Dorchester School District Two

Chad Daugherty, Superintendent

PERSONNEL HANDBOOK

2025 - 2026

Team Dorchester

The sole purpose of this handbook is to familiarize employees with the general policies and procedures of Dorchester School District Two. It is not a contract of employment for at-will employees and does not form a part of the contract for employment for contract employees.

Important Notice

NOTHING IN THIS HANDBOOK OR IN ANY OF THE DORCHESTER SCHOOL DISTRICT TWO'S PERSONNEL POLICIES OR MANUALS SHALL BE DEEMED TO CONSTITUTE A CONTRACT OF EMPLOYMENT FOR AT-WILL EMPLOYEES. SOME EMPLOYEES OF DORCHESTER SCHOOL DISTRICT TWO ARE AT-WILL EMPLOYEES WHO MAY QUIT AT ANY TIME FOR ANY REASON AND WHO MAY BE TERMINATED AT ANY TIME FOR ANY OR NO REASON. FURTHER, NOTHING IN THIS HANDBOOK OR IN ANY OF DORCHESTER SCHOOL DISTRICT TWO'S PERSONNEL POLICIES OR MANUALS SHALL BE DEEMED TO FORM A PART OF THE CONTRACT FOR EMPLOYMENT FOR THOSE DORCHESTER SCHOOL DISTRICT TWO EMPLOYEES WHO ARE CONTRACT EMPLOYEES.

THIS HANDBOOK SUPERSEDES ALL PREVIOUS HANDBOOKS, PAMPHLETS, MANUALS, STATEMENTS, OR OTHER REPRESENTATIONS, WHETHER WRITTEN OR ORAL, REGARDING THE TERMS, CONDITIONS AND NATURE OF EMPLOYMENT BY AND WITH DORCHESTER SCHOOL DISTRICT TWO.

NONE OF THE PROVISIONS OF THIS HANDBOOK, OR ANY OF THE POLICIES OR PROCEDURES DESCRIBED HEREIN, MAY BE ALTERED OR AMENDED BY ANY SUBSEQUENT WRITTEN OR ORAL STATEMENT, EXCEPT BY AN EXPRESS WRITTEN AMENDMENT BY THE BOARD OF TRUSTEES FOR DORCHESTER SCHOOL DISTRICT TWO.

MR. CHAD DAUGHERTY
SUPERINTENDENT

Dorchester
School
District Two
815 SOUTH MAIN STREET SUMMERVILLE, SC 29483 • (843) 873-290. • FAX (843) 873-4053

Dear Team Dorchester,

Welcome to the 2025–2026 school year! As we embark on a new year together, I want to take a moment to personally thank each of you—our certified and classified staff—for the dedication, professionalism, and heart you bring to your work every day. Whether you serve in a classroom, office, bus, cafeteria, or campus grounds, **you are essential to our success.**

At Dorchester School District Two, we are proud to be a district that leads with purpose and passion. Our mission continues to guide us:

Leading the way, every student, every day, through relationships, relevance, and rigor.

Our shared vision keeps us striving for excellence:

Dorchester School District Two desires to be recognized as a "World Class" school district, expecting each student to achieve at his/her optimal level in all areas, and providing all members of our district family with an environment that permits them to do their personal best.

This year, we recommit ourselves to high standards in student achievement, professional collaboration, and fostering a safe, inclusive environment for all. We know that our students succeed when they are supported by a unified and empowered staff **and that begins with you.**

Team Dorchester is more than a phrase, it's a reflection of who we are: a strong, united team dedicated to the success of every student and the growth of every team member. Together, we will rise to every challenge, support one another through change, and celebrate the wins—big and small—that define each school year.

Thank you for the energy and excellence you bring to our district. I am confident that this year will be one of continued progress, meaningful relationships, and shared success.

Let's make 2025–2026 our best year yet—together.

With gratitude,

Superintendent
Dorchester School District Two

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DORCHESTER SCHOOL DISTRICT TWO

Board of Trustees

Mrs. Ashley Wimberly, Chair

Mrs. Kellie Bates, Vice Chair

Ms. Cynthia Powell, Secretary

Mr. Justin Farnsworth

Mr. Evan Guthrie

Mrs. Anny King

Mr. Jim Lee

Administrative Team

Mr. Chad Daugherty, Superintendent

Ms. Katie Barker, Assistant Superintendent

Mr. Kenny Farrell, Assistant Superintendent

Dr. Kenneth Wilson, Assistant Superintendent

DISTRICT ADMINISTRATION & STAFF

Mr. Chad Daugherty	Superintendent
Ms. Katie Barker	Assistant Superintendent-Teaching & Learning
Mr. Kenny Farrell	Assistant Superintendent-School Operations & Facilities
Dr. Kenneth Wilson	Assistant Superintendent-Personnel & Student Services
Renee Adams	Secretary, Virtual Academy/Health & Wellness
Megan Aldridge	District Office Secretary
Donna Alexander	Early Childhood Coordinator
Mary Allen	Food Service Liaison-Compliance
Christie Bailey	Medicaid Administrator
Carey Ball Hodge	Director of Elementary Education
Brian Bohannon	Executive Director of Community Engagement
Tina Bohannon	Secretary, Curriculum & Instruction
Shelly Bostwick	Assistant Director of Technology
Kim Boyea	Secretary, Curriculum & Instruction/ELL
Darlene Broomfield	District Office Secretary
Maurice Cannon	Director of Secondary Education & CTE
Kim Caughell	Director of Community Engagement/Marketing
Nancye Charpia	Benefits Specialist Supervisor
Christina Christie	Food Service Liaison-Financial
Barbara Crubaugh	Personnel Secretary - Classified Secondary
Deborah Daugherty	Assistant Director-Staff Development & Technology Integration
LaDonna Davis	Workbased Learning Coordinator
Joyce Dearing	District Hearing Officer/Student Service Coordinator
Kim Derrick	Secretary, Student Services
Tyronne Drakeford	District Director of Athletics
Dr.Emily Duplantis	Assistant Director of Career & Technology Education
Jessica Farnsworth	Assistant Director of Elementary Education
Dr. Beth Fiorito	Assistant Director of Middle Schools
Cheryl Flowers	Personnel Secretary
Preston Giet	Director of Safety
Jenene Gourdine	Secretary, Curriculum & Instruction
Christy Graham, Esq.	General Counsel
Susan Grinsteinner	MLL & Title III Coordinator
Brooks Harlow	District Hearing Officer/Student Service Coordinator
Carleigh Hawkins	Financial Secretary LEAP
Danna Hay	Secretary, Assessment/Accountability
Lara Hayes	Substitute & Professional Development Administrator
Ralph Hayes	Executive Director of Dorchester 2 Education Foundation
Michelle Hutto	Financial Secretary LEAP
Daphne Isgett	Personnel Secretary - Certified Elementary
Alana Jackson	Personnel Secretary - Substitutes & PD
Anjana Kanti	Personnel Secretary-Professional Development
Teresa Kelly	Chief of Federal/State Programs
Sharon Kerley	Assistant Director of Educator Effectiveness
Laura Logan	Benefits Specialist

District Admin. Continued

Jason Lybrand	District Website Specialist
Rebecca Malinowski	Assistant Director of Assessment & Data Analysis
Jack Mansor	Assistant Director of Title & Family Engagement
Scott Matthews	Executive Director of Personnel
Gailia Mercer-Brown	Director-School Counseling
Mary "M.E." Moorer	Apple Specialist
Matthew Moschel	MTSS Coordinator
Denise Murray	Personnel Secretary - Certified Secondary
Katie "Jean" Nettles	Personnel Secretary-Certification/SC Educator
Jennifer Passmore	Public Information Officer
Denise Patrick	McKinney-Vento Liaison Support
Brittney Reese	Personnel Secretary– Classified Elementary
Mary Bryce Robbins	Personnel Secretary-Workers Comp/FMLA/Sick Leave Bank
Cindy Ross	Student Information System Administrator
Melissa Ruffalo	Database Manager/Trainer
Dr. Isti Sanga	Chief Technology Officer
Thad Schmenk	Director of Assessment/Accountability
Kristi Selander	Assistant Director of Secondary Education
Tamara Siemers	Secretary, Title One
Amanda Sims	Director of Nursing Services
Tonya Spradley	Secretary, Federal and State Programs
Ebony Summers-Fogel	Director of Personnel-Certified Secondary
Tracy Tayloe	Director of Personnel-Certified Elementary
Carolyn Thomas	Director-LEAP Program
Wanda Thomas	Secretary to Superintendent and Board of Trustees
Paula Trout	Benefits Specialist
Jody Williams	Assistant Director of Safety/Risk Management
Rashaud Wilson	Assistant Student Information System Administrator

Finance

District Office, 815 South Main Street, Summerville SC 29483
Phone (843) 873-2901

Tina Meunier	Chief Finance Officer
Elizabeth Lybrand	Director of Financial Services
Lisa Cizler	Director of Budgeting
Cynthia Kozey	Comptroller
Rhonda Grice	Director of Capital Budget & Planning
Angie Cartin	Payroll Specialist
Ashley Cash	Procurement Officer
April Courtney	Procurement Specialist
Valerie Gaines	Accounts Payable
Georgia Haselden	Fixed Assets/Finance Specialist
Crystal Henson	Finance/Training Specialist
Casey Hollingsworth	Payroll Specialist
Heather Register	Payroll Specialist
Sandra Smith	Accounts Payable
Sheryl Taylor	Payroll Officer
Sherry White	Internal Auditor

Adult And Community Education
115 Devon Road, Summerville SC 29483
Phone (843) 873-7372

Wramie Spafford	Director of Adult Education
Tonya Hall	College and Career Navigator
Natasha Prosser	Adult Education Administrator
Renee Rivers	Special Programs Coordinator

Gifted and Fine Arts
815 South Main St, Summerville SC 29483
Phone (843) 821-3960 / (843) 832-5532

Jason Walsh	Director of Fine Arts
Amanda Wilkins	Assistant Coordinator of Gifted and Talented Programs
Jana Ladson	Fine Arts Secretary
Christina McClain	Secretary-Gifted & Talented Education/ML Program

Transportation Department
1325-A Boone Hill Road, Summerville SC 29483
Phone (843) 873-6196

Steve Shope	Director of Transportation
Kevin Mingo	Assistant Director of Transportation
Carla Campbell	Transportation Supervisor/Special Needs
Stacie Carter	Dispatcher-Summerville
Myra DeLeon	Secretary, Oakbrook
Alicia Freeman	Transportation Clerk-Oakbrook
Jan Fulton	Financial Secretary
Kristen Gillespie	Dispatcher-Oakbrook
Diann Holland	Discipline Secretary
Amanda Hudson	Dispatcher-Oakbrook
Dawn Huseman	Transportation Supervisor-Summerville
Shelby Jefferson	Transportation Clerk-Summerville
Kasey Kilcoyne	Safety Officer
Sherri Knight	Secretary
Eugenia Marino	Transportation Supervisor-Summerville
Tina Mathus	Routing Specialist-Summerville
Tina McLendon	Dispatcher-Oakbrook
Terence Peacock	Safety Officer
Odric "Ron" Prescod	Bus Mechanic
Jean Price	Transportation Supervisor-Oakbrook
Jimmy Risher	Dispatcher-Summerville
Cheryl Scaffe	Routing Specialist-Oakbrook
Dennis Smith	Bus Mechanic

Warehouse
Summerville, SC 29483
Phone (843) 873-2901

Lorenza "Tinker" Bell	Warehouse Manager

Facility Services
District Two Facility Management, 164 McQueen Blvd., Summerville SC 29483
Phone (843) 871-2710

Jeff Smith	Director of School Facilities
Don Nuzum	Assistant Director of Facility Maintenance
Robby Waltz	Assistant Director of Facility Maintenance
Michael Boehley	Maintenance Supervisor
James Brown	Custodial Supervisor
Margaret Hofstetter	Financial Secretary-Custodial
Jennifer Kentros	Energy Manager
Robert Mims	Staff Engineer
Kristian Nichols	Receptionist
Jack Shawley	Environmental Manager
Tony Soles	Capital Projects Facilitator
Carissa Vaccaro	Financial Secretary-Maintenance
Gregg Wright	Life Safety Coordinator

Special Services
815 South Main Street, Summerville SC 29483
Phone (843) 873-2901

Dr. Wanda Gadsden	Executive Director of Special Services
Charles Kirtley	Assistant Director of Special Services
Michelle Jacques	Assistant Director of Special Services
Holly Baker	Lead Occupational Therapist
Veronica Bishop	Physical Therapist
Kadeshia Brooks	Secretary-Special Services-Child Find
Jodie Collier	Lead Physical Therapist
Leah Davis	BCBA Therapist
Alexandria English	Coordinator of Special Services
Ruth Diarra	BCBA Therapist
Tammy Dilday	Secretary-Records/Homebound
Mary Embry	Occupational Therapist
Jennifer Guerrero	School Psychologist Child Find
Jennie Haithcock	Physical Therapist
Lesli Ann Howell	Coordinator of Special Services
Kimberly Ives	School Psychologist Child Find
Angela Jacques	Special Services Interventionist
Lisa Johnson-Brown	Occupational Therapist
Michelle Jones	Special Services Interventionist
Kimberly Kicinski	Coordinator of Special Services
Carisa Lebkicher	Occupational Therapist
Robin Lopez	Occupational Therapist
Barbara Meier	Special Services Interventionist
Laura Pace	Secretary-Systems Operator
Christina Prince	BCBA Therapist
Jennifer Rackley	Occupational Therapist
Brenna Reeves	Physical Therapist
Nicole Sears	Occupational Therapist
Jessica Turner	Speech Therapist Child Find
Katherine Velez	Occupational Therapist
David Walker	Coordinator of Special Services
Camille Watkins	Occupational Therapist
Julie Weber	Lead Speech Therapist
Dr. Chrisonia Williams-Busch	Coordinator of Special Services
Bridget Wilson	BCBA Therapist
Carol Wilson	Finance/Executive Director Admin. Assistant

Dorchester School District Two

Leading the Way: Every Student, Every Day

FAST FACTS

ddtwo.org | @TeamDDTwo

Students (2024-2025)	25,206
Employees	4,011 certified & support personnel *(DDTwo is the largest employer in Dorchester County.)*
Monthly Payroll	$14,396,842
2024-2025 General Fund Budget	$284,088,907
2024-2025 General Fund per Pupil Expenditure	$11,270.68
Schools:	15 elementary schools, 7 middle schools, 3 high schools 1 alternative program (grades 6-12) 1 adult/community education program (pre-K – adult)
Average Pupil:Teacher Ratio:	4K: 20:2 Kindergarten: 28:2 First Grade: 21:1 Grades 2-3: 22:1 Grades 4-5: 28:1 Grades 6-8: 27:1 Grades: 9-12: 28:1
Designations:	DDTwo is an eLearning and Purple Star District.
Technology - District-Issued Devices:	4K: iPad w/webcam Grades K-12: Chromebook
Transportation:	193 buses, 158 routes*: 1 route=1 run each: elem., middle, high* More than 16,000 students transported daily More than 15,000 miles driven per day Approximately 50 field trips per month
Food Service:	All students receive free breakfast and lunch. *(A la carte items and second meals are available for purchase.)* Meals served (2024-2025): 3,192,174
Community Involvement:	More than 600 business partnerships More than 55,000 volunteer hours Active PTA units at all schools
Student Statistics:	Average SAT scores for 2023-2024: 986 Average ACT scores for 2023-2024: 17.7 2024 Graduation Rate: 89.4% 2024 Dropout Rate: 0.8% Graduates in the class of 2025 were offered **$47,677,775** in scholarships.

DORCHESTER SCHOOL DISTRICT TWO
SUMMERVILLE, SOUTH CAROLINA

POINTS OF PRIDE—2025

D

DISTRICT HIGHLIGHTS

- The Board of Trustees approved salary increases: $2,500 per step for teachers and a 3% raise plus a step for Classified and non-teaching Certified staff for the 25/26 school year.
- DDTwo was named *Best Place to Work by Summerville Journal Scene* readers, two years in a row.
- The Dorchester School District Two Early College Program had 58 students graduate with an associate's degree from Trident Technical College and a high school diploma in 2025. Additionally, the district ranked 12th in the state on the College and Career Readiness indicator on the South Carolina State Report Card.
- All schools have PTA/PTSAs, School Improvement Councils, and Volunteer / Business Partner Programs. The district's PTAs received more state-level awards than any other district in SC.
- The district has 66 National Board Certified Teachers in district classrooms.
- The Dorchester Two Educational Foundation contributed over $2.5 million to district schools.
- DDTwo is a Purple Star District that supports military students and families as they transition into our community. Upon graduation, 103 students entered the military.
- Hosted the inaugural *Empowering Our Community for Students Who Learn Differently Conference* to strengthen support systems and celebrate every learner.
- The partnership between DDTwo and the City of N. Charleston provides second graders with access to free swim lessons at our community Aquatic Center.

International Recognition:

- Summerville High School celebrated 100 consecutive years of accreditation by Cognia--one of only 17 schools in the state with this distinction.

National Recognitions:

- Sand Hill Elementary was named a 2024 National Blue Ribbon School for academic performance.
- Oakbrook Middle Principal Bentli Lewis was named Jostens Renaissance Educator of the Year.
- Knightsville Elementary School received national recognition as a Common Sense School for digital citizenship--the nation's only school using the curriculum in 4K.
- DDTwo earned the *2025 Best Communities for Music Education Award* for the fifth consecutive year.
- Seven schools designated as National Showcase Schools by Capturing Kids' Hearts.
- DDTwo was recognized as a District Spotlight at the National HMH Insights for District Leaders Summit for outstanding program implementation and student growth.
- Two high schools named Project Lead the Way Distinguished Schools for STEM education.
- Seven schools honored as 2025 Jostens Renaissance Schools of Distinction.

South Carolina Recognitions:

- Fort Dorchester High School was a top-three finalist for SCASA's 2024–2025 *Palmetto's Finest Award*.

SECTION 1
GENERAL INFORMATION

Weather Conditions

Weather is unpredictable and uncontrollable. It is impossible to plan in advance for hurricanes, tornadoes, or winter storms. When adverse weather conditions threaten, officials in Dorchester School District Two monitor conditions closely. Information is obtained from the National Weather Service, the South Carolina Highway Patrol, and local law enforcement agencies regarding road conditions. In addition, roads throughout the district are checked for safety by district officials.

The decision to close schools in District Two is made by the Superintendent and district officials. This decision is made as quickly as possible based on safety factors in **our** school district. There may be times when conditions prompting the closing of schools in one district may not exist or be as severe in another district. District Two schools will operate on schedule when it is safe to do so.

In the event that severe weather occurs locally, some staff may be required to return to work immediately upon the passing of the danger and prior to the full reopening of the district, to assess the safety and conditions of the building.

Circumstances that might warrant closing schools or delaying classes include:

- Hazardous driving conditions
- Loss of electric power in the schools
- Loss of water service to the schools

Students and parents are urged to monitor local media in the Charleston area, i.e. television news broadcasts and Charleston area radio news reports, for the most up-to-date information on school closings or early dismissals. Announcements of school closings in District Two are released to the local media as soon as a decision on closing has been made. Parents and District Two employees are also notified of school closures by a phone messaging system and via school and district websites.

Should severe weather occur during the school day, conditions may or may not necessitate the closing of schools. If schools are to close early because of threatening weather, announcements will be broadcast on radio and television. Parents should be assured that all schools have written emergency procedures and plans and that they conduct teacher training and drills to insure safe response during emergency situations. In District Two, the safety and well being of our students is always our prime concern.

The making up of days lost because of bad weather is governed by state law, which regulates the required number of school days. When days must be made up, the district makes every effort to notify students and parents of adjustments in the school calendar well in advance of any change.

Monthly Fire Drills

All teachers or superintendents in charge of the schools of the state, which are supported in whole or in part by taxation, shall conduct fire drills at least once each month. Any teacher or superintendent failing to observe the provisions of this section shall be fined not less than ten dollars or more than twenty-five dollars for each offense. Such fine shall be deducted from his salary and turned over to the county treasurer for ordinary county purposes.

The county Superintendent of education of each county of this state shall have copies of this law printed in suitable form and have at least one placed in a conspicuous place in each of the public school buildings of his county.

Emergency Preparedness/Safety

Each school or work site has on file in the Principal's/Supervisor's office an Emergency Preparedness Guidebook to address appropriate responses to emergency and safety issues.

Relationships with Students

Staff are expected to maintain professional and appropriate relationships with all students and families. The district does not support staff having direct, private communications with students through social media or text message. Staff should use district approved communication methods to communicate with students and families. Pursuant to SC Code §16-3-755 et al, staff are not permitted to engage in sexual relationships with any student, regardless of their age.

Dorchester School District Two

Leading the Way: Every Student, Every Day

2025-2026 School Calendar

Approved by the Board of Trustees, 5-12-25

July 24	Facts & Fees
July 30-31	Staff Days (No Students)
August 1, 4-5	Staff Day (No Students)
August 6	First Day of School for Students
August 27	Elementary, Middle and RISE Early Release
September 1	Labor Day Holiday
September 10	All Schools Early Release
September 24	Elementary Early Release
October 9	End of 1st Quarter
October 10	Staff Day (No Students)
October 13-15	Fall Break
October 29	Elementary Early Release
November 4	Election Day Holiday
November 12	All Schools Early Release
November 24-28	Thanksgiving Break
December 10	Elementary Early Release
December 19	End of 2nd Quarter / 1st Semester / Half Day (Students)
December 22 - January 2	Winter Break
January 5	Staff Day (No Students)
January 14	Elementary, Middle and RISE Early Release
January 19	Martin Luther King Jr. Holiday
January 28	Elementary Early Release
February 11	Elementary Early Release
February 16	Presidents Day
February 25	All Schools Early Release
March 11	Elementary Early Release
March 13	End of 3rd Quarter
March 16	Staff Day (No Students) / Weather Make-up Day
March 27	Half Day
March 30 - April 3	Spring Break
April 6	Staff Day (No Students) / Weather Make-up Day
April 15	All Schools Early Release
April 29	Elementary Early Release
May 23	Graduation
May 25	Memorial Day
May 28	End of 4th Quarter / 2st Semester / Last Day / Half Day (Students)
May 29	Staff Day (No Students) / Weather Make-up Day

eLearning - Up to five emergency days (weather, utility issue, etc.)

Bell Schedule **Elementary:** 7:15 am - 2:15 pm, **Middle & RISE:** 8:30 am - 3:05 pm

High Schools & RMSA: 9:30 am - 4:00 pm

Early Release **Elem:** 11 am, **Middle & RISE:** 12 pm; **High & RMSA:** 1 pm

DISTRICT SCHOOLS

Elementary

Alston-Bailey Elementary School, Vernisa Bodison, Principal (Grades K-5)
820 West 5th North Street, Summerville, SC 29483
Telephone: 843-695-5210

Beech Hill Elementary School, Rene Harris, Principal (Grades K-5)
1001 Beech Hill Road, Summerville, SC 29483
Telephone: 843-821-3970

Eagle Nest Elementary School, Marcel (Marci) Brown, Principal (Grades K-5)
8640 River Oaks Drive, North Charleston, SC 29420
Telephone: 843-695-2460

Dr. Eugene Sires Elementary School, Jennifer Bates, Principal (Grades K-5)
301 Chandler Creek Road, Summerville, SC 29485
Telephone: 843-695-5205

Flowertown Elementary School, Marvin Taylor, Principal (Grades K-5)
20 King Charles Circle, Summerville, SC 29483
Telephone: 843-871-7400

Fort Dorchester Elementary School, Alison Waring, Principal (Grades K-5)
5201 Old Glory Lane, Summerville, SC 29485
Telephone: 843-832-5550

Knightsville Elementary School, Claire Sieber, Principal (Grades K-5)
847 Old Orangeburg Road, Summerville, SC 29483
Telephone: 843-873-4851

Newington Elementary School, Rachel Cubbage, Principal (Grades K-5)
10 King Charles Circle, Summerville, SC 29485
Telephone: 843-871-3230

Oakbrook Elementary School, Kim Boutin, Principal (Grades K-5)
306 Old Fort Road, Ladson, SC 29456
Telephone: 843-821-1165

Joseph Pye Elementary School, Priscilla Johnson , Principal (Grades K-5)
9701 Patriot Boulevard, Ladson, SC 29456
Telephone: 843-695-2979

Reeves Elementary School, Natalie Hayes, Principal (Grades K-5)
1003 DuBose School Road, Summerville, SC 29483
Telephone: 843-695-2450

Sand Hill Elementary School, Vincent Joy, Principal (Grades K-5)
324 Gnarley Oak Lane, Summerville, SC 29485
Telephone: 843-695-5201

Spann Elementary School, Dr. Anthony Wilson, Principal (Grades K-5)
901 John McKissick Way, Summerville, SC 29483
Telephone: 843-873-3050

Summerville Elementary School, Jeff Lagasca, Principal (Grades K-5)
835 South Main Street, Summerville, SC 29483
Telephone: 843-873-2372

Windsor Hill Arts Infused Elementary School, Robert Neuner, Principal (Grades K-5)
8600 William Moultrie Drive, North Charleston, SC 29420
Telephone: 843-760-9820

Middle Schools

Alston Middle School, Megan Profit, Principal (Grades 6-8)
500 Bryan Street, Summerville, SC 29483
Telephone: 843-873-3890

DuBose Middle School, Ted Brinkley, Principal (Grades 6-8)
1005 DuBose School Road, Summerville, SC 29483
Telephone: 843-875-7012

East Edisto Middle School, Brent Hamric, Principal (Grades 6-8)
1011 Beech Hill Road, Summerville, SC 29485
Telephone: 843-695-2451

Gregg Middle School, Alice Kelley, Principal (Grades 6-8)
500 Green Wave Boulevard, Summerville, SC 29483

Oakbrook Middle School, Bentli Lewis, Principal (Grades 6-8)
286 Old Fort Road., Summerville, SC 29456
Telephone: 843-873-9750

River Oaks Middle School, Jennifer Tracy, Principal (Grades 6-8)
8642 River Oaks Drive, North Charleston, SC 29420
Telephone: 843-695-2470

Rollings Middle School of the Arts, Patrick Pye, Principal (Grades 6-8)
1635 Beech Hill Road, Summerville, SC 29485
Telephone: 843-873-3610

Secondary Schools

Ashley Ridge High School, Brooke Matthews, Principal (Grades 9-12)
9800 Delemar Highway, Summerville, SC 29485
Telephone: 843-695-4900

Fort Dorchester High School, Raymond (Tripp) Aldredge, Principal (Grades 9-12)
8500 Patriot Boulevard, North Charleston, SC 29420
Telephone: 843-760-4450

Summerville High School, Dr. Michelle Leviner., Principal (Grades 9-12)
1101 Boone Hill Road, Summerville, SC 29483
Telephone: 843-873-6460

Adult Education / Alternative Program

RISE Academy, Tawanna Sanders, Principal (Grades 6-12)
1325 Boone Hill Road, Summerville, SC 29483
Telephone: 843-832-5558

Adult Education, Wramie Spafford, Director
Adult Learning Center
115 Devon Road, Summerville, SC 29483
Telephone: 843- 873-7372

BOARD/PERSONNEL POLICY HISTORY

School Board Operational Goals

Please see Board Policy BA - Click Here

Board - Superintendent Relations

Please see Board Policy BDD - Click Here

Personnel Goals and Priority Objectives

Please see Board Policy GA - Click Here

Equal Opportunity Employment/Affirmative Action Plan - Professional Personnel Recruitment and Hiring

Please see Board Policy GBA - Click Here

Professional Staff Hiring

Please see Board Policy AR GCF-R - Click Here

Selection of Professional Personnel

Please see Board Policy GCF-R - Click Here

Support Staff/Classified Personnel - Hiring

Please see Board Policy GDF - Click Here

Online Application Process - Support Staff

Applications for Classified (*i.e. Support Staff*) Employment are available online at the District Two website, Click Here. Once at the website, applicants must click District—Join Our Team—Complete the Fast Application.

Individuals may apply for a posted vacancy, or they may apply for as many as 8 positions listed in the "positions desired" section. After submitting an online application, complete with transcripts and three completed reference surveys, candidates will be prompted to contact the Personnel Office to schedule a general clearance interview. The general clearance interview with the Personnel Office is the final step in the application process.

Staff Health

Please see Board Policy GBGA - Click Here

Orientation Program

General Orientation Programs

All employees new to the district are required to participate in a general, beginning of the school year, orientation program. The program is designed to provide an overview of procedures established by the district. This orientation occurs prior to the opening of school and a make-up session for persons hired after August is scheduled in January.

Technology Support Information

All technology requests are now going through the district using the following link:

Click Here

MR. CHAD DAUGHERIY
SUPERINTENDENT

Dorchester School District Two
815 SOUTH MAIN STREET SUMMERVILLE SC 29483 • 843 873-2901 • FAX 843 873-4053

BOARD OF TRUSTEES MEETING DATES
2025-2026 SCHOOL YEAR

July 28

August 11
August25

September 8
September 22

eetober 13 (Fall Break)
October27

November 10
November 24 (Thanksgiving holiday week)

December a
December 22 (Winter break)

January 12
January 26

February 9
February23

March 9
March 23

April 13
April 27

May11
May 18*
1ay 25 (Memorial Day)

June 8
June 22

**May 25th meeting moved to May 18th to allow for FY27 Budget Public Hearing*

Meetings will be held at 6:00pm at the District Office and
In accordance with Board Policy BE - Board Meetings

Quality• Tradition • Vision

Approved:Feb.24,2025

SECTION 2
PROFESSIONAL/CERTIFIED EMPLOYEE INFORMATION

Certification

Valid Teaching Certificates:
All certified employees must maintain valid teaching certificates from the State Department of Education. Certificates must be on file in the Personnel Office prior to the first day of the contract period.

Changes in Certification:
It is the responsibility of each certified employee to insure that the Personnel Office always has the Superintendent's copy of the current teaching certificate. It is also his/her responsibility to keep the Personnel Office updated with changes in name, address or any certification changes.

Cognia Accreditation:
The Cognia Accreditation Commission has awarded Dorchester School District Two district-wide National Accreditations, recognizing the district as a quality school system of excellence. For a school to maintain accreditation, each teacher and administrator must earn at least six semester hours of college credit during each five-year period of employment or the equivalency as approved by the state committee. The same six hours of graduate credit may be used for certificate renewal. Equivalency points earned for certificate renewal through a state approved staff development program may be presented to meet the Cognia accreditation requirement.

Certificate Renewal:
Each certificate must be renewed at its expiration date. The procedures are as follows:

1. Submit documentation to office of personnel and have it handled through the district.

2. Submit documentation of having met State Board of Education requirements for certificate renewal for six (6) semester hours or the equivalent in a certification area during the certification validity period.

The semester hours or equivalent may be one of the following:

A.) Six semester hours of appropriate college/university transcript credit;
B.) 120 in-service points earned through an approved district certificate renewal plan;
C.) Six semester hours of State Department of Education in-service points, or State Department of Education approved in-service credit.
D.) Any combination of college transcript credit, in-service points, or State Department of Education approved in-service credit.

Important Information Regarding Teacher Certification

INSTRUCTIONS FOR RENEWALS, UPGRADES, ADDING AREAS OF CERTIFICATION

EDUCATORS WHO HOLD INITIAL AND CRITICAL NEEDS CERTIFICATES

If you are a first-year teacher or an out-of-state teacher with less than 3 years of experience, you will be issued an Initial Certificate from the South Carolina State Department of Education. If you applied for certification through PACE, you will be issued a Critical Needs Certificate from the State Department of Education. One original certificate will be mailed to you from Columbia. This is the only time you will be mailed a certificate from Columbia. Future upgraded certificates can be printed directly from the State Department website**. Renewal credits do not apply to Initial or Critical Needs certificates**. When you have passed ADEPT and the PLT, you will be issued a Professional Certificate. You will be notified by Personnel when your new certificate is available for printing.

FOR ALL EDUCATORS: CERTIFICATE UPGRADES/ADDING AREAS OF CERTIFICATION/ADDING ENDORSEMENTS

1. IT IS THE EDUCATOR'S RESPONSIBILITY TO KEEP TRACK OF THE CREDIT HOURS REQUIRED FOR SALARY CLASS UPGRADES. All documentation for class upgrades (BA+18, MA, MA+30) must be sent to the State Department in Columbia **at the time the upgrade is completed. If you have just completed a Master's degree and never requested the upgrade to BA+18, your upgrade will be from Bachelor's to Master's and no retroactive pay will be applicable for the BA+18.** Again, all college transcripts must be official and in their original sealed envelopes. The State Department requires a Request for Change/Action form to accompany all documents so they will know what to do with them. The form may be found at www.ed.sc.gov. The State Department will post a new certificate on their website showing class changes and/or additional certification areas. You must notify Personnel as soon as the upgrade is noted on your certificate. Failure to notify Personnel regarding salary class changes may result in the forfeiture of salary upgrades.
2. All documentation for adding certification areas and endorsements must be sent to the State Department in Columbia at the time the upgrade is completed, accompanied by the request for change/action form. You must notify Personnel as soon as the new area and/or endorsement has been added to your certificate.
3. If you have a Professional certificate and are upgrading your salary class or adding an area or endorsement during your renewal year and need to use courses on the transcript for renewal, the district office must also have an official transcript on file to apply the credits. Personnel can no longer retrieve a copy of the official transcript from the State Department in order to apply credits.

FOR EDUCATORS WHO HOLD PROFESSIONAL CERTIFICATES

Professional Certificates are renewed through the district office for contracted educators undergoing goals-based evaluations. All other certified educators employed by the district must renew their certificates directly through the State Department of Education.

1. Your Professional Certificate will be valid for 5 years. The validity dates will be listed at the top of the certificate. It is important to know your certificate number. It is required on all renewal credit documentation. You should write it down and keep it in an accessible place.
2. During the validity period, you will be **required** to earn 120 renewal credits. The credits can only be earned **during** the 5-year validity period on your certificate.
3. You must also document Technology Proficiency during that 5-year period. Technology credits come from all technology trainings regardless of the time of day completed. The same validity period applies. Technology proficiency may be documented in one of two ways: By accumulating a minimum of 30 hours of training from in-district or out of district workshops or by taking a technology college course. **Note:** A three-hour college course in technology counts as 60 renewal credits and satisfies the technology requirement at the same time.
4. All holders of Professional Certificates must earn the Read to Succeed Endorsement. Details and Timeline for completion can be found at https://ed.sc.gov/educators/certification/r2s
5. All middle and high school teachers must complete the 2-hour Jason Foundation Suicide Prevention Training (Module 5) one time only. If you have not yet completed it, you should do so during your current renewal period. Certificates of completion must be sent to Jean Nettles (pcooper@dorchester2.k12.sc.us) at the District Office. Registration information can be found on the Staff Development page of the district website or you can use this link: http://jasonfoundation.com/get-involved/educator-youth-worker-coach/professional-development-series/.
6. All documentation for renewal credits must be sent to the **District Office**. Credits for college courses must be documented by an official transcript received in its original sealed envelope. It can also be sent via email directly from an academic credential management company such as Parchment Services. Most in-district professional development comes from the Power School Professional Learning (PL) program. Courses completed from the PL course catalog do not require documentation to be sent to Personnel. You should print a certificate of completion from PL for your file for every class you complete. Out-of-district renewal credits can be added to your PL transcript. Please complete an Out of District Transfer Request and upload documentation in PL. Please refer to the renewal credit matrix (http://www.ed.sc.gov/educators/certification/professional) which outlines the many ways in which to earn credits and the required documentation needed by the District Office.
7. **The District Office will renew your Professional Certificate**. The State Department will post your renewed certificate on their website. Educators are able to print unofficial copies of their certificates from the State Department of Education's website's "educator status" page. Official copies may be requested for a $10.00 fee.

It is recommended that you keep a Certificate Renewal Folder with these instructions and a record of every class and workshop you attend. If you have questions about certification, please contact Jean Nettles, Personnel Secretary, at 843-695-5383 or knettles@dorchester2.k12.sc.us.

Computing Experience for Teachers:

I. Requirements for one year of experience.
   A. The teacher shall have been employed in a full-time teaching position for **at least 152 compensated days of full-time employment.**

II. Requirements for One-Half Year Experience
   A. The teacher shall have been employed in a regular teaching position **at least 95 days of full -time employment.**

III. Summer school teaching experience may be used toward satisfying the 152 teaching days requirement at the rate of two days of summer school for each regular school day, not to exceed twenty regular school days in any year; summer school days are to be added to the accrued teaching days of the preceding school year.

IV. Two half-years of experience may be combined to give one full year of experience.

V. No more than one year of experience may be earned during any twelve-month period.

Instruction Staff Extra Duty

Please see Board Policy GCMD - Click Here

Types of South Carolina Professional Teaching Contracts

§ 59-26-40. Induction; Annual; Continuing ; Trades and Industrial Education certification process.

Types of Contracts

Induction Contract – Teachers who possess a valid South Carolina certificate and have less than one year of public school teaching experience may be employed under a one year induction contract, provided the date of employment allows the teacher to complete at least 152 days of full-time teaching. Teachers with less than one year of experience who are employed under a locally designed contract or letter of agreement and who are re-employed the following year must be employed under an induction contract.

Teachers may be employed on an induction contract for up to three years. The employment and dismissal provisions of Article 3, Chapter 19, and Article 5, chapter 25 of Title 59 of the 1976 Code do not apply to teachers under induction contracts.

All teachers employed under an induction contract must participate in the district's Induction Program designed to provide teachers with comprehensive guidance and assistance throughout the school year as part of their contract obligation. Programs must provide participants with written and oral explanations of the Expanded ADEPT Performance Standards. The District's Induction Program has been approved by the State Board of Education.

Teachers employed under induction contracts are to be notified in writing prior to May 1st of their employment status for the next school year. Teachers who successfully complete the induction contract year, as determined by the local district, are eligible for employment at the annual contract level with a formal evaluation. At the discretion of the district, these teachers may be re-employed or released from employment. Teachers who do not successfully complete the induction contract year as determined by the local district are eligible for an Induction 2 contract. At the discretion of the district, the teacher may be re-employed or released from employment. If re-employed, the Induction 2 contract teacher will be assisted and evaluated according to State Board of Education regulations. A teacher who is released may seek employment in another district.

Annual Contract - Teachers who have completed an induction contract year may be employed under an annual contract. Out-of-state teachers with more than one year's experience are considered annual contract teachers.

Teachers employed under an annual contract must be evaluated or assisted with procedures developed or adopted by the local school district in accordance with State Board of Education ADEPT Implementation Guidelines. Teachers employed under an annual contract also must complete a Student Learning Objective (SLO) or an individualized professional growth plan supportive of district strategic plans and school renewal plans. Teachers must not be employed under an annual contract for more than four years. During the first annual contract year, the annual contract teacher must undergo a formal summative performance evaluation or be provided with diagnostic assistance, at the discretion of the employing school district. During subsequent annual contract years, the teacher must be evaluated or assisted in accordance with State Board of Education Regulations. Only one annual diagnostic assistance year is allowed. The employment and dismissal provisions of Article 3, Chapter 19, and Article 5, Chapter 25 of Title 59 of the 1976 Code do not apply to teachers under annual contracts.

Once an annual contract teacher has successfully completed the formal evaluation process, met the criteria set by the local board of trustees, and satisfied requirements established by the State Board of Education for the professional teaching certificate, the teacher becomes eligible for employment at the continuing contract level. At the discretion of the school district in which the teacher is employed, the district may employ the teacher under a continuing contract or terminate the teacher's employment. If employment is terminated, the teacher may seek employment in another school district. At the discretion of the next hiring district, the teacher may be employed at the annual or continuing contract level. An annual contract teacher who has successfully completed the evaluation process and met the criteria set by the local board of trustees, but who has not yet satisfied all requirements established by the State Board of Education for the professional teaching certificate, is eligible for employment under a subsequent annual contract, with evaluation being either formal or informal, at the discretion of the local school district. At the discretion of the school district in which the teacher is employed, the district may employ the teacher under an annual contract or terminate the teacher's employment. If employment is terminated, the teacher may seek employment in another school district at the annual contract level. If at the end of an annual contract year a teacher did not successfully completed the formal evaluation process, or if it is the opinion of the school district that the teacher's performance was not sufficient based on criteria established by the local Board of Trustees, the teacher is eligible for employment under a subsequent annual contract. Formal evaluation or assistance must be provided, consistent with State Board of Education regulations. At the discretion of the school district, the district may employ the teacher under a subsequent annual contract or terminate his employment. If employment is terminated, the teacher may seek employment in another school district at the annual contract level.

An annual contract teacher who has not successfully completed the formal evaluation process for the second time must not be employed as a classroom teacher in a public school in this state for a minimum of two years. Before reentry as an annual contract teacher, he/she must complete a state-approved remediation plan in areas of identified deficiencies. Upon completion of this requirement, the teacher is eligible for employment under an annual contract for one additional year to continue toward the next contract level. The provisions of this subsection granting an opportunity for reentry into the profession are available to a teacher only once.

An annual contract teacher who is not recommended for reemployment at the end of the year may request, within fifteen days after receipt of notice of the recommendation, an informal hearing before the district Superintendent. The Superintendent shall schedule the hearing not sooner than seven and not later than thirty working days after he receives a request from the teacher for a hearing. At the hearing the evidence must be reviewed by the Superintendent. The teacher may provide information, testimony, or witnesses that the teacher considers necessary. The decision by the Superintendent must be given in writing within twenty days of the hearing. The teacher may appeal the Superintendent's decision to the school district Board of Trustees.

An appeal must include:

(1) a brief statement of the questions to be presented to the Board; and

(2) a brief statement in which the teacher states his belief about how the Superintendent erred in his judgment.

Failure to file an appeal with the board within ten days of the receipt of the Superintendent's decision causes the decision of the Superintendent to become the final judgment in the matter. The Board of Trustees shall review the materials presented at the earlier hearing, and after examining these materials, the Board may or may not grant the request for a board hearing of the matter. Written notice of the Board's decision on whether or not to grant the request must be rendered within thirty-five calendar days of the receipt of the request. If the Board determines that a hearing by the Board is warranted, the teacher must be given written notice of the time and place of the hearing which must be set not sooner than seven and not later than fifteen days from the time of the Board's determination to hear the matter. The decision of the board is final. The employment and dismissal provisions of Article3, Chapter 19, and Article 5, Chapter 25 of Title 59 of the 1976 Code do not apply to teachers under annual contracts.

By June 20 of each year, school districts must report to the Department of Education on the success of teachers employed under annual contracts and the employment contract decisions made for the following year.

Continuing Contract - Teachers who have successfully completed an annual contract year may be employed under a continuing contract. Teachers employed under a continuing contract have full procedural rights relating to employment and dismissal as provided for in Article 3, Chapter 19, and Article 5, Chapter 25 of Title 59 of the 1976 Code.

Teachers employed under continuing contracts must be evaluated on a continuous basis. The evaluation may be formal, modified formal, or informal at the discretion of the district. At the discretion of the local district and based on an individual teacher's needs and past performance, the evaluation may be formal or informal. Formal evaluations must be conducted with a process developed or adopted by the local district in accordance with State Board of Education regulations. The formal and modified formal process must include an assessment of a teacher's typical performance for the school year in each Expanded ADEPT Performance Standard and also must include an individualized professional growth plan established by the school or district. Professional growth plans must support the Expanded ADEPT Performance Standards. A formal evaluation may be conducted if there are concerns about teacher's performance. Continuing contract teachers must be notified in writing by *April 15 if they are being recommended for formal evaluation.* Continuing teachers new to the district are evaluated using a modified formal process. Informal evaluations, which should be conducted for accomplished teachers who have consistently performed at levels required by state standards, must be conducted with a goals-based process in accordance with State Board of Education regulations. The professional development goals must be established by the teacher in consultation with a building administrator and must meet the requirements of the state Goals-Based Evaluation Process.

Trades and Industries Teachers

Teachers certified under the trades and industrial (T & I) education certification process are to follow the same sequence of potential contracts as other teachers (i.e., induction, provisional, annual, and continuing). However, T & I teachers who successfully complete an induction contract and who are hired as annual contract teachers may have up to four annual contracts. T & I teachers who have an induction contract and then successfully complete a provisional contract may have up to three annual contracts.

PACE/Critical Needs Teachers

Teachers pursuing certification through an alternative certification program shall be employed, assisted, and evaluated following the same sequence required for regular teachers.

Notification of Employment for Ensuing Year; Notification of Assignment

Before April 30th of each year, the Board of Trustees shall decide and notify, in writing, the teachers, as defined in §59-1-130, in their employ concerning their employment for the ensuing year. If the Board, or the person designated by it, fails to notify a teacher who has been employed by a school district for a majority of the current school year of his status for the ensuing year, the teacher shall be deemed to be re-employed for the ensuing year and the Board shall issue a contract to such teacher as though the Board had re-employed such teacher in the usual manner. Notices of intent not to renew an employment contract shall be given in writing no later than April fifteenth of each year.

Persons receiving contract renewal notification must sign and return the contract to the Superintendent before May 10th. Failure on the part of the employee to give such notice shall constitute rejection of the contract.

On or before August 15th the Superintendent, principal, where applicable, or supervisor shall notify the teacher of his or her tentative assignment for the ensuing school year. This section shall not apply to any teacher whose contract for employment or dismissal is under appeal under §59-25-450.

Criminal History Check

Prior to the initial employment of a teacher, the local school district shall request a criminal record history from the South Carolina Law Enforcement Division for past convictions of any crime listed in Chapter 3 of Title 16, Offenses Against the Person, any crime listed in Chapter 15 of Title 16, Offenses Against Morality and Decency, and for the crime of contributing to the delinquency of a minor, contained in § 16-17-490. Background criminal screening prior to employment with this school district also includes a search of the National Sex Offender Public Website (www.nsopw.gov).

Verification of Employment Eligibility—E-Verify

Dorchester School District Two Participates in E-Verify. Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States. This employer will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.

IMPORTANT: If the Government cannot confirm that you are authorized to work, this employer is required to provide you written instructions and an opportunity to contact the SSA and/or DHS before taking adverse action against you, including terminating your employment. Employers may not use E-Verify to pre-screen job applicants or to re-verify current employees and may not limit or influence the choice of documents presented for use on the Form I-9. In order to determine whether Form I-9 documentation is valid, this employer uses E-Verify's photo screening tool to match the photograph appearing on some permanent resident and employment authorization cards with the official U.S. Citizenship and Immigration Services' (USCIS) photograph.

SECTION 3
SUPPORT STAFF/CLASSIFIED EMPLOYEE INFORMATION

Support Staff Positions

I. Definitions

Employees who are not required to hold a State certificate are called *classified* in the sense that they are not certificated by the State Department of Education. These employees may also be referred to as support staff. They may be skilled, highly trained, and members of other professions. Non-certificated personnel of the district schools include secretaries, bookkeepers, food service workers, nurses, physical therapists, occupational therapists, teaching assistants, maintenance workers, custodians, bus drivers, adult support, etc.

II. Support Staff Positions

Please see Board Policy GDA - Click Here

III. Compensation

The Board will set the salary of all support staff on the recommendation of the superintendent. The Board will set compensation according to the responsibility of the position, the services rendered, the provisions of the district's operational budget and any applicable state and federal laws.

The effective date of all salary changes is July 1.

The salaries for bus drivers will be in line with state guidelines.

IV. Contracts

Please see Board Policy GDB - Click Here

Criminal History Check

Prior to the initial employment of any employee, the local school district shall request a criminal record history from the South Carolina Law Enforcement Division for past convictions of any crime listed in Chapter 3 of Title 16, Offenses Against the Person, any crime listed in Chapter 15 of Title 16, Offenses Against Morality and Decency, and for the crime of contributing to the delinquency of a minor, contained in § 16-17-490. Background criminal screening prior to employment with this school district also includes a search of the National Sex Offender Public Website (www.nsopw.gov).

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IMPORTANT: If the Government cannot confirm that you are authorized to work, this employer is required to provide you written instructions and an opportunity to contact the SSA and/or DHS before taking adverse action against you, including terminating your employment. Employers may not use E-Verify to pre-screen job applicants or to re-verify current employees and may not limit or influence the choice of documents presented for use on the Form I-9. In order to determine whether Form I-9 documentation is valid, this employer uses E-Verify's photo screening tool to match the photograph appearing on some permanent resident and employment authorization cards with the official U.S. Citizenship and Immigration Services' (USCIS) photograph.

Support Staff Evaluations

- All full-time salaried employees are to be evaluated during their first year of employment
- A signed copy of the evaluation is to be placed in the employee's personnel file at the District Office with a copy being retained at the work site and a copy given to the employee.
- After the satisfactory completion of one year of employment, full-time salaried employees are to be evaluated no less than once every three years. Principals/ supervisors are encouraged to evaluate yearly.

Please refer to Board Policy GDO - Click Here

SECTION 4
EMPLOYEE EVALUATION PROCESS

EMPLOYEE PERFORMANCE REVIEW

The evaluation descriptions contained in this section represent the largest group of employees. All evaluation instruments are available in the principal's/supervisor's office at each school/work site. The process for evaluating induction, annual and continuing contract teachers has been approved by the State Board of Education and is aligned with the ADEPT legislation.

(State Regulation 43-205.1)

All certified employees are formally evaluated their first year in the district.

Orientation – All certified employees will receive a written and oral explanation of the SCTS 4.0 instrument used in the evaluation process, the evaluation timeline, and the criteria for successfully completing the evaluation.

Professional/Certified Employees

Procedural Guidelines:

Induction Contract (Up to three years; Employment and Dismissal Act does not apply.) Novice teachers, speech therapists, media specialists, and guidance counselors must be provided with comprehensive guidance and support through a locally designed induction program which meets state regulation. If successful as defined by the local district, the district may not rehire or rehire on an annual contract. If not successful as defined by the local district, the district may not rehire or hire on an additional induction year status. In Dorchester District Two, induction teachers must successfully complete the induction program and have a final summary rating of Exemplary or Proficient to be eligible for an annual contract.

Annual Contract (Up to four years; Employment and Dismissal Act does not apply.)

Annual Formative (Diagnostic Assistance) Teachers who do not meet standard during the induction years or during the first annual summative (formal) year may be placed on a diagnostic assistance for one year only. During this year the teacher will be provided assistance to remediate areas of identified concern. Following the diagnostic assistance year the teacher must satisfactorily complete the formal evaluation. The district may or may not choose to rehire.

Annual Summative (Formal) (Employment and Dismissal Act does not apply.) Teachers who successfully complete the induction year(s) may be placed on an annual summative evaluation process. Teachers must be formally evaluated with a process based on the Expanded ADEPT educator evaluation system, South Carolina Teaching Standards 4.0 and approved by the State Board of Education. In Dorchester District Two, Expanded ADEPT is the approved consensus-based process for formally evaluating annual teachers. All annual formal contract teachers must complete a Student Learning Objective (SLO) or a professional growth plan supportive of the district strategic plan and school renewal plans. A teacher who successfully completes the formal process and all state requirements for certification is eligible for a continuing contract. The district has the right to hire or not rehire.

An annual teacher who has not successfully completed the formal evaluation process for the second time must not be employed as a classroom teacher in a public school in the state for a minimum of two years.

Annual GBE A teacher who successfully completes the summative evaluation but has not completed state certification requirements may be rehired at the annual level and evaluated formally or informally with a goals-based evaluation process. The district has the right to hire or not rehire.

Teachers working under an annual contract who are not recommended for reemployment at the end of the year may request, within fifteen days after receipt of notice of the recommendation, an informal hearing before the district Superintendent. The Superintendent shall schedule the hearing not sooner than seven and not later than thirty working days after he receives a request from the teacher for a hearing. At the hearing the evidence must be reviewed by the Superintendent. The teacher may provide information, testimony, or witnesses that the teacher considers necessary. The decision by the Superintendent must be given in writing within twenty days of the hearing.

The teacher may appeal the Superintendent's decision to the school district Board of Trustees. An appeal must include:

(1) a brief statement of the questions to be presented to the Board; and

(2) a brief statement in which the teacher states his belief about how the Superintendent erred in his judgment.

Failure to file an appeal with the Board within ten days of the receipt of the Superintendent's decision causes the decision of the Superintendent to become the final judgment in the matter. The Board of Trustees shall review the materials presented at the earlier hearing, and after examining these materials, the Board may or may not grant the request for a board hearing of the matter. Written notice of the Board's decision on whether or not to grant the request must be rendered within thirty-five calendar days of the receipt of the request. If the Board determines that a hearing by the Board is warranted, the teacher must be given written notice of the time and place of the hearing which must be set not sooner than seven and not later than fifteen days from the time of the Board's determination to hear the matter. The decision of the Board is final.

Continuing Contract (On-going contract transferable to any district in the state – Employment and Dismissal Act applies.) Continuing contract teachers must be evaluated on a continuous basis. Evaluations may be formal (Expanded ADEPT) or informal (Goals-Based) or (SLO) based on the individual teacher's needs and past performance. Continuing contract teachers who are performing up to expectations may be evaluated using Student Learning Objective (SLO) or the Research and Development Goals-Based Evaluation. Continuing contract teachers new to the district are eligible to be evaluated using Student Learning Objective or the Research and Development Goals-Based Evaluation and may be formally observed during the school year.

Continuing contract teachers who have identified weaknesses in performance may be placed on the formal evaluation process (Expanded ADEPT) or may be placed on Competence Building GBE at the discretion of the school administrator. Currently employed teachers must be notified by April 15 if they are to be placed on Expanded ADEPT. Teachers on the formal evaluation process must complete an assistance plan designed to remediate identified areas of weakness in the Performance Standards and be evaluated by a three–person team. Teachers placed on Competence Building GBE must develop goals to address the specific standards that have been identified as needing improvement.

- Districts are required to report contract status and evaluation results to the South Carolina State Department of Education.
- A signed copy of the evaluation is to be placed in the employee's personnel file at the District Office.

SECTION 5
STAFF RIGHTS AND RESPONSIBILITIES

Concerns, Complaints, and Grievances

Please Refer to Board Policy GBK - Click Here

Procedures

Please Refer to Board Policy GBK-R - Click Here

Personnel File

Each contracted and/or salaried employee in the district has a personnel file which is maintained in the district's Personnel Office. This file is established upon employment and contains the following items:

- Original completed employment packet
- Tuberculosis test results
- I-9 Form
- Copies of all district evaluations
- Any letters of reprimand/commendation from supervisors

All information in an employee's personnel file is deemed confidential and is designed for the district's sole use with the exception of Court Subpoenas. Items sent directly by employees are not accepted or placed in the file. Only those items which pertain to the performance status of an employee are accepted.

All employees should be aware of the contents of their personnel file. Each employee has the right to review his/her personnel file. Employees must request an appointment to schedule a time for review. The review will take place in the presence of the Director of Personnel or the Assistant Director of Personnel.

Verification of Employment

There are times when verification of an employee's work experience or salary is requested by a lending agency or other institution. Information pertaining to salary will and can only be provided with the written consent of the employee.

Professional Personnel Transfer

Please Refer to Board Policy GCKAA-R - Click Here

Resignation of Instructional Staff/Administrative Staff

Please Refer to Board Policy GCQC/GCQD - Click Here

Discipline, Suspension, and Dismissal of Professional Staff

Please Refer to Board Policy GCQF - Click Here

Professional Staff Reduction in Force

Please Refer to Board Policy GCQA/GCQB - Click Here

Support Staff Assignments, Transfers, Dismissal and Resignations

Transfer and Assignment

Assignment
All personnel are employed by the district, not a particular school.

The Superintendent will assign or reassign support staff members 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 employees

Transfer
The transfer of a support staff member from one school to another may be initiated by the staff member, by the principal of the school or by the Superintendent. In the case of a transfer initiated by the staff member 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.

Discipline/Suspension and Dismissal of Support Staff

Refer to Board Policy GDQD - Click Here

Support Staff Resignation

Refer to Board Policy GDQB - Click Here

Fair Labor Standards Act

Refer to Board Policy GDBC and GDBC-R - Click Here

Employee Rights and Responsibilities--Sexual Harassment

The policy of the district forbids discrimination against any employee or applicant for employment on the basis of sex. The Board will not tolerate sexual harassment activity by any of its employees. This policy also applies to non-employee volunteers or any other persons who work subject to the control of school authorities.

Definitions

Conduct of Sexual Nature

Conduct of a sexual nature may include, but is not limited to the following.

- verbal or physical sexual advances, including subtle pressure for sexual activity;
- touching, pinching, patting, or brushing against;
- comments regarding physical or personality characteristics of a sexual nature;
- sexually-oriented "kidding", "teasing", double-entendres, and jokes;
- any harassing conduct to which an employee would not be subjected but for such employee's sex.

Unwelcome Conduct of a Sexual Nature

- Verbal or physical conduct of a sexual nature may constitute sexual harassment when the allegedly harassed employee has indicated, by his or her conduct, that it is unwelcome.

- An employee who has initially welcomed such conduct by active participation must give specific notice to the alleged harasser that such conduct is no longer welcome in order for such subsequent conduct to be deemed unwelcome.

- The district prohibits any conduct of a sexual nature directed toward its employees, and shall presume that any such conduct is unwelcome.

Sexual Harassment prohibited

For the purposes of this policy, unwelcome sexual advances or requests for sexual favors, and other unwelcome conduct of a sexual nature, constitute prohibited sexual harassment if:

- Submission to the conduct is made either an explicit or implicit condition of employment.
- Submission(s) to or rejection(s) of the conduct is used as a basis for employment decisions, actions, or assessments that favor or adversely affect the harassed employee.
- The conduct unreasonably and substantially interferes with an employee's welfare or professional performance, and/or creates an intimidating, hostile, or offensive work environment.

Specific Prohibitions

Administrators and Supervisors

- It is sexual harassment for an administrator to use his or her authority to solicit sexual favors or attention from subordinates when the subordinate's failure to submit will or may result in adverse treatment, or when the subordinate's acquiescence will result in preferential treatment.

- Administrators and supervisors who either engage in sexual harassment or tolerate such conduct by other employees shall be subject to appropriate disciplinary action.

Non-managerial and Non-supervisory Employees

- It is sexual harassment for a non-administrative or non-supervisory employee to subject other such employees to any unwelcome conduct of a sexual nature. Employees who engage in such conduct shall be subject to appropriate disciplinary action.

Responsibility

Each administrator, supervisor, faculty member, and staff member will strive to provide a work environment free from sexual harassment.

Filing a Complaint

It is the express policy of the district to encourage victims of sexual harassment to report such claims. Any administrator, supervisor, faculty member, or staff member who feels that he or she has been directly the victim of sexual harassment by a district employee may file a complaint. A complainant should begin the complaint procedure by initiating the informal consultation, after which a formal complaint for investigation may be filed according to the Administrative Rule for Sexual Harassment. The investigation will be conducted in such a manner as to reasonably protect the privacy of those involved and concluded within a reasonable period of time. Nothing in district policy requires the complainant to present the complaint to the person who is the subject of the complaint. A formal complaint must be filed within 150 calendar days of the alleged occurrence.

However, no one should be precluded from filing an informal complaint at any time; or from pursuing a claim of sexual harassment with the Equal Employment Opportunity Commission or the South Carolina Human Affairs Commission.

Policy of Non-Reprisal

Privacy and discretion to the extent available will be maintained. No employee/applicant for employment may be subject to restraint, interference, coercion, reprisals or retaliation as a result of the good faith reporting of charges of sexual harassment, for seeking information about sexual harassment, filing a sexual harassment complaint, or serving as a witness.

Sanctions

Any employee found to have engaged in sexual harassment, including willful false accusation of sexual harassment, shall be subject to appropriate disciplinary action, including, but not limited to, warning or reprimand, suspension, or termination, subject to applicable procedural requirements.

Education of the School District Community

The district has an obligation to make its employees aware of this sexual harassment policy and its various provisions. It will be the responsibility of the Assistant Superintendent for Administration to make every effort to ensure that all members of the district community are informed and that new employees receive this information near or at the beginning of their period of association with the district.

Sexual Harassment

Refer to Board Policy GBAA-R - Click Here

To access the Sexual Harassment Complaint Form:

Refer to Board File GBAA-E(1) - Click Here

Drug Free Workplace

Refer to Board Policy GBEC - Click Here

Staff Use of Tobacco

Refer to Board Policy GBED - Click Here

Federal/State Labor and Safety Laws

Employees of Dorchester School District Two and visitors to the district shall adhere to and uphold all Federal and State Labor and Safety Laws. All employees are responsible for reading these laws and guidelines which are posted on a dedicated bulletin board at each school and/or job site.

Staff Dress Code

Refer to Board Policy GBEBA - Click Here

Use of Technology

NOTE: *This policy constitutes only a portion of the district Internet Acceptable Use Policy. All other board policies are applicable to use of technology resources and social media usage.*

In making decisions regarding access to technology, Dorchester School District Two considered its educational mission, goals and objectives. Electronic access to information and the research and analysis skills required for its effective use are now fundamental to the preparation of citizens and future employees. Access to network computer technologies enables students to explore libraries, databases, websites and other resources while communicating with people around the world.

The board acknowledges the role that communication through social media plays in 21st century learning. Staff members should take advantage of this technology in a manner that encourages professionalism, responsibility, safety, and awareness. However, social media use has the potential to result in disruption of the school environment and/or the workplace and can be in violation of board policy and/or local, state, or federal law. As such, the board recommends that district staff ensure all content associated with their social media accounts are consistent with their role as public school/state employees. Staff members will be held to the same professional standards in their use of social media as they are for any other public conduct. Violation of this policy may lead to disciplinary action, up to and including termination.

Outside of school, parents/legal guardians bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies and other possibly offensive media.

Education, supervision and monitoring

Staff members are encouraged to report to the appropriate individuals or service providers any concerning behaviors they encounter in their use of personal or district-approved social media. Staff members 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.

It is the responsibility of all members of Dorchester School District Two to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this AUP policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act and the Protecting Children in the 21st Century Act.

At the beginning of each school year, staff members 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.

Staff members should ensure all technological resources/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 staff, or students.

All employees are required to use district devices and resources approved by Dorchester School District Two when creating or utilizing websites or learning management systems for any and all educational and work-related postings or communications with students. Thus, employees may not use unapproved personal websites or on-line networking profiles to post information in an attempt to communicate with students about school-related matters.

Staff members must create social media accounts separate from their personal accounts to house any content that students will be asked to utilize or view. Only students, parents/legal guardians, and other individuals with a legitimate educational interest should have access to the information therein. Staff members will 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 must be immediately removed if it is abusive, defamatory, or obscene; is fraudulent, deceptive, or misleading; targets, disparages, or discriminates; contains spam, advertising, solicitations, or includes links to other sites unrelated to an educational purpose; 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 staff privacy is essential. Therefore, staff members should not post confidential student information, photographs or video of students without express written parental permission. Staff members should not post photographs or video taken on district property without express permission from the building level supervisor or principal. Further, staff members should not post photos, videos, or information regarding or "tag" or otherwise identify other district staff, district volunteers, student teachers, vendors, or contractors in postings, photographs, or videos without obtaining prior permission from those individuals.

No private messages should be sent directly from a staff member to a student using social media. The District provides several approved formats for staff/student communication.
Anyone who wishes to establish an external website for specific school district offices, initiatives, schools or programs must first contact the public information office.

Public records
Electronic communications sent and received by district staff, 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. Staff members 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.

Copyright
No employee or student of Dorchester District Two should engage in unauthorized copying, the use of copyright-protected material or violate the intellectual property rights of others. Teachers and employees unsure of copyright or "fair use" status of any material should seek further assistance from a qualified media specialist, administrator or instructional technology specialist before copying and/or distributing such content.

Filtering and security
The district deploys targeted technologies within its computer networks designed to filter and secure them from outside intrusion and inappropriate materials. These measures include active web-filtering technologies as required by the Child Internet Protection Act, email spam filtering and other network monitoring devices as needed.

Filtering software is not 100 percent effective. While filters make it more difficult for objectionable material to be received or accessed, filters are not a solution in themselves. Users are prohibited from tampering or otherwise attempting to circumvent filtering technologies through any means and should report any observed attempt to do so through third-party "proxy" servers, shared network credentials or other forms of "hacking".

Should a user find an educationally appropriate resource blocked by a filter, they may request that it be allowed by contacting the school-based administration

Personal privacy on district technology

Communications conducted over district networks, including voicemail messages, email, attached documents and images are not private. All records generated within the district (except those specifically excluded by law), whether in electronic or hardcopy form, are subject to the Freedom of Information Act and open to public inspection.

Dorchester School District Two reserves the right for system administrators to examine, restrict or remove any material that is on or passes through its technology systems.

Users are asked to use good judgment and caution in communications concerning students and staff to ensure that personally identifiable information remains confidential.

Users may not reveal home addresses, personal e-mail addresses or personal phone numbers of colleagues or students as it is a violation of district policy.

Outside use of district technology

Many network resources provided by the district are connected to the broader Internet and accessible from outside its school and office locations. Employees and students using these services should use the same discretion and adherence to district policy while accessing those platforms as they would from work or school. District-owned devices and peripherals used from home to access Internet resources on private Internet wireless or cellular networks are also subject to this policy and should not be used for proscribed activities or to view inappropriate material.

Employees and students should not connect personal technology devices to district-owned technology devices. Should an employee or student choose to connect a personal device to a district-owned device, information from the personal device may be transferred to the district-owned device and may subject the user to disciplinary consequences.

Personal social media and Internet use

The District defines 'social media' broadly to include any online platform that facilitates social or professional networking, posting commentary or opinions, sharing of photos, videos, audio, or other content.
The district may use any means available to request the removal of personal websites/social media profiles that substantially disrupt the school environment or that utilize the school system or individual school names, logos or trademarks without permission.

Students
Although school personnel generally do not monitor students' Internet activity conducted on non-school system computers during non-school hours, when a student's on-line behavior has a direct and immediate effect on school safety or maintaining order and discipline in the schools, the student may be disciplined in accordance with board policy.

Dorchester School District Two does not generally support student use of personally owned technology devices on its network. Students may bring personal technology devices, including iPods, tablets/iPads, netbooks, laptops, music player devices, gaming systems and smart phones into a school with the permission of the building principal and must utilize personal technology devices in compliance with all district and school rules established as guidelines for their use.

Employees
Employees are to maintain an appropriate relationship with students at all times. Having a public personal website or on-line social media profile or allowing access to a private website or private on-line social media profile is considered a form of direct communication with students. Employees are encouraged to block students from viewing any material or social media profiles that are not age appropriate. Any employee found to have created and/or posted inappropriate content on a website or social media profile that has a negative impact on the employee's ability to perform his or her job as it relates to working with students or colleagues will be subject to discipline, including dismissal. This section applies to all employees, volunteers and student teachers working for or in Dorchester School District Two.

Personal social media use by employees

Staff members should not engage in personal social networking friendships with students enrolled in the district and are strongly discouraged from interacting with parents/legal guardians of students in the context of social media.

Staff members are encouraged to follow writing conventions when contributing to online content, including the use of proper grammar, capitalization, and punctuation.

Staff members may not use social media for non-educational purposes while at work or while performing their duties as district employees.

Staff members 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, staff members 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. Staff members may not set up, update, or otherwise access personal social media sites and/or pages using the district's computers, network, or equipment.

Disciplinary action

Students
Any violation of district policy and rules may result in loss of district-provided access to technology resources. Additional disciplinary action may be determined pursuant to Board Policy and existing procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved.

Employees
Employees in violation of this policy will be disciplined in accordance with established district policy up to and including termination of employment.

Indemnity

Dorchester School District Two makes no warranties of any kind, neither expressed nor implied, for the Internet access it is providing. The district will not be responsible for any damages users suffer, including, but not limited to, loss of data resulting from delays or interruptions in service. The district will not be responsible for the accuracy, nature, or quality of information stored on district storage media, hard drives or servers; nor for the accuracy, nature or quality of information gathered through district-provided Internet access. The district will not be responsible for personal property used to access district computers or networks or for district-provided Internet access. The district will not be responsible for unauthorized financial obligations resulting from district-provided access to the Internet.

Compliance

This policy and all its provisions are subordinate to local, state and federal statutes.

Appendix A: *CIPA definitions of terms:

Minor. The term "minor" means any individual who has not attained the age of 17 years.

Technology protection measure. The term ``technology protection measure" means a specific technology that blocks or filters Internet access to visual depictions that are any of the following.

- obscene, as that term is defined in Title 18 of the United States Code

SECTION 6
PERSONNEL LEAVE

Note: Only full time employees are eligible to participate in the District's Personnel Leave Program.

Personnel Leave of Absence—Types & Procedures

See Board Policy GCC-R Click Here & GCCAC/GDCC - Click Here

Military Family Leave Update

- **New Qualifying Reason for Leave.** Eligible employees are entitled to up to 12 weeks of leave because of "any qualifying exigency" arising out of the fact that the spouse, son, daughter, or parent of the employee is on active duty, or has been notified of an impending call to active duty status, in support of a contingency operation. By the terms of the statute, this provision requires the Secretary of Labor to issue regulations defining "any qualifying exigency." In the interim, employers are encouraged to provide this type of leave to qualifying employees.

- **New Leave Entitlement.** An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member who is recovering from a serious illness or injury sustained in the line of duty on active duty is entitled to up to 26 weeks of leave in a single 12-month period to care for the service member. This provision became effective immediately upon enactment. This military caregiver leave is available during "a single 12-month period" during which an eligible employee is entitled to a combined total of 26 weeks of all types of FMLA leave.

SECTION 7
SUBSTITUTES

Dorchester School District Two provides substitute coverage for teachers, teaching assistants, nurses, and clerical support personnel.

Procedures for Requesting a Substitute - Frontline Absence Management

Dorchester School District Two uses Frontline Technologies, Frontline Absence Management software (*formerly known as Aesop*). It is a web-based automated substitute calling service. To learn more about the service, visit www.aesoponline.com. There are several helpful guides for employees which can be accessed online via the built in "Learning Center". Click "Help" then "Frontline Support" to locate the *Learning Center*.

ACCESS TO FRONTLINE ABSENCE MANAGEMENT:

The Personnel Office will initiate the process by entering your new employee data into the system. Within a few days of signing paperwork with the Personnel Office, **you will receive an invitation to create an account from Frontline Absence Management**. Follow the directives in the invitation letter. Once you have done so, you will have access, and may begin to create absences as needed.

HOW DOES FRONTLINE ABSENCE MANAGEMENT WORK?

1. Employees log on to **www.frontlineeducation.com** or **www.aesopeducation.com** using your unique **User ID** and a **PIN number**. At your homepage, there will be a calendar showing school closing days and your absences, followed by a box with several tabs.
2. The website enables district employees to **create an absence** online at any time of the day or night. The site is easy to use. However, employees can refer to the employee guides at the site via the built in **Learning Center** for detailed instructions.
3. Teachers may leave notes for their substitute on the site regarding lesson plans, parking, etc. **This is particularly important for itinerate teachers who work at two or more schools. If notes are not in Absence Management (*Aesop*), the substitute will not know which school they must go to first**.
4. Once an absence has been created by the employee, a confirmation number that identifies the absence is assigned to the absence.
5. The system then sends the absence out on the website for our substitutes to view. *For the first 10% of the lead time (i.e. the time between the creation of the absence and the start time) an absence will be visible only to those substitutes who are on an employee's preferred list. Note that if there are no subs on an employees preferred list, the absence will not be visible to any substitute until the first 10% of the lead time has passed.*

6. Substitutes can accept assignments online. At that point the sub will be given a confirmation number and will be able to view the assignment, including notes left by the teacher.
7. Both employees and substitutes can also access Frontline Absence Management (*Aesop*) by telephone at **1-800-942-3767**.

Cancelling an assignment

If the employee's circumstances change, the employee has the ability to cancel the absence via the Absence Management website. Absence Management will notify the substitute of the cancellation. When an absence has been cancelled within a 48-hour window, the employee should phone the substitute to be sure that they are aware of the change.

Preferred Substitute List

For the first 10% of the "lead time" only substitutes on the employee's "Preferred List" will have access to the job. For this reason, it is vital that employees put subs on their preferred lists.

Additional Information Regarding the Absence Management system

- **Training**—Employees should receive some training in the use of the Absence Management system at his or her workplace location.
- **Requesting Substitutes**—If an employee wishes to request a specific substitute, they should put those substitutes on their *preferred list* (see **Help Center**). They may also consult the main Campus User at their school.
- **Campus Users**—The site is monitored and updated by the Dorchester School District Two Personnel Office. However, there are Campus Users in each school office. Any questions regarding Absence Management (*Aesop*), or substitute coverage, should first be directed to a school administrator or the main campus user. If further assistance is required, contact the personnel office.
- **Reports**—Principals have access to both employee and substitute information as it pertains to his or her school. Various reports are available to the school administrators and can be accessed on the Absence Management website.

Requests for substitutes should be made in advance whenever possible. Logging absences at the last minute is not encouraged or preferred. If an emergency arises near the starting time of school, the absence can be logged online. It is recommended that the employee should phone the school secretary or main campus user to alert them that they have created a late absence.

Employees will have access to Absence Management (*Aesop*) to make substitute requests 24 hours a day, 7 days a week. If the website is unable to find a substitute, the school secretary will make every effort to do so when he/she arrives at the school in the morning.

Preparing for Substitute Coverage

Lesson Plans

Lesson plans should be provided for the substitute. These plans should include a seating chart, class schedule, a list of the students' names, information regarding students who need to report to pullout programs, and a list of students who must be sent to the nurse for required medications at designated times. Because short-term substitute teachers are not authorized to use the Smart Boards, lessons plans should provide alternative methods for presenting the lesson.

Long-term Substitutes

Long term absences should be discussed with the principal/supervisor. All long-term substitutes must be approved by the school principal.

Certified substitutes, *i.e. those who hold a teaching credential*, should be used for long-term substitute assignments. A list of current active certified substitutes is available from the Personnel Office. Absence Management (*Aesop*) is not used in finding long-term subs, though once a sub has agreed to take a long-term position, the assignment should be entered into Absence Management (*Aesop*) by the main campus user.

Teachers who are absent on FMLA or extended leave should work collaboratively with the long-term substitute in providing quality instruction to students during his/her absence. The teacher of record is still responsible for final grades when a long-term substitute is providing services during his/her absence.

SECTION 8
WAGES AND BENEFITS

Salary Schedules

All employees of Dorchester School District Two are paid according to salary schedules which are developed by the district administration and approved by the Board of Trustees.

The salary of each teacher in District Two is based on certification and on experience. Administrative salaries are determined by these two criteria as well as by areas of responsibilities. Support personnel salaries are based on job assignments and on salary schedules approved by the Board of Trustees.

2025-2026 Payroll Schedule

PERIOD BEGINS	PERIOD ENDS	PAYDAY
June 13, 2025	June 30, 2025	July 15, 2025
July 1, 2025	July 15, 2025	July 30, 2025
July 16, 2025	July 30, 2025	August 15, 2025
July 31, 2025	August 15, 2025	August 29, 2025
August 16, 2025	August 29, 2025	September 15, 2025
August 30, 2025	September 15, 2025	September 30, 2025
September 16, 2025	September 30, 2025	October 15, 2025
October 1, 2025	October 15, 2025	October 30, 2025
October 16, 2025	October 30, 2025	November 14, 2025
October 31, 2025	November 14, 2025	November 25, 2025
November 15, 2025	November 25, 2025	December 9, 2025
November 26, 2025	December 9, 2025	December 18, 2025
December 10, 2025	December 18, 2025	January 15, 2026
December 19, 2025	January 15, 2026	January 30, 2026
January 16, 2026	January 30, 2026	February 13, 2026
January 31, 2026	February 13, 2026	February 27, 2026
February 14, 2026	February 27, 2026	March 13, 2026
February 28, 2026	March 13, 2026	March 30, 2026
March 14, 2026	March 30, 2026	April 15, 2026
March 31, 2026	April 15, 2026	April 30, 2026
April 16, 2026	April 30, 2026	May 15, 2026
May 1, 2026	May 15, 2026	May 29, 2026
May 16, 2026	May 29, 2026	June 15, 2026
May 30, 2026	June 15, 2026	June 30, 2026

District Office Contacts for Payroll & Benefits

Payroll: Sheryl Taylor - DO, GMS, Technology, Career School; Heather Register - KES, SES, SPANN, RMSA, AMS, NES, WRES, ARHS, ABES, SUBS; Angie Cartin - FDHS, BHES, FDES, Maintenance, Special Services, Transportation, SALC, RISE, ENES, ROMS, JPES, EEMS; Casey Hollingsworth - SHS, FES, DMS, OES, OMS, WHAIES, ESES, SHES, LEAP.

Benefits: Nancye Charpia - DO, Substitutes, Technology, Special Services, New Hires; Laura Logan - Elementary Schools, Facilities, Maintenance; Paula Trout - High Schools, Middle Schools, Adult Education, RISE Academy, Transportation.

Failure of Employee to Work Agreed Period

- Since all Dorchester School District Two employees are paid on a twelve (12) month basis, employees who leave the district prior to the end of the contracted year may be subject to reimbursing the district for overpayment of wages. Should the employee fail to pay the required cost, the matter may be

turned over to a collection agency and appropriate legal action may be taken.

- Should a **certified employee** fail to work at least 152 days in a school year, for any reason including but not limited to illness, pregnancy and childbirth, or a work-related injury, the employee shall not receive credit for the year towards their year of experience step.
- If an employee is unable to work or use accrued leave time for the full number of days agreed upon, for any reason including but not limited to illness, pregnancy and childbirth, or a work-related injury, the employee's total salary amount will be reduced by the number of days that were not worked.

Workers' Compensation

All employees are covered by Workers' Compensation Coverage provided by the district. **All on the job accidents must be reported to the principal/supervisor immediately. Designated school/ department personnel will electronically record the injury through the insurance carrier website or submit a First Report of Injury form to Mary Bryce Robbins within 24 hours, if possible.** If medical treatment (outside of first aid) is required, the employee will be provided documentation of coverage. This document, **"Notice to Provider" (*see page 52 of this handbook*)** notifies the health care facility who to bill for services rendered. This "Notice to Provider" will be provided by the on-site school nurse, supervisor or front office staff. In the absence of these, the injured employee or the injured employee's representative should contact Mary Bryce Robbins at 843-873-2901 for direction.
Concentra Occupational Medical Center or MEDcare Urgent Care is the Workers Compensation Medical Provider for Dorchester School District Two. All expenses incurred as a result of employment-related injury are covered in full, upon approval by the district's workers' compensation carrier, South Carolina School Boards Insurance Trust.

Frequently Asked Questions:

How do I report an on-the-job injury? Report all injures at work to your on-site school nurse, supervisor or front office staff immediately and request medical treatment, if needed. If you neglect to report the injury within 90 days of the accident you may lose your benefits.

What medical treatment am I entitled to receive? You are entitled to all necessary medical treatment that is likely to lessen your disability. Workers' compensation generally pays for surgery, hospitalization, medical supplies, prosthetic devices, and prescriptions. **Keep in mind that in order to receive these benefits you must go to the doctor chosen by Dorchester School District Two.**

How is the compensation rate determined? You are entitled to compensation at the rate of 66.66 percent of your average weekly wage based on the four quarters prior to your injury, but no more than the maximum average weekly wage determined each year by SC Department of Employment and Workforce. If you are working two or more jobs at the time of the accident, those wages may be included as part of the average weekly wage and compensation rate.

Will I get compensated for missing time from work because of my injury? There is a 7-day waiting period before benefits can be paid. You may choose to elect salary continuation by using your available sick leave during this period. If you are out of work for more than 7 days, you may choose to be paid through the district's insurance carrier at 66.66 percent compensation rate set by state law or you may choose to be paid your full salary by utilizing your available sick leave. If you choose to be paid full salary (using sick leave) the payment will continue until you are released to return, or sick leave is depleted. Following exhaustion of available leave, you will begin receiving direct payment through the district's insurance carrier at the 66.66 percent compensation rate.

SCSBIT
THE SOUTH CAROLINA SCHOOL BOARDS INSURANCE TRUST

NOTICE TO PROVIDER

****THIS PATIENT IS SEEKING MEDICAL CARE FOR A WORK-RELATED INCIDENT****

Employee Name: _____ Date of Incident: _____

Position/Title at Work: _____

Name of School: _____ School District: _____

NOTE: Although directed care may be covered by the employer's Workers' Compensation program, treatment and/or payment for services is not an admission of liability.

Please submit all claim forms and notes/records to Employer's Choice Network:

- **Data Dimensions** Payor ID: LS248
- **Jopari** Payor ID: J3771
- **EMAIL:** (Indicate SCSBIT in the subject line) customerservice@employchoice.com
- Or by mail, SCSBIT, PO BOX 30427, Charlotte, NC 28230

PROVIDER SUMMARY
(To be completed by clinical staff)

Name of medical practice/clinic: _____ Town or Zip_____

Primary complaint(s)/Diagnosis: _____

☐ Employee may return to routine daily duties at work.

☐ Employee may return to work with the following **restriction or limitations**:

_____

☐ Employee is **unable** to return to work at this time because: _____

_____

Follow-up appointment date: _____

Referral Orders (if any) should accompany this completed form.

Treating provider or clinic staff signature:

_____ Date: _____

Provider must return completed form to patient after visit.

Patient must return a copy to his/her school administrator/district office.

original copy: District Office pink copy: Patient

Direct Deposit of Payroll Checks

Direct deposit is required for employees of Dorchester School District Two. Paychecks will be deposited in the bank account of their choice. Deposits may be made to checking or savings accounts at any bank. Employees must complete an Authorization for Direct Deposit form. These forms are available at each school or worksite from the payroll secretary, or you may request a form by contacting Personnel, or the Payroll Department, at (843) 873-2901.

Direct deposit changes can be made at any time, but are not effective until the second payroll period after the change has been received. Therefore, changes should be reported immediately to avoid a delay in receipt of paychecks.

Salary Deductions

In compliance with federal and state laws, Dorchester School District Two deducts social security contributions, retirement contributions and income taxes as appropriate for each employee.

Social Security: the Federal Social Security Program must cover all employees. Contributions are 6.2% of total salary until the maximum calendar year earnings of $176,100. Medicare contributions are 1.45% of total wages with no salary maximum.

State Retirement / Contribution Rates: Employees participating in one of the State Retirement Programs (SCRS or ORP) contribute a tax-deferred 9.0 percent of gross pay into his/her retirement account each month. The district contributes an amount equal to 18.41 percent of the employee's gross salary into the SC Retirement System. For state ORP participants, five percent of the employer contribution is remitted directly to the participant's state ORP service provider. All SCRS retiree earnings will be subject to the same contribution rate as active members. The contributions will be posted to your retirement account; however, as a retiree you will not earn additional service credit or receive interest on your deferred contributions.

State and Federal Income Taxes: These taxes are withheld according to the scale provided by the State and Federal Governments.

Voluntary deductions may include: In addition, the Board of Trustees has approved deductions for health, dental and life insurance premiums and for contributions to 403(b), 401(k) and 457 deferred compensation plans. The South Carolina Deferred Compensation Program is sponsored by the state of South Carolina, and accounts are administered through Empower. Several companies are available for 403(b) contributions.

Please see the following pages 55 and 56 for a list of current providers

Contributions to the South Carolina Deferred Compensation Program and to 403(b) plans are optional. The school district does not endorse participation in any particular tax sheltered plan.

Dorchester School District Two 403(b) Plan
Universal Availability Notice

To: All Employees of Dorchester School District Two

In compliance with the requirements of IRC §403(b)(12(A)(ii) this Notice will advise you of the voluntary 403(b) program established and maintained for the benefit of our employees. The following information provides details of the Plan and outlines the procedures for enrollment.

Eligibility

All employees of the Employer are eligible to participate in the plan.

Contributions

When you enroll in the program, the amounts you designate as salary deferrals are withheld from your wages and forwarded to an investment provider of your choice. Contributions may be changed, started or stopped at any time. Several types of contributions are available in your Plan:

Pre-Tax Salary Deferrals. These are amounts contributed into a 403(b) plan that are deferred from your paycheck before federal income taxes are applied. State income taxes may or may not be applicable.

- For **2025**, you may defer from your wages, a maximum of $23,500 to all 403(b) and 401(k) plans unless you will reach 50 years of age during the year. In that case, you would be eligible to contribute an additional $7,500. Deferrals may not exceed 100% of your wages.

Rollovers. You may be able to rollover funds you received as an eligible rollover distribution from another employer's plan. Before you can complete a rollover into this Plan, you must first receive an acceptance authorization before the monies can be applied to your account.

Limitation on Aggregate Annual Additions Notice

Your Elective Deferrals may not exceed contribution limits as determined by Applicable Law. There may be excess contributions to your 403(b) if you own more than 50% ("control") of another business and maintain a retirement plan for that business. In such event, the maximum contribution to all plans you control and your 403(b) accounts or annuities may not exceed IRC Section 415 limits for the year, plus the age 50 catch-up limit, if applicable. Your Employer is responsible for knowing you may control another business. You must notify your Employer that you have control of another business to ensure you have not exceeded this limit. If there is an excess between multiple plans, the excess must be removed from the 403(b).

Plan Investment Options

Your contributions to the 403(b) Plan must be made to an approved investment provider.

NOTE: Before enrolling in the Plan, you MUST first establish an account with one of the Providers listed in this Notice. If a valid contract or account number has not been received by PenServ prior to receipt of a salary deferral, the contribution will be returned to your Employer.

Once an investment contract is executed, a Salary Reduction Agreement that includes the Contract Number should be completed and submitted to your benefits representative or PenServ Plan Services, Inc., as instructed in your 403(b) Enrollment Guide.

Dorchester School District Two 403(b) Plan
Universal Availability Notice

Assistance

You may join the Plan or receive assistance by first contacting your Employer's Benefit Representative, the Plan's Third Party Administrator or one of the Investment Companies listed below. Additional information on Plan options is available by contacting PenServ Plan Services, Inc. at (800) 849-4001 or from the Plan's web site.

Investment Provider Options

Provider and Product Name	Product Type	Contact
Brighthouse Life Insurance Company	Annuities	David A Johnson Phone (980) 260-5175 djohnson26@metlife.com
Corebridge Financial fka AIG Retirement Services	Annuities	Phone (800) 448-2542 https://www.corebridgefinancial.com
Equitable	Annuities	Phone (800) 628-6673 www.equitable.com Max Boyd Phone (843) 696-0502 maxwell.boyd@equitable.com
Horace Mann Insurance Co	Annuities	Phone (800) 999-1030 https://www.horacemann.com Stephanie Rankin Phone (843) 871-0827 Stephanie.rankin@horacemann.com
MetLife	Annuities	David A Johnson Phone (980) 260-5175 djohnson26@metlife.com Phone (800) 638-5433 https://www.metlife.com

National Life Group	Annuities	Phone (800) 543-3794 https://www.nationallife.com Jacqueline Fleming Phone (843) 701-6244 jfleming@valuteachers.com Wes Fleming Phone (843) 200-5996 rfleming@valuteachers.com
ReliaStar Life Insurance Company	Annuities	Phone (800) 584-6001 www.voya.com J. Bruce Morrill, Jr. Phone (888) 998-4872 john.morrill@voyafa.com JR Lindquist Phone (888) 998-4872 ronald.lindquist@voyafa.com
Voya Retirement Insurance & Annuity Company	Annuities	Phone (800) 525-4225 www.voya.com J. Bruce Morrill, Jr. Phone (888) 998-4872 john.morrill@voyafa.com JR Lindquist Phone (888) 998-4872 ronald.lindquist@voyafa.com

Third Party Administrator
PenServ Plan Services, Inc.
Plan Record-keeper
Phone (800) 849-4001
www.penserv.com
Email: 403badministration@penserv.com

Plan Web Site is available at:
www.penserv.com
Select: Login to Your Account

Employer Benefits Administrators
Dorchester School District Two

Nancye Charpia
Benefits Specialist
Phone (843) 695-5396
Email: ncharpia@dorchester2.k12.sc.us

Suzanne (Paula) Trout
Benefits Specialist
Phone (843) 695-5329
Email: strout@dorchester2.k12.sc.us

Laura Logan
Benefits Specialist
Phone (843) 695-5391
Email: llogan@dorchester2.k12.sc.us

Credit Union

Dorchester School District Two is affiliated with REV Federal Credit Union. Employees may join by contacting the credit union. The local branch of REV is at 210 Marymeade Drive, Summerville, telephone number (800) 845-5550.

Insurance Benefits

All full time employees who work a minimum of 30 hours per week in a permanent position are eligible to participate in the State of South Carolina's Benefits Program administered by the South Carolina Public Employee Benefit Authority (PEBA). Permanent, part-time teachers who work a minimum of 15 hours per week are eligible for state health, dental, Dental Plus, MoneyPlu$ and Vision care benefits only.

New employees have 31 days from the date of employment to complete an enrollment form. Additions or deletions may also be made when any one of the following situations occurs:

1. Marriage or divorce
2. Birth, adoption, or placement of a child into the home
3. Death of a covered dependent
4. Gain or loss of the opportunity to have group coverage through the spouse's employment.

An employee has 31 days to initiate the change if one of these instances occurs.

Employees who terminate employment with the district (for reasons other than gross misconduct) or their eligible dependents may buy extended coverage for group health and dental insurance (COBRA). Active employee insurance coverage ends the first day of the month following the last day of work. Persons meeting the following qualifications are also eligible for COBRA coverage:

1. Widow or widower of a covered employee
2. Divorced or legally separated spouse of a covered employee
3. Covered employee's child who ceases to be covered as a dependent under the general application requirements of the plan when his or her dependent status ends
4. Covered employees whose hours are reduced so that they no longer meet eligibility requirements under the plan

NOTE: To qualify for continuation of coverage, you must notify PEBA within 60 days of the date you become divorced or separated, the date your dependent child becomes ineligible for coverage or from the date coverage would have been lost if the event had been reported in a timely manner. Otherwise, your rights to continuation of coverage under COBRA will be forfeited.

Employees retiring from Dorchester School District Two should contact the Benefits Department at 843-873-2901 or PEBA at 888-260-9430 to enroll in retiree insurance programs.

Health Insurance

Employees may choose from the following options:

1. State Health Plan Standard Plan
2. State Health Plan Savings Plan
3. Tricare Supplemental Plan

A Notice of Election (NOE) form must also be completed to add coverage under any plan. For additional information, employees should refer to the latest Insurance Benefits Guide or contact the Benefits Office at 843-873-2901.

Dental Insurance

The State of South Carolina provides a dental plan at no cost to all eligible employees. The employee's spouse and eligible dependents may be covered at the employee's expense. Employees may also select supplemental dental coverage (Dental Plus) at their own expense. An enrollment form must be submitted within 31 days of employment for either or both of these coverages to be in effect. Changes in election of the plan(s) or level of coverage may be made within 31 days of a qualified family status change or during Open enrollment only. For additional information, refer to the Insurance Benefits Guide or contact your Benefits Specialist at 843-873-2901.

Basic Life Insurance

All active employees covered by any of the state provided health plans are automatically eligible for life insurance coverage of $3,000 provided by the state, at no cost to the employee.

Optional Life Insurance

Employees who meet the eligibility requirements of the State health program are eligible to participate in the State Optional Life Insurance plan at their own expense. Premiums are based upon the amount of coverage selected and the age of the employee. Please refer to the Insurance Benefits Guidebook for additional information.

Dependent Life Insurance

For an additional premium, employees may purchase dependent life insurance for eligible dependent children or for one's spouse, if the spouse is not a state employee.

Reliance Standard Life Insurance

All full time active employees are automatically eligible for life insurance coverage in the amount of $10,000. This additional benefit is provided at no cost exclusively to employees of Dorchester School District Two through the Reliance Standard Life Insurance Company.

Long-Term Disability Insurance

PEBA offers basic long-term disability insurance at no cost to all active employees covered by any of the state provided health plans. Supplemental long-term disability coverage is also available. Premiums are based on the employee's salary, age, and plan selected.

MoneyPlu$

This plan allows participating employees to make nontaxable payments for health, dental and a portion of optional life insurance premiums, non-reimbursable medical expenses and dependent day care expenses. All MoneyPlu$ deductions are excluded from Federal, State and Social Security taxes. Note: Upon enrollment in benefits, all employees are automatically enrolled in the pre-tax insurance premium feature unless the employee refuses enrollment.

Vision Care

The employee, his/her spouse and eligible dependents may be covered under the vision plan at the employee's expense. Enrollment must be completed within 31 days of employment, within 31 days of a qualified family status change or during Open Enrollment.

The Vision Care Discount Program is also available at no cost. Enrollment is not necessary to take advantage of this program. Certain providers throughout South Carolina have agreed to offer discounts on routine, comprehensive eye exams and eyewear (excluding disposable contacts).

Changes in Enrollment or Coverage

Annual Enrollment
Changing from one plan to another can be done only in October. The effective date of change will be January 1 of the following year.

Open Enrollment - October 1-31

- Employees may enroll themselves (if eligible) and any eligible dependents**.**
- Employees may terminate health coverage or drop dependents from health coverage.
- Employees may change from one Health Plan to another
- Please note, employees may enroll in, cancel or add or drop dependents from the State Dental plan and/or Dental Plus during open enrollment on odd numbered years (2019, 2021, etc).
- Employees may enroll in or cancel MoneyPlu$ options. **In order to continue a Medical Spending or Dependent Care Account you must re-enroll annually during the month of October.**

Change in Family Status

No other enrollment changes may be made until the next enrollment period except in the following situations:

1. Dependent children may be:
   - added within 31 days of birth, adoption or legal custody;
   - added within 31 days of loss of coverage under other group insurance because such insurance was discontinued (loss of coverage letter required);
   - added within 31 days of when they are acquired by marriage and living in a parent/ child relationship;

2. Dependent spouses may be:
   - added within 31 days of marriage;
   - added within 31 days of the loss of other group coverage because such insurance was canceled by the employer or because the spouse's employment was terminated; loss of coverage letter is required from the previous employer, giving employer name, date coverage was lost, type of coverage, who was covered and reason for termination of coverage;
   - dropped from dependent status when they are eligible to enroll as a state employee or retiree, or within 31 days of divorce, legal separation or acquisition of other group coverage (documentation is required).

If you do not enroll dependents within 31 days when they first become eligible, they must wait until the next annual enrollment period.

If you marry, you can change your coverage by notifying the Benefits Administrator. Notification must be made within 31 days of the date of marriage. Your coverage change will be dated from the date of the marriage.

Eligibility of a Child Age 19 & Older and/or a Dependent College Student

According to the Patient Protection and Affordable Care Act, as amended by the Health Care and Education Reconciliation Act of 2010, a child age 19-25 does not need to be certified as a full-time student or an incapacitated child to be covered under his parent's health, dental or vision insurance. Note that health, dental and vision coverage for a child ends the last day of the month in which he/she turns 26, unless he/she is covered as an incapacitated child.

However, according to state law, a dependent child, age 19-24, must be a full-time student to be covered under **Dependent Life-Child insurance**. A child of any age who has been certified by PEBA Insurance Benefits as an incapacitated child may continue to be covered under Dependent Life-Child. For more information about eligibility requirements, contact your benefits representative.

When Your Coverage Ends

"Employees leaving the district **and not transferring to another state agency** will be terminated from state insurance effective the first of the month following their last day worked." This is in accordance with the guidelines set forth by the Public Employee Benefit Authority. An example would be a teacher's last day of work on June 5. The termination of his/her insurance would be effective July 1. These employees and their dependents are offered continuation coverage under the federal Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA).

Employees transferring to another school district will be carried through the summer months if they are transferring to another academic setting with a participating entity and cannot work because school is not in session. This is **only** if the employee is transferring within the state system and notified our district of intent to transfer. **If you find that you will be transferring to another district within the state, please notify us prior to July 1.**

Affordable Care Act

Types of Employees

As of January 1, 2015, employees will fall into one of three categories:

A. **New full-time employee (Permanent or Non-permanent)** - A newly hired employee who was determined by the employer, as of the date of hire, to be full-time and eligible for benefits.
B. **New variable-hour, part-time or seasonal employee** - A newly hired employee who is not expected to be credited an average of 30 hours per week for the entire measurement period, as of the date of hire. Therefore, the employer cannot reasonably determine his/her eligibility for benefits as of the date of hire.
C. **Ongoing employee** - Any employee who has worked with an employer for an entire Standard Measurement Period.

Benefits Eligible Notification of variable hour employees

Employees will be notified of benefits eligibility following the close of the Standard Measurement Period. Notified employees will choose to refuse or enroll in the offered coverage within 31 days of eligibility.

A Full-time/non-permanent or variable-hour employee married to a PEBA subscriber may not refuse coverage as an active employee and remain covered as the spouse of a PEBA subscriber. If the employee is eligible for his/her own benefits, he cannot remain covered as a dependent of another PEBA subscriber.

If you have questions regarding the Affordable Care Act or your potential eligibility, please contact the Benefits Office at 843-873-2901.

PEBA Insurance Benefits Information for working Retirees

If an employee, who is covered by the state retiree group, returns to an insurance eligible position, he/she must return to active coverage status.

Retirement Benefits

Membership

Permanent, full-time and part-time employees, with the exception of school bus drivers, must join the South Carolina Retirement Systems or the Optional Retirement Plan. School bus drivers and temporary employees may choose whether to join. Employees eligible to opt out of the retirement system will be offered the option of non-membership. Membership starts when you begin earning compensation from a covered employer and you begin making contributions to the system.

The Plans

THE SOUTH CAROLINA RETIREMENT SYSTEM

The South Carolina Retirement System (SCRS) is a *defined benefit plan*. In a defined benefit plan, the state bears the investment risk and provides a guaranteed monthly pension based on a statutory formula, not on your account balance.

THE STATE OPTIONAL RETIREMENT PROGRAM

The State Optional Retirement Program (State ORP) is a *defined contribution plan*. In a defined contribution plan, you invest your funds within the plan's investment choices and then bear the risk, or enjoy the benefit, based on the performance of your investments. Your retirement benefit is based on the balance in your account when you retire.

Choosing your retirement plan

Eligible employees have an opportunity to select the retirement plan that best meets their specific retirement needs. Employees have 30 days from their date of hire to make a decision**. If an employee does not make a selection, he or she will automatically become a member of SCRS, the defined benefit plan.** The choice an employee makes between the two retirement plans offered will affect his or her financial and retirement income security.

Enrollment

The Public Benefit Authority requires that you provide a working email address to your employer in order to initiate enrollment. Following the receipt of this information you will receive an email directly from the PEBA Retirement System requesting that you select your retirement program option. You will follow the instructions contained in the email to finalize your enrollment choice.

You must respond to this email no later than 30 days from your official date of hire. **Failure to complete the enrollment process by the deadline will result in a default enrollment into the SCRS Defined Benefit Program (traditional pension plan).**

Contribution Rates

You contribute a tax-deferred 9.0 percent of gross pay into your retirement account each month. If you have not retired, your account earns interest compounded annually on your balance as of the previous June 30th. All SCRS retiree earnings will be subject to the same contribution rate as active members.

Retiree contributions will be posted to your retirement account. However, as a retiree you will not earn additional service credit or receive interest on deferred contributions. The district contributes an amount equal to 18.41 percent of the employee's gross salary.

SCRS

Minimum Service Requirement – SCRS (Defined Benefit Plan)

SCRS members whose membership began prior to July 1, 2012 (i.e. Class Two member), must have five years of earned service to be eligible to apply for a service or disability retirement annuity. Members whose membership began after July 1, 2012 (i.e. Class Three membership), must have eight years of earned service.

Establishing Additional Service Credit

While you are an active member, you may establish credit for various types of service including previous employment, leave of absences, and up to five years of non-qualified service.

Leaving Before Retirement

If you terminate active employment, you may choose to have the funds paid directly to you, roll over the funds into an Individual Retirement Account (IRA), a 401(k) plan, a 401(a) eligible plan, a 403(b) plan, or some 457 plans, or leave your contributions in your retirement account to continue to accrue interest. You may apply for a refund at a later date or apply for service retirement annuity upon reaching eligibility.

Refund of Contributions

If you terminate employment, you may request a refund of your employee contributions plus interest, but you forfeit your rights to any future service retirement or disability annuity. You are not required to withdraw your contributions and interest at termination. Employer contributions are not refunded to SCRS members. By law, there is a minimum 90-day waiting period from your date of termination until a refund can be made.
The Retirement System is required to withhold federal taxes of 20 percent on the taxable portion of any refund that is not transferred directly into another qualified retirement plan. Other taxes may apply as well. Check with an accountant or tax advisor regarding your tax liability.

Service Retirement – When to Apply

Service retirement applications may be filed as early as six months prior to your desired effective date of retirement. Contact the Benefits Office at 843-873-2901 for more information.

Service Retirement Eligibility

If you meet the following requirements, you are considered eligible to retire.

Normal Retirement (Unreduced Benefits):

Class Two (membership effective prior to July 1, 2012):

- 28 years of service on the date of retirement, 5 years of which must be earned service credit; or
- Age 65 or older on the date of retirement with at least 5 years of earned service credit.

Class Three (membership effective on or after July 1, 2012):

- Meet the Rule of 90 requirement with a least 8 years of earned service credit. This means that your age and years of service credit must add up to 90. For example, a member who is 56 years old and has at least 34 years of service credit, 8 years of which must be earned service credit, would be eligible for normal retirement (56 + 34 = 90); or
- Age 65 or older on the date of retirement with at least 8 years of earned service credit.

Early Retirement (Reduced Benefit):

Class Two (membership effective prior to July 1, 2012):

- Age 60 with at least 5 years of which must be earned service credit. Your annuity is permanently reduced 5% for each year of age less than 65; or
- Age 55 or older with 25 years service credit, five of which must be earned service credit. Your annuity is permanently reduced 4% for each year of service less than 28. **Benefit adjustment restrictions apply**.

Class Three (membership effective on or after July 1, 2012):

- Age 60 with at least 8 years of earned service credit. Your annuity is permanently reduced 5% for each year of age less than 65.

If you are a Class Two member and retire under the early retirement provisions at age 55 with 25 years of service, you are eligible for a benefit adjustment until the second July 1 after you reach age 60 or the second July 1 after the date you would have attained 28 years of service credit had you not retired.

Please note that if your membership began before January 1, 2001, the 5 year minimum earned service requirement may not apply if you had 5 years of "creditable" service (this includes purchased time) accrued as of December 31, 2000. Or, you may also meet eligibility if you were at least age 60 and a contributing member on December 31, 2000.

Retirees (Service or disability)

Dorchester District Two will notify SCRS upon a retiree's return to covered employment. A retired member returning after July 1, 2005 must make member contributions to the systems at the same rate as an active member.

SCRS and PORS members who have been retired for at least 30 consecutive calendar days may return to work for an employer covered by the Retirement Systems. Depending on date of retirement, and age at the time of retirement, earning limitations may apply. If a retired member returns to covered employment sooner than 30 consecutive calendar days after retirement, his or her retirement annuity will be discontinued while he remains employed by a covered employer.

State ORP Distribution Requests

State ORP participants must terminate all employment covered by one or more of the retirement systems administered by PEBA in order to request a distribution unless they are age 59 ½ or older. Participants should contact their service provider to request forms needed to receive a distribution of their account balance. Questions regarding payment options for State ORP distributions should be directed to the participant's service provider

Contact Information:

•Telephone – 888-260-9430
•Web Address – www.peba.sc.gov/state-orp

Retirees returning to covered employment / Earnings Limitation

If you retire before you reach age 62 and return to covered employment, you will be subject to a $10,000 per year earnings limitation. This means you can earn up to $10,000 per year from covered employment and continue to receive your retirement benefit. If you continue covered employment after earning more than $10,000 in a calendar year, your monthly retirement benefit will be suspended for the remainder of that year. The $10,000 earnings limitation applies regardless of your age when you return to covered employment. For example, if you retire at age 58 with 30

years of service and return to covered employment when you are 63 years old, you would still be subject to the $10,000 earnings limitation since you retired before you reached age 62. The $10,000 earnings limitation from covered employment does not apply to members who retired prior to January 2, 2013, or members who retire after age 62.

Critical needs teachers' exemption

Under certain circumstances, a retired member may return to covered employment without affecting his monthly retirement benefit if he is a certified teacher and is employed by a school district to teach in the classroom in his area of certification. The $10,000 earnings limitation does not apply if the State Department of Education determines that no qualified, non-retired member is available for employment in the position, and that a certified teacher is teaching in a critical academic need area or a geographic need area as defined by the State Board of Education, or that a retired certified school teacher or certified employee is employed in a school or school district that has received a below average or unsatisfactory academic performance rating pursuant to the Education Accountability Act. After approval is received from the Department of Education, school districts must notify PEBA of the member's exemption from the earnings limitation.

Rehiring of Retired Employees

See Board Policy GCQE-R - Click Here

Social Security Information

A copy of the employee's social security card is required for all new enrollees/hires to the system. The name on the card must match the name on the Enrollment Form. If an employee has married but not yet received an updated social security card, the name will be entered into the Retirement Systems data base as shown on the social security card, until an new card is provided to the Personnel Office. The employee will be enrolled in the system and will still be required to submit the updated social security card.

These documents are necessary to establish the member's account not for identification of the member.

For those individuals who are already members of the system and who are only changing their names, the following will suffice:

1) If the member's account is in an active status, then a copy of the social security card with the correct name must be submitted by the employer, along with a completed enrollment form indicating a name change or;
2) A certified copy of one of the following and a completed enrollment form:
   a) Marriage license;
   b) Divorce decree indicating legal name change;
   c) Court order of a name change (includes annulment and adoption);
   d) Other documentation with approval indicated by the agency director or attorney.

To correct a misspelling of a member's name who is already enrolled, have the member or the employer submit a written request to correct the spelling. For additional information from the Social Security Administration, please call their toll free number at 1-800-772-1213. This line is accessible Monday through Friday, 7:00 A.M. to 7:00 P.M.

Reminder: When you make a name change, you must secure a new Social Security card. Failure to register your name change with Social Security could negatively impact your retirement status.

Activity Passes

Activity passes are issued annually to all interested full-time employees. These passes admit the employee to all "at-home" athletic events, excluding play-off games.

Pay Stubs

Employees are encouraged to monitor their pay stubs. Inaccuracy will only be addressed during the year the error occurred.

Unemployment Benefits Law for Educational Institutions

Pursuant to Title 41-35-20:

(1) Benefits based on service in an instructional, research, or principal administrative capacity in an institution of higher education as defined in Section 41-27-290 or educational institution as defined in Section 41-27-340 must not be paid to an individual for any week of unemployment which begins during the period between two successive academic years, or during a similar period between two regular terms, whether or not successive, or during a period of paid sabbatical leave provided for in the individual's contract, if the individual has a contract or a reasonable assurance that the individual will perform services in this capacity for both these academic years or both these terms.

(2) With respect to services performed after December 31, 1977, in any other capacity for an educational institution or institution of higher education, irrespective of whether the institution is a public, private, or nonprofit organization, benefits are not payable on the basis of these services to any individual for any week which commences during a period between two successive academic years or terms if the individual performs these services in the first of those academic years or terms and there is a reasonable assurance that the individual will perform these services in the second of those academic years or terms. However, if compensation is denied to any individual under this subsection and the individual was not offered an opportunity to perform these services for the educational institution or institution of higher education for the second of these academic years or terms, the individual is entitled to a retroactive payment of compensation for each week for which the individual filed a timely claim for compensation and for which compensation was denied solely by reason of this subsection.

(3) With respect to any services described in subsections (1) and (2), benefits are not payable on the basis of services in any such capacities to any individual for any week which commences during an established and customary vacation period or holiday recess if the individual performs these services in the period immediately before the vacation period or holiday recess, and there is a reasonable assurance that the individual will perform these services in the period immediately following the vacation period or holiday recess.

(4) With respect to any services described in subsections (1), (2), and (3) of this section, benefits are not payable on the basis of services in any such capacities to any individual who performed these services in an educational institution or institution of higher education while in the employ of an educational service agency. For purposes of this section, "educational service agency" means a governmental agency or governmental entity which is established and operated exclusively for the purpose of providing these services to one or more educational institutions.

(5) With respect to any services described in subsections (1), (2), and (3), benefits are not payable on the basis of services in any such capacities to any individual who performed these services for a private employer holding a contractual relationship with the educational institution and is providing the services to or on behalf of an educational institution or an institution of higher education, provided that the private employer notifies the Department of Employment and Workforce of the separation of an individual subject to this subsection.

(6) In this section "reasonable assurance" means a written, verbal, or implied agreement that the employee will perform services in the same capacity during the ensuing academic year or term.

South Carolina Payment of Wages Law

Definitions

"Employer" means every person, firm, partnership, association, corporation, receiver or other officer of a court of this state, the state or any political subdivision thereof, and any agency, agent or officer of the above classes employing any person in this state.

"Wages" means all amounts at which labor rendered is recompensed, whether the amount is fixed or ascertained on a time, task, piece, or commission basis, or other method of calculating the amount and includes vacation, holiday, and sick leave payments which are due to an employee under any employer policy or employment contract. Funds placed in pension plans or profit sharing plans are not wages subject to this chapter.

Recordkeeping Requirements

This applies to all employers in South Carolina except it does not apply to:

1) Employers of domestic labor in private homes.
2) Employers employing fewer than five employees at all times during the preceding twelve months.

A. Every employer shall notify each employee in writing at the time of hiring of the normal hours and wages agreed upon, the time and place of payment, and the deductions which will be made from the wages, including payments to insurance programs. The employer has the option of giving written notification by posting the terms conspicuously at or near the place of work. Any changes in these terms must be made in writing at least seven calendar days before they become effective. This does not apply to wage increases.
B. Every employer shall keep records of names and addresses of all employees and of wages paid each payday and deductions made for three years.
C. Every employer shall furnish each employee with an itemized statement showing his gross pay and the deductions made from his wages for each pay period.

Payment of Wages

A. Every employer in the state shall pay all wages due in lawful United States money or by negotiable warrant or check bearing wage date with the payday.
B. An employer may deposit all wages due to the employee's credit at a financial institution which is doing business in the state and is insured by an agency of the federal government. When an employee's wages are paid by deposit at a financial institution, he must be furnished a statement of earnings and withholdings.
C. An employer shall not withhold or divert any portion of an employee's wages unless the employer is required or permitted to do so by state or federal law or the employer has given written notification to the employee of the amount and terms of the deductions.
D. Every employer in the state shall pay all wages due at the time and place designated.

Payment upon Separation

When an employer separates an employee from the payroll for any reason, the employer shall pay all wages due to the employee within 48 hours of the time of separation or the next regular payday which may not exceed 30 days.

Disputed Wages

In case of a dispute over wages, the employer shall give written notice to the employee of the amount of wages which he concedes to be due and shall pay the amount without condition within the set time. Acceptance by the employee of the payment does not constitute a release as to the balance of his claim.

Right to Investigate

Upon written complaint of any employee alleging a violation, the Director of Labor, Licensing & Regulation may institute an investigation of the alleged violation. If the Director of Labor, Licensing & Regulation determines that a violation exists, he shall endeavor to resolve all issues by informal methods of mediation and conciliation.

Failure to Comply

A. Any employer who violates the provisions of the law must be given a written warning by the Director of Labor, Licensing & Regulation for the first offense and must be assessed a civil penalty of not more than one hundred dollars for each subsequent offense.
B. Any employer who violates the provisions of the law must be assessed a civil penalty of not more than one hundred dollars for each violation. Each failure to pay constitutes a separate offense.
C. In case of any failure to pay wages due to an employee, the employee may recover in a civil action an amount equal to three times the full amount of the unpaid wages, plus costs and reasonable attorney's fees as the court may allow. Any civil action for the recovery of wages must be commenced within three years after the wages become due.
D. The Director of Labor, Licensing & Regulation shall promulgate regulations to establish a procedure for administrative review of any civil penalty assessed by the Director.

Penalty Review and Collection

In each case where a civil penalty assessed is not paid within 60 days, the Director of Labor, Licensing & Regulation shall bring an action against the assessed employer for collection of the penalty. Any amount collected must be turned over to the State Treasurer for deposit in the general fund of the state.

Prohibition of "Set Aside" Agreement

No provisions may be contravened or set aside by a private agreement.

Right to Investigate

The Director of Labor, Licensing & Regulation, his inspectors, agents or designees, upon proper presentation of credentials to the owner, manager, or agent of the employer, may enter at reasonable times and have the right to question either publicly or privately any employer, owner, manager, or agent and the employees of the employer and inspect, investigate, reproduce, or photograph time records or payroll records for the purpose of determining that the provisions are complied with.

(S.C. Code of Laws §41-10-10)

DORCHESTER SCHOOL DISTRICT TWO

ANNUAL CLASSROOM TEACHER'S SALARY SCHEDULE

FISCAL YEAR 2025-2026

Class	8	7	1	2	3
PRIOR YEAR'S EXP.	DOCTOR'S DEGREE	MASTER'S DEGREE PLUS 30 HRS	MASTER'S DEGREE	BACHELOR'S DEGREE PLUS 18 SEM HRS GRADUATE WORK	BACHELOR'S DEGREE
	A	A	A	A	A
0	63,576	60,076	56,576	53,076	51,500
1	64,093	60,313	56,877	53,338	51,968
2	64,424	60,388	57,025	53,494	52,626
3	64,736	60,457	57,164	54,175	53,428
4	65,078	61,204	57,596	54,977	54,215
5	66,363	62,163	58,484	55,746	54,964
6	67,850	63,148	59,399	56,565	55,754
7	69,234	64,149	60,331	57,324	56,497
8	70,746	65,148	61,326	58,167	57,329
9	71,866	66,161	62,265	58,968	58,115
10	72,256	66,515	62,594	59,275	58,416
11	73,765	67,356	63,588	59,766	58,896
12	75,270	68,503	64,717	60,653	59,773
13	76,781	69,661	65,849	61,481	60,585
14	78,291	70,816	66,978	62,397	61,490
15	79,796	71,988	68,116	63,289	62,328
16	81,305	73,177	69,278	64,386	63,262
17	82,816	74,344	70,432	65,423	64,128
18	84,223	75,535	71,591	66,451	65,093
19	85,602	76,731	72,727	67,488	65,993
20	86,786	77,703	73,648	68,349	66,890
21	88,275	78,704	74,676	69,314	67,487
22	89,790	79,914	75,872	70,407	68,484
23	91,446	81,171	77,087	71,494	69,495
24	93,271	82,488	78,367	72,678	70,737
25	95,057	83,829	79,821	74,005	72,024
26	96,708	85,206	81,167	75,236	73,215
27	98,327	86,604	82,488	76,442	74,382
28	99,186	87,345	83,188	77,081	75,001
29	100,056	88,109	83,898	77,722	75,625
30+	100,934	88,879	84,614	78,369	76,254

NOTES

For the Employees of

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