional supplies, equipment, or other educational materials in the attendance area served by his/her school or furnishing the names of students or parents/legal guardians to anyone selling these materials
- Violating any provision of policy GBI, Staff Participation in Political Activity

In cases where an employee is required to take action or make a decision that affects himself/herself or other individuals, the employee will take such steps as the Ethics Commission will prescribe to remove him/herself from the potential conflict of interest (Section 8-13-700).

Nepotism

The district will not place a staff member in a position where he/she will exercise administrative or supervisory authority over a member of his/her family. Neither a board member nor a staff member may not participate

in an action relating to the employment, appointment, promotion, transfer, advancement, or discipline of his/her family member or make any other employment decision governing his/her family member.

A "family member" is defined as the following:

- husband/wife
- brother/sister, brother-in-law/sister-in-law
- father-in-law/mother-in-law, son-in-law/daughter-in-law
- niece/nephew, aunt/uncle parent/child
- grandparent/grandchild, stepparent/stepchild, stepbrother/sister (living in the home).

South Carolina law Section 59-25-10 provides that no board member's immediate family member (parents, children, brothers or sisters only) may be employed without the written consent of the board of trustees. The provisions of this section shall not apply to any staff member who was employed prior to the time he or his family member became a board member.

Consensual Relationships

In order to avoid potential conflicts of interest, favoritism, abuse of authority, harassment, or breaches of professional standards, romantic or sexual relationships between a subordinate staff member and his/her supervisor are not permitted. For purposes of this policy, "supervisor" includes any staff member who has direct or indirect supervision, direction, or control over the subordinate staff member, including but not limited to, the authority to hire, promote, discipline, evaluate, assign, set the wages of, or otherwise direct the subordinate staff member.

Prior to engaging in such a relationship, both the subordinate staff member and his/her supervisor are required to report the relationship in writing to the building-level principal or superintendent, as appropriate, so arrangements can be made to remove all supervisory duties over the subordinate staff member, up to and including transferring one of the parties to a comparable position that eliminates the conflict.

Any other staff member who becomes aware of such a relationship should report this information to his or her direct supervisor. Violation or failure to promptly disclose and correct a violation of this policy is grounds for disciplinary action, up to and including termination.

This policy should be interpreted broadly in order to further its objective of avoiding even the appearance of conflicts of interest in the workplace. Even where particular situations are not prohibited by this policy, relationships that would cause observers to question a staff member's ethics or professional judgment should be disclosed immediately.

(Policy GBAAA)

Identification Procedures

All district employees are required to wear photographic identification badges issued by the district. All employees will wear these badges at all times while at their places of work, while traveling from one school or district site to another, and while on district-owned property during normal business hours.

(Policy GBEB)

Employee Conduct

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.

The board expects staff to set the kind of example for students that will serve students well in their own conduct and behavior and subsequently contribute to an appropriate school atmosphere.

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

The personal life of an employee, including the employee's personal use of district-issued and nondistrict issued electronic equipment outside of working hours (such as through social networking sites and personal portrayal on the internet), will be the concern of and warrant the attention of the board if it impairs the employee's ability to effectively perform his/her job responsibilities or if it violates local, state, or federal law, or contractual agreements. Social media use has the potential to result in disruption of the school environment and/or the workplace and can be in violation of board policy and local, state, and federal law. As such, the board expects district staff to ensure all communications associated with their social media accounts are consistent with their role as district employees. Staff members will be held to the same professional standards in their use of social media as they are for other public conduct. If a staff member has a question regarding the appropriate use of social media, he/she should consult his/her direct supervisor or building principal for guidance. Unprofessional conduct may subject the employee to disciplinary action consistent with state law, federal law, and/or board policy.

All employees must maintain a strictly professional relationship with students and other individuals at all times, both inside and outside of school. No employee may engage in inappropriate conduct of a sexual nature with a student at any time. This includes any action or conduct communicated or performed in person, in writing, or electronically through any device, system, or platform. All employees 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.

No employee 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 an employee may have violated the law, the district will cooperate with law enforcement agencies.

Employees of the district, while on duty and in the presence of students, will not use profanity, will not use tobacco in any form, and will not possess, consume

or be under the influence of alcohol or illicit drugs. Employees will not be involved in drug abuse or drug trafficking.

Employees will not engage in unprofessional behavior toward other employees, students, parents/legal guardians, or others. Particularly, supervisors will not treat employees under their supervision in a belittling, demeaning, or disrespectful manner, including verbal and/or written statements, especially within the hearing of students, other employees, or others. Employees will not treat students in a belittling, demeaning, or disrespectful manner, including verbal and/or written statements. Allegations of such behavior will be reported to the proper supervisory authority and, if appropriate, the department of human resources for investigation.

The following list includes, but is not limited 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
- misusing, abusing, or improperly distributing prescription drugs
- fighting or deliberately harming another or threatening harm to another being
- absent without approval
- refusing to follow a supervisor's instructions and directions
- neglect of duty (including, but not limited to, failure to follow a student's Individualized Education Program or Section 504 Accommodation Plan, leaving students unsupervised, failure to maintain proper 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 failure to effectively plan and present an organized lesson plan)
- failing to adhere to safety and health rules as established by state law and board policy
- stealing, destroying, or vandalizing school property intentionally or through negligence; employees will reimburse the district for the cost of repairing or replacing the damaged or stolen property
- possessing weapons on school property (unless otherwise authorized by law)
- using school property without proper authorization
- behaving in any inappropriate manner to the extent of adversely affecting the employee'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, staff member, or other stakeholder
- any behavior, overt or covert, of a sexual nature that may constitute professional misconduct and/or is a violation of law or board policy
- disclosing personal, sexual, family, employment, or other private concerns to students or other stakeholders
- disclosing information concerning a student, other than directory information, to any person not authorized to receive such information
- pressuring 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/discrimination, or bullying of a student, staff member, or other stakeholder
- asking students to keep secrets
- inciting students or 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 members 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 a particular conduct or activity 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 employees will be grounds for disciplinary action, up to and including termination of employment consistent with board policy and state law. In such cases, an employee 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.

Violations of this policy by individuals other than employees 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 staff member is a participant.

Lexington School District One emphasizes the use of an Employee Code of Excellence. This Employee Code of Excellence sustains a safe and supportive school environment, which is conducive to learning for all students, staff, parents/legal guardians, and community members. It is the foundation supporting school culture and enhancing confidence among all key stakeholder groups throughout the district. We believe that it is beneficial for our district to implement our own unique Employee Code of Excellence that incorporates our communities' ethical philosophy and employee behavior expectations into a process that all employees and supervisors follow.

Arrest of an Employee

Should an employee be arrested, the employee must notify his/her supervisor and the chief human resources officer within three business days of the arrest and keep them apprised of the continued status of the criminal case. The district will take appropriate employment action with regard to an employee who has been arrested.

(Policy GBEBG)

Gifts to and Solicitations by Staff

Selling Items for Personal Profit

In the interest of maintaining a completely professional relationship between district employees and those whom they serve, employees may not sell for personal profit on school or district premises products of any kind to students or their parents.

Soliciting of Staff

No organization may solicit funds from staff members within the schools nor may they distribute fliers or other materials related to fund drives through the schools without the prior approval of the superintendent or his designee.

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 approval of the superintendent or his designee.

As a matter of policy, the board expects solicitations of and by staff 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.

Gifts from Staff Members to Staff Members

Individual employees should generally refrain from giving gifts to staff members who exercise any administrative or supervisory jurisdiction over them, either directly or indirectly. Generally, the board discourages collection of money for group gifts except in special circumstances such as bereavement, serious illness or retirement.

Gifts to Staff Members

The board discourages the giving of gifts by students to staff members. Consistent with the State Ethics Act, employees should not accept personal gifts, bonuses or gratuities from companies conducting business with the district. Exceptions to this policy are the acceptance of minor items, which are generally distributed by a company or organization through its public relations program, e.g., a calendar or pencil.

(Policy GBEC)

Drug- and Alcohol-Free Workplace

Expectations

The board is committed to providing a drug- and alcohol-free learning environment and workplace. "Workplace" includes any district-owned or district-leased buildings, any district-owned vehicle or any other district-approved vehicle used to transport students to and from school or school activities. It also includes off-district property during any district-sponsored or district-approved activity, event or function such as a field trip or athletic event where students are under the jurisdiction of the school system or where work on a federal grant is performed.

Drug and alcohol use and/or being under the influence of illicit drugs or alcohol in the workplace threaten the health and safety of students and employees, and adversely affect the educational mission of the school system.

No employee will manufacture, distribute, dispense, possess, be under the influence of or use any illicit drug or alcohol and/or any look-alike drug in the workplace.

Employees are also prohibited from using medications lawfully prescribed by a physician in an unapproved or abusive manner while in the workplace or just prior to coming on duty.

Conditions of Employment

As a condition of employment, an employee must notify his/her supervisor or principal of his/her arrest or conviction of any criminal drug or alcohol statute no later than three days after such arrest or conviction.

As a condition of employment, each employee must abide by the terms of this policy respecting a drug- and alcohol-free workplace. An employee who violates its terms will be subject to disciplinary action including, but not limited to, suspension or termination from employment.

Drug and Alcohol Testing and Disciplinary Consequences of Refusal to be Tested and/or Violations of Board Policy

The district requires every employee to submit to testing for controlled substances and/or alcohol if

the administration has reasonable suspicion that the employee is engaging in prohibited conduct as defined in this policy. Reasonable suspicion observations will be made by an administrator who has received at least an hour and a half of training on the physical, behavioral, speech and performance indicators of controlled substance use and/or alcohol misuse.

Any employee who, when requested by his/her principal or appropriate administrator, refuses to submit to an established drug or alcohol test, and/or shows a positive result from such test(s) will be subject to immediate dismissal from employment.

Nothing in this policy or its accompanying rule shall limit the right of the district, at its discretion, to terminate or otherwise discipline any employee for violating the system's drug- and alcohol-free expectations.

Bus Drivers and Those Who Drive Buses for the District

Employees who drive buses, district vehicles, or vehicles rented or leased by the district are prohibited from using alcohol or drugs while on duty or just prior to coming on duty.

In compliance with the Omnibus Transportation Employee Testing Act of 1991, all employees who are required to hold commercial driver licenses will undergo alcohol and controlled substances testing consistent with federal regulations. Such employees shall receive appropriate education related to the requirements of this policy and its accompanying procedures.

Notification to Staff

The Office of Human Resources will notify employees of the board's expectations that they be familiar with and abide by the terms of the district's drug- and alcohol-free workplace policy/rule.

(Policy GBEC)

Notice to Employees

You are hereby notified that it is a violation of the policies of the district for any employee to manufacture, distribute, dispense, possess, be under the influence of, or use on or in the workplace any

illicit drug such as a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance as defined in Schedules I through V of Section 2020 of the Controlled Substances Act (21 U.S.C. 812) and as further defined by Regulations 21 CFR 1300.11 through 1300.15 and/or any look-alike drug and/or alcohol.

Workplace" includes any district-owned or district-leased buildings, any district-owned vehicle or any other district-approved vehicle used to transport students to and from school or school activities. It also includes off-district property during any district-sponsored or district-approved activity, event or function such as a field trip or athletic event where students are under the jurisdiction of the school system or where work on a federal grant is performed.

You are further notified that it is a condition of your continued employment that you will comply with Board Policy GBEC and Administrative Rule GBEC-R, and will notify your supervisor of your arrest or conviction of any criminal drug or alcohol statute no later than three days after such arrest or conviction.

Any employee who violates the terms of the district's drug- and alcohol-free workplace policy will be subject to disciplinary action including, but not limited to, non-renewal, suspension or termination from employment.

(Policy GBED)

Tobacco-Free Workplace

The board believes that tobacco use and exposure to secondhand smoke (environmental tobacco smoke) are hazardous to the health of human beings, especially children. Therefore, the board affirms that one of the best environments for instruction is one that is 100 percent tobacco-free.

This policy provides a 100 percent tobacco-free, smoke-free environment for all students, staff and visitors within all district facilities; on school buses, vehicles and grounds; and at all district-sponsored events whether on or off school grounds.

The district will achieve this by doing the following:

- modeling healthy behavior for all students, staff, visitors and the entire community;
- utilizing proven and effective science-based tobacco-use prevention curricula; and

- providing access to cessation counseling or referral services for all students and staff.

Procedures

The district does not permit the use or possession of any tobacco products or paraphernalia including, but not limited to, lighters, matches, cigarettes, cigars, pipes, bidis, kreteks, smokeless tobacco, mint snuff and snuff by all students, staff and visitors within all district facilities; on school buses, vehicles and grounds, and at all district-sponsored events, whether on or off school grounds.

The district does not permit the use of candy or other novelty items that "look like" tobacco products including, but not limited to, candy, gum or beef jerky cigarettes, cigars or smokeless tobacco within all district facilities; on school buses, vehicles and grounds; and at all district-sponsored events, whether on or off school grounds.

This tobacco-free designation applies not only to normal school/office hours but also to any extracurricular event or activity whether before or after school, scheduled or unscheduled.

The district will ensure that tobacco-use prevention programs, as recommended by the South Carolina Department of Health and Environmental Control, the South Carolina Department of Alcohol and Other Drug Abuse Services, and the South Carolina Department of Education, are an integral part of the district's substance-abuse prevention efforts.

The district will provide and/or refer students and staff to cessation services.

Enforcement

The district will prominently display tobacco-free signs. The principal of each school is responsible for making sure these signs are prominently displayed.

The district will enforce this policy by determining appropriate disciplinary actions for violators (students, faculty, visitors) in accordance with the district's discipline code and other policies or procedures.

Visitors

Visitors who violate the terms of this policy will be subject to the following:

- District asks visitor to extinguish/get rid of tobacco product.

- District asks visitor to leave school property.
- District asks visitor to leave school event/activity. Visitor may not return and forfeits the admission fee already paid.
- After repeated offenses, the district may prosecute an individual for disorderly conduct.

Staff

Employees who violate the terms of this policy will be subject to disciplinary action. Disciplinary action could include anything from a verbal reprimand up to termination of employment.

- Staff member gets verbal reprimand.
- Staff member gets written reprimand placed in personnel file.
- Staff member gets suspended from work without pay.
- Staff member enrolls in cessation counseling or services program.

Students

On August 21, 2006, the Youth Access to Tobacco Prevention Act went into effect.

The law states that it is illegal to purchase or possess tobacco products if an individual is under 18 years old. Individuals under 18 may face legal fines, be required to enroll in cessation programs, be required to perform community service and/or lose their driving privileges.

Students who violate the terms of this policy will be subject to disciplinary action in accordance with the district's student code of conduct policy (JICDA) and administrative rule (JICDA-R). Violations of the laws of the United States or of the state of South Carolina may subject students to criminal prosecution.

Students who violate the terms of this policy will be subject to the following:

- Administrators will confiscate items and not return them.
- Administrators will notify the student's parent/legal guardian.
- Students who violate this policy will receive a one day out-of-school suspension on the first violation.

- Students who violate this policy will receive up to a three-day out-of-school suspension for subsequent violations.
- After the second violation, student enrolls in mandatory tobacco-addiction counseling/tobacco-use prevention education.

Education and Assistance

The district will be responsible for using proven and effective science-based tobacco-use prevention curriculum to educate all students, and for providing assistance and/or making appropriate cessation referrals.

Tobacco Industry Marketing or Sponsorship

The district will not accept any contributions or gifts, money or materials from the tobacco industry.

The district will not participate in any type of service funded by the tobacco industry.

The district will not permit staff or students to wear or possess clothing or accessories (i.e., book bags, jewelry, hats, etc.) that display or refer to tobacco or tobacco products or to tobacco use or tobacco products use.

(Policy GBGA)

Staff Health

Health Screening

The district will not initially hire any person to work in the school system until that individual has been appropriately evaluated for tuberculosis according to guidelines approved by the South Carolina Department of Health and Environmental Control. Any person applying for a position in the district must secure a health certificate on the appropriate form from a licensed physician certifying that the individual does not have tuberculosis in an active stage.

Communicable Diseases

The board defines a chronic communicable disease as a persistent or recurring infection that may be transmitted to a susceptible person by contact with an infected individual. The district will rely on information provided by DHEC and the National Centers for Disease Control and Prevention on the identification and transmission of chronic communicable diseases.

It is the policy of the district to protect the health of the school community by implementing a program of education, prevention and reporting with respect to chronic communicable diseases in cooperation with state and local public health agencies.

Staff Health

The district may reassign an employee with a chronic communicable disease to a position which limits student/employee contact. Alternatively, the district may place the employee on medical leave if appropriate medical judgment substantiates that the employee poses a significant health threat to students and/or other employees.

Employees with AIDS or HIV shall be under no work restrictions, unless medical impairments exist which are so severe as to be a hazard for students or other employees. The district will make decisions regarding appropriate placement of employees known to have AIDS or HIV infection on a case-by-case basis.

The district will not screen employees for AIDS or HIV infection as a condition of employment. The identity of any employee with AIDS or HIV infection and any medical records for such employee will be confidential except as required by law.

The board reserves the right to place on leave or exclude any employee whose physical condition would interfere with his/her ability to work or would expose other students or employees to infection.

When an employee has been placed on leave or excluded as provided above, the board may require a satisfactory certificate from one or more licensed physicians that the employee's presence is no longer a risk to the employee or to others at school before allowing the employee to resume his/her duties.

The district will notify staff and students of the existence of a communicable disease in accordance with DHEC regulations and guidelines. The superintendent or his designee will be responsible for assuring that procedural safeguards are used when determining the employment status of employees with chronic communicable diseases.

Bloodborne Pathogens

The district has prepared and implemented a model exposure control plan. This plan includes appropriate training for all employees, as well as universal precautions that employees must take when dealing with blood and other bodily fluids. A copy of this plan is on file in Central Services.

(Policy GBI)

Staff Participation in Political Activities

Employee Candidacy

The board recognizes that district employees have the same fundamental civic responsibilities and privileges as other citizens. Among these are campaigning for an elected public office or holding an elected or appointed public office, as long as neither activity conflicts with the employee's duties in the district.

At the earliest possible moment, an employee who wishes to offer for an elected or appointed position on a governing board or agency should verify in writing to the superintendent or his designee that such position will not conflict with state or federal law and/or regulations concerning the employee's right to serve, i.e., dual office holding, conflict of interest, etc. The employee must also notify the superintendent in writing of the position sought and the employee's intention as to the possibility of continued employment and the conditions of that employment.

In connection with campaigning and/or holding public office, an employee may not: use district facilities, equipment or supplies; discuss his/her campaign with district personnel, students, parents or citizens during work hours; or use any time during normal work hours for campaigning purposes, either through his/her own activities or through the activities of a supporter/colleague.

Political Activities in Schools

The board firmly believes in the democratic process and its principles. Additionally, the board feels the exposure of mature students to persons of political prominence and/or current events is an important part of education. The board, however, opposes those

actions that transform the schools into arenas for political activity, including advocating any political party or any candidate for public office.

Therefore, the board directs that no one may distribute or post cards, fliers, pamphlets, brochures, signs, pins, badges or any other political paraphernalia espousing any political party or candidate at any time on district property.

No one can use the district communication systems, including email or voice mail, to promote or solicit support for a candidate.

Further, no employee will, during the school day, on district property or at a school-sponsored event, influence or attempt to influence any student, teacher, parent or other person to vote for or against any candidate.

During the school day, on district property or at a school-sponsored event, no employee will contact any student, teacher, parent or other person for the purpose of espousing any candidate or political party, or use any district property for the purpose of espousing any candidate or political party.

No school publication will advertise or accept for advertisement any material promoting any political party or any candidate for public office.

Nothing in this policy is to be construed as precluding mock elections, debates, conventions or other simulated political activities where the activity is primarily intended as an educational experience.

(Policy GBK)

Employee Grievances

The board recognizes the need to provide an orderly means of resolving disputes concerning the application of federal or state laws and district policies and rules as they affect the work activities of employees.

Employees should secure an equitable solution of grievances at the most immediate administrative level. Employees are encouraged to seek resolution of disputes under the existing grievance regulation and will have the right to do so with complete freedom from reprisal.

The grievance procedures set forth in the following rule are to be used to process employee complaints

on alleged violations of Title VII of the Civil Rights Act of 1964; Title IX of the Education Amendment Act of 1972; Section 504 of the Rehabilitation Act of 1973; and Titles I and II of the Americans with Disabilities Act of 1990.

(Policy GBK-R)

Employee Grievances Administrative Rule

Purpose

The purpose of this procedure is to ensure a method for discussing and resolving certain employee complaints when an informal resolution of the problem is not possible. The process provides a positive procedure designed to elicit information from employees and supervisors, and to encourage effective management.

The district keeps all grievance proceedings as informal and confidential as is appropriate.

Definition

A grievance is a claim by an employee of a violation, misinterpretation, or misapplication of a provision of board policies and administrative rules or district practices as they may affect the employment or work of such employee and/or a violation, misinterpretation or misapplication of federal or state law.

The board does not consider actions that are subject to the Teacher Employment and Dismissal Act, S.C. Code of Laws 1976, as amended, Section 59-25-410, et seq.; Section 59-26-40, as revised; Section 59-24-15, as amended; employment decisions implemented under the district's reduction-in-force policy; job performance evaluations; assignments and reassignments; or support staff employee terminations to be grievances under this procedure.

Definition of Supervisor

The term "supervisor" means any person having the authority to recommend employment, assignment, transfer, suspension, promotion, discharge, reward or discipline, or any person having the responsibility for directing or reviewing the work of an employee.

Definition of Day

A “day” is any day that Central Services is officially open.

Grievance Procedure

An employee who wishes to file a grievance must complete the prescribed grievance form and present it to his/her principal or immediate 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 principal's or supervisor's level or area of authority, the employee will so state such belief on the grievance form. If the principal or immediate supervisor is in agreement concerning authority to resolve the grievance, he/she will immediately pass the grievance on to the appropriate administrator who will handle the matter as a first-level grievance. The principal or immediate supervisor may, however, determine that resolution of the grievance is not outside his/her authority and hear the grievance.

An administrator will arrange a meeting with the employee within 10 days of receipt of the grievance. The administrator will provide a written decision on the grievance within 10 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.

The grievance may be appealed through each supervisory or administrative level to the superintendent's level. At each level, the procedure 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 previously presented.

On appeals to the superintendent, the superintendent or his designee will arrange a meeting within 10 days of receipt of the grievance and will respond in writing to the employee within 10 days of his/her hearing of the grievance. The superintendent or his designee may, at his/her discretion, hear witnesses and evidence directly. At a grievance hearing before the superintendent or his designee only, the employee may be accompanied by a representative or attorney of his/her choosing at

the employee's expense, provided that notice of legal representation is given to the superintendent or his designee at least four days prior to the meeting.

Reasonable adjustments to the time frame set forth in the administrative rule may be made at the request of either party.

Appeal to the Board of Trustees

After following the above procedure, an employee may request an appeal before the board for the purpose of discussing the grievance. The request must be made in writing to the superintendent within five days of the superintendent's or her designee's response to the grievance.

The superintendent will, at a subsequent board meeting, provide the board with the employee's petition that the grievance be heard along with copies of all correspondence and responses from the lower administrative levels.

The board will notify the employee of its decision whether to hear the grievance or not within 15 days. Should the board decide to hear the grievance appeal, the format will be informal and non-adversarial pursuant to the expectations of the board.

Title VI, Title VII, Title IX, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act

The grievance procedures set forth above are to be used to process employee complaints based on alleged violations of Titles VI and VII of the Civil Rights Act of 1964; Title IX of the Educational Amendment Act of 1972; Section 504 of the Rehabilitation Act of 1973; and Titles I and II of the Americans with Disabilities Act of 1990.

The above grievance procedure, however, will be modified for these grievances as follows.

After the first two steps above, if the responses of successive supervisory or administrator levels below the superintendent do not resolve the grievance to the satisfaction of the employee, or if no decision is made within a designated time, the complainant may appeal in writing to the district's Civil Rights Coordinator if the complaint involves an alleged violation of the employee's civil rights or to the Section 504 Coordinator if the alleged violation pertains to Section 504. If the complainant fails to appeal within five days of receipt of the written response, the right

to appeal is waived. If an appeal is made to the Civil Rights Coordinator or the Section 504 Coordinator, an investigation, as may be appropriate, should be undertaken by that individual. Within 10 days following any investigation, the Civil Rights Coordinator or Section 504 Coordinator will conduct a hearing and afford all interested persons and their representatives, if any, an opportunity to submit evidence relevant to the complaint.

The Civil Rights Coordinator or Section 504 Coordinator will render a decision on the matter within 10 days after receipt of the grievance or, if a hearing is conducted, within 10 days after the conclusion of the hearing. The decision and any description of the resolution will be in writing, and a copy forwarded to the complainant. Should the complainant be dissatisfied with the determination made by the Civil Rights Coordinator or Section 504 Coordinator, he/she may file an appeal directly to the board.

The right of an employee to a prompt and equitable resolution of any civil rights grievance will not be impaired by the employee's pursuit of other remedies such as the filing of a complaint with the responsible federal or state agency. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies.

Religion in Public Education

South Carolina law requires each school district to provide annual instruction for teachers and administrators in the constitutional protections and prohibitions as they relate to religion and public school operations. In Lexington One, however, administrators believe that it is a good idea to have all staff go through this training. That way every employee has the same understanding of the law as it applies to religion in schools.

The relationship between religion and government in the United States is governed by the First Amendment to the Constitution, which both prevents the government from establishing religion and protects privately initiated religious expression and activities from government interference and discrimination.

The First Amendment thus establishes certain limits on the conduct of public school officials as it relates to religious activity, including prayer.

The Supreme Court has repeatedly held that the First Amendment requires public school officials to be neutral in their treatment of religion, showing neither favoritism toward nor hostility against religious expression such as prayer.

The Supreme Court's decisions over the past 40 years set forth principles that distinguish impermissible governmental religious speech from the constitutionally protected private religious speech of students.

For example, teachers and other public school officials may not lead their classes in prayer, devotional readings from the Bible or other religious activities.

Nor may school officials attempt to persuade or compel students to participate in prayer or other religious activities.

Similarly, public school officials may not themselves decide that prayer should be included in school-sponsored events. In *Lee v. Weisman*, for example, the Supreme Court held that public school officials violated the Constitution in inviting a member of the clergy to deliver a prayer at a graduation ceremony.

Nor may school officials grant religious speakers preferential access to public audiences or otherwise select public speakers on a basis that favors religious speech. In *Santa Fe Independent School District v. Doe*, for example, the Court invalidated a school's football game speaker policy on the ground that it was designed by school officials to result in pregame prayer, thus favoring religious expression over secular expression.

Although the Constitution forbids public school officials from directing or favoring prayer, students do not "shed their constitutional rights to freedom of speech or expression at the schoolhouse gate," and the Supreme Court has made clear that "private religious speech, far from being a First Amendment orphan, is as fully protected under the Free Speech Clause as secular private expression." Moreover, not all religious speech that takes place in the public schools or at school-sponsored events is governmental speech.

For example, "nothing in the Constitution" prohibits any public school student from voluntarily praying at any time before, during or after the school day. Students may pray with fellow students during the school day on the same terms and conditions that they may engage in other conversation or speech.

Likewise, local school authorities possess substantial discretion to impose rules of order and pedagogical restrictions on student activities, but they may not structure or administer such rules to discriminate against student prayer or religious speech. For instance, where schools permit student expression on the basis of genuinely neutral criteria and students retain primary control over the content of their expression, the speech of students who choose to express themselves through religious means such as prayer is not attributable to the state and therefore may not be restricted because of its religious content.

**LEAVE
AND
ABSENCES
POLICIES
FOR ALL
EMPLOYEE**

Jury Duty

The district grants leave to all employees who are called and accepted for jury duty. The district does not count days served on jury duty against leave or regularly allotted leave days.

(Policy GBBAAA)

Annual Leave Bank for Catastrophic Illness or Accident

The board has authorized the creation of an annual leave bank for active duty, full-time employees who earn annual leave. The purpose of the annual leave bank is to provide paid leave for employees who experience catastrophic illnesses or accidents that require absences that exceed their accrued annual leave or whose absence from work is necessary due to a catastrophic illness or accident involving an immediate family member, i.e., spouse, child or parent.

(Policy GBBAAA-R)

Annual Leave Bank for Catastrophic Illness or Accident Administrative Rule

For the purpose of this policy, one leave day is defined as equivalent to the amount of time an employee is scheduled to work each day. Hours worked per day are stated annually on the employee status form issued to the employee and signed by the employee. For example, an employee who is scheduled to work six hours each day will be granted leave days equal to six hours for each day.

An annual leave bank for catastrophic illness and/or accident for active duty, full-time employees will be established at each school and at the Central Services office. The bank will be established by the employees of each school and the Central Services office through the voluntary donation of a day or specific number of days of their annual leave to the bank thereby establishing eligibility to participate in the bank should

they qualify at some subsequent time. All members who elect to participate in the bank 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 bank committee will issue a call for an additional contribution of a specific amount of leave by employees at the school or Central Services. Failure to contribute within the specified time period will automatically disqualify an employee from eligibility to participate in the bank program even if an earlier contribution had been made. The bank of annual leave days can be carried forward from one school year to the next.

The administration of the bank at each school site and the Central Services office will be under the direction of a bank committee elected from the participants. The bank committee will consist of a minimum of five members with representation from both certified and classified personnel.

School principals who elect to participate will be members of the Central Services bank.

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

- be a contributing member of the bank at the time of employment or at the next open enrollment period;
- suffer from a catastrophic illness or accident or have an immediate family member suffer from a catastrophic illness or accident;
- be absent from his/her official duties for a minimum of 20 consecutive work days and have exhausted all of his/her otherwise available paid leave; and
- present certification by a licensed physician that he/she is unable to report to work.
- In no event will annual leave credits from the bank be used for covering any illness lasting longer than 90 consecutive workdays. Annual leave bank credits are available for a maximum of 10 days in any school year and only in the context of an illness or accident of 90 consecutive days or less.

If eligible to participate, the employee will make application on an approved form to the appropriate school or Central Services employee. All information concerning a request will be considered confidential.

The bank committee's approval or disapproval will be "final." No bank committee will be authorized to grant leave beyond the amount credited to the bank by the employees of that particular school or Central Services.

(Policy GCC/GDC)

Employee Leaves and Absences

Policy to be updated soon

This policy is currently under review or revision. The district will notify employees of any approved changes. However, employees should check the district's online policy database for any changes or updates before taking any action or inaction in reliance on this policy.

Purpose: To establish the basic structure for all types of employee leaves and absences.

The board expects employees to come to work every day of their working schedule. The board recognizes, however, that certain absences are unavoidable. At such times, employees should take leave in accordance with board policy and the accompanying administrative rule. Absent employees must comply with all procedures set out in this policy and the administrative rule that accompanies this policy.

Leave for Full-time Employees

- Employees of Lexington County School District One will accrue annual leave at the rate of 10 2/3 hours per month until the maximum is reached... For example, an eight hour employee will accrue 1 1/3 days times eight hours or 10 2/3 hours per month and a six hour employee will accrue 1 1/3 days times six hours or eight hours per month.
- For an employee working a full contract year, the hours will accrue to coincide with the number of months of the classification of the employee's assignment (i.e., 9 months for 190-day teachers). For example:
 - 9 months = (177 days up to 204 days) = $9 \times 1\frac{1}{3}$ (the equivalent of 12 days) x 8 hours (assuming an eight hour employee) = 96 hours per year.
 - 10 months = (205 days up to 219 days) = $10 \times 1\frac{1}{3}$ (the equivalent of 13 1/3 days) x 8 hours (assuming an eight hour employee) = 106 2/3 hours per year.

- 11 months = (220 days up to 224 days) = $11 \times 1\frac{1}{3}$ (the equivalent of 14 2/3 days) x 8 hours (assuming an eight hour employee) = 117 1/2 hours per year.
- 12 months = (225 days up to 240 days) = $12 \times 1\frac{1}{3}$ (the equivalent of 16 days) x 8 hours (assuming an eight hour employee) = 128 hours per year.

Leave hours will not be advanced to employees prior to the employee earning the leave. For the purpose of this policy, one leave day taken is defined as equivalent to the amount of time an employee is scheduled to work each day. Hours worked per day are stated annually on the employee status form issued to the employee and signed by the employee. For example, an employee who is scheduled to work six hours each day will be charged six hours for each day taken.

In accordance with the provisions below, leave is generally available for employees to use for circumstances requiring them to be away from work e.g., personal/family illness, death in family or family tragedy, personal business, etc.

Leave not used annually may be accumulated to a maximum hours equivalent to 135 leave days. For example, a 6-hour-per-day employee may accumulate a maximum of 810 hours ($6 \times 135 = 810$).

An employee using annual leave as provided for in this policy will not be terminated from employment nor will any such employee be terminated during a continuing period of personal illness of less than 91 days.

For the purpose of this policy, "family" is defined as follows:

- spouse
- brother/sister
- brother-in-law/sister-in-law
- father-in-law/mother-in-law
- daughter-in-law/son-in-law
- niece/nephew
- aunt/uncle
- parent/child
- grandparent/grandchild
- stepbrother/sister
- stepparent/stepchild

Employee use of annual leave is subject to the following provisions:

- During the first five days of student attendance in the school term, the last five days of student attendance of the school term, just prior to or immediately following district holidays, and on designated in-service education or staff development days, an employee may take leave only for personal illness, family illness or death in the family. In case of other verifiable, extenuating circumstances, the superintendent or his/her designee may grant annual leave during the above periods. The employee must secure written permission from his/her principal or supervisor prior to requesting an exception from this provision.
- One hour is the smallest denomination of annual leave time which may be recorded against an employee.
- Employees employed for:
 - 190 or less days in a school year may not use more than the equivalent hours of five annual leave days in a school year except for personal illness, family illness or death in the family
 - 191 to 215 days in a school year may not use more than the equivalent hours of six annual leave days in a school year except for personal illness, family illness or death in the family
 - 216 to 220 days in a school year may not use more than the equivalent hours of seven annual leave days in a school year except for personal illness, family illness or death in the family
 - 221 to 230 days in a school year may not use more than the equivalent hours of eight annual leave days in a school year except for personal illness, family illness or death in the family

In case of other verifiable, extenuating circumstances, the superintendent or his/her designee may grant leave in addition to these amounts. The employee must secure written permission from his/her principal/supervisor prior to requesting an exception to this provision.

At the end of the school year, special payments for unused annual leave will be awarded for all full-time employees according to their annual leave payout selection of 90 days or 135 days. Employees make this election at the time of hire. This election may only be

changed during open enrollment (October) and can only be changed from 90 days to 135 days. Employees will receive payment for the equivalent hours in excess of 90 days or 135 days. The payments will be made at the support staff substitute hourly rate of pay for employees paid on the bus driver or support staff salary schedule or at the certified substitute hourly rate of pay for employees paid on all other salary schedules.

All full-time employees who separate from employment or retire from Lexington School District One may receive payment for accumulated but unused annual leave, which has been earned while employed in Lexington School District One, up to $66\frac{2}{3}$ percent of the equivalent hours of 135 days maximum, i.e., the equivalent hours of 90 days, in the following manner.

- A person with up to a maximum of the equivalent hours of 135 days of annual leave earned while employed in Lexington School District One may receive payment for $66\frac{2}{3}$ percent of these hours, i.e., payment for no more than the equivalent hours of 90 days, upon separation from employment.
- The daily pay rate is based on the current year's salary schedule.
- Within 30 days of separation from employment with or retirement from the district, an employee must decide how he/she would like his/her accumulated leave handled; i.e., whether to receive payment for leave eligible for payment per district policy, transfer all of the leave to another state agency or school district, allow the leave to remain with the district for the employee to transfer at a later date or to use if re-employed at a later date, or some combination of the options. Once an employee makes a decision regarding the disposition of accumulated leave, the decision is final and cannot be revoked, regardless of any change of circumstances. If an employee fails to make a decision evidenced by a completed and signed Employee Annual Leave on Separation form within 30 days of separation, the default election will be that the employee has decided to allow the leave balance to remain with the district for transfer or use if re-employed at a later date. If by the last day of school, it is uncertain whether there will be a position for the employee until other factors are known or there are other extenuating circumstances, a written request for a 60-day extension may be submitted for the Chief Financial Officer's review and consideration.

- Once an employee elects to receive his/her leave payment, he/she will not be able to transfer any annual leave days for which payment is received to another school district or eligible state agency.
- In his/her lifetime, no employee will receive payment for more than 66⅔ percent of the equivalent hours of 135 days of annual leave, i.e., the equivalent hours of 90 days, which has been earned and accumulated while in the employ of the district.
- If an employee receives payment for days of annual leave earned and accumulated while in the employ of the district in an amount less than the maximum of the equivalent hours of 90 days, the employee may receive additional payments for leave accumulated to the extent that the payment does not exceed the lifetime aggregate maximum total of the equivalent hours of 90 days.

Example:

- If an employee receives payment for 66⅔ percent of his/her equivalent hours of 135 days of accumulated annual leave, i.e., the equivalent hours of 90 days of pay, at the time of separation and returns to work for the district at a later date, the employee would receive no additional payment for annual leave not used during the employee's subsequent employment with the district because the maximum lifetime of the equivalent hours of 90 days of payment under this policy has already been received.
- If an employee resigns from the district in order to accept a position with another employer and receives payment for 66⅔ percent of the equivalent hours of 90 days of accumulated annual leave, i.e. the equivalent hours of 60 days of pay, and then returns to work for the district at a later date, the employee would be eligible to receive payment for up to an additional equivalent hours of 30 days (or 66⅔ percent of the equivalent hours of 45 days earned in the district).
 1. Upon a written request of the new employer, accumulated annual leave will be transferred to any school district or state agency in South Carolina as required by Section 59-1-400 and Section 8-11-46, Code of Laws of South Carolina, 1976 for any person previously employed full-time by Lexington One that has a balance that remained with Lexington One.

2. Deductions of annual leave hours will be made in the pay period in which they occur or the pay period following the absence.

Leave for Part-Time Employees

For purposes of this policy, "part-time employee" is defined as an individual employed in the district who works a minimum of 15 hours but less than 30 hours per week for a school year for that position.

Part-time employees who meet the above requirement may earn pro rata equivalent leave (length of one day's work time for that individual) per year. For example, an employee who works seven hours on a nine month assignment, three days each week would earn approximately three-fifths of the leave a full-time employee would earn, or $7 \times .6 \times 12$ or 50.4 hours. Similarly, an employee who works four hours on a nine month assignment, five days each week would earn one-half of the leave a full-time employee would earn, or 4×12 or 48 hours or 12 half-days (four hours) of leave.

Employees who are part-time and accruing leave, however, are not eligible for any payment for annual leave upon separation. Any annual leave accrued during part-time employment status will not be eligible or credited for payment upon separation in accordance with this policy.

The provisions of this policy apply to part-time, regular employees under the payroll system as controlled by Lexington One. Any employee who works less than 15 hours per week or who works in a temporary assignment of less than 5 months does not qualify for leave accrual.

Adjustments in Pay

All absences in excess of authorized leave entitlements will be considered as hours of leave without pay.

Pay adjustments for absenteeism in excess of leave entitlements will be made in the pay period in which they occur or the pay period following the absence. Such adjustments will be taken from the per period salary of the employee based on the number of hours in absences in excess of leave entitlements.

Procedures Regarding Absences

An absent employee must complete a leave request in Timeclock+ and, if applicable, in Absence Management according to board policy. The request in Timeclock+ must be completed within two days after the employee returns to work.

In order that the district may secure an adequate replacement and make other appropriate arrangements, an employee will notify his/her immediate supervisor as soon as practicable when it is necessary for him/her to be absent. An employee who anticipates taking an extended leave of absence for more than 10 days should submit a written request for leave to his/her principal or supervisor at least 30 calendar days prior to the effective date of the leave or as soon as feasible.

The leave request must include a statement from a licensed healthcare provider stating the anticipated length of convalescence or period required for medical treatment.

Any employee returning from an extended leave of absence must present a statement from his/her healthcare provider certifying the employee's ability to return to a normal work schedule with or without reasonable accommodation prior to or at the time of his/her return.

When the employee makes a request in writing, the superintendent or his/her designee may grant an employee leave without pay for personal illness following the exhaustion of all annual leave. If an employee has less than 91 days of accumulated annual leave, leave with and without pay will not exceed 91 work days in any school year without special authorization from the superintendent or his/her designee and is not to extend beyond the immediate school year.

Verification and Use of Leave

The use of annual leave for personal illness or the illness of a family member is subject to verification. Specifically, an employee must submit a healthcare provider certification or physician's statement verifying an illness when the employee has utilized annual leave for more than 10 working days within a school year, after an absence for personal illness of three consecutive days or more, or if the employee is requesting extended leave. The district also reserves

the right to require an employee to submit a healthcare provider certification or statement verifying an illness when the administration believes verification is needed or when an employee's use of leave for personal illness forms a pattern or abuse is suspected.

Additionally, the district reserves the right to require an employee to submit a healthcare provider's certification or statement verifying the illness of an immediate family member for absences of three consecutive days or more.

If the employee does not provide the required healthcare provider's certification or statement within five working days upon written request, the district may take appropriate disciplinary action, up to and including a recommendation of termination from employment.

The district may require the opinion of a second physician designated and paid for by the district regarding verification of any illness or disability.

The district may require an employee to provide a healthcare provider's certification or statement attesting to his/her ability to perform required duties before returning to work.

Ordinarily, employees will be expected to return to work the first school day after the recuperative period is completed.

Childcare Leave

Childcare leave is provided for employees who wish to have an extended period of time away from their assigned duties following the birth/adoption of their child. The employee may be allowed a leave period not to exceed 91 days. If the employee is eligible for leave under the Family and Medical Leave Act, the first 12 weeks are covered by the procedures contained in this policy and GCC/GCD-R, Employee Leaves and Absences — Family and Medical Leave. After the initial 12-week period, or if the employee is not eligible for FMLA leave, the provisions below apply.

During the leave period, the employee will be eligible for benefits to the extent allowable by federal and/or state law or the benefit provider's provisions.

Employees will receive no retirement or experience credit from the state and/or district during the childcare leave period if the employee has insufficient paid leave days to cover the leave.

An employee must notify their principal or chief officer at least 30 days in advance of the date the leave is to begin, except when a child is born prematurely or becomes available for adoption without advance notice. Leave requests beyond the first 12 weeks must be approved by the principal or chief officer and the superintendent or his/her designee. The date the employee selects to return must be agreed upon before the leave commences and the district may require the return coincide with the start of a semester.

Organ Donor Leave

Employees may take a leave of absence to be an organ donor without loss of pay, time, or leave for one or more periods, not exceeding a total of 30 workdays in a fiscal year. Saturdays, Sundays, and state holidays may not be included in this 30-day total unless the Saturday, Sunday, or holiday is a regularly-scheduled workday for the employee.

An employee seeking leave to be an organ donor must forward a written request, including the appropriate documentation from the attending physician verifying that the employee is the donor, to the superintendent no later than 30 days prior to the commencement of leave or as soon as practicable based on the specific circumstances.

Legal Absence

Employees should notify their principal or immediate supervisor as soon as they know they are being called for jury duty or subpoenaed. An employee should submit a copy of a jury duty summons or subpoena to his/her principal or supervisor. The district will grant employees leave without loss of pay when they are summoned for jury duty or subpoenaed in the line of duty to represent the district as a witness or defendant. Any jury fee or travel payment will be retained by the employee. If an employee must appear in court for any reason other than the above, the employee must request leave. Whenever a prospective juror is dismissed before the end of the working day, he/she must return to his/her official duties.

The district encourages school employees, including teachers, certified personnel at the building level and bus drivers, selected for jury service during the school year to request a postponement to a date that does not conflict with the school term.

No salary adjustment will be made unless the employee is found to be using legal leave improperly.

Military Leave

Employees may take military leave without loss of pay, seniority, or efficiency rating for one or more periods not exceeding a total of 15 workdays in one year. Saturdays, Sundays and state holidays may not be included in this 15-day total unless the Saturday, Sunday or holiday is a regularly scheduled workday for the employee.

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

In the event an employee is called upon to serve during an emergency, he/she will be entitled to such a leave of absence for a period 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 must forward a written request, including the appropriate verifying data, to the superintendent or his/her designee no later than 30 days prior to the prearranged military activity.

Extended Military Leave

An extended military leave of absence for a member of the Armed Forces of the United States will be granted pursuant to federal and state law, so long as the requirements and regulations of the Armed Forces prevent the employee's return to civil employment.

Termination

The district may terminate the employment of any employee who fails to comply with the requirements of this policy and accompanying administrative rule, who fails to request extended leave in accordance with this policy and accompanying administrative rule, who fails to report to work at the expiration of authorized leave or who fails to obtain an extension of

previously approved leave. An employee is also 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 annual leave is obtained.

The district will not terminate from employment those employees under this policy who have accrued annual leave and who are using it in compliance with this policy. The district will not terminate from employment any employee during a continuing leave of less than 91 work days, provided none of the aforementioned grounds for termination are present.

Family and Medical Leave Act

The board will provide leave to eligible employees consistent with the Family and Medical Leave Act of 1993. Eligible employees are entitled to up to 12 work weeks of unpaid family and medical leave within the fiscal year (July 1 through June 30). The district will continue to pay its portion of the employee's health benefits during the leave in accordance with federal and/or state law. In addition, the district will restore the employee to the same or a similar position after the termination of the leave in accordance with board policy. To implement this policy, the board authorizes the superintendent and district administrators to develop an administrative rule to provide a fair and systematic procedure by which eligible employees may take leaves of absences for family and medical reasons.

In complying with FMLA, the district will adhere to the requirements of the Americans with Disabilities Act as well as other applicable federal and state laws.

(Policy GCC/GCD-R)

Employee Leaves and Absences Administrative Rule

Family and Medical Leave Act

Pursuant to board policy GCC/GDC, Lexington County School District One adopts the following guidelines to provide a fair and systematic procedure by which eligible employees may take unpaid leaves of absence for family and medical reasons.

Eligibility Requirements

To qualify for leave under this policy, an employee must have been employed by the district for at least 12 months, as of the date on which the requested leave will commence. In addition, the employee must have worked at least 1,250 hours during the 12-month period immediately preceding the commencement of the leave.

Leave Entitlement

Eligible employees are entitled to up to 12 workweeks of unpaid family and medical leave within the fiscal year (July 1 through June 30) for the following.

1. the birth of a son or daughter of the employee
2. the placement of a child with the employee for adoption or foster care
3. to care for a spouse, son, daughter or parent of the employee, if such spouse, son, daughter or parent has a serious health condition
4. because of a serious health condition of the employee that renders the employee unable to perform the essential functions of the position

Employee Eligibility

An eligible employee who desires to take leave under this policy will request such leave from his/her immediate supervisor, who will then notify the superintendent or his/her designee of the request. Requests will be responded to in a timely manner. An employee needing FMLA leave must follow the district's usual and customary call-in procedures for reporting an absence, absent unusual circumstances.

The entitlement to leave for the birth or placement of a child for adoption or foster care expires 12 months after the date of such birth or placement.

If circumstances require, an employee may take family leave prior to the birth or placement of a child for prenatal care or to prepare for placement, e.g., to attend counseling sessions or appear in court.

"Foster care" is 24-hour care for children in substitution for, and away from, their parents or guardian, by or with the agreement of the state or pursuant to a judicial determination.

“Son or daughter” means a biological, adopted or foster child, stepchild, legal ward or child of a person standing in loco parentis, who is either under age 18 or age 18 or older and incapable of self-care because of a mental or physical disability. Persons who are “in loco parentis” include those with day-to-day responsibilities to care for and financially support a child or, in the case of an employee, who had such responsibility for the employee when the employee was a child.

A “serious health condition” is an illness, injury, impairment or physical or mental condition that involves either:

- inpatient care such as an overnight stay in a hospital, hospice or residential medical care facility, including any period of incapacity, i.e., inability to work, attend school or perform other regular activities, or subsequent treatment in connection with such inpatient care; or
- continuing treatment by a healthcare provider as defined below.

“Continuing treatment by a healthcare provider” means any of the following:

- a period of incapacity lasting more than three consecutive, full calendar days and any subsequent treatment or period of incapacity relating to the same condition that also includes:
- treatment two or more times by or under the supervision of a healthcare provider, which includes in-person visits, the first within seven days and both within 30 days of the first day of incapacity; or
- one treatment by a healthcare provider, which includes an in-person visit within seven days of the first day of incapacity with a continuing regime of prescription medication, physical therapy, etc.; or
- any period of incapacity related to pregnancy or for prenatal care (a visit to the health care provider is not necessary for each absence); or
- any period of incapacity for a chronic serious health condition that continues over an extended period of time, requires periodic visits (at least twice a year) to a health care provider, and may involve several episodes of incapacity; a visit to a health care provider is not necessary for each absence; or

- a period of incapacity that is permanent or long-term due to a condition for which treatment may not be effective; only supervision of a health care provider is required, rather than active treatment; or
- any absences to receive multiple treatments for restorative surgery or for a condition that would likely result in a period of incapacity of more than three days if not treated.

A “healthcare provider” is any of the following:

- A doctor of medicine or osteopathy who is authorized to practice medicine or surgery by the state in which the doctor practices;
- A podiatrist, dentist, clinical psychologist, optometrist or chiropractor authorized to practice in the state and performing within the scope of his/her practice as defined under state law;
- A nurse practitioner, physician’s assistant, or nurse midwife who is authorized to practice under state law and who is performing within the scope of his/her practice as defined under state law; or
- A Christian Science practitioner listed with the First Church of Christ, Scientist in Boston, Massachusetts.

Intermittent or Reduced Schedule Leave

“Intermittent leave” means leave taken in separate blocks of time due to a single illness or injury, rather than for one continuous period of time, and may include leave periods from one hour or more to several weeks.

“Reduced schedule leave” means a leave schedule that reduces an employee’s usual number of working hours per workweek or hours per workday.

Leave for the birth or placement of a child will not be taken intermittently or on a reduced schedule without the written consent of the superintendent or his/her designee, who will consult with the employee’s immediate supervisor before granting such consent.

Leave to care for a seriously ill spouse, son, daughter or parent or for the employee’s own serious health condition may be taken intermittently or on a reduced schedule only when medically necessary and as approved by the district.

If an employee requests intermittent or reduced schedule leave that is foreseeable based on planned medical treatment, the superintendent or his/her designee may require such employee to transfer temporarily to an available alternative position for which the employee is qualified that (1) has equivalent pay and benefits; and (2) better accommodates recurring periods of leave or family leave if such position is available.

Substitution of Paid Leave

Under certain conditions, employees or the district may choose to “substitute” or run concurrently accrued paid leave to cover some or all of the FMLA leave. An employee’s ability to substitute accrued paid leave is determined by the terms and conditions of the district’s normal leave policy.

An eligible employee may elect, or the superintendent or his/her designee may require the employee to substitute any available accrued paid leave in keeping with the provisions of other leave policies for leave taken for either of the following:

- the birth or placement of a child;
- to care for a seriously ill spouse, child or parent; and/or
- for the employee’s own serious health condition.

Foreseeable leave/notice required

When the necessity for leave for the birth or placement of a child is foreseeable based on an expected birth or placement, the employee must provide at least 30 days’ notice to his/her immediate supervisor of the anticipated timing and duration of the employee’s leave. The failure to provide such notice with no reasonable excuse for the delay may result in the denial of a request for leave until 30 days after the employee provides notice.

If the date of the birth or placement requires leave to begin in less than 30 days, the employee must provide as much notice as is.

When leave to care for a seriously ill spouse, child or parent or for an employee’s own serious health condition, is foreseeable based on planned medical treatment, the employee must do the following:

- Make a reasonable effort to schedule the treatment so as not to disrupt unduly the district’s operations, subject to the approval of the healthcare provider; and

- Provide at least 30 days’ notice to his/her immediate supervisor of the anticipated timing and duration of the employee’s leave, except that if the date of treatment requires leave to begin in less than 30 days, the employee must provide as much notice as practicable.

Spouses Employed by the District

Spouses employed by the district are limited in the amount of family leave they may take for the birth and care of a newborn child, placement of a child for adoption or foster care, or to care for a parent who has a serious health condition to a combined total of 12 weeks (or 26 weeks if leave to care for covered service member with a serious injury or illness). Leave used for birth and care, or placement for adoption or foster care must conclude within 12-months of the birth or placement.

Certification

A request for leave to care for a seriously ill spouse, child or parent or for the employee’s own serious health condition must be supported by a certification issued by the healthcare provider of the employee or family member. The district has pre-approved forms available which an employee may use for this purpose.

The employee should furnish certification at the time the employee gives notice of the need for leave or within five business days thereafter, or, in the case of unforeseen leave, within five days after the leave commences. The district may request certification at some later date if the district later has reason to question the appropriateness of the leave or its duration. In such a case, the employee must provide the certification within 15 calendar days after the district’s request, unless it is not practicable under the particular circumstances to do so.

The certification must contain the following information:

- the date on which the serious health condition commenced
- the probable duration of the condition
- the appropriate medical facts regarding the condition
- for leave taken to care for a seriously ill spouse, child or parent, a statement that the employee is needed to care for the spouse, child or parent and

an estimate of the amount of time the employee will be needed for that purpose

- for leave taken due to an employee's serious health condition, a statement that the employee is unable to perform the essential functions of the position
- for intermittent or reduced schedule leave for planned medical treatment, the dates on which such treatment is expected to be given and the duration of such treatment
- for intermittent or reduced schedule leave for an employee's serious health condition, the statement of the medical necessity for the intermittent or reduced schedule leave and the expected duration of such leave, or
- for intermittent or reduced schedule leave to care for a seriously ill spouse, child or parent, a statement that the employee's intermittent or reduced schedule is necessary for the care of the spouse, child or parent or will assist in their recovery and the expected duration and schedule of the intermittent or reduced schedule leave.

The district may contact the health care provider for purposes of clarification and authentication of the medical certification after giving the employee an opportunity to cure any deficiencies to make such contact. If this becomes necessary, the district must use a health care provider, an Office of Human Resources professional, a leave administrator or a management official. The employee's direct supervisor may not contact the employee's health care provider.

"Authentication" means providing the health care provider with a copy of the certification and requesting verification that the information contained on the certification form was completed and/or authorized by the health care provider who signed the document; no additional medical information may be requested.

"Clarification" means contacting the health care provider to understand the handwriting on the medical certification form or to understand the meaning of a response.

If the superintendent or his/her designee or the employee's immediate supervisor has reason to doubt the validity of a certification, he/she may require, at the district's expense, the employee obtain the opinion of a second health care provider designated or approved by the superintendent or his/her designee.

If the first and second opinions of the healthcare providers are conflicting, a third healthcare provider designated or approved jointly by the employee and the superintendent or his/her designee may be required to perform an examination and provide an opinion, though not treatment.

The superintendent or his/her designee may require subsequent recertification on a reasonable basis, but no more often than every 30 days unless any of the following occurs:

- The employee requests an extension of leave.
- The circumstances described by the original certification have changed significantly.
- The superintendent or his/her designee receives information which casts doubt on the continuing validity of the prior certification.

Employment and Benefits Protection

Restoration to Position

Any employee who is eligible for FMLA and takes leave for the intended purpose of the leave will be entitled, on return from leave, to be restored to the position of employment held by the employee when the leave commenced or to an equivalent position with equivalent employment benefits, pay and other terms and conditions of employment.

The taking of leave will not result in the loss of any employment benefits accrued prior to the date on which the leave commenced when not in conflict with federal and/or state law or the benefit provider's provisions.

A restored employee is not entitled to the accrual of any seniority or employment benefits during any period of leave or any right, benefit or position of employment other than that to which the employee would have been entitled had the leave not been taken.

As a condition of restoration for an employee who has taken leave due to his/her own serious health condition, the employee must provide a certification from the healthcare provider stating that the employee is able to resume work. Until such a certification is provided, reinstatement will be denied.

An employee on leave must report periodically to his/her immediate supervisor on his/her status and intention to return to work.

Exemption of Certain Highly Compensated Employees

The superintendent or his/her designee may deny restoration to a salaried employee who is among the highest paid 10 percent of district employees under the following circumstances.

- Such denial is necessary to prevent substantial and grievous economic injury to the operations of the district;
- The superintendent or his/her designee notifies the employee of the intent to deny restoration at the time he/she determines such injury would occur; or,
- The employee notified the superintendent or his/her designee, after leave commenced, of their decision not to return to work.

If the superintendent or his/her designee believes that reinstatement may be denied to a key employee, the superintendent or his/her designee must provide written notice to the employee at the time the leave is requested that he/she qualifies as a key employee. In addition, the employee must be fully informed of the potential consequences with respect to reinstatement and maintenance of health benefits if it is determined that substantial and grievous economic injury will result from the employee's reinstatement.

As soon as the superintendent or his designee determines that such an injury to the district will result from reinstatement, he/she must again notify the employee in writing of this determination and advise the employee that the district cannot deny leave but that it intends to deny restoration to employment on completion of the leave. This notice must be delivered in person or by certified mail. It also must explain the basis for the finding that substantial and grievous economic injury will result, and must provide the employee a reasonable time in which to return to work.

If the employee elects to remain on leave, the district will continue to maintain his/her health benefits, to the extent allowable by federal and/or state law or the benefit provider's provisions until the employee gives notice that he/she no longer wishes to return to work or until reinstatement is actually denied at the conclusion of the leave.

Once the key employee's leave has expired, he/she still is entitled to request reinstatement. The superintendent or his/her designee must then determine whether there will be substantial and

grievous economic injury from reinstatement, based on the facts at that time. If it is determined that such an injury will result, the superintendent or his/her designee will notify the employee in writing of the denial of restoration. This notice must be delivered in person or by certified mail.

Maintenance of Health Benefits

Benefits for employees on leave under the FMLA will be maintained to the extent allowable by federal and/or state law or the benefit provider's provisions.

Intermittent or Reduced Schedule Leave for Instructional Employees

If an eligible employee employed principally in an instructional capacity requests leave to care for a seriously ill spouse, child or parent or for the employee's own serious health condition, which is foreseeable based on planned medical treatment, and the employee would be on leave for greater than 20 percent of the total number of working days in the period during which the leave would extend, the superintendent or his/her designee, in consultation with the school principal, may require that the employee elect either of the following:

- to take leave for periods of a particular duration, not to exceed the duration of the planned medical treatments; or
- to transfer temporarily to an available alternative position for which the employee is qualified and that has equivalent pay and benefits, and which better accommodates recurring periods of leave.

Rules Applicable to Periods Near the Conclusion of an Academic Term for Employees Employed Principally in an Instructional Capacity

If an eligible employee employed principally in an instructional capacity begins leave more than five weeks prior to the end of an academic semester, the superintendent or his/her designee, in consultation with the school principal, may require the employee to continue taking leave until the end of the semester under the following circumstances:

- The leave is of at least three weeks duration; and,
- The return would occur during the three-week period before the end of the term.

If an eligible employee employed principally in an instructional capacity begins leave for the birth or placement of a child or to care for a seriously ill child, spouse or parent or to care for a covered service member during the period that commences five weeks prior to the end of an academic semester, the superintendent or his/her designee, in consultation with the school principal, may require the employee to remain on leave until the end of the semester under the following circumstances:

- The leave is greater than two weeks; and
- The return to employment would occur during the two-week period before the end of the term.

If an employee employed principally in an instructional capacity begins leave for the birth or placement of a child or to care for a seriously ill spouse, child or parent or to care for a covered service member during the period that commences three weeks prior to the end of an academic semester and the duration of the leave is greater than five working days, the superintendent or his/her designee, in consultation with the school principal, may require the employee to continue taking leave until the end of the term.

If the district requires an employee to remain on leave until the end of an academic term and this results in the employee taking more leave than is necessary to resolve the condition which necessitated the leave, the additional leave time required to be taken will not be deducted from the employee's total available FMLA leave. The employee, however, will continue during this time to be entitled to job restoration in accordance with this administrative rule. Benefits for employees on leave under FMLA will be maintained to the extent allowable by federal and/or state law or benefit provider's provisions.

Leave Entitlement for Military Families

Leave for employees who are spouses, children, parents or next of kin of covered service members is available consistent with FMLA and as set forth in the administrative rule when qualified as military caregiver leave or qualifying exigency leave. Employees seeking to use caregiver leave or qualifying exigency leave

must provide 30 days' advance notice to take FMLA when the need for leave is foreseeable or as soon as is practicable which may be the same or next business day. The district may require that an employee's request for military family leave be supported by appropriate certification.

Military Caregiver Leave

School district employees who are spouses, sons, daughters, parents or next of kin of a covered service member will be entitled for up to a total of 26 workweeks of unpaid leave during a "single 12-month period" to care for a service member who incurred an injury or illness during military service when that injury or illness results in the service member being unable to perform his/her duties.

"Next of kin" is defined as the nearest blood relative.

Qualifying Exigency Leave

An eligible employee is entitled up to a total of 12 workweeks of unpaid leave during the normal 12-month period established by the district for FMLA leave for qualifying exigencies arising out of the fact that the employee's spouse, son, daughter, or parent is on active duty or has been notified of an impending call to duty in support of a contingency operation. Qualifying exigency leave is available to family members, as defined above, of service members in the National Guard or Reserves; it does not extend to family members of service members in the Regular Armed Forces.

Qualifying exigencies include:

- issues arising from a covered military member's short notice of deployment, i.e., deployment on seven or less days of notice for a period of seven days from the date of notification;
- military events and related activities such as official ceremonies or programs or events sponsored by the military or family support or assistance programs and informational briefings sponsored or promoted by the military, military service organizations or the American Red Cross that are related to the active duty or call to active duty status of a covered military member;
- certain childcare and related activities arising from the active duty or call to active duty status of a covered military member such as arranging

alternative child care; providing child care on a non-routine urgent, immediate-need basis; enrolling or transferring a child to a new school or day care facility; and attending certain meetings at a school or day care facility if they are necessary due to circumstances arising from the active duty call or call to active duty of the covered military member;

- making or updating financial and legal arrangements to address a covered military member's absence;
- taking up to five days of leave to spend time with a covered military member who is on short-term temporary rest and recuperation leave during deployment;
- attending to certain post-deployment activities, including attending arrival ceremonies, reintegration briefings and events, and other official ceremonies or programs sponsored by the military for a period of 90 days following the termination of the covered military member's active duty status or addressing issues arising from the death of a covered military member; and
- any other event that the employee and the district agree is a qualifying exigency.

[AR-GCC/GCD]

Paid Parental Leave

Administrative Rule in Development

On May 12, 2023, Governor McMaster signed into law H. 3908, which provides six weeks or two weeks of paid parental leave (PPL) to school district employees who occupy all or part of a full-time equivalent position (FTE) and who experience a qualifying event on or after June 26, 2023. This administrative rule is in development to outline the District's practices in alignment with this legislation. The district will notify employees of any approved changes. However, employees should check the district's online policy database for any changes or updates before taking any action or inaction in reliance on this policy.

**CERTIFIED
STAFF
LICENSURE
AND
CERTIFICATION**

Certificate Renewal

An educator's professional license is valid for five years and expires on June 30 of the expiration year. Educators should check the expiration dates of their licenses. License renewals begin in January of the expiration year.

The state places the responsibility for license renewal with the license holder. Using the Goals-Based Evaluation Plan for Continuing Contract Teachers, license holders have a responsibility to develop a License Renewal Plan.

The License Renewal Plan provides a mechanism that enables Lexington One educators to apply a broad range of relevant professional development activities toward their license renewal. The License Renewal Plan is intended to:

- encourage educators to engage in meaningful, quality professional development activities that are directed toward promoting student achievement;
- ensure that educators are accountable for continuous professional development; and
- be operationally efficient.

In order to be eligible for license renewal, the educator must earn a minimum of 120 renewal credits, as described in the renewal credit matrix, during the five-year validity period of the license.

You can find the License Renewal Manual and other information about the certification renewal process on the district website.

Submitting Renewal Credit

When all 120 renewal credits are obtained, the required documentation should be submitted to your GBE administrator for review and verification of required documentation. Upon the administrator's verification, all required documentation should be forwarded to the Office of Human Resources.

The required documentation for renewal includes the Renewal Credit Computation Sheet with attached documentation to support each option (the Professional Development tab on the Employee Online part of the Secure Employee Portal serves as not only your pre-approval, but also documentation for renewal credits).

Human Resources staff enters certificate renewal verifications into the Office of Educator Services database.

The South Carolina Department of Education no longer mails copies of certificates. Educators can access and print a copy of their certificates at www.ed.sc.gov.

Classification Changes

License classification upgrades must be submitted to the Office of Educator Services at the South Carolina Department of Education. In order to process the request, the Office of Educator Services must have the Change/Action Form and the official transcript. Once the upgrade is posted online, please notify the District's Certification Supervisor in Human Resources.

Human Resources staff submits an action form to the district's Office of Fiscal Services based on the effective date of the upgrade change on the validity period shown on the educator's new certificate. Please note if an effective date for a classification upgrade is July 1, the change in pay will not be effective until the following school year.

Experience Credit

The South Carolina Department of Education grants one year of experience credit for 152 (or more) full-time days of service per school year (190 days).

Teachers employed under contract in a regular teaching position on a full-time or part-time basis for at least one-tenth FTE (19 days of a 190-day school year) will receive credit.

Partial FTEs accrued over multiple years will be credited as one year of teaching experience upon reaching a total of at least 0.8 of an FTE.

National Board for Professional Teaching Standards Certification

Lexington One supports teachers who qualify for and/or desire to achieve NBPTS certification. Information on the national certification process is available on the NBPTS website (www.nbpts.org) and the Center for Educator Recruitment, Retention and Advancement (www.cerra.org).

After a teacher achieves NBPTS certification, the district supplements the salary increase currently provided by the state.

National Board Certified Teachers can renew their certification through the National Board or the state renewal process. If a teacher chooses to use the state renewal process, the 120 points must be earned in the last five-year period of the National Board certificate (i.e., for a certificate valid from 2008–2018, credits must be earned between 2013–2018).

PROGRAMS OF ALTERNATE CERTIFICATION FOR EDUCATORS

Programs of Alternative Certification for Educators

The South Carolina State Department of Education considers a variety of alternative certification programs that allow potential educators holding a Bachelor's (or higher) degree who did not complete a traditional educator preparation program to obtain certification and teach in South Carolina public schools. Important information related to these alternative certification programs is available at www.ed.sc.gov/educators/alternative-certification/programs/.

SUBSTITUTE PROGRAM

[Policy GCG, Issued 01/13]

Part-Time and Substitute Professional Staff Employment

Substitute teachers who serve in the absence of regular teachers may be employed when notified by a school principal or his/her designee. To the extent 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.

A pool from which principals may contact substitute teachers will be made available to the schools by the Office of Human Resources. The following minimum qualifications are required in order for a substitute teacher applicant to be contacted by principals or their designees.

- Although a certified teacher is preferred, a high school diploma or its equivalent from an accredited high school will meet the minimum educational requirements.
- Satisfactory references relating to the candidate's ability to do the job.
- * A willingness to be available for substitute work and to respond on short notice.
- * All candidates must be pre-screened and approved through Kelly Education.
- * All candidates must attend a substitute teacher training sponsored by Kelly Education.

The principal or his/her designee has the responsibility to monitor the effectiveness of each substitute teacher who substitute teaches in his/her school.

The district reserves the right to remove a substitute from the school/district substitute list at any time for any reason.

Securing Substitutes

The district secures daily substitutes through the use of the Absence Management system or Kelly Education. The principal recommends a local substitute coordinator to monitor substitute procedures and conduct orientation meetings with staff members.

Qualifications

Lexington One has an ongoing need for qualified substitutes, both in and out of the classroom.

Substitute teachers must be at least 18 years of age or hold a valid teaching license. Substitutes approved to work in the classroom as an instructional assistant (IA) must also be at least 18 years of age unless they are in an undergraduate program for education or a related program.

- Candidates who are at least 18 years of age at the time of hire will be considered for:
 - support staff positions at elementary or middle schools only; and
 - positions that do not require independent supervision of students
- Candidates who are at least 18 years of age at the time of hire will be considered for substitute positions that meet the requirements outlined above.
- Candidates are not eligible to work in positions requiring a CDL prior to the age of 21. (This likely means no candidates under the age of 21 would be eligible to work in transportation.)
- Summer workers are an exception to this practice.

All substitute applicants (including office professional, school nurse, food service, and custodial service areas) must attend mandatory training through Kelly Education before becoming eligible to substitute in Lexington One.

Substitute Teacher Training

All substitute applicants will need to go through Kelly Education. The training includes an overview of district policies, professionalism, technology information, safety and emergency procedures, and the Absence Management system.

In addition to this general training, substitute teachers receive training in instructional techniques, classroom management and communication skills.

Food Service substitute applicants must attend an additional mandatory training.

School nurse substitute applicants must attend an additional mandatory training provided by the district's lead school nurse.

Training is required by the district before becoming eligible to substitute.

Obligation to Substitute Teachers

The contributions of substitute teachers are important to Lexington One. We are indebted to the many substitute teachers who cheerfully, willingly and effectively serve our students.

The substitute has an important and challenging job to perform. A substitute teacher can do the job more effectively if he/she understands the responsibilities involved as a substitute for the regular teacher.

For substitute teachers, regular teachers should provide the items listed below:

- emergency preparedness plans;
- class roster for each block of students;
- name of a teacher within close vicinity;
- daily plans and procedures for all classes;
- time schedules of all classes and activities;
- seating chart for each teaching block;
- list of students with special needs (including allergies);
- notice of any supervisory responsibilities such as bus, car or playground duty;
- desk copies of all teaching materials;

- directions for use of telephone system;
- notations of any special situations that may exist; and
- schedule of building routines and regulations.

Kelly Education Retirement Savings Plan

Eligibility and Plan Features

Kelly Services is pleased to offer eligible employees the opportunity to participate in our 401(k) retirement savings plan.

Plan overview:

- You are eligible if you are 18 or older and at a customer location that offers this benefit.
- This 401(k) plan offers you the opportunity to reduce taxes while saving for retirement.
- You can save more with pre-tax rather than after tax dollars.
- You can save more than you can through an IRA.
- Your funds stay in your account and are only distributed to you after you terminate your employment with Kelly Services.
- Plan Features
 - Payroll deduction convenience
 - A variety of funds from which to choose
 - Taxes on contributions and earnings not due until funds are distributed
 - Your contributions are 100 percent vested at all times
 - You will receive quarterly statements for our account
 - Distribution occurs after termination of employment
 - Taxes can be deferred by "rolling over" upon distribution
 - Account access via phone and internet

You will be contacted via mail by Merrill Lynch within 60 days of your hire date.

SALARY SCHEDULES

Administrators and Building Supervisors Salary Schedule

Step	B-3	B-2	B-1	A-7	A-4	A-1-A
0	74,832	78,463	84,023			
1	76,257	79,962	85,631	94,771	99,389	106,252
2	77,712	81,489	87,271	96,411	101,113	108,096
3	79,195	83,048	88,945	98,082	102,868	109,976
4	80,707	84,638	90,651	99,780	104,653	111,894
5	83,825	87,912	94,167	103,079	108,119	115,606
6	83,825	87,912	94,167	103,079	108,119	115,606
7	85,431	89,599	95,978	104,770	109,897	117,510
8	87,069	91,318	97,827	106,489	111,701	119,446
9	88,739	93,074	99,712	108,239	113,541	121,414
10	92,180	96,691	103,593	111,827	117,309	125,453
11	92,180	96,691	103,593	111,827	117,309	125,453
12	93,954	98,554	105,593	113,666	119,241	127,525
13	95,763	100,452	107,632	115,427	121,090	129,507
14	97,607	102,390	109,713	117,215	122,970	131,522
15	100,927	105,879	113,458	120,764	126,699	135,519
16	100,927	105,879	113,458	120,764	126,699	135,519
17	102,386	107,414	115,107	122,522	128,545	137,496
18	103,870	108,972	116,778	124,306	130,419	139,504
19	105,375	110,553	118,476	126,115	132,322	141,544
20	108,454	113,788	121,948	129,818	136,211	145,712
21	108,454	113,788	121,948	129,818	136,211	145,712
22	110,026	115,441	123,725	131,710	138,200	147,844
23	111,623	117,119	125,526	133,632	140,219	150,007
24	113,245	118,822	127,354	135,582	142,270	152,201
25	116,561	122,306	131,093	139,569	146,459	156,692
26	116,561	122,306	131,093	139,569	146,459	156,692
27	118,257	124,087	133,006	141,607	148,601	158,991
28	119,977	125,895	134,948	143,680	150,778	161,321
29	121,724	127,730	136,917	145,783	152,986	163,686
30	124,696	130,853	140,271	149,357	156,742	167,713
31	124,696	130,853	140,271	149,357	156,742	167,713
32	125,907	132,126	141,637	150,815	158,274	169,354
33	127,131	133,412	143,018	152,287	159,821	171,011
34	128,367	134,710	144,411	153,773	161,383	172,685
35	130,875	137,346	147,242	156,791	164,555	176,083
36	130,875	137,346	147,242	156,791	164,555	176,083
37	132,148	138,684	148,677	158,322	166,165	177,807
38	133,435	140,035	150,128	159,869	167,790	179,549
39	134,733	141,399	151,592	161,432	169,432	181,308
40	136,046	142,777	153,072	163,010	171,090	183,085

B-3 based on 215 days. B-2 based on 220 days. B-1/A-7/A-4/A-1A based on 230 days. • 2024–25 School Year

B-3 Elementary School Assistant Principals
B-2 Middle School Assistant Principals
B-1 High School Assistant Principals

A-7 Elementary School Principals
A-4 Middle School Principals
A-1A High School Principals

Step	LS-D	LS-D Daily Rate of Pay
0	69,242.00	301.05217
1	70,419.00	306.16957
2	71,616.00	311.37391
3	72,833.00	316.66522
4	74,071.00	322.04783
5	76,535.00	332.76087
6	76,535.00	332.76087
7	77,760.00	338.08696
8	79,004.00	343.49565
9	80,268.00	348.99130
10	82,775.00	359.89130
11	82,775.00	359.89130
12	84,017.00	365.29130
13	85,277.00	370.76957
14	86,556.00	376.33043
15	89,084.00	387.32174
16	89,084.00	387.32174
17	90,331.00	392.74348
18	91,596.00	398.24348
19	92,878.00	403.81739
20	95,402.00	414.79130

Step	LS-D	LS-D Daily Rate of Pay
21	95,402.00	414.79130
22	96,642.00	420.18261
23	97,898.00	425.64348
24	99,171.00	431.17826
25	101,666.00	442.02609
26	101,666.00	442.02609
27	102,886.00	447.33043
28	104,121.00	452.70000
29	105,370.00	458.13043
30	107,807.00	468.72609
31	107,807.00	468.72609
32	108,993.00	473.88261
33	110,192.00	479.09565
34	111,404.00	484.36522
35	113,755.00	494.58696
36	113,755.00	494.58696
37	114,893.00	499.53478
38	116,042.00	504.53043
39	117,202.00	509.57391
40	118,374.00	514.66957

Based on 230 days • 2024–25 School Year

Bus Drivers Salary Schedule

Years Exp	0	1	2	3	4	5	6	7	8	9	10	11	12
Hourly Rate	19.87	20.16	20.47	20.78	21.15	21.88	21.88	22.26	22.65	23.05	23.86	23.86	24.27

Years Exp	13	14	15	16	17	18	19	20	21	22	23	24	25
Hourly Rate	24.69	25.11	26.00	26.00	26.45	26.90	27.37	28.33	28.33	28.81	29.21	29.50	30.10

Years Exp	26	27	28	29	30	31	32	33	34	35	36	37	38
Hourly Rate	30.10	30.40	30.70	31.00	31.63	31.63	32.07	32.55	33.03	34.02	34.02	34.53	35.04

Years Exp	39	40
Hourly Rate	35.57	36.10

Certified Teacher Salary Schedule

Years Exp	Doctors	Masters + 30	Masters	Bachelors +18	Bachelors	Years Exp
0	60,312	54,590	51,000	47,500	47,000	0
1	61,178	55,371	51,674	47,978	47,250	1
2	62,056	56,162	52,412	48,660	47,500	2
3	62,949	56,966	53,158	49,351	47,750	3
4	63,855	57,782	53,917	50,053	48,000	4
5	65,707	59,451	55,470	51,488	49,500	5
6	65,707	59,451	55,470	51,488	49,500	6
7	66,653	60,303	56,263	52,222	50,000	7
8	67,615	61,170	57,068	52,967	50,622	8
9	68,591	62,048	57,885	53,722	51,343	9
10	70,586	63,846	59,557	55,268	52,817	10
11	70,586	63,846	59,557	55,268	52,817	11
12	71,606	64,765	60,412	56,059	53,571	12
13	72,642	65,698	61,279	56,861	54,336	13
14	73,692	66,645	62,159	57,675	55,112	14
15	75,842	68,582	63,961	59,340	56,700	15
16	75,842	68,582	63,961	59,340	56,700	16
17	76,941	69,571	64,882	60,192	57,512	17
18	78,056	70,577	65,816	61,056	58,336	18
19	79,188	71,596	66,765	61,933	59,172	19
20	81,504	73,682	68,705	63,727	60,883	20
21	81,504	73,682	68,705	63,727	60,883	21
22	82,688	74,749	69,697	64,645	61,758	22
23	83,890	75,832	70,703	65,576	62,646	23
24	84,703	76,564	71,385	66,205	63,246	24
25	86,354	78,051	72,768	67,485	64,466	25
26	86,354	78,051	72,768	67,485	64,466	26
27	87,192	78,806	73,470	68,133	65,085	27
28	88,038	79,569	74,179	68,790	65,710	28
29	88,892	80,339	74,895	69,452	66,341	29
30	90,628	81,901	76,349	70,796	67,623	30
31	90,628	81,901	76,349	70,796	67,623	31
32	91,508	82,695	77,086	71,478	68,274	32
33	92,397	83,496	77,832	72,167	68,931	33
34	93,295	84,306	78,584	72,863	69,594	34
35	95,119	85,948	80,112	74,275	70,941	35
36	95,119	85,948	80,112	74,275	70,941	36
37	96,044	86,782	80,887	74,993	71,624	37
38	96,980	87,624	81,671	75,717	72,315	38
39	97,923	88,474	82,462	76,449	73,013	39
40	98,877	89,333	83,260	77,187	73,717	40

Based on 190 days • 2024–25 School Year

Step	H	G	F	E	C	A	AA
0	58,656	61,298	72,835	86,673	98,030	107,138	125,779
1	59,653	62,356	74,105	88,196	99,761	109,082	127,918
2	60,667	63,412	75,372	89,718	101,523	111,063	130,092
3	61,698	64,488	76,664	91,270	103,285	113,080	132,304
4	62,747	65,585	77,979	92,847	105,080	115,133	134,553
5	64,835	67,835	80,681	96,088	108,766	119,278	139,167
6	64,835	67,835	80,681	96,088	108,766	119,278	139,167
7	65,872	68,989	82,066	97,752	110,658	121,406	141,533
8	66,926	70,168	83,479	99,447	112,584	123,574	143,939
9	67,997	71,299	84,838	101,077	114,545	125,779	146,386
10	70,121	73,621	87,624	104,417	118,349	130,310	151,405
11	70,121	73,621	87,624	104,417	118,349	130,310	151,405
12	71,173	74,742	88,965	106,033	120,187	132,508	153,828
13	72,241	75,879	90,333	107,670	122,051	134,744	156,289
14	73,325	76,963	91,633	109,230	123,830	136,749	158,477
15	75,467	79,179	94,293	112,425	127,460	140,851	162,945
16	75,467	79,179	94,293	112,425	127,460	140,851	162,945
17	76,524	80,313	95,655	114,056	129,319	142,949	165,226
18	77,595	81,463	97,036	115,713	131,204	145,077	167,540
19	78,681	82,633	98,437	117,393	133,118	147,237	169,885
20	80,820	85,020	101,304	120,831	137,032	151,656	174,675
21	80,820	85,020	101,304	120,831	137,032	151,656	174,675
22	81,871	86,242	102,769	122,591	139,034	153,916	177,121
23	82,935	87,481	104,257	124,375	141,065	156,209	179,600
24	84,013	88,739	105,766	126,186	143,127	158,537	182,115
25	86,126	91,312	108,853	129,891	147,344	163,296	187,250
26	86,126	91,312	108,853	129,891	147,344	163,296	187,250
27	87,160	92,628	110,431	131,785	149,499	165,730	189,871
28	88,206	93,963	112,034	133,707	151,687	168,201	192,529
29	89,264	95,318	113,661	135,659	153,909	170,708	195,225
30	91,329	97,624	116,428	138,980	157,688	174,975	200,729
31	91,329	97,624	116,428	138,980	157,688	174,975	200,729
32	92,334	98,565	117,556	140,333	159,229	176,715	202,737
33	93,350	99,514	118,695	141,700	160,785	178,472	204,764
34	94,377	100,473	119,846	143,081	162,357	180,247	206,812
35	95,415	101,478	121,044	144,512	163,980	182,049	208,880

Based on 230 days • 2024–25 School Year

Title	Group	Title	Group
Chief Officer	AA	Executive Assistant	H
Executive Director	A	Manager	H
Director	C	Supervisor	H
Coordinator	E, F, G		

Licensed Professionals Salary Schedule

Step	LP-E	LP-E Daily Rate of Pay	LP-G	LP-G Daily Rate of Pay
0	47,004	247.38947	50,858	267.67368
1	47,798	251.56842	51,722	272.22105
2	48,607	255.82632	52,603	276.85789
3	49,430	260.15789	53,500	281.57895
4	50,268	264.56842	54,413	286.38421
5	51,991	273.63684	56,288	296.25263
6	51,991	273.63684	56,288	296.25263
7	52,877	278.30000	57,253	301.33158
8	53,778	283.04211	58,234	306.49474
9	54,696	287.87368	59,234	311.75789
10	56,583	297.80526	61,288	322.56842
11	56,583	297.80526	61,288	322.56842
12	57,552	302.90526	62,344	328.12632
13	58,539	308.10000	63,418	333.77895
14	59,544	313.38947	64,513	339.54211
15	61,610	324.26316	66,762	351.37895
16	61,610	324.26316	66,762	351.37895
17	62,671	329.84737	67,917	357.45789
18	63,752	335.53684	69,094	363.65263
19	64,853	341.33158	70,292	369.95789
20	67,115	353.23684	72,755	382.92105
21	67,115	353.23684	72,755	382.92105
22	68,277	359.35263	74,021	389.58421
23	69,460	365.57895	75,309	396.36316
24	70,665	371.92105	76,621	403.26842
25	73,141	384.95263	79,317	417.45789
26	73,141	384.95263	79,317	417.45789
27	74,413	391.64737	80,703	424.75263
28	75,709	398.46842	82,114	432.17895
29	77,029	405.41579	83,551	439.74211
30	79,741	419.68947	86,502	455.27368
31	79,741	419.68947	86,502	455.27368
32	81,133	427.01579	88,020	463.26316
33	82,551	434.47895	89,564	471.38947
34	83,997	442.08947	91,136	479.66316
35	86,965	457.71053	94,370	496.68421
36	86,965	457.71053	94,370	496.68421
37	88,490	465.73684	96,030	505.42105
38	90,044	473.91579	97,721	514.32105
39	91,626	482.24211	99,443	523.38421
40	93,236	490.71579	101,198	532.62105

Based on 190 days • 2024–25 School Year

Licensed School Support Salary Schedule

Step	LS-C	LS-C Daily Rate of Pay
0	56,139	244.08261
1	57,100	248.26087
2	58,079	252.51739
3	59,076	256.85217
4	60,090	261.26087
5	62,176	270.33043
6	62,176	270.33043
7	63,248	274.99130
8	64,339	279.73478
9	65,450	284.56522
10	67,734	294.49565
11	67,734	294.49565
12	68,907	299.59565
13	70,103	304.79565
14	71,319	310.08261
15	73,820	320.95652
16	73,820	320.95652
17	75,105	326.54348
18	76,413	332.23043
19	77,744	338.01739
20	80,483	349.92609
21	80,483	349.92609
22	81,889	356.03913
23	83,322	362.26957
24	84,780	368.60870
25	87,779	381.64783
26	87,779	381.64783
27	89,319	388.34348
28	90,887	395.16087
29	92,484	402.10435
30	95,766	416.37391
31	95,766	416.37391
32	97,452	423.70435
33	99,169	431.16957
34	100,918	438.77391
35	104,512	454.40000
36	104,512	454.40000
37	106,359	462.43043
38	108,239	470.60435
39	110,153	478.92609
40	112,103	487.40435

Based on 230 days • 2024–25 School Year

Title

Social Workers

Physical Therapist

Occupational Therapist

Title

Communicator/Interpreter

Licensed School Support Salary Schedule – Career Specialist

Step	Bachelors 195 days	Bachelors Daily Rate of Pay	Masters 195 days	Masters Daily Rate of Pay
0	42,042	215.60000	48,146	246.90256
1	42,745	219.20513	48,961	251.08205
2	43,461	222.87692	49,791	255.33846
3	44,190	226.61538	50,636	259.67179
4	44,933	230.42564	51,496	264.08205
5	46,459	238.25128	53,264	273.14872
6	46,459	238.25128	53,264	273.14872
7	47,243	242.27179	54,173	277.81026
8	48,041	246.36410	55,099	282.55897
9	48,855	250.53846	56,040	287.38462
10	50,526	259.10769	57,978	297.32308
11	50,526	259.10769	57,978	297.32308
12	51,384	263.50769	58,972	302.42051
13	52,258	267.98974	59,985	307.61538
14	53,148	272.55385	61,016	312.90256
15	54,978	281.93846	63,136	323.77436
16	54,978	281.93846	63,136	323.77436
17	55,918	286.75897	64,226	329.36410
18	56,875	291.66667	65,335	335.05128
19	57,849	296.66154	66,464	340.84103
20	59,853	306.93846	68,785	352.74359
21	59,853	306.93846	68,785	352.74359
22	60,881	312.21026	69,978	358.86154
23	61,930	317.58974	71,193	365.09231
24	62,997	323.06154	72,429	371.43077
25	65,190	334.30769	74,971	384.46667
26	65,190	334.30769	74,971	384.46667
27	66,318	340.09231	76,277	391.16410
28	67,465	345.97436	77,606	397.97949
29	68,633	351.96410	78,960	404.92308
30	71,034	364.27692	81,743	419.19487
31	71,034	364.27692	81,743	419.19487
32	72,268	370.60513	83,174	426.53333
33	73,524	377.04615	84,629	433.99487
34	74,804	383.61026	86,111	441.59487
35	77,433	397.09231	89,158	457.22051
36	77,433	397.09231	89,158	457.22051
37	78,785	404.02564	90,723	465.24615
38	80,160	411.07692	92,319	473.43077
39	81,560	418.25641	93,941	481.74872
40	82,987	425.57436	95,594	490.22564

Based on 195 days • 2024–25 School Year

Licensed Professionals Salary Schedule – Registered Nurses

Step	Associates 190 days	Associates Daily Rate of Pay	Bachelors 190 days	Bachelors Daily Rate of Pay	Masters 190 days	Masters Daily Rate of Pay
0	37,415	196.92105	41,057	216.08947	47,004	247.38947
1	38,033	200.17368	41,742	219.69474	47,798	251.56842
2	38,663	203.48947	42,440	223.36842	48,607	255.82632
3	39,305	206.86842	43,150	227.10526	49,430	260.15789
4	39,958	210.30526	43,874	230.91579	50,268	264.56842
5	41,300	217.36842	45,360	238.73684	51,991	273.63684
6	41,300	217.36842	45,360	238.73684	51,991	273.63684
7	41,989	220.99474	46,124	242.75789	52,877	278.30000
8	42,691	224.68947	46,902	246.85263	53,778	283.04211
9	43,406	228.45263	47,694	251.02105	54,696	287.87368
10	44,876	236.18947	49,323	259.59474	56,583	297.80526
11	44,876	236.18947	49,323	259.59474	56,583	297.80526
12	45,631	240.16316	50,159	263.99474	57,552	302.90526
13	46,400	244.21053	51,011	268.47895	58,539	308.10000
14	47,183	248.33158	51,878	273.04211	59,544	313.38947
15	48,792	256.80000	53,661	282.42632	61,610	324.26316
16	48,792	256.80000	53,661	282.42632	61,610	324.26316
17	49,619	261.15263	54,577	287.24737	62,671	329.84737
18	50,461	265.58421	55,509	292.15263	63,752	335.53684
19	51,319	270.10000	56,458	297.14737	64,853	341.33158
20	53,080	279.36842	58,410	307.42105	67,115	353.23684
21	53,080	279.36842	58,410	307.42105	67,115	353.23684
22	53,985	284.13158	59,413	312.70000	68,277	359.35263
23	54,907	288.98421	60,434	318.07368	69,460	365.57895
24	55,846	293.92632	61,475	323.55263	70,665	371.92105
25	57,775	304.07895	63,611	334.79474	73,141	384.95263
26	57,775	304.07895	63,611	334.79474	73,141	384.95263
27	58,767	309.30000	64,709	340.57368	74,413	391.64737
28	59,776	314.61053	65,827	346.45789	75,709	398.46842
29	60,803	320.01579	66,965	352.44737	77,029	405.41579
30	62,915	331.13158	69,306	364.76842	79,741	419.68947
31	62,915	331.13158	69,306	364.76842	79,741	419.68947
32	64,001	336.84737	70,508	371.09474	81,133	427.01579
33	65,105	342.65789	71,731	377.53158	82,551	434.47895
34	66,231	348.58421	72,979	384.10000	83,997	442.08947
35	68,543	360.75263	75,540	397.57895	86,965	457.71053
36	68,543	360.75263	75,540	397.57895	86,965	457.71053
37	69,732	367.01053	76,857	404.51053	88,490	465.73684
38	70,942	373.37895	78,197	411.56316	90,044	473.91579
39	72,174	379.86316	79,561	418.74211	91,626	482.24211
40	73,429	386.46842	80,952	426.06316	93,236	490.71579

Based on 190 days • 2024–25 School Year

Homebound Teachers Pay

The district pays homebound teachers at the rate of \$35 per hour. Any exceptions to the existing rate must be approved through the Office of Human Resources prior to any commitments.

Substitutes Salary Schedules

Substituting for a Teacher

High school diploma, at least 21 years of age and Substitute Teacher Training \$95/day

Four-year degree and Substitute Teacher Training \$100/day

Certified teacher and Substitute Teacher Training \$110/day

Substituting for a Health Room Assistant

High school diploma, at least 21 years of age and Substitute Training \$10.62/hour

Substituting for a Nurse

Licensed Practical Nurse (LPN) and Substitute Training \$100/day

Certified Registered Nurse (RN) and Substitute Training \$130/day

Substituting for an Instructional Assistant, Clerical, Custodial or Food Service*

High school diploma, at least 21 years of age and Substitute Training \$10.62/hour

Note: Recommendations for a substitute outside of these guidelines are submitted by the principal to be approved by the Office of Human Resources.

Support Staff Position Listing

Grade	Position	Days Employed	Hours Per Day
6	Food Service Operator	183	3 to 7
	Housekeeper	190 to 230	4 to 8
	Parking Lot Attendant	180	8
	Health Room Assistant	185	7
	Bus Aide	182	6 to 7
7	Assistant Custodian	230	8
	Library/Instructional Assistant	185	7
	Kindergarten Instructional Assistant	185	7
	Instructional Assistant SPED	185	7.5
	Instructional Assistant Shadow	180	7.5
	Secretarial Assistant	185 to 230	8
	Middle and High School Food Service Cashiers	184	8
	Elementary School Food Service Cashiers	184	7
	Student Support Monitor	180	8
	Secretary	190–230	8
9	Federal Compliance Specialist	190	8
	Title I Family Liaison and Project Specialist	210	8
	Parent Educator	190	8
	Specialized Itinerant Support Assistants	185	7.5
	Central Services Executive Secretary	230	8
10	Head Custodian	230	8
	Help Desk Operator	190	8
	Job Coach	182	7.5
	Food Service Manager	184	8
	Student Data Specialist	220 to 230	8
10 to 15	Skilled Maintenance	230	8
11	Athletic Secretary/Bookkeeper	210	8
	School Executive Secretary	230	8
	School Bookkeeper	230	8
	School Nurse LPN	190	8
12	Lead Applied Behavioral Therapist	190	8
	Central Services Bookkeeper	230	8
	ISS Monitor	180	7.5
12 to 13	Central Services Specialist	230	8
13	Graduation Coach	190	8
	Lead Parent Educator	230	8
15	Computer or Security Technician	230	8

Support Staff Salary Schedule

Step	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Grade 6	15.15	15.41	15.65	15.87	16.13	16.66	16.66	16.90	17.17	17.46	18.03	18.03	18.31	18.62	18.92	19.54
Grade 7	16.11	16.35	16.62	16.87	17.15	17.72	17.72	17.99	18.29	18.58	19.19	19.19	19.52	19.84	20.17	20.83
Grade 8	17.12	17.38	17.69	17.95	18.25	18.86	18.86	19.16	19.47	19.80	20.47	20.47	20.80	21.17	21.52	22.25
Grade 9	18.22	18.52	18.83	19.12	19.44	20.09	20.09	20.44	20.75	21.12	21.83	21.83	22.20	22.56	22.95	23.76
Grade 10	19.41	19.72	20.05	20.37	20.72	21.42	21.42	21.78	22.17	22.53	23.32	23.32	23.71	24.09	24.52	25.37
Grade 11	20.68	21.04	21.37	21.74	22.11	22.87	22.87	23.26	23.64	24.05	24.92	24.92	25.31	25.76	26.20	27.14
Grade 11.5	21.01	21.39	21.73	22.09	22.48	23.24	23.24	23.65	24.04	24.45	25.33	25.33	25.74	26.19	26.65	27.60
Grade 12	22.07	22.43	22.84	23.22	23.61	24.42	24.42	24.84	25.26	25.71	26.62	26.62	27.10	27.54	28.05	29.03
Grade 13	23.56	23.97	24.38	24.80	25.21	26.11	26.11	26.56	27.04	27.49	28.46	28.46	28.96	29.48	30.00	31.09
Grade 14	25.18	25.64	26.09	26.54	27.01	27.94	27.94	28.43	28.94	29.45	30.51	30.51	31.05	31.60	32.17	33.32
Grade 15	26.93	27.38	27.87	28.36	28.85	29.89	29.89	30.42	30.94	31.51	32.64	32.64	33.24	33.83	34.44	35.70

Step	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Grade 6	19.54	19.87	20.20	20.53	21.23	21.23	21.60	21.94	22.32	23.07	23.07	23.47	23.69	23.90	24.30	24.30
Grade 7	20.83	21.20	21.55	21.90	22.67	22.67	23.03	23.44	23.85	24.65	24.65	25.09	25.29	25.52	25.99	25.99
Grade 8	22.25	22.61	22.99	23.39	24.17	24.17	24.61	25.04	25.47	26.35	26.35	26.82	27.07	27.30	27.77	27.77
Grade 9	23.76	24.14	24.57	25.00	25.87	25.87	26.30	26.77	27.24	28.22	28.22	28.69	28.94	29.22	29.73	29.73
Grade 10	25.37	25.81	26.25	26.72	27.67	27.67	28.16	28.63	29.16	30.21	30.21	30.72	31.00	31.29	31.84	31.84
Grade 11	27.14	27.60	28.11	28.57	29.59	29.59	30.13	30.65	31.20	32.32	32.32	32.91	33.19	33.52	34.11	34.11
Grade 11.5	27.60	28.08	28.58	29.08	30.12	30.12	30.65	31.20	31.74	32.88	32.88	33.49	33.76	34.11	34.71	34.71
Grade 12	29.03	29.53	30.06	30.59	31.69	31.69	32.26	32.85	33.43	34.65	34.65	35.27	35.60	35.92	36.57	36.57
Grade 13	31.09	31.63	32.20	32.77	33.97	33.97	34.59	35.21	35.84	37.15	37.15	37.83	38.17	38.51	39.22	39.22
Grade 14	33.32	33.93	34.56	35.16	36.43	36.43	37.10	37.79	38.47	39.87	39.87	40.62	40.96	41.36	42.12	42.12
Grade 15	35.70	36.34	37.00	37.66	39.06	39.06	39.76	40.51	41.24	42.78	42.78	43.56	43.96	44.34	45.19	45.19

Step	32	33	34	35	36	37	38	39	40
Grade 6	24.50	24.72	24.95	25.36	25.36	25.59	25.80	26.03	26.25
Grade 7	26.19	26.41	26.65	27.14	27.14	27.35	27.60	27.85	28.10
Grade 8	28.03	28.27	28.50	29.02	29.02	29.28	29.53	29.79	30.06
Grade 9	29.99	30.27	30.53	31.08	31.08	31.36	31.63	31.91	32.20
Grade 10	32.13	32.42	32.69	33.28	33.28	33.59	33.88	34.19	34.49
Grade 11	34.41	34.73	35.05	35.69	35.69	36.00	36.33	36.66	36.99
Grade 11.5	35.02	35.35	35.67	36.33	36.33	36.65	36.97	37.31	37.65
Grade 12	36.89	37.26	37.55	38.27	38.27	38.59	38.96	39.33	39.69
Grade 13	39.58	39.94	40.30	41.05	41.05	41.43	41.81	42.19	42.58
Grade 14	42.52	42.90	43.30	44.09	44.09	44.53	44.93	45.34	45.76
Grade 15	45.61	46.01	46.44	47.32	47.32	47.77	48.19	48.65	49.10

2024–25 School Year

Placement on the salary schedule is governed by Policy GCD-R. Multiply hourly rate by hours worked per day to calculate daily pay. Multiply daily pay by days worked per year to calculate yearly salary.

SUPPLEMENT SCHEDULES

Extracurricular Supplement Schedule

Department Heads and Lead Teachers

5–7 Teachers (excluding department head) . . .	\$1,100
8–10 Teachers (excluding department head) . . .	\$1,375
11–13 Teachers (excluding department head) . . .	\$1,650
14–16 Teachers (excluding department head) . . .	\$1,925
17+ Teachers (excluding department head) . . .	\$2,200
Centers of Study Lead Teacher	\$1,100
Lead Teachers for District	\$2,200

Local Substitute Coordinators

350–500 Students	\$770
501–1,000 Students	\$1,045
1,001–1,500 Students	\$1,320
1,501–2,000 Students	\$1,595
2,001–2,500 Students	\$1,870

Supplements listed above are for 180 days.

Guidelines for Department Heads

- The school principal has sole authority to designate department heads.
- Supplements are offered in middle and high schools.
- There should be a written description of department head duties by the principal.
- Only teachers based at the school can be included in department numbers.

Other Supplements

Activity	Grades 9–12	Grades 6–8	Grades K–5
Archery	\$880	\$880	\$880
AVID (if applicable)	\$1,000	\$1,000	
Band Director	\$3,993 plus 35 days	\$1,997 plus 15 days	
Band Director (Assistant)	\$1,997 plus 15 days	\$1,997 plus 15 days	
Beta/Honor Club	\$500	\$300	
Choral Director	\$1,997 plus 15 days	\$1,331	\$500
Dance Teacher	\$1,997	\$1,331	
Debate	\$550	\$550	
Drama Production (2 max)	\$1,997	\$1,331	
National Board Local Supplement*	\$3,000	\$3,000	\$3,000
Newspaper	\$550	\$275	
Orchestra	\$1,997	\$1,331	
Peer Ambassador (2 max)	\$440	\$440	\$440
Psychologists	\$8,000	\$8,000	\$8,000
Public Relations Representatives	\$550	\$550	\$550
Robotics	\$1,320	\$1,320	
School Webmaster	\$825	\$825	\$825
Student Council	\$550	\$440	
Yearbook	\$1,320	\$660	\$330

*The National Board Local Supplement is subject to change based on funds available.

Step	0	1	2	3	4	5	6	7	8	9	10
Bowling											
Head Coach											
	\$750	\$800	\$850	\$900	\$950	\$1,000	\$1,050	\$1,100	\$1,150	\$1,200	\$1,250
Step	11	12	13	14	15	16	17	18	19	20	21
Bowling											
Head Coach											
	\$1,300	\$1,350	\$1,400	\$1,450	\$1,500	\$1,550	\$1,600	\$1,650	\$1,700	\$1,750	\$1,800
Step	0	1	2	3	4	5	6	7	8	9	10
Competitive Dance											
Funded by student activity account											
High School											
	\$1,125	\$1,250	\$1,375	\$1,500	\$1,625	\$1,750	\$1,875	\$2,000	\$2,125	\$2,250	\$2,375
Middle School											
	\$950	\$1,000	\$1,050	\$1,100	\$1,150	\$1,200	\$1,250	\$1,300	\$1,350	\$1,400	\$1,450
Step	11	12	13	14	15	16	17	18	19	20	21
Competitive Dance											
Funded by student activity account											
High School											
	\$2,500	\$2,625	\$2,750	\$2,875	\$3,000	\$3,125	\$3,250	\$3,375	\$3,500	\$3,625	\$3,750
Middle School											
	\$1,500	\$1,550	\$1,600	\$1,650	\$1,700	\$1,750	\$1,800	\$1,850	\$1,900	\$1,950	\$2,000
Step	0	1	2	3	4	5	6	7	8	9	10
Color guard											
	\$985	\$1,000	\$1,015	\$1,030	\$1,045	\$1,060	\$1,075	\$1,090	\$1,105	\$1,120	\$1,135
Step	11	12	13	14	15	16	17	18	19	20	21
Color guard											
	\$1,150	\$1,165	\$1,180	\$1,195	\$1,210	\$1,225	\$1,240	\$1,255	\$1,270	\$1,285	\$1,300

Extracurricular Athletics Salary and Supplement Information

Extracurricular Athletics Salary Schedule

Supplement steps on the schedule essentially reflect the years of prior coaching experience in the sport and the level of the current coaching assignment of the individual. In-district and verifiable out-of-district experience would apply. Individuals will be placed at the zero level until experience credit forms are submitted and verified.

An individual may not hold two coaching positions in the same sport nor occupy two coaching assignments at the same time in different sports without approval.

Playoff Round Supplements

Coaches will receive additional supplements for additional work involving team participation beyond conference/regional levels according to the schedule below.

If an employee terminates or is terminated, the employee is not eligible for playoff round supplements earned the year of their termination.

Playoff rounds must be sponsored by the South Carolina High School League to qualify.

An athletic director is not eligible for playoff round supplements unless he or she is coaching the team involved in the playoffs

	First Round	Second Round	Third Round	Fourth Round	Fifth Round
Football					
Head Coach	\$250	\$500	\$750	\$1,000	\$1,250
Varsity Assistant Coaches plus no more than two JV coaches, and one AT and one Assistant AT working with varsity team	\$150	\$300	\$450	\$600	\$750
Baseball, basketball, bowling, cheerleading, color guard, cross country, golf, lacrosse, soccer, softball, swimming, tennis, track, volleyball and wrestling					
Head Coach	\$250	\$500	\$750	\$1,000	\$1,250
Varsity Assistant Coaches	\$150	\$300	\$450	\$600	\$750
Head coaches of athletes who compete as individuals beyond the conference/regional level receive additional supplements as follows:					
Tennis	\$75 per round				
Wrestling	\$75 per round				
The individual playoff supplement for tennis and wrestling is for the amount of rounds (matches) each player participates in, not the number of players who qualify. For example: 1st round, semifinals, finals, etc. There is a cap of 8 rounds maximum.					
8 rounds at Lower State Individuals = 8 x \$75 = \$600					
8 rounds at State Individuals = 8 x \$75 = \$600					
Bonus for head coaches who win state companionships: \$1,000					

Extracurricular Athletics Salary Schedules

Directors											
Athletic Director — \$2,000 for 4A and 5A; \$1,000 for 3A											
Assistant Athletic Director — \$4,000 (2 stipends for 4A and 5A; 1 stipend for 3A)											
Middle School Athletic Director — \$3,000											
Head Athletic Trainer — \$10,000 Plus 40 Days											
Assistant Athletic Trainer — \$5,000 Plus 5 Days											
Assistant Middle School Athletic Trainer — \$1,500											
Step	0	1	2	3	4	5	6	7	8	9	10
Baseball/Softball											
Varsity Head Coach (additional \$500 for 4A/5A only)											
	2,750	3,000	3,250	3,500	3,750	4,000	4,250	4,500	4,750	5,000	5,250
Varsity Assistant Coach/Junior Varsity Head Coach											
	2,450	2,500	2,550	2,600	2,650	2,700	2,750	2,800	2,850	2,900	2,950
Junior Varsity Assistant Coach											
	\$1,475	\$1,500	\$1,525	\$1,550	\$1,575	\$1,600	\$1,625	\$1,650	\$1,675	\$1,700	\$1,725
B Team Head Coach											
	\$1,475	\$1,500	\$1,525	\$1,550	\$1,575	\$1,600	\$1,625	\$1,650	\$1,675	\$1,700	\$1,725
B Team Assistant Coach											
	\$1,250	\$1,275	\$1,300	\$1,325	\$1,350	\$1,375	\$1,400	\$1,425	\$1,450	\$1,475	\$1,500
Step	11	12	13	14	15	16	17	18	19	20	21
Baseball/Softball											
Varsity Head Coach (additional \$500 for 4A/5A only)											
	\$5,500	\$5,750	\$6,000	\$6,250	\$6,500	\$6,750	\$7,000	\$7,250	\$7,500	\$7,750	\$8,000
Varsity Assistant Coach/Junior Varsity Head Coach											
	\$3,000	\$3,050	\$3,100	\$3,150	\$3,200	\$3,250	\$3,300	\$3,350	\$3,400	\$3,450	\$3,500
Junior Varsity Assistant Coach											
	\$1,750	\$1,775	\$1,800	\$1,825	\$1,850	\$1,875	\$1,900	\$1,925	\$1,950	\$1,975	\$2,000
B Team Head Coach											
	\$1,750	\$1,775	\$1,800	\$1,825	\$1,850	\$1,875	\$1,900	\$1,925	\$1,950	\$1,975	\$2,000
B Team Assistant Coach											
	\$1,525	\$1,550	\$1,575	\$1,600	\$1,625	\$1,650	\$1,675	\$1,700	\$1,725	\$1,750	\$1,775

Step	0	1	2	3	4	5	6	7	8	9	10
Basketball											
Varsity Head Coach (additional \$500 for 4A/5A only)											
	\$2,750	\$3,000	\$3,250	\$3,500	\$3,750	\$4,000	\$4,250	\$4,500	\$4,750	\$5,000	\$5,250
Varsity Assistant Coach/Junior Varsity Head Coach											
	\$2,450	\$2,500	\$2,550	\$2,600	\$2,650	\$2,700	\$2,750	\$2,800	\$2,850	\$2,900	\$2,950
Junior Varsity Assistant Coach											
	\$1,475	\$1,500	\$1,525	\$1,550	\$1,575	\$1,600	\$1,625	\$1,650	\$1,675	\$1,700	\$1,725
B Team Head Coach											
	\$1,475	\$1,500	\$1,525	\$1,550	\$1,575	\$1,600	\$1,625	\$1,650	\$1,675	\$1,700	\$1,725
B Team Assistant Coach											
	\$1,250	\$1,275	\$1,300	\$1,325	\$1,350	\$1,375	\$1,400	\$1,425	\$1,450	\$1,475	\$1,500
C Team Head Coach											
	\$1,470	\$1,500	\$1,530	\$1,560	\$1,590	\$1,620	\$1,650	\$1,680	\$1,710	\$1,740	\$1,770
C Team Assistant Coach											
	\$500	\$525	\$550	\$575	\$600	\$625	\$650	\$675	\$700	\$725	\$750
Step	11	12	13	14	15	16	17	18	19	20	21
Basketball											
Varsity Head Coach (additional \$500 for 4A/5A only)											
	\$5,500	\$5,750	\$6,000	\$6,250	\$6,500	\$6,750	\$7,000	\$7,250	\$7,500	\$7,750	\$8,000
Varsity Assistant Coach/Junior Varsity Head Coach											
	\$3,000	\$3,050	\$3,100	\$3,150	\$3,200	\$3,250	\$3,300	\$3,350	\$3,400	\$3,450	\$3,500
Junior Varsity Assistant Coach											
	\$1,750	\$1,775	\$1,800	\$1,825	\$1,850	\$1,875	\$1,900	\$1,925	\$1,950	\$1,975	\$2,000
B Team Head Coach											
	\$1,750	\$1,775	\$1,800	\$1,825	\$1,850	\$1,875	\$1,900	\$1,925	\$1,950	\$1,975	\$2,000
B Team Assistant Coach											
	\$1,525	\$1,550	\$1,575	\$1,600	\$1,625	\$1,650	\$1,675	\$1,700	\$1,725	\$1,750	\$1,775
C Team Head Coach											
	\$1,800	\$1,830	\$1,860	\$1,890	\$1,920	\$1,950	\$1,980	\$2,010	\$2,040	\$2,070	\$2,100
C Team Assistant Coach											
	\$775	\$800	\$825	\$850	\$875	\$900	\$925	\$950	\$975	\$1,000	\$1,025

Step	0	1	2	3	4	5	6	7	8	9	10
Cheerleading											
Competitive Varsity Only											
	\$2,450	\$2,500	\$2,550	\$2,600	\$2,650	\$2,700	\$2,750	\$2,800	\$2,850	\$2,900	\$2,950
Varsity Head Coach (Fall/Winter)											
	\$1,850	\$2,000	\$2,150	\$2,300	\$2,450	\$2,600	\$2,750	\$2,900	\$3,050	\$3,200	\$3,350
Varsity Assistant Coach (Fall/Winter)											
	\$1,450	\$1,500	\$1,550	\$1,600	\$1,650	\$1,700	\$1,750	\$1,800	\$1,850	\$1,900	\$1,950
Competitive Junior Varsity Head Coach											
	\$1,450	\$1,500	\$1,550	\$1,600	\$1,650	\$1,700	\$1,750	\$1,800	\$1,850	\$1,900	\$1,950
Junior Varsity Head Coach (Fall/Winter)											
	\$1,450	\$1,500	\$1,550	\$1,600	\$1,650	\$1,700	\$1,750	\$1,800	\$1,850	\$1,900	\$1,950
Competitive B Team Head Coach											
	\$950	\$1,000	\$1,050	\$1,100	\$1,150	\$1,200	\$1,250	\$1,300	\$1,350	\$1,400	\$1,450
B Team Head Coach (Fall/Winter)											
	\$950	\$1,000	\$1,050	\$1,100	\$1,150	\$1,200	\$1,250	\$1,300	\$1,350	\$1,400	\$1,450
Competitive C Team Head Coach											
	\$950	\$1,000	\$1,050	\$1,100	\$1,150	\$1,200	\$1,250	\$1,300	\$1,350	\$1,400	\$1,450
C Team Head Coach (Fall/Winter)											
	\$950	\$1,000	\$1,050	\$1,100	\$1,150	\$1,200	\$1,250	\$1,300	\$1,350	\$1,400	\$1,450
C Team Assistant Coach (Fall/Winter)											
	\$500	\$525	\$550	\$575	\$600	\$625	\$650	\$675	\$700	\$725	\$750

Step	11	12	13	14	15	16	17	18	19	20	21
Cheerleading											
Competitive Varsity Only											
	\$3,000	\$3,050	\$3,100	\$3,150	\$3,200	\$3,250	\$3,300	\$3,350	\$3,400	\$3,450	\$3,500
Varsity Head Coach (Fall/Winter)											
	\$3,500	\$3,650	\$3,800	\$3,950	\$4,100	\$4,250	\$4,400	\$4,550	\$4,700	\$4,850	\$5,000
Varsity Assistant Coach (Fall/Winter)											
	\$2,000	\$2,050	\$2,100	\$2,150	\$2,200	\$2,250	\$2,300	\$2,350	\$2,400	\$2,450	\$2,500
Competitive Junior Varsity Head Coach											
	\$2,000	\$2,050	\$2,100	\$2,150	\$2,200	\$2,250	\$2,300	\$2,350	\$2,400	\$2,450	\$2,500
Junior Varsity Head Coach (Fall/Winter)											
	\$2,000	\$2,050	\$2,100	\$2,150	\$2,200	\$2,250	\$2,300	\$2,350	\$2,400	\$2,450	\$2,500
Competitive B Team Head Coach											
	1,500	\$1,550	\$1,600	\$1,650	\$1,700	\$1,750	\$1,800	\$1,850	\$1,900	\$1,950	\$2,000
B Team Head Coach (Fall/Winter)											
	\$1,500	\$1,550	\$1,600	\$1,650	\$1,700	\$1,750	\$1,800	\$1,850	\$1,900	\$1,950	\$2,000
Competitive B Team Head Coach											
	1,500	\$1,550	\$1,600	\$1,650	\$1,700	\$1,750	\$1,800	\$1,850	\$1,900	\$1,950	\$2,000
C Team Head Coach (Fall/Winter)											
	\$1,500	\$1,550	\$1,600	\$1,650	\$1,700	\$1,750	\$1,800	\$1,850	\$1,900	\$1,950	\$2,000
C Team Assistant Coach (Fall/Winter)											
	\$775	\$800	\$825	\$850	\$875	\$900	\$925	\$950	\$975	\$1,000	\$1,025
Step	0	1	2	3	4	5	6	7	8	9	10
Cross Country											
Head Coach											
	\$1,850	\$2,000	\$2,150	\$2,300	\$2,450	\$2,600	\$2,750	\$2,900	\$3,050	\$3,200	\$3,350
Assistant Coach											
	\$1,450	\$1,500	\$1,550	\$1,600	\$1,650	\$1,700	\$1,750	\$1,800	\$1,850	\$1,900	\$1,950
Step	11	12	13	14	15	16	17	18	19	20	21
Cross Country											
Head Coach											
	\$3,500	\$3,650	\$3,800	\$3,950	\$4,100	\$4,250	\$4,400	\$4,550	\$4,700	\$4,850	\$5,000
Assistant Coach											
	\$2,000	\$2,050	\$2,100	\$2,150	\$2,200	\$2,250	\$2,300	\$2,350	\$2,400	\$2,450	\$2,500

Step	0	1	2	3	4	5	6	7	8	9	10
Football											
Varsity Head Coach (40 Days) (additional \$500 for 4A/5A only)											
	\$12,000	\$12,250	\$12,500	\$12,750	\$13,000	\$13,250	\$13,500	\$13,750	\$14,000	\$14,250	\$14,500
Offensive/Defensive Coordinators — \$2,000											
Varsity Assistant Coach (10) — 15 Extra Days											
	\$3,750	\$3,800	\$3,850	\$3,900	\$3,950	\$4,000	\$4,050	\$4,100	\$4,150	\$4,200	\$4,250
Junior Varsity Head Coach											
	\$3,750	\$3,800	\$3,850	\$3,900	\$3,950	\$4,000	\$4,050	\$4,100	\$4,150	\$4,200	\$4,250
Junior Varsity Assistant Coach (4)											
	\$3,270	\$3,300	\$3,330	\$3,360	\$3,390	\$3,420	\$3,450	\$3,480	\$3,510	\$3,540	\$3,570
B Team Head Coach											
	\$3,750	\$3,800	\$3,850	\$3,900	\$3,950	\$4,000	\$4,050	\$4,100	\$4,150	\$4,200	\$4,250
B Team Assistant Coach (3)											
	\$3,270	\$3,300	\$3,330	\$3,360	\$3,390	\$3,420	\$3,450	\$3,480	\$3,510	\$3,540	\$3,570
C Team Head Coach (7th and 8th)											
	\$2,770	\$2,800	\$2,830	\$2,860	\$2,890	\$2,920	\$2,950	\$2,980	\$3,010	\$3,040	\$3,070
C Team Assistant Coach (7th (3) and 8th (4))											
	\$1,450	\$1,500	\$1,550	\$1,600	\$1,650	\$1,700	\$1,750	\$1,800	\$1,850	\$1,900	\$1,950
Step	11	12	13	14	15	16	17	18	19	20	21
Football											
Varsity Head Coach (40 Days) (additional \$500 for 4A/5A only)											
	\$14,750	\$15,000	\$15,250	\$15,500	\$15,750	\$16,000	\$16,250	\$16,500	\$16,750	\$17,000	\$17,250
Offensive/Defensive Coordinators — \$2,000											
Varsity Assistant Coach (10) — 15 Extra Days											
	\$4,300	\$4,350	\$4,400	\$4,450	\$4,500	\$4,550	\$4,600	\$4,650	\$4,700	\$4,750	\$4,800
Junior Varsity Head Coach											
	\$4,300	\$4,350	\$4,400	\$4,450	\$4,500	\$4,550	\$4,600	\$4,650	\$4,700	\$4,750	\$4,800
Junior Varsity Assistant Coach (4)											
	\$3,600	\$3,630	\$3,660	\$3,690	\$3,720	\$3,750	\$3,780	\$3,810	\$3,840	\$3,870	\$3,900
B Team Head Coach											
	\$4,300	\$4,350	\$4,400	\$4,450	\$4,500	\$4,550	\$4,600	\$4,650	\$4,700	\$4,750	\$4,800
B Team Assistant Coach (3)											
	\$3,600	\$3,630	\$3,660	\$3,690	\$3,720	\$3,750	\$3,780	\$3,810	\$3,840	\$3,870	\$3,900
C Team Head Coach (7th and 8th)											
	\$3,100	\$3,130	\$3,160	\$3,190	\$3,220	\$3,250	\$3,280	\$3,310	\$3,340	\$3,370	\$3,400
C Team Assistant Coach (7th (3) and 8th (4))											
	\$2,000	\$2,050	\$2,100	\$2,150	\$2,200	\$2,250	\$2,300	\$2,350	\$2,400	\$2,450	\$2,500

Step	0	1	2	3	4	5	6	7	8	9	10
Golf											
Head Coach											
	\$1,850	\$2,000	\$2,150	\$2,300	\$2,450	\$2,600	\$2,750	\$2,900	\$3,050	\$3,200	\$3,350
Junior Varsity Assistant Coach											
	\$1,450	\$1,500	\$1,550	\$1,600	\$1,650	\$1,700	\$1,750	\$1,800	\$1,850	\$1,900	\$1,950
Step	11	12	13	14	15	16	17	18	19	20	21
Golf											
Head Coach											
	\$3,500	\$3,650	\$3,800	\$3,950	\$4,100	\$4,250	\$4,400	\$4,550	\$4,700	\$4,850	\$5,000
Junior Varsity Assistant Coach											
	\$2,000	\$2,050	\$2,100	\$2,150	\$2,200	\$2,250	\$2,300	\$2,350	\$2,400	\$2,450	\$2,500
Step	0	1	2	3	4	5	6	7	8	9	10
Intramural											
Maximum of three seasons — \$400/season (must be 7th grade and above as approved)											
Step	11	12	13	14	15	16	17	18	19	20	21
Intramural											
Maximum of three seasons — \$400/season (must be 7th grade and above as approved)											
Step	0	1	2	3	4	5	6	7	8	9	10
Lacrosse											
Head Coach											
	\$2,750	\$3,000	\$3,250	\$3,500	\$3,750	\$4,000	\$4,250	\$4,500	\$4,750	\$5,000	\$5,250
Varsity Assistant Coach/Junior Varsity Head Coach											
	\$2,450	\$2,500	\$2,550	\$2,600	\$2,650	\$2,700	\$2,750	\$2,800	\$2,850	\$2,900	\$2,950
Junior Varsity Assistant Coach											
	\$1,475	\$1,500	\$1,525	\$1,550	\$1,575	\$1,600	\$1,625	\$1,650	\$1,675	\$1,700	\$1,725
B Team Head Coach											
	\$1,475	\$1,500	\$1,525	\$1,550	\$1,575	\$1,600	\$1,625	\$1,650	\$1,675	\$1,700	\$1,725
B Team Assistant Coach											
	\$1,250	\$1,275	\$1,300	\$1,325	\$1,350	\$1,375	\$1,400	\$1,425	\$1,450	\$1,475	\$1,500
Step	11	12	13	14	15	16	17	18	19	20	21
Lacrosse											
Head Coach											
	\$5,500	\$5,750	\$6,000	\$6,250	\$6,500	\$6,750	\$7,000	\$7,250	\$7,500	\$7,750	\$8,000
Varsity Assistant Coach/Junior Varsity Head Coach											
	\$3,000	\$3,050	\$3,100	\$3,150	\$3,200	\$3,250	\$3,300	\$3,350	\$3,400	\$3,450	\$3,500
Junior Varsity Assistant Coach											
	\$1,750	\$1,775	\$1,800	\$1,825	\$1,850	\$1,875	\$1,900	\$1,925	\$1,950	\$1,975	\$2,000
B Team Head Coach											
	\$1,750	\$1,775	\$1,800	\$1,825	\$1,850	\$1,875	\$1,900	\$1,925	\$1,950	\$1,975	\$2,000
B Team Assistant Coach											
	\$1,525	\$1,550	\$1,575	\$1,600	\$1,625	\$1,650	\$1,675	\$1,700	\$1,725	\$1,750	\$1,775

[illegible]

Step	0	1	2	3	4	5	6	7	8	9	10
Swimming											
Head Coach											
	\$1,950	\$2,000	\$2,150	\$2,300	\$2,450	\$2,600	\$2,750	\$2,900	\$3,050	\$3,200	\$3,350
Varsity Assistant Coach/Junior Varsity Head Coach											
	\$1,950	\$2,000	\$2,050	\$2,100	\$2,150	\$2,200	\$2,250	\$2,300	\$2,350	\$2,400	\$2,450
Step	11	12	13	14	15	16	17	18	19	20	21
Swimming											
Head Coach											
	\$3,500	\$3,650	\$3,800	\$3,950	\$4,100	\$4,250	\$4,400	\$4,550	\$4,700	\$4,850	\$5,000
Varsity Assistant Coach/Junior Varsity Head Coach											
	\$2,500	\$2,550	\$2,600	\$2,650	\$2,700	\$2,750	\$2,800	\$2,850	\$2,900	\$2,950	\$3,000
Step	0	1	2	3	4	5	6	7	8	9	10
Tennis											
Varsity Head Coach											
	\$1,850	\$2,000	\$2,150	\$2,300	\$2,450	\$2,600	\$2,750	\$2,900	\$3,050	\$3,200	\$3,350
Junior Varsity Head Coach											
	\$1,450	\$1,500	\$1,550	\$1,600	\$1,650	\$1,700	\$1,750	\$1,800	\$1,850	\$1,900	\$1,950
Step	11	12	13	14	15	16	17	18	19	20	21
Tennis											
Varsity Head Coach											
	\$3,500	\$3,650	\$3,800	\$3,950	\$4,100	\$4,250	\$4,400	\$4,550	\$4,700	\$4,850	\$5,000
Junior Varsity Head Coach											
	\$2,000	\$2,050	\$2,100	\$2,150	\$2,200	\$2,250	\$2,300	\$2,350	\$2,400	\$2,450	\$2,500
Step	0	1	2	3	4	5	6	7	8	9	10
Track											
Varsity Head Coach											
	\$1,950	\$2,000	\$2,150	\$2,300	\$2,450	\$2,600	\$2,750	\$2,900	\$3,050	\$3,200	\$3,350
Varsity Assistant Coach											
	\$1,950	\$2,000	\$2,050	\$2,100	\$2,150	\$2,200	\$2,250	\$2,300	\$2,350	\$2,400	\$2,450
C Team Head Coach											
	\$1,475	\$1,500	\$1,525	\$1,550	\$1,575	\$1,600	\$1,625	\$1,650	\$1,675	\$1,700	\$1,725
C Team Assistant Coach											
	\$500	\$525	\$550	\$575	\$600	\$625	\$650	\$675	\$700	\$725	\$750
Step	11	12	13	14	15	16	17	18	19	20	21
Track											
Varsity Head Coach											
	\$3,500	\$3,650	\$3,800	\$3,950	\$4,100	\$4,250	\$4,400	\$4,550	\$4,700	\$4,850	\$5,000
Varsity Assistant Coach											
	\$2,500	\$2,550	\$2,600	\$2,650	\$2,700	\$2,750	\$2,800	\$2,850	\$2,900	\$2,950	\$3,000
C Team Head Coach											
	\$1,750	\$1,775	\$1,800	\$1,825	\$1,850	\$1,875	\$1,900	\$1,925	\$1,950	\$1,975	\$2,000
C Team Assistant Coach											
	\$775	\$800	\$825	\$850	\$875	\$900	\$925	\$950	\$975	\$1,000	\$1,025

Step	0	1	2	3	4	5	6	7	8	9	10
Volleyball											
Varsity Head Coach											
	\$2,750	\$3,000	\$3,250	\$3,500	\$3,750	\$4,000	\$4,250	\$4,500	\$4,750	\$5,000	\$5,250
Varsity Assistant Coach/Junior Varsity Head Coach											
	\$2,450	\$2,500	\$2,550	\$2,600	\$2,650	\$2,700	\$2,750	\$2,800	\$2,850	\$2,900	\$2,950
Junior Varsity Assistant Coach											
	\$1,375	\$1,400	\$1,425	\$1,450	\$1,475	\$1,500	\$1,525	\$1,550	\$1,575	\$1,600	\$1,625
C Team Head Coach (7th and 8th)											
	\$1,375	\$1,400	\$1,425	\$1,450	\$1,475	\$1,500	\$1,525	\$1,550	\$1,575	\$1,600	\$1,625
C Team Assistant Coach (7th and 8th)											
	\$500	\$525	\$550	\$575	\$600	\$625	\$650	\$675	\$700	\$725	\$750

Step	11	12	13	14	15	16	17	18	19	20	21
Volleyball											
Varsity Head Coach											
	\$5,500	\$5,750	\$6,000	\$6,250	\$6,500	\$6,750	\$7,000	\$7,250	\$7,500	\$7,750	\$8,000
Varsity Assistant Coach/Junior Varsity Head Coach											
	\$3,000	\$3,050	\$3,100	\$3,150	\$3,200	\$3,250	\$3,300	\$3,350	\$3,400	\$3,450	\$3,500
Junior Varsity Assistant Coach											
	\$1,650	\$1,675	\$1,700	\$1,725	\$1,750	\$1,775	\$1,800	\$1,825	\$1,850	\$1,875	\$1,900
C Team Head Coach (7th and 8th)											
	\$1,650	\$1,675	\$1,700	\$1,725	\$1,750	\$1,775	\$1,800	\$1,825	\$1,850	\$1,875	\$1,900
C Team Assistant Coach (7th and 8th)											
	\$775	\$800	\$825	\$850	\$875	\$900	\$925	\$950	\$975	\$1,000	\$1,025

Step	0	1	2	3	4	5	6	7	8	9	10
Wrestling											
Varsity Head Coach											
	\$2,750	\$3,000	\$3,250	\$3,500	\$3,750	\$4,000	\$4,250	\$4,500	\$4,750	\$5,000	\$5,250
Varsity Assistant Coach, Junior Varsity Head Coach											
	\$2,450	\$2,500	\$2,550	\$2,600	\$2,650	\$2,700	\$2,750	\$2,800	\$2,850	\$2,900	\$2,950
Junior Varsity Assistant Coach											
	\$1,175	\$1,200	\$1,225	\$1,250	\$1,275	\$1,300	\$1,325	\$1,350	\$1,375	\$1,400	\$1,425
Middle School											
	\$1,175	\$1,200	\$1,225	\$1,250	\$1,275	\$1,300	\$1,325	\$1,350	\$1,375	\$1,400	\$1,425

Step	11	12	13	14	15	16	17	18	19	20	21
Wrestling											
Varsity Head Coach											
	\$5,500	\$5,750	\$6,000	\$6,250	\$6,500	\$6,750	\$7,000	\$7,250	\$7,500	\$7,750	\$8,000
Varsity Assistant Coach, Junior Varsity Head Coach											
	\$3,000	\$3,050	\$3,100	\$3,150	\$3,200	\$3,250	\$3,300	\$3,350	\$3,400	\$3,450	\$3,500
Junior Varsity Assistant Coach											
	\$1,450	\$1,475	\$1,500	\$1,525	\$1,550	\$1,575	\$1,600	\$1,625	\$1,650	\$1,675	\$1,700
Middle School											
	\$1,450	\$1,475	\$1,500	\$1,525	\$1,550	\$1,575	\$1,600	\$1,625	\$1,650	\$1,675	\$1,700

INFORMATION TECHNOLOGY

Technology Use Reminder

Several board policies guide employees on how to appropriately use the technology resources provided by the district. Many of those policies are printed in this handbook. For more information on the acceptable use of technology, please read the complete Policy (IJNDB Use of Technology Resources in Instruction) below.

Employee Portal

The district provides an online portal which contains access to select software applications (PowerSchool, BusinessPlus, SafeSchools, etc.), core Google apps, resources and information by department and the employee marketplace. The online portal is only accessible via your Lexington One username and password. Daily subs do not have access to the online portal.

The Marketplace — Employees of the district can sell personal items including event tickets, vehicles, houses, baby carriages, bicycles and many other things in the Employee Marketplace.

- Employees can sell these items because they are not related to a business the employee is running on the side. These are merely one-time sales of personal property.
- Employees of the district cannot market a side business or a family member's business since board policies and state law prohibit it.
- Policy GBEBC Gifts to and Solicitations by Staff specifically states, "... the board will not permit employees to sell for personal profit on school or district premises products of any kind..."
- In addition, state ethics laws and policy GBEA Staff Ethics/Conflict of Interest, state, "A public employee may not use his/her position or office for personal financial gain."

Technology Equipment — The equipment issued or made available to an employee must be used for district purposes only and not for personal gain or family enrichment; nor is this equipment to be shared with other staff, students, friends or family members for any reason. This equipment includes, but is not limited to, computers, mobile devices, copiers, printers,

and laminators. If the employee separates from the district for any reason, the employee agrees to return the district issued equipment to a facility technician prior to exiting. Equipment purchased for classrooms and facilities is to be purchased in accordance with the guidelines outlined in the Technology Purchases document which can be found on the Lexington One website.

The Lexington One website also contains the staff acceptable use agreement which specifies an employee will respond to requests to have their equipment updated and will make their equipment available to a facility technician when requested.

Email — In terms of email, do not originate or knowingly forward email containing jokes, spam, chain letters, virus notifications, etc. This adds more "spam" to our email system, slowing down the system and making it harder for employees to do their work.

Security Best Practices — These procedures will help employees establish good habits that ensure a safer work environment. Be sure to review all of these best practices including the ones that follow. A complete list may be found on the Lexington One website.

- Do not share an employee password with other staff, students, friends or family members for any reason.
- Do not open/download an email attachment from someone you do not know.
- Do not install software from anyone you do not know.

(Policy IJNDB)

Use of Technology Resources in Instruction

Technology is a vital part of education and the operation of the district.

In an effort to promote learning and to expand educational resources for students, the district has made arrangements to provide students and staff with access to various types of technology.

The district's goal in providing this technology is to promote educational excellence by facilitating resource sharing, communication and innovation.

Access to technology is a privilege, not a right. With this privilege also comes a responsibility to use this access solely for educational purposes and not for inappropriate purposes.

The district will not tolerate inappropriate use of technology by any person.

District administrators are directed to develop appropriate guidelines to govern the use of technology and to implement technology protection measures and safety rules as required by the conditions of eligibility for any federal or state technology-funding-assistance program.

(Policy IJNDB-R)

Use of Technology Resources in Instruction Administrative Rule

Definition

For the purpose of this policy, technology is defined as, but not limited to, the following:

- collaborative systems including email, cloud storage and document management;
- workstations (both desktop and mobile), tablets, smartphones, printers, scanners and peripherals;
- local area networks (both wired and wireless), including but not limited to wiring, routers, access points, controllers and all other network equipment;
- servers including video servers, file and print servers, database servers, caching servers, web servers and communication servers;
- a wide area network linking all Lexington County School District One sites into one intranet;
- voice communication systems to include primary systems, integrated voice response/management systems, automatic dialing systems, voice mail servers, mobile telephones, VOIP phone systems, recording devices and two-way radios;
- management systems including data retrieval, device management, grading, instructional, media, textbooks, student and food service systems hosted either on or off premise;

- video systems including but not limited to distance learning equipment, cameras, video-conferencing systems, web-conferencing systems, intra-district broadcasting, digital signage and all other video equipment;
- software applications and mobile apps;
- energy management, physical security systems and security monitoring systems including camera surveillance systems;
- office copier, faxing, imaging and document management systems;
- paging, bell and fire alarm systems.

Access

Because technology is a vital part of the educational process and the curriculum of the district, students and staff will be provided access to technology including, but not limited to, network, internet and email services.

The district intends to promote educational excellence in schools through collaboration, critical thinking, communication and creativity, providing access to a diverse array of technological resources.

Through the network and internet, students and staff will have access to the following:

- email services
- collaborative storage and editing systems
- district-provided software applications, mobile apps and appropriate digital content
- local, regional, public, state and national library catalogs including reference and research sources

The availability of internet access provides a unique educational opportunity for students and staff to contribute to the district's presence in the Global Community. This medium of communication provides an opportunity to share information with the community, our nation and the world about the district's curriculum and instruction, school-authorized activities and other related information.

The district provides this instructional resource as an educational tool for staff and students. The smooth operation of technology relies on the appropriate conduct of its users. These guidelines are provided so that students and staff are aware of their responsibilities

when using technology. Employees who violate the terms of this administrative rule or otherwise misuse technology will be subject to disciplinary action. Disciplinary action could include termination of employment.

Violations of federal or state law may subject users (employee or student) to criminal prosecution.

Access to technology comes with the increased availability of material which may not be of educational value in the context of the school setting. The district makes every effort to monitor and restrict access to known objectionable sites and to controversial or inappropriate materials as required by law. Use of technology and/or internet access for any purpose that is inconsistent with the educational mission of the district is strictly prohibited.

For the district to provide network and internet access, all staff and students must take responsibility for appropriate and lawful use of this access. While the schools' teachers and staff will make reasonable efforts to supervise student use of network and internet access, student and parent/legal guardian cooperation is essential in exercising and promoting responsible use of this access.

Upon accepting this policy, each staff member and student will be given network and internet access and must abide by Policy IJNDB. A copy of this policy, or access to this policy, will be provided to parents/legal guardians.

The use of technology for teaching, learning and communication is an expectation, and supports the district's mission and vision. Therefore, teacher, staff and student use of technology is not optional. All users in the district understand they must use technology responsibly and are bound by the terms of this policy and administrative rule.

Internet safety policy

In compliance with the Children's Internet Protection Act (CIPA), 47 U.S.C. § 254(h), the district uses technology designed to filter and block obscene materials, child pornography and "harmful to minors" materials as defined in the CIPA.

For purposes of this administrative rule, this document is the district's "Internet Safety Policy." This policy includes provisions to address possible access by

minors to inappropriate materials on the internet which include but are not limited to: inappropriate use of email and other forms of direct electronic communication; unauthorized access, use and dissemination of personal identification information regarding minors; and measures designed to restrict minors' access to potentially harmful materials.

Terms and conditions of use

The purpose of the district's technology is to support research and education in and among academic institutions by providing access to unique resources and the opportunity for collaborative work. All use of technology must be in support of education and research and be consistent with the educational objectives of the district.

Individuals must comply with the district's rules and state and federal laws. Transmission of any material in violation of any federal or state laws or regulations is prohibited.

At the beginning of each school year, students and staff receive information about the appropriate use of technology, the district network, safety and other issues governing technology use through the district's student handbook, Personal Mobile Computing Guide and the district's employee handbook.

Lexington County School District One requires all users to immediately report technology-related issues or problems. Students are instructed to tell their attending teacher. Employees are instructed to tell their supervisor.

Access to computer systems and networks owned/operated by the district imposes certain responsibilities and obligations on users and is subject to district policies and local, state and federal laws.

Acceptable use is always ethical, reflects honesty and shows restraint in the consumption of shared resources. It demonstrates respect for intellectual property, ownership of information, system security mechanisms and the individual's right to privacy and freedom from intimidation, harassment and unwarranted annoyance.

Rules governing use

Lexington County School District One digital and online content must comply with district policies on FERPA, data privacy and public use of school records.

Lexington County School District One will not be responsible for any obligations resulting from any unauthorized use of the system. This includes, but is not limited to, copyrighted material, threatening or obscene material, material protected by trade secret, inappropriate materials of any kind or any other illegal act.

Lexington County School District One will involve law enforcement should illegal activities take place.

Lexington County School District One expects users to immediately report if they mistakenly access inappropriate information or images, any message they receive that they feel is inappropriate or that makes them feel uncomfortable, and any possible security problems. By immediately reporting, users protect themselves against allegations that they have intentionally violated the technology acceptable use policy. Students will immediately tell their attending teacher. Employees will immediately notify their supervisor.

Students will not post personal contact information about themselves or other people unless it is in conjunction with a specific teacher-approved assignment or approved college/career communication. Personal contact information includes, but is not limited to, home address, telephone numbers, school address, etc.

Users will utilize the system for educational, professional or career development activities only and when it is not disruptive and does not interfere with the performance of other responsibilities by the employee or other staff members.

Users will not access or upload inappropriate content to district technology resources.

Users should only join communication groups that are relevant to their educational, professional or career development.

Users will not use district technology to maintain a personal business, for unauthorized commercial purposes or for financial gain unrelated to the mission of the school district.

Users will not originate nor knowingly forward emails containing jokes, spam, chain letters, greeting cards for personal purposes, virus notifications, screensavers and other non-educational file attachments.

Users will not attempt to gain unauthorized access to the email system, the district's digital and online

content or any other computer systems through Lexington County School District One email and/or internet and/or network access.

Users will not make deliberate attempts to disrupt the computer system's performance or destroy data by spreading computer viruses or by any other means. These actions are illegal.

Users will not attempt to perform functions that exceed their authorized access, share their account information (user ID and/or password) or log in through another person's account or access another person's files without permission. These actions are illegal.

Users will not use defamatory, false, obscene, profane, lewd, vulgar, rude, inflammatory, threatening, bullying, disrespectful, disruptive, racial, violent or any other inappropriate language in public messages, private messages and any material posted on digital and online content. All communications via district digital and online content will comply with the district's technology policy and district's student code of conduct Policy JICDA and administrative rule JICDA-R.

Users will not send harassing email to another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a user is told by a person to stop sending messages, he/she must stop.

Users will neither use the district system to access sites/material that are profane, obscene or pornographic nor use the system to access sites/material that advocate illegal acts, violence or discrimination toward other people.

Penalties for improper use

Employees who violate the terms of this administrative rule or otherwise misuse technology will be subject to disciplinary action. Disciplinary action could include anything from a warning up to termination of employment.

Students who violate the terms of this administrative rule or who otherwise misuse technology will be subject to disciplinary action. Disciplinary action could include, at a minimum, the loss of technology privileges and will take place in accordance with the district's student code of conduct Policy JICDA, administrative rule JICDA-R and Personal Mobile Computing Guide.

Violations of the laws of the United States or of the state of South Carolina may subject users (employee or student) to criminal prosecution.

Warranty

The district makes no warranties of any kind, whether expressed or implied, for the service it is providing. The district will not be responsible for any damages suffered by any user. This includes loss of data resulting from delays, non-deliveries, misdirected deliveries or service interruptions caused by the system's negligence, user errors or omissions.

Use of any information obtained via the internet is at the user's own risk. The district specifically denies any responsibility for the accuracy or quality of information obtained through its services.

If a user incurs unauthorized costs, the user, as well as the user's parents/legal guardians (if the user is a student), will be responsible for all such costs.

User privacy

Email messages and any other electronic files created using district resources or stored district resources are the property of the district.

The district reserves the right to examine, restrict or remove any material that is on or passes through its network, just as it does any other work or material generated at or brought to school or work by staff or students.

Access to electronic information related to any student or staff member will be governed by the same policies that would apply to that information if it were not in electronic form.

Plagiarism and copyright

Users will not plagiarize works that they find on the internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user. Users will use proper bibliography formats.

Users will respect copyright laws. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by copyright. If a work contains language that specifies acceptable use of that work, users should request permission from the owner.

Other

Digital and online content reflects an individual's thoughts, interests and activities. Such content does not, in any way, represent individual schools or the district, nor are they endorsed or sanctioned by any individual school or the district.

Given the rapid change in technology, some of the technical standards outlined in this regulation may require change throughout the year. Such changes will be made with the approval of the superintendent. This regulation may be updated on an annual basis or more frequently, if required.

EDUCATIONAL FOUNDATION

Mission

The mission of the Lexington County School District One Educational Foundation is to support the educational process and enrich the quality of life in our community by raising and managing funds.

Purpose

Established in 1994, the Lexington One Educational Foundation is a 501(c)(3) nonprofit organization that serves as a source of funds to support district programs and initiatives which are outside the scope of the district's Annual Fund budget. Governed by a board of directors that's composed of local business and community leaders and parents, donations from many terrific partners enable foundation leaders to plant seeds in Lexington One that bloom into amazing educational opportunities for our students.

Foundation's Charitable Initiatives

The Lexington One Educational Foundation offers significant support to the district in a variety of ways. Annually through philanthropic partners and funds raised, the Educational Foundation provides Michelin Golden Apple Teacher Grants biannually for enhancing classroom learning, Innovation Grants to K-8 Schools (up to \$5,000 each) for larger school-wide educational projects, Bucks for Books Grants (\$160,250 in last seven years) to elementary and middle schools, Michelin VEX Robotics Team Grants, and College Scholarships and Higher Education Support Grants to graduating seniors. In recent years a \$33,000 Counting Collections Mathematics Grant strengthened the basic math skills of all of our K-2 students in the district. In addition, the foundation connects donors to district needs, such as three Building Construction Grants in recent years to support skilled learning in these courses for our high school students.

Annually, the Educational Foundation honors graduating seniors who are ranked in the top 10 percent of their academic class with the Celebration of Excellence in Education event. Its Caring Heart Fund supports the Lexington One Pantry and continues to assist numerous students and their families in need with food, clothing, temporary transportation, medical care, and more via working closely with the Lexington One social workers. The LHS Cats Kick Cancer Fund provides help to students and employees who are fighting cancer. Foundation funds created the BB&T International Baccalaureate Learning Lab, supported the modernization of all of our school libraries, built STEM Labs at two schools, purchased four vision spot screeners to assist our nurses in testing students' vision throughout the district, and much more.

Foundation's Lexington Employee Assistance Plan (LEAP)

LEAP Funds provide financial assistance in two ways: 1) emergency and need-based assistance to students, families and employees and 2) educational grants to teachers and/or schools. EAP Funds exist due to voluntary employee donations that are made during the Lexington One Educational Foundation's annual campaign, which is held during the first three weeks of each school year. Thanks to the generosity of our Lexington One family members, the campaign results enable the Foundation to financially assist the district and its families in a number of important ways.

The Foundation's LEAP Emergency Fund assists Lexington One family members who are experiencing a crisis and need temporary help to survive. (Employees should contact the designated school/department LEAP representative for assistance inquiries.) In addition, the Educational Foundation provides Health Fund Grants; Higher Education Support Grants to graduating seniors with serious financial need; International Teacher Grants; and Helping Hands Grants to Schools to provide minor need-based assistance to families seeking temporary help. All of these endeavors are made possible via the LEAP Emergency Fund contributions.

Furthermore, the Foundation's LEAP Education Fund assists the district with important educational programs and initiatives that the district budget cannot subsidize at a significant level, such as books in classroom libraries made possible through our Bucks for Books Grants. More than \$160,000 has been invested in strengthening literacy efforts via these grants over the last five years.

Through the generosity of our philanthropic partners, the Lexington One Educational Foundation enhances the district's educational endeavors and provides financial support to our students, teachers and schools. Thank you for sharing our mission with others and considering personally supporting Lexington District One through a gift to the Educational Foundation! To learn more, please visit our social media pages (@lex1edfound) and our website: www.Lex1EdFound.org.



Lexington County School District One is committed to a policy of nondiscrimination and equal opportunity for all students, parents/legal guardians, staff, visitors, personnel and community members who participate or seek to participate in its programs or activities. Therefore, the district does not discriminate against any individual on the basis of race or ethnicity, religion, sex, pregnancy (including childbirth or any related medical conditions), color, physical or mental disability, age, ancestry, genetic information, national origin, immigrant status or English-speaking status, marital or family status, or any other protected characteristic as may be required by law.

The district will use the grievance procedures set forth in policy to respond to complaints based on alleged violations of Title VI of the Civil Rights Act of 1964; Title VII of the Civil Rights Act of 1964; Title IX of the Education Amendments Act of 1972; Section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975; the Age Discrimination in Employment Act of 1967; the Equal Pay Act of 1963; the Genetic Information Nondiscrimination Act of 2008; and Titles I and II of the Americans with Disabilities Act of 1990.

The district designates specific individuals to handle inquiries or complaints. To find out whom to contact and how to contact them, please go to our website at www.lexington1.net/contact.