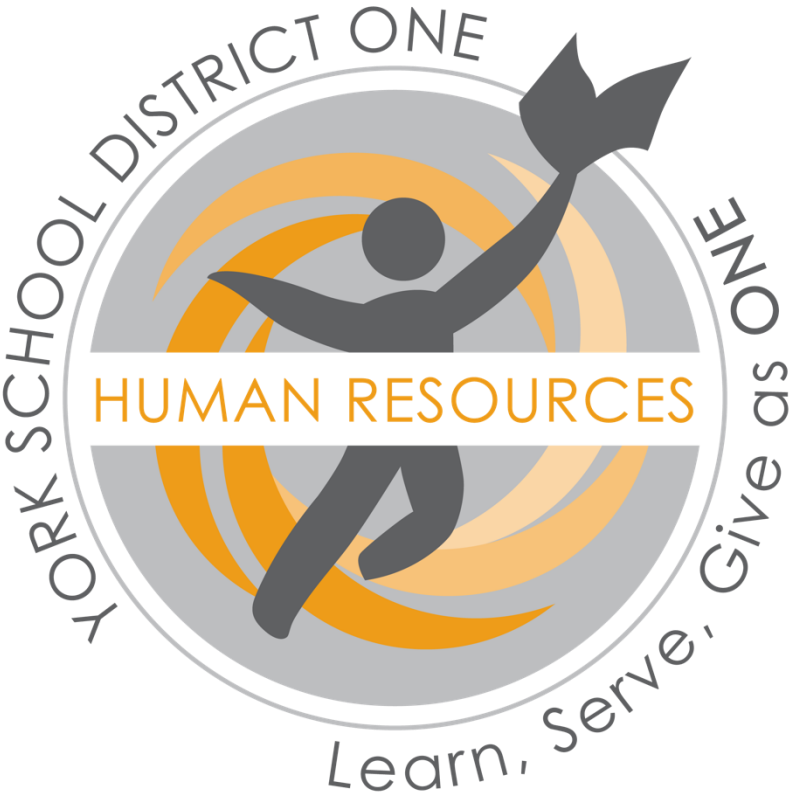
YORK SCHOOL DISTRICT ONE



DISTRICT EMPLOYEE HANDBOOK
2025-2026

LAST UPDATE 07/28/2025

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YORK SCHOOL DISTRICT ONE BOARD OF TRUSTEES

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Mr. Scott Childers
Chairperson, At-Large

Mr. Wade Anderson
Trustee, Seat 1

Mr. David McSwain
Trustee, Seat 2

Mr. Christopher Revels
Vice Chair, Seat 3

Ms. Betty F. Johnson
Vice-Chair, Seat 4

Mr. Thomas Wilkerson
Trustee, Seat 5

YORK SCHOOL DISTRICT ONE BOARD PRIORITIES

- Ensuring safety measures are reviewed and updated on an annual basis.
- Meeting the individual social, emotional, academic, and physical needs of our students.
- Supporting the professional growth and well-being of certified and classified staff.
- Acting as good stewards of district recourses to offer a variety of opportunities for students.
- Building strong community partnerships and communicating with all stakeholders to celebrate andstrengthen our success.

WHEN DOES THE BOARD MEET?

The York School District One Board of Trustees usually meets at 6:30 p.m. Open to the public, the meetings take place in the York School District Office Board Room at 1475 E. Liberty Street, York, South Carolina. The board holds executive sessions before its public meetings. Members of the board take no action, however, in executive session. They take all action in open session. The regular board meeting is typically held on the second Tuesday of each month, while work sessions are held on the fourth Tuesday of each month.

WHERE DO I FIND BOARD POLICIES?

SCHOOL BOARD POLICIES

The coding and table of contents used for York School District 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 York School District 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.

York School District 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 York School District One policies is available online. Just go to the district's website at www.york.k12.sc.us, choose the "Our District" tab, then "School Board" and then "YSD1 Policy Manual."

EMPLOYEE PROFESSIONAL ATTIRE

PROFESSIONAL BEHAVIOR AND DRESS

All York School District employees are expected to serve as possible role models in dress, behavior, and image. Clothing should be neat, clean, and in good repair. To provide an atmosphere that promotes learning, limits disruptions, and sets an example for students, all employees should dress professionally.

To aid in the recognition of employees from those in the community, employees must wear district-issued identification badges.

Dress should reflect the employee's role, with the ability to be presentable to parents and the public at any time. Programmatic needs should dictate the attire of the individual (physical educators, coaches, career and technology, certain special needs classrooms (i.e. Multi-level) that requires extra hands-on and mobility with students, etc.) to meet their job responsibilities.

- Spirit wear and jeans are appropriate as designated by district and school leadership.

- A good rule of thumb for employees to follow would be: If the thought crosses your mind that your dress may not be appropriate, it probably isn't.

- Administrators and office personnel should dress in a businesslike manner that prepares them to meet the public and identifies them as a member of the office team.

- Appropriate attire is as follows:
  - Male: Dress shirt or polo, sweaters, slacks or khakis, school or college shirt/sweatshirt.
  - Female: Slacks, skirts and dresses (no shorter than 2 inches above the top of the knee), blouses, sweaters, school or college shirt/sweatshirt.

  - Shoes: Employees should wear shoes at all times that provide support and protection. Athletic shoes are preferred, and must be neat, clean, and complement other attire. Sandals with backs are acceptable; however, flip flops, shower shoes, "crocs", as well as house or bedroom shoes are not appropriate. Footwear for medical purposes will be approved on an individual basis.

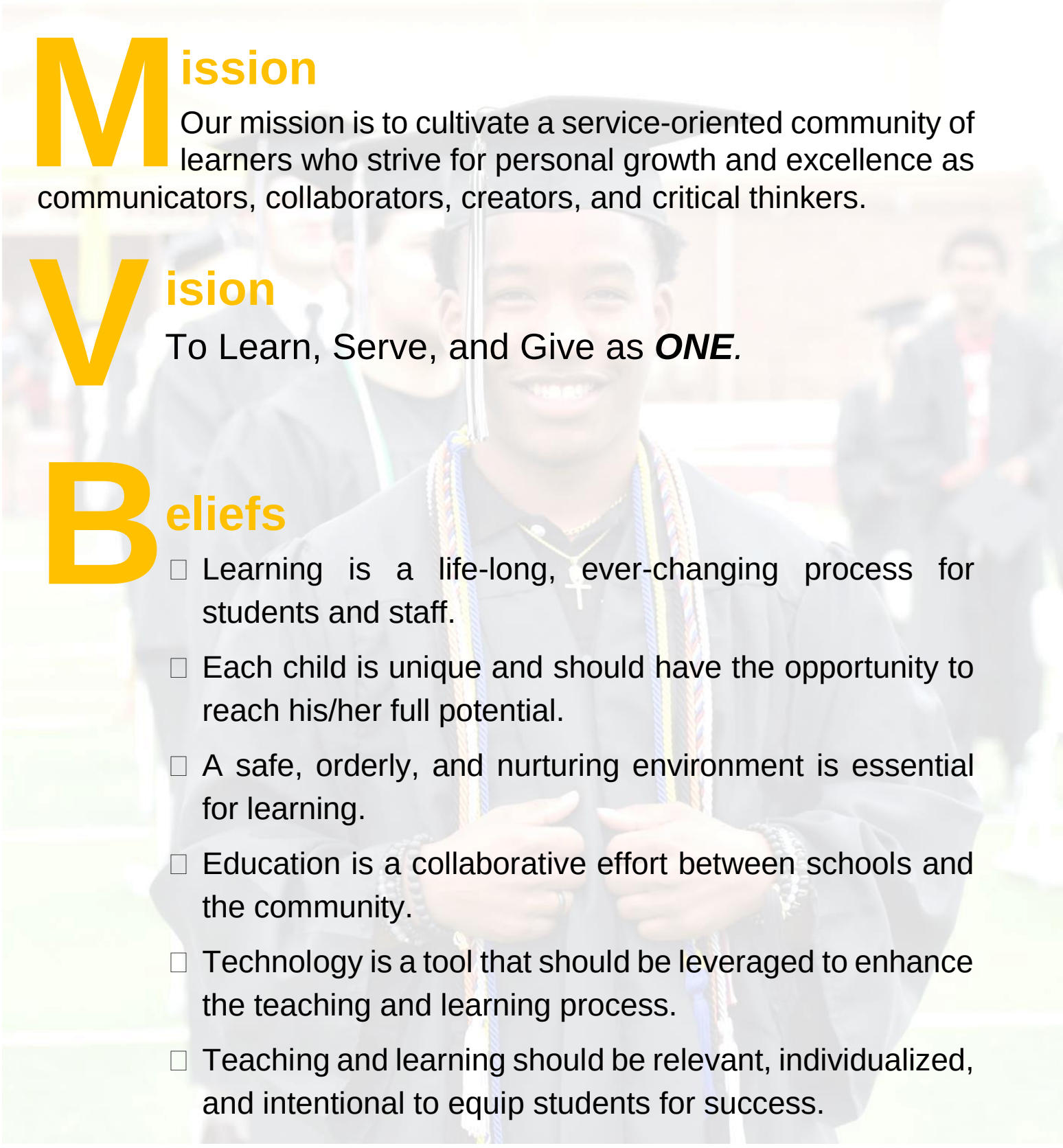
YORK SCHOOL DISTRICT ONE
Learn, Serve, Give as ONE

YORK SCHOOL DISTRICT ONE

STRATEGIC CHANGE AGENDA

A LEARNING ORGANIZATION APPROACH

2022-2027



Mission

Our mission is to cultivate a service-oriented community of learners who strive for personal growth and excellence as communicators, collaborators, creators, and critical thinkers.

Vision

To Learn, Serve, and Give as ***ONE***.

Beliefs

- Learning is a life-long, ever-changing process for students and staff.
- Each child is unique and should have the opportunity to reach his/her full potential.
- A safe, orderly, and nurturing environment is essential for learning.
- Education is a collaborative effort between schools and the community.
- Technology is a tool that should be leveraged to enhance the teaching and learning process.
- Teaching and learning should be relevant, individualized, and intentional to equip students for success.

Our York School District One Commitments

1. We will foster and maintain a **safe** learning environment for students and staff.

2. We will establish and nurture trusting and caring **relationships** with students, families, community members, and colleagues.

3. We will provide **quality learning** experiences to meet the **individual needs** of students.

4. We will embrace a commitment to **continuous learning** for students and staff.

5. We will **partner** and **collaborate** with students, families, and the community to enhance educational experiences.

Goal 1: Create a challenging and supportive educational environment that ensures readiness for all students.

Strategies:

- Collaborate to create a comprehensive and seamless K-12 teaching and learning experience.
- Promote a culture that embraces diversity and addresses the needs of the whole child.
- Create relevant, meaningful, and applicable learning experiences that support student readiness.
- Engage in collaborative reflection with a variety of stakeholders to capitalize on the strengths of the district.

Goal 2: Create quality opportunities for ongoing learning for students and staff in order to promote innovation and flexibility.

Strategies:

- Design opportunities for student-centered learning experiences that are challenging, meaningful, and relevant.
- Integrate current and innovative technologies to increase student engagement and performance.
- Provide personalized learning experiences to meet the individual needs of students and staff.
- Embrace student feedback to aid in the design of quality work and learning experiences.

Goal 3: Build capacity and leadership at every level of the organization.

Strategies:

- Develop a shared understanding of quality student work, valuable experiences, and high expectations.
- Provide professional learning opportunities to promote a culture of creativity, risk-taking, and innovation.
- Establish an onboarding process that orients new members to the learning organization.
- Leverage innovative technologies to enhance teacher practice, student engagement, and student learning.

On becoming a learning organization...

Our children are an investment in the future of our community, and the 2021-2026 Strategic Change Agenda we've adopted in York School District One reflects that belief. By working to become a true learning organization our focus can center on the system's clear purpose: to ensure our children have the opportunity to reach their highest potential by finding the intersection of what they are passionate about and what they do well. When we commit to the actionable practices in this strategic change agenda, we can ensure that our efforts are focused on making sure our students graduate from our system and enter our society ready for college, career, or whatever path they may choose. Let's get to work!

Kelly Coxe
Superintendent
York School District One

The district reserves the right to make any necessary changes to the contents of this document, consistent with amendments or revisions to policy or administrative rules. The district will also make reasonable efforts to inform you in a timely manner of any material changes made to any calendar, plan, policy or protocol listed in this document.

York 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, religion, sex (including 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 district will use the grievance procedures set forth in policy to process 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 York School District 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.

VISION

To *Learn*, *Serve*, and *Give* as **ONE**.

MISSION

Our mission is to cultivate a service-oriented community of learners who strive for personal growth and excellence as communicators, collaborators, creators, and critical thinkers.

BOARD PRIORITIES

- Ensuring safety measures are reviewed and updated on an annual basis.
- Meeting the individual social, emotional, academic, and physical needs of our students.
- Supporting the professional growth and well-being of certified and classified staff.
- Acting as good stewards of district resources to offer a variety of opportunities for students.
- Building strong community partnerships and communicating with all stakeholders to celebrate and strengthen our success.

BELIEFS

- Learning is a life-long, ever-changing process for students and staff.
- Each child is unique and should have the opportunity to reach his/her potential.
- A safe, orderly, and nurturing environment is essential for learning.
- Education is a collaborative effort between schools and the community.
- Technology is a tool that should be leveraged to enhance the teaching and learning process.
- Teaching and learning should be relevant, individualized, and intentional to equip students for success.

COMMITMENTS

- We will foster and maintain a safe learning environment for students and staff.
- We will establish and nurture trusting and caring relationships with students, families, community members, and colleagues.
- We will provide quality learning experiences to meet the individual needs of students.
- We will embrace a commitment to continuous learning for students and staff.
- We will partner and collaborate with students, families, and the community to enhance educational experiences.

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 York School District One by using Blackboard to get emergency and other messages out quickly by telephone.

Employees and others can also go to our district's website at www.york.k12.sc.us for updated information, follow the district's social media channels, listen to local radio stations or watch local television stations.

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.

BLACKBOARD

Blackboard is a messaging system that helps the district quickly send emergency and general messages to students' parents/ guardians and employees by telephone, email or SMS Text.

The district can use the system to let parents know when a student misses a day of school, or what they need to bring to registration or for a field trip, or let staff know that there will be an emergency meeting before school.

The system also works like a mailbox, providing a place for staff and parents/guardians to review messages.

Another feature of the system allows district and school administrators to send SMS Text messages as well as email and/ or telephone messages. To receive text or telephone calls from the system, a valid mobile telephone number must be on file with Human Resources. Please note that you must have at least one working telephone number for emergency notifications.

IN AN EMERGENCY
TAKE ACTION

HOLD! In your room or area. Clear the halls.

STUDENTS
Clear the hallways and remain in room or area until the "All Clear" is announced
Do business as usual

ADULTS
Close and lock the door
Account for students and adults
Do business as usual

SECURE! Get inside. Lock outside doors.

STUDENTS
Return to inside of building
Do business as usual

ADULTS
Bring everyone indoors
Lock outside doors
Increase situational awareness
Account for students and adults
Do business as usual

LOCKDOWN! Locks, lights, out of sight.

STUDENTS
Move away from sight
Maintain silence
Do not open the door

ADULTS
Recover students from hallway if possible
Lock the classroom door
Turn out the lights
Move away from sight
Maintain silence
Do not open the door
Prepare to evade or defend

EVACUATE! (A location may be specified)

STUDENTS
Leave stuff behind if required to
If possible, bring your phone
Follow instructions

ADULTS
Lead students to Evacuation location
Account for students and adults
Notify if missing, extra or injured students or adults

SHELTER! Hazard and safety strategy.

STUDENTS
Use appropriate safety strategy for the hazard

Hazard	Safety Strategy
Tornado	Evacuate to shelter area
Hazmat	Seal the room
Earthquake	Drop, cover and hold
Tsunami	Get to high ground

ADULTS
Lead safety strategy
Account for students and adults
Notify if missing, extra or injured students or adults

K12 2021 STANDARD RESPONSE PROTOCOL

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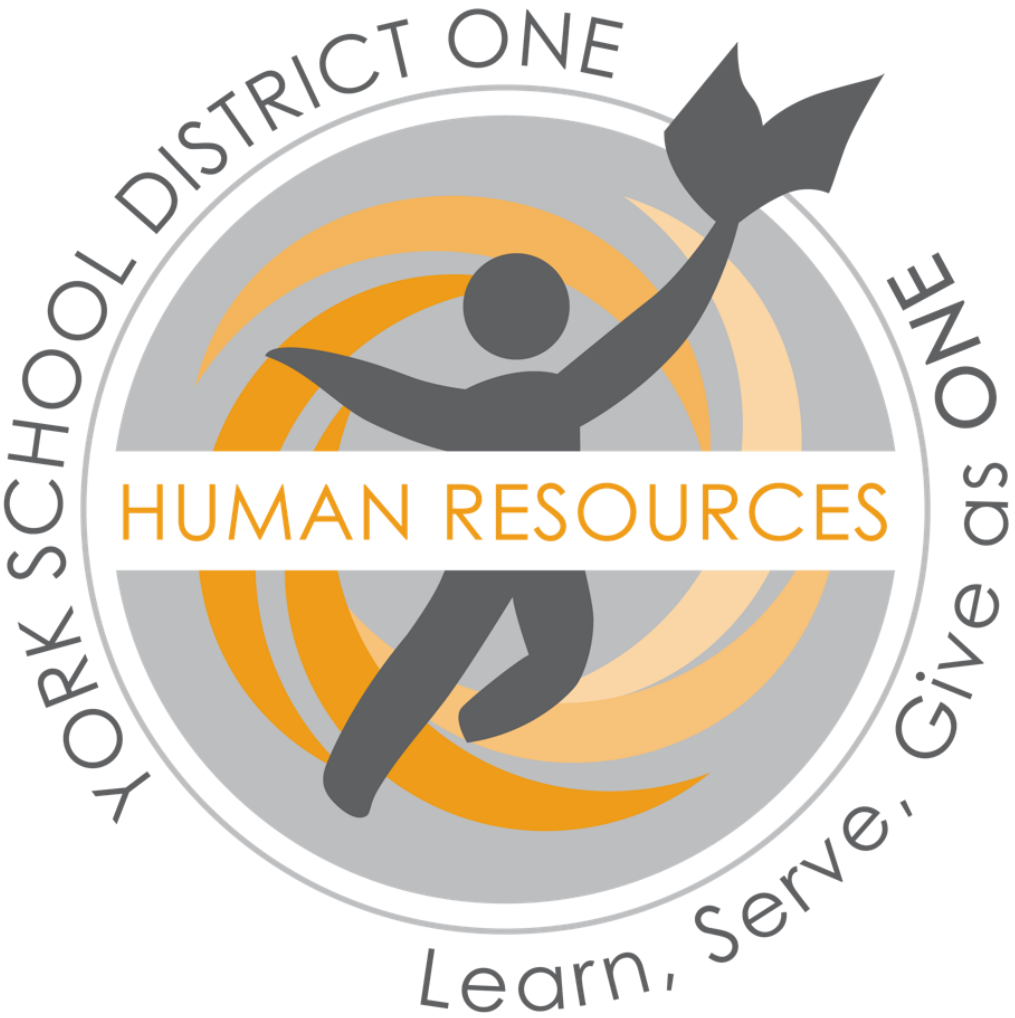
SCHOOL DIRECTORY

SCHOOLS	PRINCIPAL	ASSISTANT PRINCIPAL
Cotton Belt Elementary 1176 Black Highway York, SC 29745 803-684-1947	Megan Hoyt	TBD
Floyd D. Johnson Technology Center 275 E. Alexander Love Highway York, SC 29745 803-684-1910	Dr. Lee Green	Shannon Clinton
Harold C. Johnson Elementary 400 E. Jefferson Street York, SC 29745 803-818-6040	Crystal Sandifer	Lindsey Lawson
Hickory Grove-Sharon Elementary 4901 Hickory Grove Road Hickory Grove, SC 29717 803-925-2116	Keith McSwain	Cassidy Valerino
Hunter Street Elementary 1100 Hunter Street York, SC 29745 803-684-1926	Heather Montgomery	Ashley Yon
Jefferson Elementary 1543 Chester Highway York, SC 29745 803-684-1942	Mattie Hughes	Vanessa Hefley
York Comprehensive High School 275 E. Alexander Love Highway York, SC 29745 803-684-2336	Jenna Markey	Vacant Charles Drakeford Bryan Hullender Richard Pickering
York Intermediate School 1280 Johnson Road York, SC 29745 803-684-2311	Hannah Rescigno	Christopher Black Kellie Mondo
York Middle School 1010 Devinney Road York, SC 29745 803-684-5008	Marilyn Milton	Sean Cunningham Dr. LaToya Benjamin Clay Bryant
York One Academy 37 Pinckney Street York, SC 29745 803-684-2381	Rob Farris	D'Angelo Edwards Assistant Coordinator



HUMAN RESOURCES

SALARY SCHEDULES

York School District One salary schedules are available on the district website under the Human Resources tab.

PAY SCHEDULE

- Hourly employees are paid on the 25th of each month.
- Salary employees are paid on the 25th of each month.
- Direct deposit is mandatory for all employees.

EMPLOYEE SELF-SERVICE

Employee self-service (ESS) is a human resources technology that gives employees autonomy in managing benefits and payroll. With this web-based tool you can access relevant pay and benefits information and conduct certain transactions from a central online site or gateway.

EMPLOYEE INSURANCE BENEFITS

The district participates in the state-sponsored health, dental and vision coverage programs. An employee's coverage begins on the first day of the month if the employee is actively at work on the first working day of the month. Otherwise, it starts on the first day of the following month. Coverage will end 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 benefits information through "My Benefits" at https://mybenefits.sc.gov/.

The Human Resources Office benefits administrators 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 employee insurance program. For more information, visit their website at www.peba.sc.gov/insurance.html.

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.

Dental Plus: This is a supplemental dental program that provides a higher level of dental coverage for the same services under the State Dental Plan (except orthodontics) at affordable rates.

LIFE INSURANCE

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

Optional Life Insurance: Under this voluntary plan, an employee can choose coverage in $10,000 increments up to three times your salary or $500,000, whichever is less. You can apply for a higher benefit level, up to $500,000 with medical evidence.

Dependent Life for Spouses: This voluntary plan offers an employee life insurance on a 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 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.

DISABILITY

Basic Long-Term Disability: This is provided at no cost when an employee is enrolled in the State Health Plan. 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.

VISION INSURANCE

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

Vision Discount Program: This program offers discounted vision care services to all permanent employees and their dependents.

SUPPLEMENTAL PLANS

The district also offers Colonial Life supplemental plans: short- term disability; universal life; whole life with long-term care giver; critical illness and cancer. For more information, visit their website (www.coloniallife.com) or contact your benefits administrator.

HOW BENEFITS ARE AFFECTED DURING LEAVE

York School District 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. Please contact Sheila Hill, Benefits Administrator to determine how this will affect your benefits.

FAMILY MEDICAL LEAVE

An employee who has worked for the district for at least twelve (12) months is eligible for twelve (12) workweeks of FMLA leave during a 12-month period provided the employee worked at least 1,250 hours in the (12) months preceding the beginning of leave.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. For example, premiums for March are due on March 1. 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 will not be eligible to re-enroll in benefits with the district until the next open enrollment period, if you are eligible, or within 31 days of a special eligibility situation. Please note: Returning to work is not a special eligibility situation that allows you to re-enroll in benefits. If you are on unpaid leave and can no longer afford your premiums, you may drop all of your coverage with PEBA only if you intend to enroll in another health plan through the Health Insurance Marketplace or if you experience a special eligibility situation as defined in the 2020 Insurance Benefits Guide.

LEGAL ABSENCE

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. Employees should submit a copy of a jury duty summons or subpoena to his/her supervisor upon receiving notification. If an employee must appear in court for any reason other than the above, the employee must take a personal leave day.Whenever a juror is dismissed before the end of the working day, he/she will return to his/her official duties. When selected for jury duty, teachers, certified personnel at the building level, or bus drivers may request a postponement to a date that does not conflict with the school term.

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.

SOCIAL SECURITY (FICA)

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

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 are available in each principal's office, the Office of Human Resources or Fiscal Services, or can be downloaded and printed from the Tax Info option in Employee Online.

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.

WORKERS' COMPENSATION GENERAL TERMS AND CONDITIONS (POLICY EI)

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, age 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 Encova. Accordingly, the designation of workers' compensation medical treatment providers is made by the district in consultation with and upon the recommendation of Encova. 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.

OPEN HIRING/EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION
(POLICY GBA, ISSUED 9/19)

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, sex, 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.

POLICY GBE EMPLOYEE RIGHTS AND RESPONSIBILITIES
ISSUED 9/19

Purpose: To establish the board's vision for the rights and responsibilities of district employees. All employees have a responsibility to make themselves familiar with, and abide by federal and state laws and the regulations designed to implement them, as these affect the individual's work. The same requirement applies to the policies of the board and related administrative rules and procedures.

The board expects all employees to carry out their assigned responsibilities with conscientious concern. Essential to the success of ongoing school operations and the instructional program are the following specific responsibilities which the district requires of all personnel:

- faithfulness and promptness in attendance at work
- support and enforcement of policies of the board and administrative rules and procedures
- diligence in submitting required reports promptly at the times specified

- care and protection of school and district property
- concern and attention toward his/her own and the board's legal responsibility for the safety and welfare of students, including the need to ensure that students are under supervision at all times

In their association with students, all school employees should exhibit an appropriate and professional demeanor through their manner, dress, courteousness, work ethic, and attitude to establish themselves as role models who influence the development of young people. The board expects its employees to be exemplary models, as well as to provide exemplary instruction.

In carrying out essential job functions, employees may be exposed to confidential information regarding students, coworkers, or district operations. Employees are expected to maintain the confidentiality of any such information and should only discuss such information with those who have a professional or legitimate educational interest in the information. Further, all employees will use extreme care to protect against negligent or inadvertent disclosure of such information.

POLICY GBEA EMPLOYEE ETHICS/CONFLICT OF INTEREST

ISSUED 5/23

Purpose: To establish the basic structure for ethical conduct and the avoidance of conflicts of interest on the part of the district employees.

Employees will not engage in any activity that conflicts or raises a reasonable question of conflict with their responsibilities in the district. No employee will engage in or have a financial interest, directly or indirectly, in any activity that conflicts or raises a reasonable question of conflict with his/her duties and responsibilities in the school system.

No employee will engage in any type of private business during school time or on district property, or by using district facilities, equipment, or materials, unless directly authorized by the superintendent, on a case-by-case basis, consistent with this policy and state law. An employee will not engage in work of any type where information concerning a customer, client, or employer originates from any information available to him/her through school sources. A professional employee will not sell instructional supplies, equipment, or reference books in the attendance area served by his/her school nor will the employee furnish the names of students or parents/legal guardians to anyone selling these materials

NEPOTISM

Neither a board member nor an employee may participate in an action relating to the discipline of his/her family member. Beginning with the 2020-21 school year, at the discretion of the board, the district will not place an employee in a position wherein an employee will exercise direct administrative or supervisory authority over a member of his/her family.

S.C. Code of Laws, 1976, as amended, Section 59-25-10 provides that no board member's immediate family member (parent, child, brother, or sister) may be employed as a teacher without the written consent of the board of trustees, unless a majority of the parents/guardians of the children attending the relevant school requests such employment in writing, and except where employment as a teacher existed prior to his/her immediate family member becoming a board member.

STATE ETHICS LAW

A public school employee is under the jurisdiction of the "Ethical Conduct of Public Officials and Employees," S.C. Code of Laws, 1976, as amended, Section 8-13-700, *et seq*. and is subject to the rules of conduct of the

statute. In carrying his/her duties, an employee may not do the following:

- use his/her position or office for personal financial gain (Section 8-13-700)
- fail to report the receipt of anything of value worth $25 or more under certain circumstances (Section 8-13-710)
- receive compensation to influence action (Section 8-13-705)
- receive additional monies as payment for advice or assistance given in the course of their employment (Section 8-13-720)
- receive anything of value for speaking before a public or private group if the employee is acting in an official capacity (Section 8-13-715)
- use government personnel, equipment, or materials in an election campaign (Section 8-13-765)
- use or disclose confidential information gained in the course of employment (Section 8-13-725)
- cause the employment, appointment, promotion, transfer, or advancement of a family member to a state or local office or position in which the public official, public member, or public employee supervises or manages (Section 8-13-750)
- participate in an action relating to the discipline of the public official's, public member's, or public employee's family member (Section 8-13-750)
- serve as a member or employee of a governmental regulatory commission that regulates any business with which the employee is associated (Section 8-13-730)
- represent another person before a governmental entity (Section 8-13-740)
- have an economic interest in a contract if the employee is authorized to perform an official function relating to the contract (Section 8-13-775)
- use or disclose confidential information in any way that would affect his/her economic interest (Section 8-13-725)

In cases where an employee is required to take action or make a decision which affects him/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).

The superintendent must file an annual statement of economic interest with the State Ethics Commission (Section 8-13-1110).

POLICY GBEB EMPLOYEE CONDUCT

ISSUED 9/19

Purpose: To establish the board's vision for appropriate employee conduct.

The board reaffirms one of the oldest beliefs in education, which is one of the best methods of instruction is that of setting a good example.

The board expects the employees of the district to strive to set the kind of example for students that will serve them 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 employees 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 and may result in disciplinary action, including dismissal.

The personal life of an employee, including personal use of privately-owned electronic equipment outside of

working hours, such as email, text messages, instant messages, or social media, will be the concern of and warrant the attention of the district only as it may prevent the employee from effectively performing his/her assigned job duties or disrupts the educational environment or as it violates state or federal law, board policy, or contractual agreements.

No 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 and/or tobacco-like substances (i.e. vape pens and e-cigarettes) in any form, and will not consume or be under the influence of intoxicating beverages. Employees will not be involved in drug abuse or drug trafficking.

Violations of this policy by employees will be grounds for immediate suspension and possible 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 district policy.

The following list includes some of the actions that are considered misconduct while on duty on or off district premises, although this list is not exhaustive:

- **possessing, using, selling, manufacturing, distributing, or dispensing any illegal drugs or alcohol while on duty or off district property**
- **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**
- **fighting or deliberately harming another**
- **being absent without approval**
- **refusing to follow a supervisor's instructions and directions**
- **failing to adhere to safety and health rules as established by state law and the district**
- **using obscene, derogatory, or demeaning language, which is inappropriate in the school setting**
- **having any interaction/activity of a sexual nature or intent with a student**
- **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**
- **harassing, intimidating, discriminating against, or bullying of a student or an employee**
- **having any interaction/activity that is inconsistent with a professional teacher-student relationship**
- **discussing personal relationships, sexual, family, employment, or other personal issues with students**
- **disclosing information concerning a student, other than directory information, to any person not authorized to receive such information**
- **non-counseling or non-social work employees encouraging students to confide their personal, family, and/or personal**
- **relationship problems; employees should refer students to the guidance office if there is a need for counseling**
- **communicating obscene visual material to a student or an employee**
- **neglect of duty (including, but not limited to, failure to follow a student's Individualized Education Program or 504 Plan,**
- **leaving students unsupervised, failure to discipline with consistency and/or failure to maintain proper**

building or classroom

- **discipline, failure to take appropriate affirmative action when confronted with or after witnessing a situation in which a student is at risk of abuse or mental or physical injury, and/or inability or failure to effectively plan and present an organized lesson plan)**
- **inciting students or employees to engage in illegal activity**

ARREST OF AN EMPLOYEE

The board delegates specific authority to the superintendent to take appropriate employment action with regard to an employee who has been arrested, consistent with state law. An employee must notify his/her supervisor if he/she is arrested within (5) days of the arrest. After reviewing the nature of the charge(s) and considering all the facts and circumstances of the situation, the superintendent may suspend the employee and recommend immediate termination, place the employee on administrative leave with pay while the matter is further investigated, suspend the employee with pay pending adjudication of the charge(s), or take no employment action pending final resolution of the charge(s) (see administrative rule GBEB-R).

POLICY GBEBB EMPLOYEE CONDUCT WITH STUDENTS

ISSUED 9/19

Purpose: To establish the board's vision and the basic structure for appropriate employee conduct with students.

The relationship between employees and students in the school district should be one of cooperation, understanding, and mutual respect. All employees have the responsibility to provide an atmosphere conducive to learning which should be accomplished through effective individual and group discipline. All students and employees will treat each other with respect.

All employees are expected to exercise good judgment and maintain professional boundaries when interacting with students at all times, both on and off school property and through social media on the Internet. Employees are expected to avoid the appearance of impropriety in all of their interaction with students, regardless of when and how those interactions occur.

Differences and problems that arise between an employee and student are typically best worked out by conferences between these two persons or between the employee and the parent/legal guardian of the student. However, employees and students should immediately report a violation or perceived violation of the district's nondiscrimination and anti-harassment policy regardless of whether a conference has been held.

SEXUAL MISCONDUCT

Any behavior of a sexual nature between employees and students or which may constitute professional misconduct and/or is a violation of criminal or civil statutes, professional codes of ethics, or board policy is strictly prohibited. This includes any action or conduct communicated or performed in person, in writing, and/or electronically through such means as telephone, email, text messages, instant messages, or social media.

No employee may use his/her status as an employee to adversely influence a student of the district. No employee may date, make sexual advances toward, or engage in any sexual relationship with a district student, regardless of the student's age, the perceived consensual nature of the relationship, where the advances are made, or whether the employee directly supervises the student. Further, no employee may discuss or plan a future romantic or sexual relationship with a student.

All employees possessing evidence of or witnessing such conduct will report it to the appropriate district

administrator (superintendent or building administrator) immediately. After a thorough investigation, and depending upon the nature of the charges, the district will take appropriate disciplinary action, up to and including termination. When warranted, law enforcement officials will be contacted.

The district prohibits retaliation for filing a complaint or participating in an investigation or inquiry. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment. Any person engaging in or attempting to engage in retaliatory conduct will be subject to disciplinary action, up to and including dismissal.

ACCOUNTING PROCEDURES

Principals are responsible for communicating with staff on the proper accounting procedures and protocols to be followed (receipting of money, etc). The procedures can be found in the Accounting Manual located on the Finance Department web page or with the bookkeeper at each school.

POLICY GBEBC GIFTS TO AND SOLICITATIONS BY EMPLOYEES

ISSUED 9/19

Purpose: To establish the basic structure regarding solicitation by employees and the giving of gifts to employees.

SELLING ITEMS FOR PERSONAL PROFIT

In the interest of preserving a completely professional relationship between employees of this district and those whom they serve, the board will not permit district employees to sell on district premises for personal profit products of any kind to other employees, students, or patrons of any district facility/school.

SOLICITING OF EMPLOYEES

No organization may solicit funds from employees within the district and the schools or distribute flyers or other materials related to fund drives through the district and the schools without the approval of the superintendent or his/her designee. Employees will not be made responsible or assume responsibility for the collection of any money or distribution of any fund drive literature within the district or the schools without such activity having the superintendent's approval. As a matter of policy, the board expects such activities to be kept to a minimum.

GIFTS FROM EMPLOYEES TO EMPLOYEES

Individual employees will refrain from giving gifts to employees 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 for mementos at retirement.

GIFTS TO EMPLOYEES

The board expects their employees to be ethical in their relationships with students, parents/legal guardians, other school personnel, and all companies with whom the district does business. Employees may not accept personal gifts, bonuses, or gratuities—consistent with guidelines issued by the State Ethics Commission—from companies which do business with the district, whether or not companies give such gifts in the hope of

increasing the sale of a product or to influence school personnel. Exceptions to this policy are the acceptance of minor items which are generally distributed by the company or organization through their public relations program.

Any gifts received as the result of the district's business, financial, or operational affairs will accrue to the district system as a unit. "Gifts" include the "savings stamps" offered by various companies.

The board discourages the giving of gifts to employees by students as well as the exchange of gifts at holiday parties.

POLICY GBEBDA CRIMINAL RECORD CHECKS

ISSUED 9/19

Purpose: To establish the basic structure for conducting criminal record checks on any individual hired by or volunteering in the district.

The district will require appropriate state criminal background checks as outlined in law on any individual recommended to be employed in a paid or volunteer position. The cost of the employee background checks will be paid by the district. The fee associated with the criminal record search on a teacher or a substitute teacher is waived for the district.

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 annually obtain a name-based criminal record history check from SLED on all volunteer/chaperones prior to their volunteering or chaperoning. The district will consider the results of all criminal record history checks on an individual basis. In determining how the information obtained impacts the individual's ability to be an effective employee or volunteer/chaperone, 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 applicant's criminal records check must have no felony convictions during the prior 10 years, if 10 years of criminal history is available.

If 10 years is not available, we will review the most years legally allowed in the reporting state(s). The district will review any other criminal history on a case-by-case basis, except that a record of physical assault or criminal acts against children will automatically disqualify an applicant. The district will not employ an individual who has been convicted of or plead 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 in 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 with SLED and/or the National Sex Offender Registry, the person may be given an opportunity to respond at the discretion of the superintendent or his/her designee.

POLICY GBEBE GAVIN'S LAW (SEXUAL EXTORTION) (STAFF)

ISSUED 12/23

The district is committed to maintaining a learning and working environment free from intimidating or harassing behavior of any kind, including sexual extortion. In keeping with this commitment, the district prohibits any staff, student, or third parties from engaging in any behavior that would satisfy the definition of sexual extortion or aggravated sexual extortion as described in state law. Further, the district will not tolerate retaliation against a person who has made a report or filed a complaint alleging sexual extortion or who has participated as a witness in an investigation.

DEFINITIONS

- **Adult** means a person 18 years or older.
- **Minor** means any person under 18 years of age at the time of the alleged offense.
- **Great bodily injury** means bodily injury which causes a substantial risk of death, or which causes serious, permanent disfigurement or protracted loss or impairment of the function of a bodily member or organ.
- **Private image** means an image depicting sexually explicit nudity, sexual activity, or sexual conduct as defined in state law.
- **Image** means a photograph, film, videotape, recording, live transmission, digital or computer-generated visual depiction, or any other reproduction made by electronic, mechanical, or other means.
- **Disclose** means exhibit, transfer, publicize, distribute, or reproduce.
- **Sexual extortion** means intentionally and maliciously threatening to release, exhibit, or distribute a private image of another in order to compel or attempt to compel the victim to do any act or refrain from doing an act against his/her will, with the intent to obtain additional private images or anything else of value.

The following information provides descriptions of the different sexual extortion offenses and includes the applicable criminal penalties. The district's authority does not extend to enforcement of criminal penalties. However, the district will assist with the process by notifying the appropriate law enforcement agency of violations as is anticipated by state regulation governing minimum standards of student conduct and disciplinary enforcement procedures to be implemented by local school districts.

FELONY SEXUAL EXTORTION

A person commits felony sexual extortion if the actor intentionally and maliciously threatens to release, exhibit, or distribute a private image of another in order to compel or attempt to compel the victim to do any act or refrain from doing any act against his/her will, with the intent to obtain additional private images or anything else of value.

A person convicted of felony sexual extortion is subject to the following:

- imprisonment for not more than five years for a first offense
- imprisonment for not more than ten years for a second offense; or
- imprisonment for not more than twenty years for a third or subsequent offense

AGGRAVATED FELONY SEXUAL EXTORTION

A person commits aggravated felony sexual extortion if the actor intentionally or maliciously threatens to release, exhibit, or distribute a private image of another in order to compel or attempt to compel the victim to do any act or refrain from doing any act against his/her will, with the intent to obtain additional private images or anything else of value and either: the victim is a minor or a vulnerable adult and the person convicted of

sexual extortion is an adult; or the victim suffers great bodily injury or death and the finder of fact finds beyond a reasonable doubt that the sexual extortion of the victim was the proximate cause of the great bodily injury or death.

A person convicted of aggravated felony sexual extortion is subject to imprisonment for not more than twenty years.

MISDEMEANOR SEXUAL EXTORTION

A minor convicted of sexual extortion is guilty of a misdemeanor and must be sentenced by the family court. As a condition of sentencing, the family court may order behavioral health counseling from an appropriate agency or provider.

NOTIFICATION

This policy and information regarding Gavin's Law will be communicated through a variety of efforts to educate students, staff, parents/legal guardians, contract and other workers, volunteers, visitors, and other members of the public.

DISTRICT LEVEL DISCIPLINE

Students, staff, parents/legal guardians, contract and other workers, volunteers, visitors, and other members of the public are required to comply with this policy. The district will enforce this policy through appropriate disciplinary actions for violators.

Students whose behavior is found to be in violation of this policy will be subject to discipline and graduated consequences, up to and including expulsion, and will be referred to law enforcement officials, as appropriate, consistent with policy JICDA, *Code of Conduct*.

Staff members found in violation of this policy will be subject to disciplinary action, up to and including termination and will be referred to law enforcement officials, as appropriate, consistent with district policy, including GBEB, *Staff Conduct* and GBEBB, *Staff Conduct with Students*

Visitors or volunteers found in violation of this policy will be subject to appropriate sanctions and will be referred to law enforcement officials, as appropriate.

LEGAL REFERENCES:

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

1. Section 16-15-305 - Disseminating, procuring, or promoting obscenity unlawful; definitions; penalties; obscene material designated contraband.
2. Section 16-15-375 - Applicable definitions.
3. Section 16-15-430 – Gavin's Law.

POLICY GBEC DRUG AND ALCOHOL-FREE WORKPLACE AND SCHOOLS

ISSUED 9/19

Purpose: To establish the basic structure to ensure the board's vision of a workplace and school environment free of drugs and alcohol. The district is committed to providing a drug and alcohol-free learning environment and workplace. Drug and alcohol abuse in the workplace, at school or in connection with school-sponsored activities on or off school grounds threatens the health and safety of our students and our employees and adversely affects the educational mission of the district.

EMPLOYEES

No employee will unlawfully manufacture, distribute, dispense, possess, use, or be under the influence of any drug on or in the workplace. “Drug” means any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance as defined by the statutes cited below.

No employee will manufacture, distribute, dispense, possess, use, or be under the influence of alcohol on or in the workplace.

Further, no employee will possess drug paraphernalia in the workplace. “Workplace” means the site for the performance of work. This includes any school building or any school premises and any school-owned vehicle or any other school-approved vehicle used to transport students to and from school or school activities. It also includes off-school property during any school-sponsored or school-approved activity, event, or function such as a field trip or athletic event where students are under the jurisdiction of the district.

As a condition of employment, each employee will notify his/her supervisor of his/her conviction of any criminal drug statute for a violation occurring in the workplace as defined above. The employee must notify the supervisor no later than five (5) days after such conviction. As a condition of employment, each employee must abide by the terms of the board policy respecting a drug and alcohol-free workplace.

EMPLOYEE DRUG TESTING

Any employee who appears to be under the influence of drugs or alcohol in such a way that would adversely affect the performance of his or her duties or the image of the district will be immediately placed on administrative leave, with pay, pending an investigation. Consistent with the board’s intent to discover, prevent, and prohibit the illicit possession, use, sale, and influence of drugs or alcohol, the board adopts the following employee drug and alcohol testing policy.

This policy applies to employees on district or school premises, at district or school-related activities, while on or about district business, or in off-duty hours where such off-duty usage affects the employee’s on-the-job conduct or activities.

An employee may be required to submit to drug and alcohol testing, as the law permits, if a supervisor has “reasonable suspicion” to suspect an employee may be under the influence of alcohol or drugs. “Reasonable suspicion” exists if the employee’s supervisor believes the actions or appearance or conduct of an employee are indicative of the use of drugs or alcohol. Such determination will be made on a case-by-case basis.

Any employee who, when requested by his/her supervisor to do so, refuses to submit as herein prescribed to an established drug and/or alcohol test for, or who shows a positive result from, such test will be subject to dismissal from employment with the district.

All district employees who drive school buses and/or other district vehicles that require a commercial driver’s license (CDL) will undergo alcohol and controlled substance testing in compliance with the Omnibus Transportation Employee Testing Act of 1991, as provided in policy EEAE/EEAE-R, *Bus Safety Program*.

An employee who violates the terms of this drug-free workplace policy may be subject to disciplinary action including, but not limited to, nonrenewal, suspension, or termination at the discretion of the board. Such employee may be required to satisfactorily participate in a drug abuse assistance program or rehabilitation program approved by the board. However, the district is not required to offer rehabilitation in lieu of termination or other discipline to any employee who has violated this policy.

The board will take such action in accordance with board policies and regulations as well as applicable state and federal laws. The board directs the administration to establish a drug and alcohol-free awareness program in

the district to include information on the dangers of drug and alcohol abuse in the workplace, the district's policy on a drug and alcohol-free workplace, and any drug and alcohol counseling available to employees as well as any available rehabilitation and employee assistance programs.

POLICY GBED TOBACCO-FREE WORKPLACE

ISSUED 11/23

Purpose: To establish the basic structure for the tobacco-free schools and for the district's compliance with applicable laws/policies.

The board affirms that tobacco use and exposure to secondhand smoke (environmental tobacco smoke) are hazardous to the health of human beings, especially children. Therefore, the board believes that it is essential to maintain a 100 percent tobacco-free environment in order to ensure students and staff have access to the healthiest, most productive learning environment possible

FOR PURPOSES OF THIS POLICY:

- **Tobacco product** means a substance that contains, is made of, or derived from tobacco or nicotine and is likely to be consumed or is intended for human consumption, that can be inhaled, absorbed, or ingested by any other means including, but not limited to, cigarettes, cigars, chewing tobacco, pipe tobacco, snus, or snuff.
- **Electronic smoking device** means any device that may be used to deliver any vaporized or aerosolized substance including, e-liquid, to the person inhaling from the device including, but not limited to, e-cigarettes, e-cigars, e-pipe, vape pen, or e-hookah. Electronic smoking device also includes any component, part, or accessory of the device including any substance intended to be vaporized or aerosolized while using the device whether or not it contains nicotine.

The board commits to the following:

- maintaining a 100 percent tobacco-free, smoke-free environment for all students, staff, parents/legal guardians, contract and other workers, volunteers, visitors, and other members of the public within all district facilities, vehicles, and grounds. This includes any building, facility, and vehicle owned, operated, leased, rented, or chartered by the district and also applies to all school-sponsored or school-related events on or off school grounds.
- prohibiting the use of any tobacco product or electronic smoking device by persons attending a school-sponsored event when in the presence of students or staff or in an area where smoking or other tobacco use is otherwise prohibited by law
- prohibiting the possession of all tobacco products, electronic smoking devices, or associated paraphernalia
- utilizing a proven and effective science-based tobacco use prevention curriculum
- providing access to cessation counseling or referral services for all students and staff

NOTICE

This policy will be communicated through a variety of efforts to staff, contract and other workers, and volunteers. The policy will be posted on the school website and printed in employee handbooks on an annual basis.

Tobacco-free signs prohibiting the use of tobacco products and electronic smoking devices on district property will be posted in highly visible areas at facility entrances and throughout school and district grounds, including athletic facilities.

ENFORCEMENT

Staff, contract and other workers, and volunteers are required to comply with this tobacco-free policy. The district will enforce this policy through appropriate disciplinary actions for violators, including but not limited to, the following:

STAFF

- verbal reprimands
- written notification placed in personnel file
- suspension
- mandatory enrollment in a tobacco prevention education program
- voluntary enrollment in a cessation program

CONTRACT OR OTHER WORKERS

- verbal reprimand
- notification to contract employer
- removal from district property

VOLUNTEERS

- verbal requests to leave school property
- termination from volunteer positions
- prosecution for disorderly conduct after repeated offenses

All staff members are expected to enforce the policy under the direction of the principal or district administrator. Any violation of this policy should be reported to the school or district administration.

EDUCATION AND ASSISTANCE

The district will utilize a proven and effective tobacco use prevention curriculum to educate all students and will provide assistance and/or make appropriate cessation referrals. The district will collaborate with 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, as appropriate, to implement this policy.

TOBACCO INDUSTRY MARKETING OR SPONSORSHIP

The district will not accept any contributions, gifts, money, or materials from the tobacco industry. The district will not participate in any type of services that are funded by the tobacco industry. In addition, any gear, paraphernalia, clothing, etc., that advertises tobacco or electronic smoking devices, or tobacco or electronic smoking device use, will not be allowed on district grounds or in the possession of students, staff, contract and other workers, and volunteers on district property or at district-sponsored events.

POLICY GBGBA WEAPONS

ISSUED 4/24

Purpose: To establish the basic structure for the board's prohibition of employee possession of weapons.

The board believes that the possession, handling, storage, or use of a dangerous weapon by employees is detrimental to the safety and welfare of other employees, students, and the general public.

As a public employer, the district is authorized to prohibit the possession, handling, storage, or use of any weapon on school district office grounds or in school buildings and in all vehicles parked on school or district

office grounds is prohibited at all times, except in those cases where the employee is a deputized law enforcement officer who has been issued a weapon and who has been granted permission by the district superintendent of his/her designee to bring the weapon onto school/district grounds.

Consistent with S.C. Code 16-23-420, this policy does not apply to a District employee who is authorized to carry a concealed weapon pursuant to state law when the weapon remains inside an attended or locked motor vehicle and is secured in a closed glove compartment, closed console, closed trunk, or in a closed container secured by an integral fastener and transported in the luggage compartment of the vehicle.

The term "weapon" includes, but is not limited to, all guns; knives having blades longer than two inches, knives of which the blades are opened by the flick of a button or pressure on the handle, and other devices having sharp points or edges; explosive or incendiary devices of any kind; or any other type of weapon, device, or object which may be used to inflict bodily injury or death. The term "weapon" does not include any tools or equipment properly used in the legitimate course of school business.

The possession or use of a weapon will result in disciplinary action ranging from reprimand to discharge depending on the nature of the violation. Further, the district may notify the appropriate law enforcement authorities in accordance with South Carolina law.

POLICY GBEDE SOCIAL MEDIA AND ELECTRONIC COMMUNICATIONS

ISSUED 9/19

Purpose: To establish the basic structure for employee use of social media and communication through various electronic devices. The purpose of this policy is to provide employees with guidance on what is acceptable and unacceptable in the cyber world.

Employees engaging in social media platforms (examples include Facebook, Twitter, LinkedIn, Instagram, YouTube, MySpace, Snapchat, and other services designed for mass communication of content) for personal and educational use should pay special attention to how information posted under the account could be viewed and disseminated publicly. Social medias are powerful communication tools that must be used appropriately just like telephones, cellphones, email, text messages, and handwritten forms of communication. The goal is to help employees avoid any unintended situations that could potentially have an adverse effect on their employment status or the district's educational environment. This policy is designed to serve as a general code of conduct for appropriate use of social media, and every provision does not constitute a basis for potential employee discipline.

However, all district policies and all local, state, and federal laws and regulations that cover employee conduct may be applicable in the social media environment, and violations thereof could result in disciplinary action, up to and including termination.

Some guidelines for successfully and appropriately using social media are listed below:

- Employees will be held to the same professional standards in public use of electronic media as for any other public conduct.
- Employees are expected to conduct themselves in a professional and appropriate manner when dealing with students.
- All official communication between employees and students should be handled through official district channels, i.e. district email. Do not use personal media sites.
- Participation in social networking sites for work purposes must be done with the knowledge and approval of the employee's supervisor when student involvement is anticipated.
- Employees should be familiar with the administration of the service. Specific attention should be focused

on how to set up privacy controls.

- Employees should be familiar with the target audience when posting items online, as some may be perceived as offensive to some recipients and may be a violation of state and/or district rules and policies.
- Employees should never post information that is considered proprietary, copyrighted, defamatory, libelous, or obscene (as defined by the courts), as it may be a violation of state and/or district rules and policies.
- There is no right to privacy with respect to electronic media communications with students and parents/legal guardians, and there is no right to privacy with respect to an employee's use of district-sponsored/owned technological equipment.
- Employees should always consider the consequences before completing a post or sending information.

MANDATED REPORTING

Employees should report to their supervisor or law enforcement any concerning behaviors they encounter in their use of personal or district-approved social media. Employees who are mandated reporters are required to abide by the same reporting responsibilities in the context of social media and must report abuse or neglect when, in their professional capacity, they receive information giving them reason to believe that a child's physical or mental health has been or may be adversely affected by abuse or neglect.

If material posted on a website or social media site interferes with an employee's ability to perform his/her job as it relates to students or colleagues, the employee may be subject to disciplinary action up to and including termination.

The reality is that the Internet and social networking sites are constantly changing, and these guidelines are intended to give employees points to consider when using these tools. Common sense and professional decorum are expected from district employees.

EDUCATIONAL SOCIAL MEDIA

At the beginning of each school year, employees should provide parents/legal guardians with information on any social media sites where information relevant to his/her child's education or extracurricular activities may be posted. However, no student or parent/legal guardian should be required to access information through a social media platform. Any essential information therein should be readily accessible in an alternate format.

Employees should ensure all social media platforms that students are asked to access for purposes of education or extracurricular activities are closely monitored. All content on these sites and/or pages must relate to education, curriculum, instruction, school-authorized activities and athletics, school or district news, or general information relating to work, activities, and accomplishments of the district, its employees, or students.

Employees are encouraged to create separate social media accounts for the express purpose of creating and accessing sites and/or pages that students will be asked to utilize. Only students, parents/legal guardians, and other individuals with a legitimate educational interest should have access to the information therein.

Employees should provide user names, passwords, and other information necessary to access such social media sites to their building-level principal and/or direct supervisor. Any such site or page must be closely monitored for appropriateness of content. Posted content should be immediately removed if it is abusive, defamatory, or obscene; is fraudulent, deceptive, or misleading; targets, disparages, or discriminates; contains spam, advertising, solicitations, or links to other sites; contains confidential information; is in violation of any intellectual property right of another; is in violation of any law or regulation; violates any board policy; or is otherwise offensive, graphic, or inappropriate in tone.

The board recognizes that maintenance of student and employee privacy is essential. Therefore, employees should not post confidential student information, photographs or video of students, or photographs or video taken on district property without express district or parent/legal guardian permission. Further, employees should not "tag" or otherwise identify other district employees, district volunteers, student teachers, vendors, or contractors in postings, photographs, or videos without prior permission of those individuals.

No private messages should be sent directly from an employee to a student, except where the communication is clearly related to a district-approved school or extracurricular purpose. No ongoing communication with students in this format is appropriate. Whenever possible, a student's parents/legal guardians should be included as recipients of any such correspondence.

PUBLIC RECORDS

Certain electronic communications sent and received by district employees, including those transmitted via social media, may be considered public records subject to public disclosure or inspection under the South Carolina Freedom of Information Act. Employees should ensure that all electronic communications, including social media contributions, are professional in tone and content and are made for the express purpose of furthering the educational goals of the district.

PERSONAL SOCIAL MEDIA

Employees are strongly discouraged from engaging in personal social networking friendships with students enrolled in the district and are also discouraged from interacting with parents/legal guardians of students in the context of social media.

NO EXPECTATION OF PRIVACY

Employees are encouraged to familiarize themselves with the privacy settings for any social media platforms they utilize to ensure personal content is only viewable by their intended audience. However, employees are cautioned that there is no expectation of privacy in the information they share through social media, and there are numerous ways for "personal" content to be shared without their knowledge or permission (i.e., photo "tagging," screen shots, etc.).

While the district will not monitor personal social media accounts, the superintendent or his/her designee has the right to act on information provided by students, parents/legal guardians, and community members that may indicate a violation of board policy or local, state, or federal law. Employees may not set up, update, or otherwise access personal social media sites and/or page(s) using the district's computers, network, or equipment.

POLICY GBH EMPLOYEE PARTICIPATION IN COMMUNITY ACTIVITIES

ISSUED 9/19

Purpose: To establish the board's vision for employee participation in community activities. Employees have a professional responsibility which extends beyond the work site and hours of service.

Employees should welcome opportunities to interpret the school system to members of the community. Therefore, the board encourages employees to have a general understanding concerning the educational philosophy, goals, policies, administrative rules, and programs of the district so that employees can answer questions accurately and in a straightforward manner.

The board feels that it is the duty of the employees of each school and the district to be knowledgeable about the schools where they are employed and to be ready and able to provide information pertaining to the schools to its constituency. Therefore, employees will use every opportunity to inform the public about the school's programs and initiatives.

POLICY GBI EMPLOYEE PARTICIPATION IN POLITICAL ACTIVITIES

ISSUED 9/19

Purpose: To establish the basic structure for employee participation in political activities.

EMPLOYEE CANDIDACY

The board recognizes that employees of the district have the same fundamental civic responsibilities and privileges as other citizens. Among these are campaigning for an elective public office or holding an elective or appointive public office to the extent that neither activity conflicts with the employee's duties in the school district.

At the earliest possible moment, an employee who wishes to seek an elective or an appointive position on a governing board or agency should verify in writing to the superintendent or his/her designee that such position will not conflict with state or federal law and/or regulations concerning the employee's right to serve (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.

The immediate supervisor and the employee will meet with the superintendent to discuss obvious and/or implied difficulties which might conflict with the public interest. The superintendent will call this meeting and notify the employee as to the administration's recommendations in the matter.

The superintendent will report the data, along with his/her recommendation, to the school board at its next regular meeting. The board will make the final decision as to whether the activities proposed by the employee are consistent with his/her services to the district and in the best interests of education in the district.

In connection with campaigning and/or holding public office, an employee must not do the following:

- use school system facilities, equipment, or supplies
- discuss his/her campaign with district personnel, students, parents/legal guardians, or citizens during work hours
- 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 believes the exposure of mature students to persons of political prominence and current events is an important part of education. However, the board opposes those actions that transform the schools into arenas for political activity, including advocating any political party or any candidate for public office. Such activity can and does create friction within the school and is thus disruptive to the educational processes and programs of the school.

Therefore, the board prohibits the distribution of post cards, flyers, pamphlets, brochures, signs, pins, badges, or any other political paraphernalia espousing any political party or candidate at any time on school property. No one may collect or solicit funds for political use or solicit for campaign workers on school property. No one can use the district or school communications systems, including telephones, email, or voicemail, in an election campaign.

Further, no employee will, during the school day, on school property, or at a school-sponsored event, influence or attempt to influence any student, teacher, parent/legal guardian, or other person to vote for or against any candidate. During the school day, on school property, or at a school-sponsored event, no employee will contact any student, teacher, parent/legal guardian, 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 the dissemination of general information concerning a school tax and/or a bond referendum. An employee may not attempt to influence anyone to support or oppose these issues nor may the employee distribute materials supporting or opposing these issues while on school grounds or while “on the clock.”

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 CONCERNS/COMPLAINTS/GRIEVANCES

ISSUED 9/19

Purpose: To establish the basic structure for orderly and expeditious resolution of employee grievances.

The board recognizes the need for a procedure providing a prompt and effective means of resolving issues that may arise among employees and between employees and administrators. Every complaint made by an employee is not a grievance. For an employee concern to be considered a grievance for purposes of this policy, an employee must reference a board policy/administrative rule that the employee believes has been violated, deviated from, misapplied, and/or misinterpreted with regard to the employee’s working conditions.

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 administrative rule and will have the right to do so with freedom from reprisal.

It is important that grievances be settled as quickly as possible. Therefore, there will be no extension of the prescribed time for moving through the grievance procedure except for a good cause. All appeals for such an extension of time will be to the superintendent, whose decision will be final.

Nothing in this policy limits the right of any employee to discuss a grievance with any appropriate member of the administration.

AR GBK-R EMPLOYEE CONCERNS/COMPLAINTS/GRIEVANCES

ISSUED 9/19

The board encourages employees to discuss their concerns or complaints informally with their supervisors. Often, the cause of a problem or concern is merely a misunderstanding among the individuals involved. If, however, an employee believes that a formal mechanism for raising his/her concern or problem is needed, he/she should follow the procedure in this administrative rule.

PURPOSE

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

DEFINITIONS

A grievance is a claim by an employee of a violation, deviation from, misinterpretation, or misapplication of a provision of board policy and/or administrative rule as such may directly impact the employment or work of such employee.

The term supervisor means any person having the authority to recommend employment, transfer, suspend, layoff, recall, promote, discharge, assign, reward, or discipline an employee or any person having the responsibility for directing or reviewing the work of an employee.

A day is any day on which the district office is open.

The board does not consider actions which are subject to the Teacher Employment and Dismissal Act, S.C. of Laws, 1976, as amended, Section 59-25-410, et seq., and employment decisions implemented under the district's reduction in force policy to be grievances under this procedure.

JOINT GRIEVANCES

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

GRIEVANCE PROCEDURE

STEP ONE

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

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

The appropriate supervisor will arrange a meeting with the employee within ten (10) days of receipt of the grievance. The supervisor will provide the employee with a written response to the grievance within ten (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 (5) days.

STEP TWO

The grievance may be appealed through each supervisory or administrative level to the superintendent. At each level, the procedure set out 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/her designee will arrange a meeting within ten (10) days of receipt of the grievance and will respond in writing to the employee within ten (10) days of his/her hearing of the grievance. The superintendent or his/her designee will make summaries of the lower level presentations and responses and may, at his/her discretion, hear witnesses and evidence directly.

Upon mutual agreement between the employee and the supervisor, the time requirements under this procedure may be extended at any step, except that neither party will unreasonably refuse an extension or unreasonably delay the proceeding. GBK-R

APPEAL TO THE BOARD

After following the above procedure, an employee may request a meeting with the board for the purpose of discussing the grievance which arose from his/her employment. The request will be made in writing to the superintendent within five (5) days of the superintendent or his/her designee's response to the grievance.

The superintendent will, at the next regularly scheduled board meeting, present to the board the request that the grievance be heard, together with copies of all correspondence and responses from the lower administrative levels. The board will notify the employee of its decision (whether or not to meet with the grievant to discuss the grievance) within fifteen (15) days. Should the board decide to hear the grievance appeal, the format will be informal and non-adversarial for the discussion of employment as allowed under S. C. Code of Laws, 1976, as amended, Section 30-4-70.

CIVIL RIGHTS GRIEVANCES

The district will use the grievance procedures set forth above to process employee complaints based 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 (referred to as "civil rights grievances").

However, if the grievance is not resolved after the first two levels above, the employee may appeal in writing to the district's civil rights coordinator. If the employee does not file such appeal within five (5) days of the grievant's receipt of the written response, the employee waives his/her right to appeal.

If the employee files an appeal, the civil rights coordinator will investigate the claim as appropriate. He/She will conduct a hearing within ten (10) days following any investigation. All interested persons and their representatives, if any, will have an opportunity to submit evidence relevant to the complaint. The civil rights coordinator will render a decision on the matter within ten (10) days after receipt of the grievance or, if a hearing is conducted, within ten (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 grievant. After

appeal to the civil rights coordinator, the grievant may follow the procedures described above beginning with appeal to the superintendent. The employee's pursuit of other remedies such as the filing of a complaint with the responsible federal department or agency will not impair his/her right to a prompt and equitable resolution of any civil rights grievance. The district prohibits retaliation for filing a complaint or participating in an investigation or inquiry. Any person attempting to retaliate will be disciplined accordingly.

POLICY GCB PROFESSIONAL EMPLOYEE CONTRACTS AND COMPENSATION

ISSUED 9/19

Purpose: To establish the basic structure for professional employee contracts and compensation.

COMPENSATION

The board will attempt to pay its professional employees at a level that will attract and retain well-qualified personnel dedicated to education and able to provide effective instruction.

The compensation of professional personnel is based on the state salary schedule with local supplements as approved by the board. The schedule takes into consideration the levels of professional training and years of service. The district may negotiate salaries below the salary schedule for non-TERI retired teachers.

The compensation of other administrative personnel is based on the district administrators' salary schedule as approved by the board. The schedule takes into consideration the levels of professional training and years of experience. The board authorizes the superintendent to negotiate salaries for administrators based on each individual's qualifications and experience. The effective date for annual salary changes as determined by the salary schedule or by action of the board is July 1st.

CONTRACTS

Upon recommendation of the superintendent, the board will notify teachers in writing of their employment status before May 1st for the following school year. Teachers must give written acceptance of their contracts to the superintendent before May 11th. Failure to give written acceptance before May 11th constitutes contract rejection, in which case the district may declare the position vacant. The board will award administrative contracts on the recommendation of the superintendent.

CONTRACT RELEASES

For release of teachers from contracts, see policy GCQC, *Resignation of Professional Employees*.

POLICY GCC/GDC EMPLOYEE LEAVES AND ABSENCES

ISSUED 10/22

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

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

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

Therefore, the board expects employees to come to work every day and in a timely manner. The board recognizes, however, that certain absences are unavoidable. At such times, employees should take leave in

accordance with this policy and its accompanying administrative rule.

Absent employees must comply with procedures set out in the administrative rule which accompanies this policy. Failure to comply may result in disciplinary action, up to and including termination.

SICK LEAVE

ACCRUAL OF SICK LEAVE

Beginning July 1, 2020, all full-time employees of the district will accrue sick leave on the basis of one and one-fourth days of sick leave for each month of active service. This will provide the following:

- 12 days for nine months (180-190 days)
- 13 days for 10 months (200-210 days)
- 14 days for 11 months (220 days)
- 15 days for 12 months (240-260 days)

ADVANCEMENT OF SICK LEAVE

The district will advance twelve (12) days of sick leave to all full-time employees at the beginning of each school year. Employees may use five of these days for personal leave and the remaining seven for sick leave. An employee may not carry forward personal leave from one contract year to another. Any days of personal leave at the end of the year will be designated as sick leave and may only be used for personal illness or serious illness in the employee's immediate family.

Any employee who has been advanced and used leave day(s) prior to the date that the leave has been earned under this policy will be required to reimburse the district at his/her daily rate for the day(s) in question in the event that the employee leaves the district's employment for any reason. If the employee does not reimburse the district prior to receipt of the employee's final paycheck, this reimbursement will be made through payroll deduction.

An employee may accumulate up to (ninety) 90 days of sick leave which is accrued but not used provided that such employee does not violate his/her respective contract. For the purposes of this policy, a full-time employee will mean any person employed in a position for which certification is required by the South Carolina Department of Education or a person who is employed in the school district for a minimum of five (5) months and works at least thirty (30) hours per week.

USE OF SICK LEAVE FOR ABSENCES

An employee may use sick leave for absences caused by personal illness.

A written request to his/her building level administrator/supervisor for a leave of absence is required if an employee is to be absent for more than five (5) consecutive work days.

USE OF ACCRUED LEAVE FOR ILLNESS IN THE IMMEDIATE FAMILY

Accrued sick leave days, up to a maximum of ninety (90) days, may be used for serious illness in the employee's immediate family or for the death of a member in the employee's immediate family which requires the employee to provide care. For the purpose of bereavement, an employee may use up to three (3) days of accrued leave for the death of an immediate family member. Additionally, an employee may request up to two (2) additional days of bereavement leave upon written request to his/her building administrator/supervisor. An employee who anticipates requiring extended leave to provide care for a family member should submit a written request on the appropriate district form to his/her supervisor as far in advance as possible. The request for

extended leave for this purpose must include a statement from a licensed medical doctor giving the expected time the employee will be needed to provide care for a family member. The request must be approved by the superintendent or his/her designee. The term “immediate family” includes the following:

- spouse
- son, son-in-law, stepson
- daughter, daughter-in-law, stepdaughter
- mother, mother-in-law, stepmother
- father, father-in-law, stepfather
- brother, brother-in-law, stepbrother
- sister, sister-in-law, stepsister
- grandparents
- grandchild
- guardian and ward or other relative living in the household at the time of illness

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

The district will assign the employee who returns to work the same or similar duties which he/she performed prior to going on leave, if such assignment is in the best interest of the district. If the administration does not consider it to be in the best interest of the district to assign the employee to the position he/she had prior to going on leave or to a similar position, the district will offer the employee a position for which he/she is qualified. The district will place the employee on the payroll at his/her pre-leave salary status. If no such position is available, the employee will remain on payroll in an inactive status until the end of the ninety (90) days. If no position is available at the end of the 90-day period for which the employee is qualified, and the employee has not been granted an extended leave without pay as set forth above, the district may terminate the employee.

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 report to work at the expiration of authorized leave, or who fails to obtain an extension of leave. An employee is subject to termination from employment with the district for misstatements of fact and/or misrepresentations of purpose for which a leave of absence is desired or on the basis of which sick leave is obtained. The district will not terminate from employment those employees under this policy who have accrued sick leave and who are using it in compliance with this policy. The district will not terminate from employment any such employee during a continuing sick leave of less than ninety-one (91) workdays. If at the end of the ninety-first (91st) day of leave, or at the end of the additional leave approved by the board, the employee fails to report to work, their employment will be terminated.

TRANSFER OF SICK LEAVE

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

REIMBURSEMENT OF UNUSED LEAVE

At the end of each fiscal year, the district may pay employees who have accumulated over 90 days of sick leave at a rate determined by the Board but not less than one-fourth of the employee's daily rate for each day of unused sick leave over 90 (up to 15 days for 12-month employees), provided funds are available.

FAMILY AND MEDICAL LEAVE ACT (FMLA)

The board will provide leave to eligible employees consistent with the Family and Medical Leave Act of 1993 (FMLA). Eligible employees are entitled to twelve (12) workweeks of unpaid family and medical leave in any 12-month period. FMLA also includes a special leave entitlement that permits eligible employees to take up to twenty-six (26) weeks of leave to care for a covered service member during a single 12-month period. The district will continue to pay the district's share of the employee's health benefits during the leave. In addition, the district will restore the employee to his/her original position or to an equivalent position with equivalent pay, benefits, and other terms of employment after the termination of the leave in accordance with board policy.

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

For further information, please refer to administrative rule GCC/GDC-R.

PERSONAL LEAVE

Of the sick leave days received yearly, five (5) days may be used for personal leave. Employees should give a minimum of three (3) days' notice, when possible, to his/her principal/supervisor. The principal/supervisor must approve the request before personal leave can be taken. No personal leave will be granted the days prior to and after a holiday, the opening and closing of school, and during in-service and parent conference days. Unapproved personal leave may result in a full day's pay being deducted. Special situations may be submitted to the principal/supervisor and superintendent or his/her designee for consideration. Teachers who have used personal leave over their allocation will have a full day's pay deducted for each additional day of absence. Teachers must secure prior permission from the principal before taking additional personal leave days.

An employee who has unused personal leave days at the end of a fiscal year (June 30th) will have those days carried over in accumulated sick leave.

EMERGENCY/LEGAL LEAVE

EMERGENCY LEAVE

For emergencies and unusual situations not covered by the leave policies of the district, an employee may request authorization for use of sick leave days. The employee must submit the request in writing to his/her building level administrator/supervisor. The building level administrator/supervisor must approve the request before the sick leave can be taken.

LEGAL ABSENCE

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. Employees should submit a copy of a jury duty summons or subpoena to his/her supervisor upon receiving notification. If an employee must appear in court for any reason other than the above, the employee must take a personal leave day.

Whenever a juror is dismissed before the end of the working day, he/she will return to his/her official duties.

When selected for jury duty, teachers, certified personnel at the building level, or bus drivers may request a postponement to a date that does not conflict with the school term.

MATERNITY/PATERNITY LEAVE

A pregnant employee is eligible for extended illness leave. While on leave, she may receive pay for accumulated sick leave as provided herein.

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 fifteen (15) workdays in one federal fiscal year (October 1st through September 30th). Saturdays, Sundays, and state holidays may not be included in this fifteen (15) days unless the Saturday, Sunday, or holiday is a regularly scheduled workday for the employee.

This 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 leave of absence for a period not exceeding thirty (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 no later than thirty (30) days prior to the pre-arranged military activity.

EXTENDED MILITARY LEAVE

In accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA), the district will grant an unpaid military leave of absence for a period not to exceed five (5) years to any employee who requests such leave in order to perform service in the uniformed services. During such extended military leave, the employee will not accrue leave and will not be entitled to district-paid health insurance benefits.

An employee who leaves the district for a military leave of absence is entitled to re-employment in the district if he/she meets the eligibility criteria established by USERRA. The district will place such an employee in the same position or in a position of like status and pay, unless the district's circumstances have changed such that reemployment in the same or a similar position is unreasonable. The district reserves the right to request written substantiation of the basis for any employee request for leave. Falsification of reason for leave may be cause for disciplinary action up to and including termination of employment.

CONFERENCES/TRAINING WORKSHOPS

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

The district may grant temporary leave to an employee for the purpose of attending activities designed to improve employee competency or to improve the instructional or service programs of the district.

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

The superintendent will determine the number of absences allowable for professional leave. Absences will also be subject to budget limitations for employing substitutes and reimbursement for travel, meals, and lodging.

AR GCC/GDC-R EMPLOYEE LEAVES AND ABSENCES

ISSUED 9/19

PROCEDURES REGARDING ABSENCES

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

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

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

Any employee returning from an extended leave of absence must present a statement from the attending physician certifying the employee's ability to return to a normal work schedule. When the employee makes a request in writing, the superintendent may grant an employee leave without pay for personal illness following the exhaustion of all accrued sick leave. Leave with and without pay will not exceed ninety-one (91) workdays in any school year and is not to extend beyond the immediate school year.

VERIFICATION AND USE OF SICK LEAVE

The use of sick leave may be subject to verification. Specifically, the district reserves the right to require that an employee submit a doctor's statement verifying an illness along with an absence report form when the employee has been on sick leave for more than three (3) consecutive working days. The building principal or employee's immediate supervisor has the discretion to request such a statement.

If an employee's use of sick leave forms a pattern or if abuse is suspected, the principal/ supervisor may also require a doctor's statement. In order for the district to provide for the continuity of the educational programs and plan for adequate substitutes, an employee who is absent for more than ten (10) continuous workdays must provide a physician's statement of diagnosis and prognosis so that the district may determine the earliest possible date of return. The employee's immediate supervisor will notify him/her in writing that he/she must provide the physician's statement. If the employee does not provide the physician's statement within five (5) workdays following the written notification, the district may terminate his/her employment.

FAMILY AND MEDICAL LEAVE ACT (FMLA)

The following administrative rules apply only to the Family and Medical Leave Act.

ELIGIBILITY

An employee who has worked for the district for at least twelve (12) months is eligible for twelve (12) workweeks of FMLA leave during a 12-month period provided the employee worked at least 1,250 hours in the twelve (12) months preceding the beginning of the leave. FMLA also includes a special leave entitlement that permits eligible employees to take up to twenty-six (26) weeks of leave to care for a covered service member during a single 12-month period.

For purposes of FMLA leave, a 12-month period is the calendar year. In calculating an employee's eligibility for leave under FMLA, the district will use a "rolling" twelve (12) months, measured backward from the date an employee begins leave under FMLA. The twelve (12) months of employment need not be consecutive months.

TYPES OF LEAVE

An eligible employee may take FMLA leave for any of the following: birth and first-year care of a child adoption or foster placement of a child serious illness of an employee's spouse, parent, or child (does not include parents-in-law)

POLICY GCCAAA SICK LEAVE BANK

ISSUED 9/19

Purpose: To establish the basic structure for the use and implementation of a sick leave bank.

ELIGIBILITY

The board authorizes the creation of a voluntary sick leave bank for catastrophic illness or accident for the school district's active employees who earn sick leave. The purpose of the sick leave bank is to provide paid leave for employees who experience catastrophic illnesses or accidents that require absences that exceed their accrued leave but do not activate long-term disability or other insurance provisions, or whose absence from work is necessary due to a catastrophic illness or accident involving an immediate family member.

A fulltime employee who has worked for the York School District One for at least 1,250 hours in the twelve (12) months preceding the open enrollment period is eligible to join the voluntary sick leave bank program. To become a member, an employee must complete a membership application (GCCAAA-E1) and contribute one (1) day of sick leave during the open enrollment period following their respective twelve (12) months of fulltime employment. Employees who fail to enroll during their first opportunity may enroll during a subsequent open enrollment period.

For the purpose of this policy, catastrophic illness or accident will include illnesses or accidents which require excessive absences and will exclude elective surgery and normal pregnancy and delivery. A catastrophic illness or accident is defined as an illness or accident which is documented by a licensed attending physician and does the following:

- involves continuous and extensive treatment by a healthcare provider
- renders the employee unable to perform his/her duties by reason of a prolonged continuous absence of twenty (20) days or more.

The sick leave bank is a benefit offered by the district, not an entitlement for employees to either become a

member of the bank and/or receive days from the bank. The policy is purely discretionary with no contract implied or intended.

The employee must contribute a number of days (maximum of four (4) days) equal to those he/she would have contributed had he/she been a member since the employee's first eligible enrollment period. Four (4) days is the maximum number of days an employee can be charged to join the sick leave bank.

In the lifecycle of the employee's membership in the sick leave bank, once a member has used eighty (80) days from the bank, a two-year waiting period will be required before he/she is eligible to apply for additional sick leave bank days. During the two (2) year waiting period, the employee must continue to contribute the minimum amount of days in order to be eligible.

No appeals or grievances regarding the sick leave bank will be entertained by the district administration or the board. Decisions made by the sick leave bank board are final.

AR GCCAAA-R SICK LEAVE BANK

ISSUED 9/19

The district has established a sick leave bank for full-time, active duty employees who earn sick leave. The purpose of the bank is to provide leave for employees who experience catastrophic illnesses or accidents that require absences which exceed their accrued leave but do not activate long-term disability or other insurance provisions.

The bank will be administered by a sick leave bank committee comprised of the following: coordinator of health services (district registered nurse), one (1) school principal (annual rotating representative), and the director of human resources.

The committee is authorized to grant leave in accordance with statutes and board policies. All information concerning a request will be considered confidential. The bank board may make suggestions for improving the operation of the bank to the superintendent.

DEFINITIONS

For the purpose of this policy, *catastrophic illness or accident* will include illnesses or accidents which require excessive absences and will exclude elective surgery and normal pregnancy and delivery. A catastrophic illness or accident is defined as an illness or accident which is documented by a licensed attending physician and does the following:

- involves continuous and extensive treatment by a healthcare provider
- renders the employee unable to perform his/her duties by reason of a prolonged continuous absence of twenty (20) days or more.

The bank board will also grant leave for an employee who is the primary caregiver of a parent, child, or spouse who is suffering a prolonged illness, injury, or incapacitation sufficiently severe to require extended care by the employee. For the purposes of this policy, the bank board will determine whether the illness or accident is catastrophic based on the information presented.

Intermittent catastrophic illness is defined as a catastrophic illness that may be an ongoing illness to the employee that would require the member to use sick leave at intermittent times due to the type of illness or accident. The employee/member may be able to return to work for a period of time but must again take sick leave due to special therapy or treatment. In an intermittent catastrophic illness, the bank procedures are not dependent upon the employee/member being out of work for at least twenty (20) consecutive days. Rather, an

accumulation of twenty (20) absences would be required before approaching the bank for additional leave.

New members are defined as full-time employees joining the bank as employees for the first time or employees who are rejoining the bank after a lapse in membership.

ELIGIBILITY

All employees who are on full-time, active duty with York School District One and who earn sick leave are eligible to participate in this voluntary program. To become a member, an employee must complete a membership application GCCAAA-E(1), and contribute one day of sick leave during the initial or open enrollment period.

Employees who fail to enroll during their first opportunity may enroll during a subsequent open enrollment period; however, when such employees join the bank, they will have a six-month waiting period before becoming eligible to submit an application for use of the bank's days.

Further, the employee must contribute a number of days (maximum of four (4) days) equal to those he/she would have contributed had he/she been a member since the initial enrollment opportunity at hiring or at the initial open enrollment period.

The maximum number contributed for existing employees to join the sick leave bank will become effective from the year of board approval of the policy.

Once a member has used eighty (80) days from the bank, a two-year waiting period will be required before he/she is eligible to apply for additional sick leave bank days.

PROCEDURES AND REGULATIONS FOR MEMBERSHIP

To become a member, an employee must complete a membership application and contribute one (1) day of sick leave during the open enrollment period (September 15th through October 31st of each school year). A special open enrollment may be declared should the bank become depleted.

New hires to the district who are employed after the first semester of the school year and who wish to join the bank will be ineligible to join until the next open enrollment period.

The sick leave bank board reserves the right to make additional assessments as deemed necessary to maintain the solvency of the bank. If a special assessment becomes necessary, and a member has exhausted all of his/her sick leave, the bank will assess the individual as sick leave days are earned. At that time, the number of days assessed will include the deferred, and if applicable, current assessment.

A member may cancel his/her membership during the open enrollment period by indicating termination on the open enrollment form or by written notification. All cancellation requests must be submitted in writing to the office of human resources. All contributions to the bank remain the property of the bank and under no circumstances can a member withdraw his/her accumulated days from the bank.

REGULATIONS FOR USE OF THE BANK

To apply for days from the sick leave bank, an employee must meet the following criteria:

be a current member of the bank have been out of work for twenty (20) or more workdays due to a catastrophic or prolonged illness or accident; an exception may be made for intermittent catastrophic illness as defined above have exhausted all available annual and accumulated sick leave, vacation and personal leave. There may be reimbursement from the bank for the first twenty (20) or more workdays of catastrophic or prolonged illness or accident if the bank board approves or whenever all accrued sick leave and vacation leave is exhausted, whichever is later.

An employee (or immediate family member of an incapacitated employee) who meets the eligibility criteria may apply to draw upon the sick leave bank by completing an *Application for Additional Sick Leave Days form*, GCCAAA-E(2). This application must be accompanied by a *Physician's Confirmation of Sick Leave form*, GCCAAA-E(3) confirming the nature and expected duration of the disabling condition. The *Physician's Confirmation form* should include a notification of the employee's disability to fulfill his/her work obligations and duties. If the committee requests a second opinion, the cost will be incurred by the employee. Leave approvals will be granted in twenty (20)-day increments or on an intermittent basis in accordance with the sick leave bank policy.

An application should be submitted to the office of human resources who will schedule a meeting of the sick leave bank board in coordination with the district representative to the board. The board will consider all information submitted by the member as it reviews each application.

All required forms are available from the district's office of human resources and attached as exhibits to this policy.

Members applying for days from the sick leave bank will be notified in writing of the decision. All approved applications will be forwarded to the payroll department for processing. All rejected applications will be notified in writing by the bank board. Members may reapply following a rejected decision by submitting additional documentation and/or a second physician's opinion on form GCCAAA-E(3).

All resubmitted applications will receive a written response. No appeals or grievances regarding the sick leave bank will be entertained by the district administration or the board. The maximum number of days that may be drawn from the bank for any catastrophic event is eighty (80) days. Leave from the bank will not be granted retroactively to the previous contract year, nor will it be continued into the next school year.

Members who have been approved for Workers' Compensation due to a job-related injury, or who have received disability benefits, will not be eligible to apply for bank days. A member's right to use the benefits of the bank will be canceled for any of the following reasons:

- termination of employment with the district
- cancellation of sick leave bank participation by the member, which is effective only at the close of the member's
- contractual year or the end of the fiscal year, whichever comes first
- being gainfully employed while using bank days
- refusal to make the required sick leave day contributions as contained in these procedures
- falsifying or causing to have falsified supporting documents used by the bank board in making decisions and/or receiving payment under a disability plan such as the South Carolina long term disability program

No appeals or grievances regarding the sick leave bank will be entertained by the district administration or the board.

POLICY GCCAC/GDCC PAID PARENTAL LEAVE

ISSUED 10/23

The provisions of this policy are effective as of June 26, 2023.

The following definitions will apply to Paid Parental Leave:

- **Child** means a newborn biological child, a foster of a child in state custody and under the age of eighteen or a child legally placed for adoption and under the age of eighteen. No child can have more than two parents eligible for paid parental leave.
- **Eligible School District Employee** means an employee defined by the Department of Education using the Professional Certified Staff system or any full-time equivalent position categorized as classified staff.

- **Paid Parental Leave (PPL)** means six weeks of paid leave at one hundred percent of the eligible state employee's base pay or two weeks of paid leave at one hundred percent of the eligible state employee's base pay. Leave for part-time eligible state employees must be on a prorated basis corresponding to the percentage of hours they are normally scheduled to work.
- **Parent/Co-Parent** means the person listed as a legal parent in the applicable required documentation (birth certificate, adoption order, etc.) or the foster parent of a child.
- **Qualifying Event** means the birth of a newborn biological child or after a co-parent's birth of a newborn child, or fostering a child in state custody or the initial legal placement of a child by adoption.

ELIGIBILITY REQUIREMENTS

To be eligible for PPL, the school district employee must occupy all or part of a full-time equivalent (FTE) position. Employees in temporary, temporary grant, time-limited, research grant and all other non-FTE positions are not eligible for PPL. There is no service requirement to be eligible for PPL. Employees occupying all or part of an FTE position are immediately eligible for PPL. Eligibility determinations are made as of the date of the qualifying event and are not retroactively applied.

Other District employees, who did not give birth or are not the parent primarily responsible for furnishing the care and nurture of an adopted or fostered child, are entitled to two weeks of paid parental leave upon the occurrence of a qualifying event.

The entitlement to leave under this section expires at the end of the twelve-month period beginning on the date of such birth or initial legal placement. An eligible District employee shall receive no more than one occurrence of six or two weeks of paid parental leave for any twelve-month period, even if more than one qualifying event occurs. However, nothing in this section prohibits a foster parent from requesting and receiving approval for parental leave in nonconsecutive one-week time periods.

Eligible school district employees are not entitled to and may not use PPL before the occurrence of a qualifying event. Other available leave benefits (e.g., sick leave, the Family Medical and Leave Act (FMLA) leave, PTO, or unpaid leave) must be used if that employee requires leave before the occurrence of a qualifying event such as for medical reasons related to pregnancy but prior to the birth of a child or legal obligations related to adoption or foster care placement.

If the leave is not used by the eligible District employee before the end of the twelve-month period after the qualifying event, such leave does not accumulate for subsequent use. Paid parental leave may not be donated. Any leave remaining at the end of the twelve-month period or at separation of employment is forfeited. The employee will not be paid out for any unused Paid parental leave.

Days of paid parental leave taken under this section must be taken consecutively, except that foster parents may request and receive approval for parental leave in nonconsecutive one-week time periods.

If both parents are eligible District employees, paid parental leave may be taken concurrently, consecutively, or at a different time as the other eligible District employee.

CALCULATING LEAVE AMOUNT

The amount of available PPL depends on the qualifying event (adoption, birth, or foster care placement) and the relationship of the school district employee to the child. Employees occupying all or part of an FTE position are eligible for PPL upon the occurrence of a qualifying event as described herein.

ADOPTION:

Eligible school district employees occupying all or part of an FTE position and who are primarily responsible for furnishing the care and nurture of their child initially placed for legal adoption and under the age of 18 on or after June 26, 2023, are entitled to six weeks of PPL.

Eligible school district employees occupying all or part of an FTE position and who are not primarily responsible for furnishing the care and nurture of their child initially placed for legal adoption under the age of 18 on or after June 26, 2023, are entitled to two weeks of PPL.

Only one eligible school district employee may be designated the parent primarily responsible for furnishing the care and nurture of their child.

BIRTH:

Eligible school district employees occupying all or part of an FTE position and who give birth to a biological newborn child on or after June 26, 2023, are entitled to six weeks of PPL.

Eligible school district employees occupying all or part of an FTE position and whose co-parent gives birth to a biological newborn child are entitled to receive two weeks of PPL

FOSTER CARE:

Eligible school district employees occupying all or part of an FTE position and who foster a child under the age of 18 in state custody are entitled to receive two weeks of PPL

District approved holidays, vacations and intercession weeks on the district calendar must not be counted against paid parental leave. The use of PPL by an eligible school district employee shall not prevent the employee from earning a STEP increase the following year. PPL is considered paid leave and will count towards the eligible school district employee's years of service.

Paid parental leave must run concurrently with leave taken pursuant to the Family Medical and Leave Act and any other unpaid leave to which the eligible District employee may be entitled as a result of the qualifying event. However, leave granted under this section is with pay and is not annual leave or sick leave and therefore does not deduct from the eligible District employee's accrued leave balance. An eligible District employee does not have to exhaust all other forms of leave before being eligible to take leave granted under this section. Eligible District employees shall accrue annual and sick leave at the normal rate while on this leave, if applicable.

When an eligible District employee's entitlement to leave under this policy extends beyond their designated term of employment for their contractual term, the employee's period of paid parental leave will not continue in the subsequent contractual term.

REQUESTING PAID PARENTAL LEAVE

Eligible school district employees requesting paid parental leave must submit a request to the Director of Personnel (or his or her designee). Requests should be submitted not less than 30 days prior to the qualifying event. If 30 days' notice is not possible, the employee is required to submit the request as soon as practicable along with a reasonable explanation as to why earlier notice was not possible.

In order to receive PPL, eligible school district employees must also submit satisfactory documentation of the qualifying event to the Director of Personnel (or his or her designee) as soon as practicable as but not later than 30 days after the qualifying event occurs. The documentation must include the date of the qualifying event and verify the eligible school district employee is a legal parent or co-parent of the child. The employee may provide

any of the following forms of documentation based on the applicable qualifying event:

For the birth of a child, a valid birth certificate, physician's statement, custody order, or certified DNA results.

For the foster placement of a child, a court order or lawful foster care placement agreement.

For the adoption placement of a child, a court order or lawful adoption agreement.

Any other valid and lawful certification, order, agreement, or other form of documentation confirming the qualifying event that is satisfactory to the district.

The district will endeavor to notify the employee of his or her eligibility status within five business days after receiving the request and all required documentation. If the qualifying event occurs prior to the district's eligibility determination, the employee may commence paid parental leave following the qualifying event and pending receipt of all required documentation and the district's determination.

The required request and documentation for paid parental leave is separate from and in addition to the documentation required for FMLA leave and other paid or unpaid leaves of absence. Any employee who knowingly and intentionally submits false information or makes any misrepresentation concerning paid parental leave shall be subject to disciplinary action, up to and including termination.

POLICY GCD PROFESSIONAL EMPLOYEE VACATIONS AND HOLIDAYS

ISSUED 11/23

Purpose: To establish the basic structure for professional vacations and holidays.

SCHOOL YEAR PERSONNEL

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

ADMINISTRATORS AND YEAR-ROUND PERSONNEL

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

VACATIONS

All district employees who are year-round employees accrue leave at the rate of two and one-half (2.5) days per quarter for a total of ten (10) days per year. Employees must be:

- employed by the district for at least six (6) months before vacation may be used.
- employees must obtain the prior approval of their supervisor before using accrued leave.
- employees may not use vacation leave in increments of less than one-half day (.5).
- employees may accrue up to twenty (20) days per school year; however, accrued leave over twenty (20) days must be used by October 15th or the end of Fall Intercession, whichever comes last, of the following school year. An employee may not use more than fifteen (15) vacation days during a school year (July 1st — June 30th). After October 15th or the end of Fall Intercession of each year, any vacation days not used over the twenty (20) accrued days will be forfeited by the employee.
- employees leaving the district for any reason (resigning, retiring, or upon termination of active (retiree) employment) will be compensated for annual leave accumulation to the date of the separation, not to exceed an accumulative total of twenty (20) days during the employee's tenure.
- Retired employees returning to work will accumulate annual leave according to this policy but will not

receive an additional payout beyond the original twenty (20) days that exceeds a total of twenty (20) days upon termination of retired employment. This relates to the retired employee's original date of separation.

HOLIDAYS

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

Administrative personnel, district level personnel, and support staff who work a 240-day contract year will observe the school calendar.

Employees with ten (10) consecutive years of service in York School District One will be awarded fifteen (15) days of vacation leave.

If, due to district budgetary constraints, the district must temporarily reduce the contract days of permanent 12-month employees, the 12-month employee will still be granted vacation and holiday leave in accordance with this policy. Twelve-month employees that have their positions and contract days permanently reduced to anything less than a 240-day contract will not be eligible for vacation leave.

PROFESSIONAL EMPLOYEE RECRUITMENT

(POLICY GCE, ISSUED 9/19)

Purpose: To establish the basic structure for recruitment and hiring of high-quality professional employees.

It is the policy of the board to recruit and hire professional personnel on the basis of qualifications and merit. Personnel recruitment and selection are the responsibility of the superintendent. Principals and directors will assist as needed. The district will not discriminate on the basis of race, religion, sex (including pregnancy, childbirth, or any related medical conditions), color, disability, age, alienage, genetic information, national origin, or any other applicable status protected by 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

ISSUED 9/19

The superintendent 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 superintendent or his/her designee may consider strategies that include, but are not limited to, the following:

- advertisements in local, state, and regional newspapers
- electronic posting of vacancies

- advertisements in professional publications
- advertisements with college and university placement services
- interviews with students enrolled in teacher education programs
- internal and external searches
- inquiries and referrals
- professional contacts with community organizations that promote the interest of minority groups
- publications and pamphlets
- special activities and events for prospective applicants
- audiovisual packages and recruiting programs

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

The superintendent and/or his/her designee will write and publish the job vacancy announcements/ advertisements within the confines of the district's recruitment and/or employment policies and procedures.

The superintendent or his/her designee 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.

The announcement/advertisement may also include such information as job title, major job responsibilities, location of the district, how to apply for the position, minimum qualifications, and deadline for receiving applications.

POLICY GCF PROFESSIONAL EMPLOYEE HIRING

ISSUED 9/19

Purpose: To establish the basic structure for the hiring of high-quality district employees.

The superintendent will make recommendations to the board for employment. The superintendent will establish that all persons nominated for employment meet the qualifications set out for the particular position. There will be no discrimination in making such appointments by virtue of race, religion, color disability, sex (including pregnancy, childbirth, or any related medical conditions), age, genetic information, national origin, or any other applicable status protected by federal, state, or local law.

Principals should be actively involved in the hiring of personnel for their school.

The board will make the final decision regarding employment of professional personnel in the district.

During the summer months when the board does not have a regularly scheduled board meeting, the board authorizes the superintendent or his/her designee to approve hiring decisions regarding employment of professional personnel, pending final approval by the board at its regularly scheduled August board meeting.

The superintendent may use a letter of intent to assure a prospective employee of a forthcoming recommendation to be hired. The district will not employ any candidate without a personal interview.

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. The district will utilize the federal work authorization program E-Verify, for verification of work authorization submitted by an employee. Newly hired employees must complete the required I-9 form no

later than three (3) days following their first working day.

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 pursuant to a letter of agreement, when appropriate. The superintendent or his/her designee will determine whether advertising the vacancy is necessary or whether the position may be filled through other appropriate means.

The superintendent 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 system. Principals/Supervisors will state in writing each year their basis for recommending that a retired employee be re-employed. In such cases, the superintendent will notify the employee of the at-will status of his/her employment. The continued employment of retired employees will be at the discretion of the superintendent who will make such decisions in the best interests of the district. The decision to employ or not employ retired employees will not be subject to the district's grievance procedures.

For issuance of contracts at the conclusion of the TERI program participation, see policy GCB, Professional Employee Contracts and Compensation.

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

AR GCF-R PROFESSIONAL EMPLOYEE HIRING

ISSUED 9/19

APPLICATION PROCESS

Each individual seeking employment in the district must complete an online application.

Generally, the district will request that the applicant submit a health verification form only if he/she is chosen for the position. At the time of initial employment, each employee must submit the health verification form.

In addition, the district requires that the employee submit, at the time of employment, all required personal information, data, and documentation to the district office. The district will accept applications until the posting has closed.

SELECTION OF PROFESSIONAL PERSONNEL

The superintendent and/or his/her designee will receive all applications for professional job vacancies. The superintendent or his/her designee, in consultation with the principal of the school involved, will then perform the initial paper screening verifying the applicant's eligibility for the position.

A minimum of three applicants will be interviewed except in the case where there are fewer qualified applicants. The superintendent or his/her designee has the authority to decide when and/or how structured interview techniques may be used, who will conduct the interview, and who may assist/participate in the interview process. In making the decision, the superintendent or his/her designee may consider such factors as the level and/or impact of the position, areas or responsibility, and the relationship of the position to other positions on the organizational chart. The principal of the school involved should be a part of this process.

The general procedures and requirements for recruiting and selecting individuals for district-level and school-level positions will be similar.

If so directed by the superintendent, the superintendent's designee, and/or the principal/director will continue the screening process. No candidate will be hired without an in-person interview. The steps will include

verification and evaluation of references and credentials, and a review of public social media accounts. Credentials are defined as college or university transcripts, teaching credentials, professional experience, health certificates, professional examination scores, etc.

The principal/director is responsible for studying the references and credentials of the applicant as well as other application data. A verbal reference from the applicant's most immediate supervisor is required. Utilizing the information gained during this phase of the selection process, he/she will make a determination as to who will be invited to participate in the interview process. The principal/director will schedule and conduct the interview. At least two panelists are required. If more panelists are available, that is strongly encouraged.

Following the completion of the above, the principal/director will make a recommendation of the most qualified applicant to the human resources department for review.

Upon the completion of this phase and the identification of the most qualified person for the position, the human resources department will submit a final recommendation to the superintendent, pending the outcome of a criminal record history request from South Carolina Law Enforcement Division along with a National Sex Offender Registry search, in full compliance with board policy GCF. The superintendent may accept or reject the recommendation. The superintendent will recommend the applicant for employment to the board.

The superintendent will present such recommendations to the board at the regular monthly meeting.

However, prior to the initial employment or final validation of contract, 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 an employee. Once hired, the employees must complete the required I-9 Form no later than three (3) days following their 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 GCF.

The final decision regarding employment in the school district will be made by the board.

The superintendent or his/her designee will notify the remaining applicants interviewed that the position has been filled. The superintendent or his/her designee will take this step only after the candidate has accepted the offer of employment and the district has received the criminal record history.

COMPLAINT PROCEDURE

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 civil rights coordinator 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 GCK PROFESSIONAL EMPLOYEE ASSIGNMENTS AND TRANSFERS

ISSUED 9/19

Purpose: To establish the basic structure for the transfer and assignment of professional employees in the district.

ASSIGNMENT

The superintendent will assign instructional personnel on the basis of their qualifications, the needs of the district, and their expressed desires. When he/she cannot meet all three conditions, the superintendent will assign personnel in this order:

- first, in accordance with the needs of the district and its students
- second, where the administration believes the employee is most qualified to serve
- third, as to expressed preference of the employee

The superintendent will annually determine the professional employees to be assigned 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.

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.

The superintendent is authorized to reassign personnel in the best interests of the district.

TRANSFER

The transfer of an employee from one school to another may be initiated by the employee, by the principal of the school, the program director, or the superintendent. In the case of transfers initiated by the employee, and with all other considerations regarding assignment being equal, the administration will grant employee preferences for transfer in order of seniority in the district subject to the approval of the principals involved and in accordance with administrative rule GCK-R.

AR GCK-R PROFESSIONAL EMPLOYEE ASSIGNMENTS AND TRANSFERS

ISSUED 9/19

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

VOLUNTARY TRANSFER

- An employee who wants a transfer for the next academic year must discuss his/her desire with his/her principal/director (if in a school) or with his/her immediate supervisor (if on the district level).
- The employee should then write a letter of request to the superintendent or his/her designee no later than February 15th stating the reason(s) for requesting a transfer and giving the name of the school to which the transfer is desired.
- Upon receipt of the request, the superintendent or his/her designee will set a time for the employee making the request to meet with the principal of the school to which the transfer is requested (if a vacancy for which he/she qualifies exists).

Based upon the recommendation of the two (2) principals (and/or other immediate supervisors) involved, the superintendent or his/her designee will give written notice to the employee requesting the transfer that the request has been either approved or disapproved. the employee must be recommended by both principals/directors of the school to which the employee desires a transfer.

INVOLUNTARY TRANSFER

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

- The superintendent or his/her designee will discuss the need for the transfer with the principal (if in a

school) or with the immediate supervisor (if on the district level).

- The superintendent or his/her designee will have a conference with the principal/director of the school to which transfer is being contemplated.
- The superintendent or his/her designee will then talk with the employee to be transferred giving reasons why the transfer is being made. Refusal to comply with the transfer may result in loss of employment for the following year.

The administration will not use transfers as a disciplinary action.

POLICY GCLE UNENCUMBERED TIME

ISSUED 4/23

Purpose: To establish the basic structure for providing unencumbered time for all full-time teachers.

In accordance with state law, the district will require the principal of each elementary school to provide at least 30 minutes of unencumbered time to all full-time instructional staff teaching in grades K-5, and to instructional staff of any elementary, middle, or high school responsible for teaching a special education class for more than 20 percent of the school day with students who are removed from the general education setting.

The following definition will apply to unencumbered time:

Unencumbered time is defined as 30 minutes during the regular workday where teachers are provided time that is self-directed and free from assigned duties or responsibilities, including direct instruction or supervision of students.

The unencumbered 30 minutes of time must not include:

- Parent/Teacher conferences
- Bus duty
- IEP and 504 meetings
- Team meetings
- Professional development activities that are not self-directed
- Managing or supervising the transition of students to and from activities, classes, lunch, recess,
- or any other activities

IMPLEMENTATION

DEVELOPMENT OF A SCHEDULE

The superintendent will provide guidance to principals to help ensure that they establish procedures and a schedule for unencumbered time. The superintendent is also responsible for maintaining administrative procedures that will facilitate this policy.

The placement of unencumbered time within the instructional day may vary as determined by the principal based on the staffing and scheduling needs of each school and need not be uniform among schools in the district. However, providing unencumbered time will not be achieved by expanding the expected work hours for instructional staff before or after the school day.

A principal will not reduce or withhold an eligible teacher's unencumbered time on a regular basis. Unencumbered time may only be reduced or withheld when it is reasonable and necessary due to extreme and unavoidable circumstances to ensure the safety and welfare of students and staff. Such circumstances could include, but are not limited to, an emergency drill or an insufficient number of staff and substitute teachers to maintain instruction in the school. If there are persistent, unavoidable circumstances preventing a teacher from

taking their unencumbered time, administration should notify the superintendent.

If an eligible staff member's unencumbered time is reduced, withheld, or voluntarily relinquished, additional compensation may not be offered in place of unencumbered time except as provided by state law.

SUPERVISION OF STUDENTS

The principal is responsible for coordinating a plan for the supervision of students by staff not eligible for unencumbered time.

DISCIPLINE

The intentional failure of the school's principal to provide eligible teachers with 30 minutes of unencumbered time may result in disciplinary action pursuant to the district's established disciplinary policy. This may also be sufficient cause for suspension or revocation of a school principal's educator certificate pursuant to applicable state law. The intentional failure of the board to provide eligible teachers with the required 30 minutes of unencumbered time may subject the board to any penalties prescribed by law.

AR GCLE-R UNENCUMBERED TIME

ISSUED 4/23

PROCEDURES FOR UNENCUMBERED TIME

The principal of each school will establish an unencumbered time schedule that will provide at least 30 minutes of duty-free time each regular school day for all qualified teachers with the goal of providing an average of at least 150 minutes of unencumbered time per week.

The principal will review the schedule as needed to ensure compliance with the guidelines and to maintain equity and fairness.

The principal will also establish provisions for the safety and supervision of students by staff who are not entitled to unencumbered time.

ELIGIBILITY

A full-time teacher teaching kindergarten through fifth grade and working a minimum of 30 hours per week is eligible for 30 minutes of unencumbered time per school day.

A teacher responsible for instructing a special education class for more than 20 percent of the school day with students who are removed from the general education setting is eligible to receive 30 minutes of unencumbered time per regular school day.

REDUCTION OR WITHOLDING OF TIME

The board prohibits improper reduction or withholding of a qualified teacher's unencumbered time. A qualified teacher's unencumbered time may only be withheld or reduced when it is reasonable and necessary due to extreme and unavoidable circumstances to ensure the safety and welfare of students and staff.

In determining whether an extreme and unavoidable circumstance exists, the principal will use the following guidelines:

- A staff shortage exists when, despite reasonable efforts the principal is unable to find a sufficient number of staff members and substitute teachers to maintain instruction or to supervise students during

unencumbered time periods, and no other staff members are available.

- An extreme or unavoidable circumstance exists when because of an emergency drill, illness, epidemic, natural or man-made disaster, the principal cannot acquire staff to supervise students.

REPORTING OF IMPROPER REDUCTIONS OR WITHHOLDINGS

A teacher who believes their unencumbered time has been intentionally and improperly reduced or withheld by their principal should follow the district's established grievance procedure. Violations may result in appropriate action under the district's disciplinary policy and may be sufficient cause for suspension or revocation of the principal's educator certificate.

POLICY GCMD INSTRUCTIONAL EMPLOYEES' EXTRA DUTY

ISSUED 9/19

Purpose: To establish the basic structure for the requirement of extra duty responsibilities for the district instructional employees.

The board expects teachers to assume reasonable duties over and above their regular teaching responsibilities to provide students with appropriate supervision and a comprehensive educational program. These extra duties may include, but are not limited to, daily class preparation and attendance at staff meetings.

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

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

The board also expects teachers to attend the appropriate parent-teacher meetings of their respective schools.

POLICY GCNA SUPERVISION OF INSTRUCTIONAL EMPLOYEES

ISSUED 9/19

Purpose: To establish the board's vision for the supervision of instructional employees in the district.

The school principal is the instructional leader of the school. As such, he/she is responsible for the supervision of instruction and instructional personnel.

The purpose of supervision (and teacher evaluation) is to improve the educational program and the effectiveness of instruction. Thus, the school principal is responsible for guiding teachers in implementing the approved objectives and reviewing teacher plans, observing actual instruction, offering suggestions for the improvement of teaching, and helping teachers correct deficiencies. The principal may require a teacher to change methods and lesson plans when these conflict with the approved curriculum or board policy. A teacher who willfully ignores such a directive may be referred to the superintendent for action on charges of insubordination.

Principals and assistant principals are expected to be particularly attentive to the needs of new teachers, of those teachers who are undertaking new instructional programs, and of those teachers whose classes, for no apparent reason other than daily lesson planning and instruction, have not achieved as well as comparable classes on standardized tests as well as other measures of student success.

POLICY GCOA EVALUATION OF INSTRUCTIONAL EMPLOYEES

ISSUED 11/21

Purpose: To establish the basic structure for the evaluation of professional instructional employees in the district to ensure accountability. The appropriate employee will evaluate the performance of every instructional employee fairly and on a periodic basis in an effort to improve the quality of all work performance, and in accordance with federal and state law.

The superintendent will enforce the rules, regulations, and procedures necessary for conducting an efficient, effective program of instructional staff performance evaluation.

The elements of the performance evaluation program are as follows:

- Every staff member is informed of the criteria by which his/her performance is evaluated.
- Every staff member has the right to be informed of the results of his/her performance evaluation in writing.
- Every staff member has the right to respond to his/her evaluation in writing.

ASSISTING, DEVELOPING, AND EVALUATING PROFESSIONAL TEACHING (ADEPT) SYSTEM

The district will use the ADEPT System to evaluate all certified teachers employed under induction, annual, and continuing contracts. The district will base all evaluations on the ADEPT performance standards in accordance with South Carolina Department of Education (SCDE) ADEPT implementation guidelines. The district will develop plans and procedures for teacher evaluation based on the following components of ADEPT found in administrative rule GCOA-R.

TEACHERS EMPLOYED FROM OUT OF STATE

Teachers employed from out-of-state who receive a South Carolina initial teaching certificate based on reciprocity and have less than one (1) year of teaching experience are eligible for employment under an induction contract. Teachers employed from out-of-state who receive a South Carolina initial teaching certificate based on reciprocity and have one (1) or more years of teaching experience are eligible for employment under an induction or annual contract, at the discretion of the school district.

Teachers employed from out-of-state who receive a South Carolina professional teaching certificate based on reciprocity are eligible for employment under an annual contract. At the annual contract level, teachers may receive either a diagnostic-assistance year or a formal evaluation. Teachers must successfully complete the formal evaluation at the annual contract level before they are eligible to receive a continuing contract.

Teachers who are employed from out of state or from a nonpublic-school setting and who are certified by the National Board for Professional Teaching Standards (NBPTS) are exempted from initial certification requirements and are eligible for continuing contract status.

TEACHERS EMPLOYED FROM ANOTHER DISTRICT

Teachers who completed an induction contract year in another district may be employed at the induction or annual contract level. The maximum induction period for a teacher is three years, regardless of the district in which the teacher is employed.

TEACHERS WHO HOLD A LIMITED PROFESSIONAL CERTIFICATE

An educator who holds a valid South Carolina limited professional certificate is eligible for employment in a “regulated” public school at the annual contract level and may receive either a diagnostic-assistance year or a

formal evaluation. Teachers must successfully complete the formal evaluation at the annual contract level before they are eligible to move from a limited professional certificate to a full professional certificate and to be employed under a continuing contract.

TEACHERS EMPLOYED UNDER A LETTER OF AGREEMENT

Teachers who are eligible for an induction or annual contract but who are hired on a date that would cause their period of employment to be less than one hundred and fifty-two (152) days during the school year may be employed under a letter of agreement. Teachers employed under a letter of agreement do not fall under ADEPT, but the district will ensure that these teachers receive appropriate assistance and supervision throughout the school year.

TEACHERS WHO DO NOT HAVE SUFFICIENT OPPORTUNITY TO COMPLETE THE ADEPT PROCESS

A teacher who is employed under an induction, annual, or continuing contract and who is absent for more than twenty (20) percent of the days in the district's annual evaluation cycle may, at the recommendation of the superintendent, have his/her ADEPT results reported to the SCDE as "Incomplete." Teachers with an "Incomplete" are eligible to repeat their contract level during the next year of employment.

TEACHERS WHO HOLD AN INTERNATIONAL TEACHING CERTIFICATE

Teachers from outside the United States who hold an international teaching certificate will follow the same sequences as traditionally prepared teachers in terms of the beginning contract levels (i.e. induction and annual) and ADEPT evaluation and assistance processes. However, teachers who hold an international teaching certificate will remain at the annual-contract level but may not be employed under a continuing contract.

TRAINING AND REPORTING

The district must provide appropriate training for all personnel responsible for conducting the evaluation process. The district must meet all reporting requirements as outlined in law and regulation.

USE OF ADEPT RESULTS TO INFORM PERSONNEL DECISIONS

When possible, the district will use the multiple evidence sources from multiple years for making employment decisions as permitted by state law and regulation. ADEPT results are used to determine the number of induction contract years, eligibility for advancement to annual contract status, whether to issue the professional certificate and eligibility for continuing contract status, whether a teacher must have consecutive formal evaluations or a "highly consequential" formal evaluation, to inform professional development plans, to inform GBE objectives, and for other decisions within a district.

POLICY GCQA/GCQB INSTRUCTIONAL/ADMINISTRATIVE EMPLOYEE REDUCTION IN FORCE

ISSUED 9/19

Purpose: To establish the basic structure for any needed reduction in professional employees.

GENERAL STATEMENT OF POLICY

Under South Carolina law, the board is responsible for maintaining effective public elementary and secondary schools. The board is also responsible for furthering the educational interests of the state. The board's primary consideration is the maintenance of a sound and balanced educational program that is consistent with the

functions and responsibilities of the school district. The board recognizes, however, that it may become necessary to eliminate professional employee positions in certain circumstances. Therefore, the board publishes this policy to provide a fair and orderly process should such eliminations become necessary.

REASONS FOR ELIMINATION OF PROFESSIONAL STAFF POSITIONS

The board has the sole and exclusive prerogative to eliminate professional employee positions consistent with the provisions of state statutes. This elimination should not result in a failure in its duty to further the educational interests of the state and to provide effective public elementary and secondary schools.

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

DEFINITIONS (AS USED IN THIS POLICY)

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

PROCEDURE

Before it begins action to not to renew professional employee contracts under this procedure, the board will consider its ability to eliminate positions and/or reduce employees by any of the following:

- voluntary retirement
- voluntary resignation
- transfer of existing employee
- voluntary leaves of absence
- salary reductions
- part-time employment

In the event further reduction is required, the board will adhere to the following guidelines:

- Reduction in force (RIF) will be on a district-wide basis. Therefore, the superintendent is not limited to considering for RIF termination only those professional employees in a particular school, area, or program in which the loss of enrollment, program curriculum, or financial exigency has occurred.
- Once the board, after consulting with the superintendent, has determined that a reason exists which requires an elimination of professional employee positions, the superintendent will, after considering the possibilities set forth above, determine which positions must be eliminated. The superintendent will present his/her recommendations to the board for approval.
- Once the board has approved the elimination of the specified positions or changes to be made in programs, the superintendent will use specified criteria to select those professional employees who are to be considered for termination/nonrenewal. The superintendent will make a recommendation to the board based on the application of the following criteria, but not necessarily in this order:
    - certification (areas and type)

- degrees earned
- professional experience in other areas which may be available
- total years of professional experience in the district
- total years of teaching experience
- qualifications and ability as determined by the district evaluation procedure
- performance evaluation
- attendance record
- principal/supervisor's recommendation
- type of contract
- extracurricular needs of the schools
- any other factors considered appropriate by the superintendent

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

NOTICE TO INDIVIDUAL EMPLOYEES

If, after considering the superintendent's recommendation, the board acts to terminate the employment of a professional employee, the board will give written notice of that decision to the affected employee. The superintendent will send the written notice by certified mail, return receipt requested. The notice will include a statement of the conditions requiring termination of employment and a general description of the procedures followed in making the decision. The district will assume that the employee's address as it appears on the school district record is the correct address. It is the employee's responsibility to see that the district has his/her current address on file.

REVIEW OF INDIVIDUAL TERMINATIONS

A professional employee may request a review of the board action, provided such request is made within ten (10) calendar days after his/her receipt of the notice of termination. The only purpose of the review will be to determine whether the decision to terminate was arbitrary, capricious, or generated by ill will, fraud, collusion, or other such motives with respect to that individual. The request for review must be in writing and addressed to the chairman of the board. The request must clearly state the grounds on which the employee contends the decision was arbitrary, capricious, or generated by ill will, fraud, collusion, or other such motives. The request must include a short, plain statement of facts to support the contention.

The board will hold a hearing within thirty (30) calendar days after it receives the request. The board will give the employee at least five (5) days' notice of the hearing.

The board will conduct the hearing informally, in public or in private as the employee may wish. The employee and the superintendent may each be accompanied by legal counsel. The board will only consider the credible evidence that is presented at the hearing. The board will only consider the evidence that it considers fair and reliable. The board members, superintendent, and employee may question all witnesses. Except as herein provided, the chairman of the board will control the hearing.

The hearing will begin with the employee's presentation of contentions. This presentation will be limited to those grounds specified in the request for a hearing and supported by such proof as he/she desires to offer. When the employee concludes his/her presentation, the board will consider whether the proof offered establishes the contention. This consideration will take place in executive session.

If the board determines that the contention has not been established, it will notify the parties and conclude the hearing. This action finally determines the decision to terminate.

If the board determines that rebuttal is desirable, it will notify the parties and the hearing will proceed. The superintendent may then present, in rebuttal of the employee's contention or in general support of the decision to terminate, such testimony or documentary proof as he/she desires to offer, including his/her own testimony.

After the superintendent completes his/her presentation, the board will consider the matter in executive session. The burden is on the employee to satisfy the board by clear and convincing evidence that the decision to terminate was arbitrary, capricious, or generated by ill will, fraud, collusion, or other such motives.

If the board determines that the employee did not establish his/her contention, it will, by a simple unelaborated statement, so notify the employee and the superintendent. Such a determination finally confirms the decision to terminate. The employee will be notified within ten (10) days following the hearing of the board's decision. If the board determines that the professional employee's contention has been established, it will inform the employee and the superintendent by a written notice that states what corrective action must be taken.

OBLIGATIONS WITH RESPECT TO RE-EMPLOYMENT OR OTHER EMPLOYMENT

For two (2) years after the effective date of a termination pursuant to this policy, the board will not replace the professional employee whose employment has been terminated without first offering the position to the terminated professional employee.

The board will make the offer by certified mail, return receipt requested to the employee's last known address on file with the district. The board will notify the professional employee that he/she must submit written acceptance within fifteen (15) calendar days. Failure to make written acceptance within fifteen (15) calendar days or rejection of the position eliminates all reemployment rights of the professional employee.

If the professional employee is recalled within one (1) year, the district will restore all of the sick leave and unused personal leave he/she had accrued on the effective date of the layoff. If the professional employee whose employment has been terminated requests assistance, the school district will give him/her reasonable assistance in finding other employment.

EXCLUSIVE RIF PROCEDURE

This RIF procedure is the only procedure that may be used in a reduction in force. Any existing procedure for reconsidering or examining an employee discharge, non-reappointment, or grievance is not available

for considering an issue that arises from a reduction in force. Similarly, no other personnel action other than a reduction in force may be considered under this RIF procedure.

POLICY GCQC RESIGNATION OF PROFESSIONAL EMPLOYEES

ISSUED 9/19

Purpose: To establish the basic structure for the resignation of professional employees.

Once a professional employee has signed an employment contract with the district, the contract constitutes a binding agreement in which the employee agrees to work for the district for the duration of the contract.

Any professional employee who wishes to resign must request to be released from his/her contract by stating his/her desire in writing to the superintendent at least thirty (30) calendar days before the date that the employee is requesting for the resignation to be effective. For a resignation to be effective, it must be accepted in writing by the superintendent and approved by the board.

The district is under no obligation to release any certified employee from a contract.

Due to increased competition for qualified, certified teachers/administrators, York School District One will not

release certified teachers/administrators from their contracts after June 1st unless and until a suitable, qualified, certified replacement is secured. This requirement is not met until all district positions requiring the certification of the employee requesting release are filled. The district must be diligent in meeting its responsibility to provide quality learning opportunities for its students. This determination is in the best interest of the district as determined by administration.

Exceptions to this rule may be considered by the superintendent when there are justified, extenuating circumstances such as, but not limited to, relocation due to spouse's employment or illness of employee or family member whose care is dependent upon the employee.

Requests to be released from contract after June 1st must be submitted in writing to the superintendent with an explanation of why the release is requested. Until the employee has been formally released from his/her contract, the district expects the employee to report to work and perform his/her contractual duties.

The superintendent will advise the board of all resignations. When the superintendent does not accept a resignation, and the employee 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 employee 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.

If an employee 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 EMPLOYEES

ISSUED 9/19

Purpose: To establish the basic structure for discipline, suspension, and dismissal of professional employees in order to ensure accountability for due process as well as a quality educational program.

It is the responsibility of the school administration to operate the public schools of the district in a manner that will maintain abroad community confidence in and support of the public schools of the district. In the absence

cannot maintain a strong, effective public education program.

Therefore, it is the policy of the board to remove from employment any professional employee 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. In cases where professional employee needs to be removed from employment, the principal/direct supervisor should be actively involved in the documentation and removal process.

Any action of the district under this policy will be taken pursuant to the provisions of the Teacher Employment and Dismissal Act, S.C. Code of Laws, 1976, as amended, Section 59-25-410, *et seq*., except for persons employed under an induction contract or an annual contract as defined in state law.

AR GCQF-R DISCIPLINE, SUSPENSION, AND DISMISSAL OF PROFESSIONAL

Evident unfitness for teaching is manifested by conduct such as, but not limited to, the following:

- Incompetence persistent neglect of duty willful violation of rules and regulations of the State Board of Education (SBE)
- unprofessional conduct
- drunkenness
- cruelty
- crime against the laws of this state or the United States
- immorality
- any conduct involving moral turpitude
- dishonesty
- evident unfitness for the position for which one is employed
- illegal use, sale, or possession of drugs or narcotics
- obtaining or attempting to obtain a certificate through fraudulent means or through misrepresentation of material facts
- failure to comply with the provisions of a contract without the written consent of the board
- test security violation
- failure to comply with a court order for child support
- failure for a second time to complete successfully the formal evaluation process as an annual contract teacher

Whenever a principal or designated school administrator charged with the supervision of a teacher finds it necessary to reprimand a teacher for a reason that he/she believes may lead to dismissal or cause the teacher not to be re-employed, he/she will 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 concern(s). 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 concerns, in writing, to the attention of the teacher involved and make a reasonable effort to assist the teacher in correcting 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 should 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 administrative leave, with pay, 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 towards students,

parents/legal guardians, or employees.

Such conduct may include, but is not limited to, any of 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 such means as a telephone, cell phone, computer, or other telecommunication device, and includes text messaging, instant messaging, and communication through social media websites, such as Facebook and Snapchat.

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 teacher.

DISMISSAL PROCESS

WRITTEN NOTICE OF DISMISSAL

Any teacher whom the superintendent recommends to the board for dismissal or non-renewal is entitled to written notice from the superintendent of that recommendation that includes, at minimum, the following: cause of dismissal and teacher's right to an evidentiary hearing if he/she requests one in writing to the superintendent or the chairman of the board within fifteen (15) days of his/her receipt of the notice of dismissal.

If the teacher fails to make a hearing request, the board will take action on the superintendent's recommendation as it deems lawful and appropriate.

HEARING RIGHTS

Should a teacher request a hearing within fifteen (15) days of his/her receipt of the notice of dismissal, the hearing will be held within forty-five (45) days after the request is served. The teacher will be provided with notice of the time and place of the hearing not less than five (5) days before the date of the hearing. The hearing will be public unless the teacher requests in writing that it be held privately.

At the hearing, the teacher may do the following:

- Be present with counsel at the hearing
- Cross-examine witnesses
- Offer evidence and witness
- Present defenses to the charges

The board will issue subpoenas to require the attendance of witnesses at the hearing at the teacher's request; however, it may limit the number of witnesses to no more than ten (10). A member of the board will administer oaths to witnesses.

The board will hire a stenographer to create a formal record of the hearing. The fees for this stenographer's attendance and services will be paid by the board if the decision is favorable to the teacher; the teacher will pay one-half of the costs if the decision is unfavorable. Should the teacher desire, he/she may pay for a copy of the transcript. The board will issue a written decision on whether the evidence presented at the hearing shows good and just cause for dismissal, including findings of facts and conclusions of law, within thirty (30) days after the hearing.

APPEALS

The decision of the board is final unless within thirty (30) days after it is issued, the decision is appealed to the court of common pleas of any court in which the major portion of the district lies. Notice of the appeal and the grounds for appeal must be filed with the board.

ALTERNATIVE RESOLUTION

Prior to issuing a notice of dismissal, the superintendent or his/her designee may meet with the teacher, and his/her representative, to discuss alternative resolutions. The superintendent's decision to enter into these discussions in no way indicates that there are insufficient grounds to unilaterally dismiss the teacher in accordance with the Teacher Employment and Dismissal Act.

REPORTING EXPECTATIONS

The board directs the superintendent to report to the SBE 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 by SBE (Regulation 43-58).

POLICY GDF SUPPORT EMPLOYEE HIRING

ISSUED 10/19

Purpose: To establish the basic structure for the hiring of support employees.

Through its employment policies and procedures, the district will strive to attract, secure, and retain the highest qualified employees for support positions. The superintendent employs all support employees.

It is the superintendent's responsibility to ensure that all persons employed meet the qualifications established for the particular position. The superintendent or his/her designee will establish an interview and selection procedure that will allow principals or supervisors an opportunity to be actively involved in the selection of an employee for their school. However, the superintendent will make or approve the final selection. The superintendent will notify the board of all new hires at the next regularly scheduled board meeting.

The superintendent 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, alienage, genetic information, national origin, or any other applicable status protected by law.

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

Federal and state laws prohibit employers from hiring aliens 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.

POLICY GDJ SUPPORT EMPLOYEES ASSIGNMENTS AND TRANSFERS

ISSUED 10/19

Purpose: To establish the basic structure for the transfer and assignment of support employees in the district.

The superintendent or his/her designee will make district-wide assignments and transfers of support employees for the efficient operation of the district.

ASSIGNMENT

All employees are employed by the district, not a particular school. On or before August 15th of each year, the superintendent or his/her designee will notify each support employee of his/her tentative assignment for the following school year.

The superintendent or his/her designee will assign or reassign support employees on the basis of their qualifications, the needs of the district, and their expressed desires. When he/she cannot meet all three conditions, the superintendent will assign support employees in this order:

- first, in accordance with the needs of the district and its students
- second, where the administration believes the employee is most qualified to serve
- third, as to expressed preference of the employee

TRANSFER

The transfer of a support employee from one school to another may be initiated by the employee, by the principal/supervisor, or by the superintendent. In the case of a transfer initiated by the employee, and with all other considerations regarding assignment being equal, the administration will grant employee preferences for transfer in order of seniority in the district subject to the approval of the principals involved. All transfers require the approval of the superintendent.

POLICY GDQB RESIGNATION OF SUPPORT EMPLOYEES

ISSUED 10/19

Purpose: To establish the basic structure for the resignation of support employees.

A support employee who wishes to terminate his/her employment with the district may submit a letter of resignation to his/her supervisor. The supervisor will forward the request to the superintendent. The employee should submit this letter two (2) weeks before the desired termination date. The superintendent will present a list of resignations to the board, as appropriate.

POLICY GDQC RETIREMENT OF SUPPORT EMPLOYEES

ISSUED 10/19

Purpose: To establish the basic structure for the retirement of support employees.

District employees can select between the Public Employee Benefit Authority's (PEBA) Defined Benefit Plan (SCRS) or Defined Contribution Plan (State ORP).

Any district employee who is a member of the State ORP may become eligible to receive distributions when he/she terminates employment or reaches age fifty-nine and one-half (59½).

Any district employee who is a member of the South Carolina Retirement System prior to June 30, 2012, may retire with full benefits if the member has five (5) or more years of earned service, reached the age of sixty (60), or has twenty-eight (28) or more years of creditable service and is separated from service. Any member who has reached age sixty (60) may retire with reduced benefits.

Any district employee with an effective date of membership in the South Carolina Retirement System after June 30, 2012, may retire with full benefits if the employee has eight (8) or more years of earned service, reached the age of sixty (60), or satisfied "the rule of ninety (90)" requirement [age plus service years equals ninety (90)] and separated from service.

An eligible employee wishing to retire during the course of the school year and to continue his/her employment

as a retired employee must adhere to the current state statutes at the time of retirement. The employee should notify the district board in writing of his/her intent to retire as soon as possible but not later than March 15th of the year in which he/she plans to retire.

An employee who retires after January 1, 2013, and returns to the district after the required thirty (30)-day separation may earn up to $10,000 each calendar year without affecting his/her retirement benefits. The working retiree forfeits any additional retirement benefits for the remainder of the year after he/she has earned the maximum of $10,000 and continues in employment.

POLICY GDQD DISCIPLINE, SUSPENSION, AND DISMISSAL OF SUPPORT EMPLOYEES

ISSUED 10/19

Purpose: To establish the basic structure for the discipline, suspension, and dismissal of support employees.

Support employees, unless otherwise designated by contract, will be considered at will employees and will be employed for such time as the district needs or desires the services of such employees. The board authorizes the superintendent to discipline, suspend, or dismiss support employees as required. The principal, supervisor, and/or director should be actively involved in this process for his/her school/department. The superintendent will notify the board of the discipline, suspension, or dismissal of any support employee at the next regularly scheduled board meeting.

POLICY GCQE RETIREMENT OF PROFESSIONAL EMPLOYEES

ISSUED 9/19

Purpose: To establish the basic structure for the retirement of professional and support employees in a manner that will have a minimum amount of impact on the district's instructional program.

District employees can select between the Public Employee Benefit Authority's (PEBA) Defined Benefit Plan (SCRS) or Defined Contribution Plan (State ORP).

Any district employee who is a member of the State ORP may become eligible to receive distributions when he/she terminates employment or reaches age fifty-nine and one-half (59½).

Any district employee who is a member of the South Carolina Retirement System prior to June 30, 2012, may retire with full benefits if the member has five (5) or more years of earned service, reached the age of sixty (60), or has twenty-eight (28) or more years of creditable service and separated from service. Any member who has reached age sixty (60) may retire with reduced benefits.

Any district employee with an effective date of membership in the South Carolina Retirement System after June 30, 2012, may retire with full benefits if the employee has eight (8) or more years of earned service, reached the age of sixty (60), or satisfied "the rule of ninety (90)" requirement [age plus service years equals ninety (90)] and separated from service.

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

The employee should notify the board in writing of his/her intent to retire as soon as possible but not later than March 15th of the year in which he/she plans to retire.

An eligible employee wishing to retire during the course of the school year and to continue his/her employment as a retired employee must adhere to the current state statutes at the time of retirement. All return to work retirees must be recommended for re-employment by their building level principal or district supervisor and

superintendent.

An employee who retires after January 1, 2013, and returns to the district after the required thirty (30)-day separation may earn up to $10,000 each calendar year without affecting his/her retirement benefits. The working retiree forfeits any additional retirement benefits for the remainder of the year after he/she has earned the maximum of $10,000 and continues in employment.

The board must approve the employment of all state retirees to fill a certified position, and no such employment will be approved for more than one (1) school year or the remainder of the current school year. All working retirees in the district will be classified as at will employees, which means they can be removed from service at any time deemed by the district and without protected cause.

POLICY AC NONDISCRIMINATION/EQUAL OPPORTUNITY

ISSUED 12/20

Purpose: To establish the basic structure for conduct of district programs in compliance with applicable laws.

The district is required by federal and state laws, executive orders, rules and regulations not to illegally discriminate on the basis of race, religion, color, disability, sex, age, national origin, immigrant status or English-speaking status, marital status, or any other status protected by applicable state and/or federal laws. The district, therefore, commits itself to nondiscrimination in all its education and employment activities.

Further, the board affirms the right of all students and staff to be treated with respect and to be protected from intimidation, discrimination, physical harm, and/or harassment.

Harassment/Discriminatory behavior that denies civil rights or access to equal educational opportunities includes comments, name-calling, physical conduct, or other expressive behavior directed at an individual or group that intentionally demeans the race, color, religion, national origin, immigrant status or English-speaking status, sex, or disability of the individual or individuals or creates an intimidating, hostile, or demeaning environment for education.

RESOLUTION OF DISCRIMINATION COMPLAINTS

The district will use the grievance procedures set forth in policy to process 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 (referred to as “civil rights grievances”). The director of human resources serves as the civil rights coordinator.

REQUIRED ANNUAL NOTICES

POLICY ACG RESOLUTION OF DISCRIMIINATION COMPLAINTS

ISSUED 12/20

Purpose: To establish the basic procedure for resolution of discrimination complaints.

EMPLOYEE COMPLAINTS

The district will use the grievance procedures set forth in policy GBK-R to process complaints based on alleged violations of 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; and Titles I and II of the Americans with Disabilities Act of 1990 (referred to as "civil rights grievances").

If the grievance is not resolved after steps one (1) and two (2) of the policy, the employee may appeal in writing to the district's civil rights coordinator. If the employee does not file such appeal within five (5) days of the grievant's receipt of the written response, the employee waives his/her right to appeal.

If the employee files an appeal, the civil rights coordinator will investigate the claim as appropriate. He/She will conduct a hearing within ten (10) days following any investigation. All interested persons and their representatives, if any, will have an opportunity to submit evidence relevant to the complaint. The civil rights coordinator will render a decision on the matter within ten (10) days after receipt of the grievance or, if a hearing is conducted, within ten (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 grievant.

After appeal to the civil rights coordinator, the grievant may follow the procedures described by appealing to the superintendent.

The employee's pursuit of other remedies such as the filing of a complaint with the responsible federal department or agency will not impair his/her right to a prompt and equitable resolution of any civil rights grievance.

POLICY ADF DISTRICT WELLNESS

ISSUED 3/25

The district recognizes that student wellness and proper nutrition are related to students' physical wellbeing, growth, development, and readiness to learn. The district is committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education, and regular physical activity as part of the total learning experience. In a healthy school environment, students will learn about and participate in positive dietary and lifestyle practices.

FOOD AND BEVERAGE AVAILABILITY

The district is committed to serving healthy meals to students, with plenty of fruits, vegetables, whole grains, and fat-free and low-fat milk that are moderate in sodium and sugar, low in saturated fat, and have zero grams trans fat per serving (nutrition label or manufacturer's specification). The district is also committed to meeting the nutrition needs of school children within their calorie requirements. The school meal programs aim to improve the diet and health of school children, help mitigate childhood obesity, model healthy eating to support the development of lifelong healthy eating patterns and support healthy choices while

accommodating cultural food preferences and special dietary needs.

All schools within the district participate in USDA child nutrition programs through the National School Lunch Program (NSLP) and the School Breakfast Program (SBP) and are committed to offering school meals that:

- are accessible to all students
- are appealing and attractive to children
- are served in clean and pleasant settings
- meet or exceed current nutrition requirements established by local, state, and federal statutes and regulations

Students in grades Pre-K through fifth grade will be provided a minimum of 20 minutes to consume lunch after they have received their food.

Schools will not use foods or beverages as rewards for academic performance or good behavior. Additionally, schools will not withhold food or beverages as punishment. Teachers are provided with a list of alternative ideas for behavior management.

WATER

To promote hydration, free, safe, unflavored drinking water will be available to all students throughout the school day and throughout every school campus. The district will make drinking water available where school meals are served during mealtimes.

Competitive foods and beverages

The district is committed to ensuring that all foods and beverages available to students on school campuses during the school day support healthy eating. The foods and beverages sold outside of the school meal programs (i.e., competitive foods and beverages) will meet the USDA Smart Snacks in School nutrition standards, at a minimum. Foods made available, but not sold do not have to meet the Smart Snacks requirements, but healthy items are encouraged.

All foods that meet the competitive food standards may be sold at fundraisers on the school campus during school hours. The number of fundraisers exempt from the nutrition requirements is approved by the South Carolina Department of Education (SCDE). Beginning with SY2017-18 and thereafter, the days per exemption is 1 day (up to 30 of 1 day each). SCDE considers applications for additional exemptions above this limit on a case-by-case basis and subject to district policy.

See administrative rule EFE-R, Competitive Food Sales/Vending Machines, for additional information on competitive foods and fundraisers.

DISTRICT GOALS FOR HEALTH AND WELLNESS

NUTRITION PROMOTION

Nutrition promotion and education positively influence lifelong eating behaviors by using evidence based techniques, nutrition messages, and by creating food environments that encourage healthy nutrition choices and encourage participation in school meal programs. Students and staff will receive consistent nutrition messages throughout schools, classrooms, gymnasiums, and cafeterias. Nutrition promotion also includes

marketing and advertising nutritious foods and beverages to students and is most effective when implemented consistently through a comprehensive and multi-channel approach by school staff, teachers, parents/legal guardians, students, and the community.

The district will promote healthy food and beverage choices for all students throughout the school campus and will encourage participation in school meal programs. This promotion will occur through the use of evidence-based healthy food promotion techniques through the school meal programs using research-based practices and through adherence to a policy of 100 percent of foods and beverages promoted to students meeting the USDA Smart Snacks in School nutrition standards.

NUTRITION EDUCATION

The district will teach, model, encourage, and support healthy eating by all students. Schools will provide nutrition education and engage in nutrition promotion that fulfills the following criteria:

- fosters the adoption and maintenance of healthy eating behaviors such as acquiring skills for reading food labels and menu planning
- is part of a sequential comprehensive standards-based health education program designed to provide students with the knowledge and skills necessary to promote and protect their health
- promotes fruits, vegetables, whole-grain products, low-fat and fat-free dairy products, and healthy food preparation methods
- promotes reduced sugar and sodium intake
- emphasizes caloric balance between food intake and energy expenditure (promotes physical activity/exercise)
- links with school meal programs, cafeteria nutrition promotion activities, school gardens, Farm to School programs, and other school food and nutrition-related community services
- teaches media literacy with an emphasis on food and beverage marketing
- includes nutrition education training for teachers and other staff

See policy IHAM, Health Education, for more information.

PHYSICAL ACTIVITY

Children and adolescents should participate in at least 60 minutes of physical activity every day. A substantial percentage of students' physical activity can be provided through a comprehensive school physical activity program which includes quality physical education as the foundation; physical activity before, during, and after school; staff involvement; and family and community engagement. Schools may promote opportunities for physical activity via in-school announcements, newsletters, posters, etc. The district is committed to providing these opportunities, and schools will ensure that these varied physical activity opportunities are in addition to, and not as a substitute for, physical education.

The district encourages the use of physical activity as a reward when feasible. Physical activity during the school day (including, but not limited to, recess, classroom physical activity breaks, or physical education) will not be withheld as punishment for any reason. This does not include participation on sports teams or with other sports-related after school activities, nor does it include participation on sports teams with specific

academic requirements.

PHYSICAL EDUCATION

The district will provide students with physical education using an age-appropriate, sequential physical education curriculum consistent with national and state standards for physical education. The physical education curriculum will promote the benefits of a physically active lifestyle and will help students develop skills to engage in lifelong healthy habits and incorporate essential health education concepts. The curriculum will support the essential components of physical education.

See policy IHAE, Physical Education, for more information.

All students will be provided equal opportunities to participate in physical education classes. The district will make appropriate accommodations to allow for equitable participation for all students and will adapt physical education classes and equipment as necessary.

The district will integrate wellness activities across the entire school setting, other food and beverage venues, and physical activity facilities. The district will coordinate and integrate other initiatives related to physical activity, physical education, nutrition, and other wellness components so all efforts are complementary and work towards the same set of goals and objectives promoting student well-being, optimal development, and strong educational outcomes. Schools in the district will coordinate content across curricular areas that promote student health, such as teaching nutrition concepts in mathematics, with consultation provided by either the school or the district's curriculum specialists.

All efforts related to obtaining federal, state, or association recognition for efforts or grants/funding opportunities for healthy school environments will be coordinated with and complementary of the wellness policy including, but not limited to, ensuring the involvement of the district wellness committee.

All school-sponsored events will adhere to the wellness policy guidelines. All school-sponsored wellness events will include physical activity and healthy eating opportunities when appropriate.

The district will promote to parents/legal guardians, families, and the general community the benefits of and approaches for healthy eating and physical activity throughout the school year. Families will be informed and invited to participate in school-sponsored activities and will receive information about health promotion efforts. The district will use electronic mechanisms (e.g. email or displaying notices on the district's website), as well as non-electronic mechanisms, (e.g. newsletters, presentations to parents/legal guardians, or sending information home to parents/legal guardians), to ensure that all families are actively notified of opportunities to participate in school-sponsored activities and receive information about health promotion efforts.

DISTRICT WELLNESS COMMITTEE/COORDINATED DISTRICT HEALTH ADVISORY COUNCIL

The district will convene a wellness committee that meets at least once per year to establish district wellness goals and to oversee school health and safety policies and programs including development, implementation, and periodic review and update of the wellness policy. Wellness committee members will include, to the extent possible, parents/legal guardians, students, representatives of district nutrition services, physical education teachers, school health professionals, the board, school administrators, and the general public. The designated officer for ensuring district compliance with the wellness policy and oversight of the committee

will be the Director of Secondary Education.

Annually, the district will notify the public about the content and implementation of the wellness policy and share any updates to the policy. The district will also publicize the name and contact information of the Director of Secondary Education with information on how the public can become involved with the wellness committee or obtain additional information on the wellness policy. The information for this annual review can be gathered through and utilized in the district's strategic planning process.

Every three years, the district will assess its compliance with the policy, how it compares to model wellness policies published by state and federal agencies, and the district's progress in attaining the goals of the policy. The results of this assessment will be made available to the public to showcase the wellness efforts being made by the district and how each school is in compliance with the wellness policy. Following this assessment, the district will update or modify the policy as necessary and share these changes with the public.

RECORDKEEPING

The district will retain records to document compliance with the requirements of the wellness policy. Documentation maintained by the district will include, but will not be limited to:

- the written wellness policy
- documentation demonstrating that the policy has been made available to the public
- documentation of efforts to review and update the policy, including an indication of who is involved in the update and methods the district uses to make stakeholders aware of their ability to participate on the district wellness committee (e.g. copy of meeting notice posted on the district website)
- documentation to demonstrate compliance with the annual public notification requirements
- the most recent assessment on the implementation of the wellness policy
- documentation demonstrating the most recent assessment on the implementation of the wellness policy has been made available to the public

FOOD AND BEVERAGE MARKETING

The district is committed to providing a school environment that ensures opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions. The district strives to teach students how to make informed choices about nutrition, health, and physical activity. These efforts will be weakened if students are subjected to advertising on district property that contains messages inconsistent with the health information the district is imparting through nutrition education and health promotion efforts. It is the intent of the district to protect and promote students' health by permitting advertising and marketing for only those foods and beverages that are permitted to be sold on the school campus, consistent with the district's wellness policy.

Any foods and beverages marketed or promoted to students on school campuses during the school day will meet or exceed the USDA Smart Snacks in School nutrition standards such that only those foods that comply with or exceed those nutrition standards are permitted to be marketed or promoted to students. These standards do not apply to marketing that occurs at events outside of school hours, such as after school sporting events or any other events, including school fundraisers.

Contracts for goods or services that include a food and beverage marketing component executed after June

30, 2017, must conform to federal nutrition standards. No exceptions will be granted.

Food and beverage marketing is defined as advertising and other promotions in schools. Food and beverage marketing includes any oral, written, or graphic statements made for the purpose of promoting the sale of a food or beverage product made by the producer, manufacturer, seller, or any other entity with a commercial interest in the product. This term includes, but is not limited to the following:

- brand names, trademarks, logos, or tags, except when placed on a physically present food or beverage product or its container
- displays, such as on vending machine exteriors
- corporate brand, logo, name, or trademark on school equipment that is displayed during the school day, such as marquees, message boards, scoreboards, or backboards (Note: Immediate replacement of these items is not required; however, the district will replace or update scoreboards or other durable equipment when existing contracts are up for renewal or to the extent that it is financially feasible over time so that items are in compliance with this policy.)
- corporate brand, logo, name, or trademark on food service materials and equipment (e.g. cups used for beverage dispensing, menu boards, coolers, trash cans, etc.) or on posters, book covers, pupil assignment books, or school supplies displayed, distributed, offered, or sold by the district
- advertisements in school publications or school mailings
- free product samples, taste tests, or coupons of a product, or free samples displaying advertising of a product

OTHER REQUIRED ANNUAL NOTICES

ELEMENTARY AND SECONDARY EDUCATION ACT

The Elementary and Secondary Education Act (ESEA), reauthorized under *Every Student Succeeds Act of 2015* (ESSA), requires state education agencies, school districts, and individual schools to provide numerous notices to parents, the public, and others. Several regulatory actions to implement ESSA are still in the proposed rule process, so some documents issued under No Child Left Behind Act (NCLB) remain in effect as current guidance as the Department of Education continues to put out agency information. Where applicable, NSBA will continue to reference the existing documents until new guidance is published. Several ESSA provisions are summarized in *Transitioning to the Every Student Succeeds Act Frequently Asked Questions* (January 2017), which also has information about ESSA notice requirements that differ from those under NCLB.

ESSA requires that states and school districts engage families and parents in the work of ensuring positive outcomes for all students. School districts that receive Title I funds must have written family and parent engagement policies with expectations and objectives for implementing meaningful family and parent involvement strategies. They are required to involve family members and parents in developing district plans and to provide technical assistance to schools on planning and implementing effective family and parent involvement activities to improve student academic achievement and school performance. ESSA requires all school districts that receive Title I funds to implement an effective means of outreach to parents of English learners and hold regular meetings for those parents.

Under ESSA, SEAs and LEAs that receive Title I funds must publish state and local report cards on their websites that are concise and in an accessible format. ESSA makes Title I funds accessible to private schools and the Department of Education has provided a draft for public comment on non- regulatory guidance on this topic. See the US Department of Education's *Title I, Part A of the Elementary and Secondary Education Act of 1965, as*

Amended by the Every Student Succeeds Act: Providing Equitable Services to Eligible Private School Children, Teachers, and Families (March 11, 2019) at:

https://www2.ed.gov/about/inits/ed/non-public-education/files/equitable-services-guidance-100419.pdf

The supplement-not-supplant requirement under Title I changed under ESSA, but the U.S. Department of Education has not issued draft regulations. Instead, the Department recently provided a non-regulatory informational document along with addressed public comments. See U.S. Department of Education's Supplement *Not Supplant Under Title I, Part A of the Elementary and Secondary Education Act of 1965, as Amended by the Every Student Succeeds Act* (June 19, 2019) at:

https://www2.ed.gov/policy/elsec/leg/essa/snsfinalguidance06192019.pdf

Under ESSA, certain public notices are now required when a school has been identified for "comprehensive support and improvement" or "targeted support and improvement." When the LEA receives notice from the State that it has been identified for comprehensive support and improvement, the LEA must "promptly notify the parents" of every enrolled student in the school:

(1) that the school has been identified as such, 34 C.F.R. § 200.21(6)*;
(2) the reasons for the identification, 34 C.F.R. § 200.21(6)*; and
(3) how parents can become involved in the needs assessment under 34 C.F.R. § 200.21(c)*, and developing and implementing a comprehensive support and improvement plan as described in 34 C.F.R. § 200.21(d)*; 34 C.F.R. § 200.21(6)*.

An LEA may provide all students enrolled in a school identified for "comprehensive support and improvement" the option to transfer their child to another public school, including information about transportation to the new school and information on the academic achievement of the new school. 34 C.F.R. § 200.21(h)*.

Additionally, when an LEA receives notice from the state that it has been identified for "targeted support or improvement," it must "promptly notify the parents" with:

(1) The reasons for identification under 34 C.F.R. § 200.19(6)*;
(2) a list of groups and subgroups that are underperforming under 34 C.F.R. § 200.19(6)(1)* and low-performing under 34 C.F.R. § 200.19(6)(2)*. 34 C.F.R. § 200.22(b)(2)(i)*; and
(3) how the parents can become involved in developing and implementing the targeted support and improvement plan in 34 C.F.R. § 200.22(c)* and 34 C.F.R. § 200.22(b)(2)(ii)*.

For both classifications, the notice must be given in an understandable and uniform format, and, "to the extent practicable," written in a language chat the parents can understand, or be orally translated. 34 C.F.R. § 200.21(6)(1)-(2)*; 34 C.F.R. § 200.22(6)*(consistent with requirements under§ 200.21(6)(1) through (3)*). In general, the notice must be provided to parents directly, through regular mail or e-mail, or "ocher direct means of distribution" and "in a timely manner." 34 C.F.R. §200.3l(d)(3)(i)*. The notice must also be provided in an "alternative format accessible to that parent" for a parent who is an individual with a disability as defined by the *Americans with Disabilities Act*. 34 C.F.R. § 200.21(6)(3)*.

*In 2016, federal regulations were promulgated after a mandatory notice-and-comment period under the Administrative Procedure Act. On August 22, 2018, the Department of Education removed these regulations from the federal register because they were "superseded, outdated, or unnecessary." These regulations were created pursuant to the changes made by ESSA. They were only effective for a total of 17 months, and do not currently have a contemplated replacement. See, *Elementary and Secondary Education. Act of 1965*, As Amended by *the Every Student Succeeds Act -Accountability and State Plans* (May 31, 2016); Docket; Delayed Effective Dace.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

NOTIFICATION OF RIGHTS

The Family Educational Rights and Privacy Act allows schools to release "directory information," i.e., student's name, address, photograph, participation in officially recognized activities and sports, diploma or certificate, awards received, and other similar information. The district considers photographs to include digital images, including digital photographs and recordings related to school or district-sponsored events, activities, and special recognition, as "directory information."

During your child's school career, he/she may participate in a variety of academic, athletic, fine arts, and other events and activities. During these events and activities, your child may be photographed and/or interviewed by district or school staff, other students, or news media. Information about your child may appear in newspaper articles, on television, in radio broadcasts, on displays, on the Internet, or in district/school promotional pieces including, but not limited to, district or school websites, school yearbooks, brochures, fliers, honor roll or other recognition lists, newsletters, playbills, programs (including graduation and athletic programs), television shows, videos, etc. **No personal information such as home address, telephone number, birth date or social security number is ever published on any YSD1 student in publications created or sanctioned by the Schools or District including the York School District One Education Foundation.**

If you do not want York School District 1, the York School District One Education Foundation, or your child's school to include your child's name, photograph and general information on any recognition received by your child in any print media, the Internet or other school related materials (i.e., newsletters, recognition lists, programs, yearbooks, videos) you must notify your child's school in writing by Thursday, August 20, 2024, or 14 days after your child's first day in YSD1. If you do not do so by this date, our district is free to release or use such information as appropriate. You may change your mind and revoke this authorization at any time by notifying your child's principal in writing.

In addition, federal laws require schools to provide military recruiters, upon request, with three directory information categories— names, addresses, and telephone listings—unless parents have advised the school that they do not want their student's information disclosed. If for some reason you object to your child's inclusion/identification in publicized school recognitions/events/activities, including on a school or district-maintained website/Facebook page/Twitter/other social media, or wish to opt out of the provision for contact information to the military, you must, within 15 days of registration, advise the district in writing (annually) of the specific type of directory information to withhold.

The Family Educational Rights and Privacy Act (FERPA) requires all public-school systems to, with certain exceptions, obtain the written consent of a parent/legal guardian prior to the disclosure of personally identifiable information from a student's educational records. A school district may, however, release appropriately designed directory information without a parent/guardian's written consent.

Directory information, which the federal government considers not harmful or an invasion of privacy if released, may be disclosed to outside organizations such as, but not limited to, companies that manufacture class rings or publish yearbooks and newspaper or television stations. Additionally, directory information may be used in certain school publications like the honor roll, graduation programs, sports activity sheets, a drama production playbill, school television shows, school newsletters, podcasts, and district or school promotional pieces.

In keeping with FERPA, York School District 1 considers the following as directory information: a student's name; home address; telephone number; his/her photograph; month/year and place of birth; grade level; participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors,

and awards received; the most recent educational agency or institution attended; and pictures of students involved in school activities. Our school system also considers the voice, image, and likeness of a student in pictures, videotape, film, or other medium, as well as student work intended for publication or display to be directory information. **York School District 1, YSD1 schools, and the York School District One Education Foundation will never use students' home addresses, telephone numbers, and dates and places of birth in media such as newspapers, magazines, promotional materials, television, or the Internet.**

Finally, FERPA allows parents/guardians and eligible students certain rights with respect to a student's education records and the right to file a complaint with the United States Department of Education concerning alleged failures by a school district to comply with the requirements of FERPA. The name and address of the office that administers FERPA are Family Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC20202-5920.

PROTECTION OF PUPIL RIGHTS AMENDMENT

The Protection of Pupil Rights Amendment (PPRA) requires school districts to adopt several policies regarding surveys of students, instructional materials, physical examinations, personal information used for marketing, and the like. Parents must be notified of these policies at least annually at the beginning of the school year and within a reasonable time period after any substantial change to the policies. 20 U.S.C. § 1232h(c)(2)(A).

If a district plans to (1) use students' personal information for selling or marketing purposes; (2) administer any survey about any of the eight topics listed in the statute (political beliefs, income, sex behavior or attitudes, etc.); or (3) administer certain non-emergency, invasive physical examinations, the district must directly notify parents at least annually at the beginning of the school year of the specific or approximate dates when these activities are scheduled or expected to be scheduled. 20 U.S.C. § 1232h(c)(2)(B), (c)(2)(C).

SECTION 504 OF THE REHABILITATION ACT OF 1973 (Section 504)

Section 504 is a federal law that requires public schools to adjust so that students with certain disabilities can learn and participate in settings like other students who do not have disabilities. To be eligible for services under Section 504, a student must have a condition that substantially limits one or more major life activities. A team decides if a student is eligible.

The team should include the student's parent or legal guardian, the student (if able), and others who know the student or know about the student's disability, such as a teacher, a guidance counselor, a school nurse, and other school staff. If the student is eligible, the team develops an individual accommodation plan. The individual accommodation plan explains how the student's needs will be met while at school and may include health services for the student during the school day if needed. To learn more about Section 504, contact the Director of Special Services, Bryan Greeson at 803-684-1905.

INDIVIDUALS WITH DISABILITIES EDUCATION ACT (IDEA)

Students, ages 3 through 21 years, may receive services under the IDEA if the student needs special education and related services to benefit from his or her educational program. A team decides if a student qualifies for services under the IDEA. The team includes the student's parent or legal guardian, teachers, and other school staff.

The team develops an individualized education program (IEP) if the student meets federal and state requirements. The IEP outlines a plan for helping the student receive a free appropriate public education and meet goals set by the team. The IEP may include health services for the student during the school day if needed. To learn more about the IDEA, contact the Director of Special Services, Bryan Greeson at 803-684-1905.

MCKINNEY VENTO HOMELESS ASSISTANCE ACT

The McKinney-Vento Homeless Assistance Act quires school districts, through their homeless student liaisons, to provide public notice of the education rights of the homeless students enrolled in their districts. 42 U.S.C. § I1432(e)(3)(C)(i). Such notice is to be disseminated in places where homeless students receive services under this Act, including schools, family shelters, and soup kitchens. 42 U.S.C. § 11432 (g)(6)(A)(vi). The notice must be in a "manner and form" understandable to homeless students and their parents/guardians, "including, if necessary and to the extent feasible," in their native language. 42 U.S.C. § 11432(e)(3)(C)(iii).

The U.S. Department of Education has issued guidelines for states, which address ways a state may (1) assist LEAs to implement McKinney-Vento, as amended by ESSA, and (2) review and revise policies and procedures, along with LEAs, that may present barriers to the identification, enrollment, attendance, and success of homeless children and youths in school. Download the guidelines at: www.gpo.gov/fdsys/pkg/FR-2016-03-17/pdf/2016-06073.pdf

Education of Homeless Children and Youth Fact Sheet

ASBESTOS HAZARD EMERGENCY RESPONSE ACT

The Asbestos Hazard Emergency Response Act (AHERA) requires school districts to inspect their buildings for asbestos-containing building materials, and develop, maintain, and update an asbestos management plan. School districts must annually notify parents, teachers, and employee organizations in writing of the availability of the management plan and planned or in-progress inspections, re- inspections, response actions, and post-response actions, including periodic re-inspection and surveillance activities. 40 C.F.R. §§ 763.84(c), (t), 763.93(g)(2).

YORK SCHOOL DISTRICT ONE
Learn, Serve, Give as ONE

YORK SCHOOL DISTRICT ONE

EMPLOYEE HANDBOOK ACKNOWLEDGEMENT FORM

An original signed and dated copy of this form must be submitted to the School Office by the announced deadline as a condition of continued employment.

The YSD1 Employee Handbook describes important information about the York School District One. I acknowledge that I have received a copy of the York School District One's Employee Handbook. I understand that I should consult my principal/supervisor if I have any questions that are not answered in the handbook.

I understand and acknowledge that there may be future changes to the information, policies, and benefits in this handbook. I also understand that the Board of Trustees may add new policies to the District's policy manual as well as replace, change, or cancel existing policies. I further understand that no one can make verbal/oral modifications to this handbook, nor can it be modified by practice.

I understand and acknowledge that the district handbook is not a contract of employment or legal document. I understand and acknowledge that the York School District One Employee Handbook does not alter my employment status or guarantee employment for any definite period of time. I have received the district handbook and I understand that it is my responsibility to read and follow the policies contained in this handbook and any changes made to it.

EMPLOYEE'S NAME (printed): _____

EMPLOYEE'S SIGNATURE: _____

DATE: _____