

Richland Two

EMPLOYEE HANDBOOK

2026 - 2027

Richland School District Two is Leading the Future of Learning.

Purpose Driven, Future Ready

RICHLAND SCHOOL DISTRICT TWO

TABLE OF CONTENTS

BOARD OF TRUSTEES.....3

BOARD MEETINGS.....3

MESSAGE FROM SUPERINTENDENT DR. KIM MOORE 4

SENIOR LEADERSHIP TEAM.....4

DISTRICT INFORMATION.....5

START/DISMISSAL TIMES.....6

SCHOOL DIRECTORY.....7

DISTRICT PERSONNEL POLICIES.....9

POLICIES FOR ALL EMPLOYEES.....10

EMPLOYEE ETHICS.....18

COMMUNICATION.....24

EMPLOYEE BENEFITS.....25

POLICIES FOR CERTIFIED STAFF.....33

LICENSES AND CERTIFICATION.....34

UNENCUMBERED TIME.....37

POLICIES FOR SUPPORT STAFF.....43

BENEFITS AND COMPENSATION.....46

EMPLOYEE PAY.....49

POLICIES REGARDING STUDENTS.....51

FIELD STUDY.....65

ATTENDANCE.....74

SAFETY AND SECURITY.....75

BOARD OF TRUSTEES

The Richland Two Board of Trustees generally meets twice monthly on the second and fourth Tuesdays at 5:30 p.m.

Occasionally, holidays or other schedule conflicts require a change in board meeting dates. Special meetings are called as needed to take action to meet a deadline, to deal with an emergency or to discuss particularly complex or urgent matters.

Meetings are open to the public and are held in the Board Room of the District Office at R2i2, located at 763 Fashion Drive in Columbia.

An agenda is posted on the district's website at least 24 hours prior to each meeting. School board meetings are videotaped and streamed live at www.richland2.org/livestream.

The meetings can also be viewed on the district's YouTube page.
For information on public participation in board meetings, access to the online Board Policy Manual and biographical information on board members, visit the Richland Two website at www.richland2.org.



Niki Porter
Chair



Joe Trapp
Vice Chair



Shelley Williams
Secretary



Gary Dennis



Angela Nash



Monica E. Scott, Ed.D.



Tamika Washington

Contact Us

Niki Porter
Chair
Term: 2022-2026
803.543.3998
nikiporter@richland2.org

Joe Trapp
Vice Chair
Term: 2022-2026
803.543.4651
joetrapp@richland2.org

Shelley Williams
Secretary
Term: 2025-2028
803.973.9830
shelleywilliams@richland2.org

Gary Dennis
Term: 2025-2028
803.849.5630
garydennis@richland2.org

Angela Nash
Term: 2022-2026
803.543.4259
angelanash@richland2.org

Monica E. Scott, Ed.D.
Terms: 2012-2016; 2016–2020; 2020-2024; 2025-2028 803.543.6190
monicaescott@richland2.org

Tamika Washington
Term: 2022-2026
803.543.9383
tamikawashington@richland2.org

RICHLAND SCHOOL DISTRICT TWO

A MESSAGE FROM SUPERINTENDENT DR. KIM MOORE



Dear Richland Two Employees,

Welcome to the 2026-27 School Year. Thank you for choosing to be a part of the Richland Two school community and family, and more importantly, thank you for choosing to bring your unique talents to our district.

As your superintendent, I am honored to have the privilege and honor of leading this remarkable team of administrators, educators and support staff. Together, we will strive for excellence and create a nurturing environment where all our students and staff can thrive.

I want to express my gratitude for your dedication and commitment to our school district and its mission. Your passion for our school district and your unwavering commitment to our students' success are what make Richland Two truly exceptional.

As we begin this new chapter and new school year, I want to assure you that my focus will
be on school safety, academic achievement, fiscal responsibility and continuous improve- ment of all our processes and procedures. I believe that we can achieve great things by working together, sharing ideas, and supporting one another's professional growth and success.

Our students look up to us as role models, and it is our collective responsibility to provide them with a positive and stimulating learning environment. Let us always remember that every interaction, every word, and every action we take can have a profound impact on their lives. As educators and as thought leaders, we possess the power to shape minds and instill a love for learning that will last a lifetime. Let us embrace this opportunity with enthusiasm and a willingness to adapt to the ever-changing landscape of education.

As we face the challenges and opportunities of this new school year, let us remember that we are a team. Together, we can over- come any obstacles and celebrate our victories together, big and small. I want to express my deepest appreciation for your hard work, and I am excited to see the incredible impact we will all have together this school year.

Our district slogan is “Purpose Driven, Future Ready”.

We are purpose driven to make sure all of our students graduate future ready.

Have a great school year!

Sincerely,

Dr. Kim Moore
Superintendent

SENIOR LEADERSHIP

Kim D. Moore, Ed.D., Superintendent
Marshalynn M. Franklin, Ph.D., Deputy Superintendent
Dr. Franklin Foster - Senior Chief Human Resources Officer
Karla M. Hawkins, Esq., General Counsel
Jennifer Morrison, Sr. Chief Academics Officer
Darci Rush, Senior Chief Communications & Strategic Partnerships
Officer Nancy Williams - Senior Chief Finance Officer
Mark Huhtanen - Senior Chief Operations Officer

CHIEF OFFICERS

William F. Anderson, Chief Operations Officer
Tommy Carter, Chief Technology and Innovation Officer
Helen N. Grant, J.D., Chief Family and Community Engagement Officer

DISTRICT INFORMATION

ACADEMICS & ACCOUNTABILITY
District Office
763 Fashion Drive, Columbia, SC 29229 Tel: 803.738.3277

GRANTS & INITIATIVES
District Office
763 Fashion Drive, Columbia, SC 29229 Tel: 803.738.3316

REGISTRAR
DistrictOffice
763 Fashion Drive, Columbia, SC 29229
Tel: 803.691.4886

BUSINESS SERVICES - FINANCE, PAYROLL & PROCUREMENT
District Office
763 Fashion Drive, Columbia, SC 29229
Tel: 803.738.3291

COMMUNICATIONS & STRATEGIC PARTNERSHIPS
District Office
763 Fashion Drive, Columbia, SC 29229
Tel: 803.738.3306

DIVERSITY, EQUITY & INCLUSION
District Office
763 Fashion Drive, Columbia, SC 29229
Tel: 803.738.3215

HUMAN RESOURCES
District Office
763 Fashion Drive, Columbia, SC 29229
Tel: 803.738.3216

INFORMATION TECHNOLOGY
District Office
763 Fashion Drive, Columbia, SC 29229
Tel: 803.738.3231

OPERATIONS
DistrictOffice
763 Fashion Drive, Columbia, SC 29229
Tel: 803.736.3774

ATHLETICS
DistrictOffice
763 Fashion Drive, Columbia, SC 29229 Tel: 803.790.3031

PUPIL SERVICES
DistrictOffice
763 Fashion Drive, Columbia, SC 29229 Tel: 803.738.3228

PLANNING
District Office
763 Fashion Drive, Columbia, SC 29229
Tel: 803.738.3229

R2I2 CONFERENCE CENTER
District Office
763 Fashion Drive, Columbia, SC 29229
Tel: 803.738.8481 / 803.790.3002

TRANSPORTATION
Support Service Center (SSC)
Tel: 803.736.3774

Richland Northeast Transportation Hub - (located on the RNE High Campus,
7500 Brookfield Rd, Columbia, SC 29223)
Buses: RN 01 - RN 33
Tel: 803.736.8718

Killian Transportation Hub -
(located on the Killian Elementary Campus,
2621 Clemson Rd, Columbia, SC 29229)
Buses: KL 50 - KL 100
Tel: 803.699.2892

Special Needs Transportation Hub -
(located on the Killian Elementary Campus,
2621 Clemson Rd, Columbia, SC 29229)
Buses: SN 01 - SN 43
Tel: 803.736.3774

Training Hub -
(located on the Killian Elementary Campus,
2621 Clemson Rd, Columbia, SC 29229)
Tel: 803.736.3774

DISTRICT OFFICES
Telephone: 803.787.1910

Mailing address for all District Offices
124 RisdonWay, Columbia, SC 29223

District Support Services Center
124 Risdon Way, Columbia, SC 29223

RICHLAND SCHOOL DISTRICT TWO



2026-2027 START/STOP TIMES



ELEMENTARY

EARLY DISMISSAL @ 11AM

EARLY PICK-UP ENDS @ 2PM ON REGULAR DAYS

START - 7:40AM

END - 2:30PM

MIDDLE

EARLY DISMISSAL @ 11:45AM

EARLY PICK-UP ENDS @ 2:50PM ON REGULAR DAYS

START - 8:20AM

END - 3:15PM

HIGH

EARLY DISMISSAL @ 12:30PM

EARLY PICK-UP ENDS @ 3:25PM ON REGULAR DAYS

LATE START @ 9:50AM ON MOST WEDNESDAYS

***WESTWOOD HIGH SCHOOL - 9AM-4PM**

START - 8:50AM

END - 3:53PM

Purpose Driven, Future Ready

SCHOOL DIRECTORY Elementary (Grades K–5)

Bethel-Hanberry Elementary
Linard McCloud, Principal
125 Boney Rd., Blythewood 29016
Tel: 803.691.6880

Bookman Road Elementary
Dawn Smith, Principal
1245 Bookman Rd., Elgin 29045
Tel: 803.699.1724

Bridge Creek Elementary
Taurean Robinson, Principal
121 Bombing Range Rd., Elgin 29045
Tel: 803.462.3900

Catawba Trail Elementary
Dr. Tia Jones, Principal
1080 Old National Hwy., Elgin 29045
Tel: 803.699.3501

Center for Achievement (Grades 2–6
Mikkia Johnson, Principal
1000 Lake Carolina Dr., Columbia 29229
Tel: 803.691.7216

Center for Inquiry
Dr. Emily Whitecotton, Principal
200 1/2 Summit Pkwy., Columbia 29229
Tel: 803.699.2969

Center for Knowledge
Jessica Holley, Principal
3006 Appleby Ln., Columbia 29223
Tel: 803.699.2966

Center for Knowledge, North
Jessica Holley, Principal
1041 Muller Rd., Blythewood 29016
Tel: 803.691.4895

Forest Lake Elementary
Benjamin Jackson, Principal
6801 Brookfield Rd., Columbia 29206
Tel: 803.782.0470

Jackson Creek Elementary
Patrina Smith, Principal
7150 Trenholm Road Extension, Columbia 29223 Tel: 803.790.3800

Keels Elementary
Alvera Butler, Principal
7500 Springcrest Dr., Columbia 29223
Tel: 803.736.8754

Killian Elementary
Dr. Twanisha Garner, Principal
2621 Clemson Rd., Columbia 29229
Tel: 803.699.2981

L.W. Conder Arts Integrated Magnet Elementary
William Whitehurst, Principal
8040 Hunt Club Rd., Columbia 29223
Tel: 803.736.8720

Lake Carolina Elementary Lower Campus
Dr. Jaqueline J. Norton, Principal
1151 Kelly Mill Rd., Blythewood 29016
Tel: 803.714.1300

Lake Carolina Elementary Upper Campus
Dr. Keicha Chandler-Smith, Principal
1261 Kelly Mill Rd., Blythewood 29016
Tel: 803.691.3360

Langford Elementary
Kaseena Jackson, Principal
480 Langford Rd., Blythewood 29016
Tel: 803.691.4091

Lonnie B. Nelson Elementary
Dr. Maranda Hayward, Principal
225 N. Brickyard Rd., Columbia 29229
Tel: 803.736.8730

North Springs Elementary
Rashad Adams, Principal
1300 Clemson Rd., Columbia 29229
Tel: 803.736.3183

Polo Road Elementary
Terence Isaac, Principal
1250 Polo Rd., Columbia 29223
Tel: 803.419.2226

Pontiac Elementary
Harold Johnson, Principal
500 Spears Creek Church Rd., Elgin 29045
Tel: 803.699.2700

Rice Creek Elementary
Stacey Gadson, Principal
4751 Hard Scrabble Rd., Columbia 29229
Tel: 803.699.2900

Round Top Elementary
Alison Whisenant, Principal
449 Rimer Pond Rd., Blythewood 29016
Tel: 803.691.8676

Sandlapper Elementary
Dr. Whitney Prowell, Principal
1001 Longtown Rd., Columbia 29229
Tel: 803.691.4045

Windsor Elementary
DeAnna Savage, Principal
9800 Dunbarton Dr., Columbia 29223
Tel: 803.736.8723

MIDDLE (GRADES 6–8)

BlythewoodMiddle
Karis Mazyck, Principal 2351 Longtown Rd. East, Blythewood 29016 Tel: 803.691.6850

Dent Middle
Tamala Ashford, Principal
2721 Decker Blvd., Columbia 29206
Tel: 803.699.2750

Kelly Mill Middle
Odora Coleman, Principal
1141 Kelly Mill Rd., Blythewood 29016
Tel: 803.691.7210

Longleaf Middle
Teresa Mingo, Principal
1160 Longreen Pkwy., Columbia 29229
Tel: 803.691.4870

Muller Road Middle
Jamilia Kenely, Interim Principal
1041 Muller Rd., Blythewood 29016
Tel: 803.691.6851

Summit Parkway Middle
April Shell, Principal
200 Summit Pkwy., Columbia 29229
Tel: 803.699.3580

E.L. Wright Middle
Dr. Scott Floyd, Principal
2740 Alpine Rd., Columbia 29223
Tel: 803.736.8740

CHILD DEVELOPMENT

Center forChild Development (4-5 year olds)
Quinne Evans, Director
7900 Brookmont Lane, Columbia, SC 29203
Tel: 803.699.2536

HIGH (GRADES 9–12)

Blythewood High
Ralph Schmidt, Interim Principal
10901 Wilson Blvd., Blythewood 29016
Tel: 803.691.4090

Richland Northeast High
Dr. Marlon Thomas, Principal
7500 Brookfield Rd., Columbia 29223
Tel: 803.699.2800

Ridge View High
Dr. Brenda Mack, Principal
4801 Hard Scrabble Rd., Columbia 29229 Tel: 803.699.2999

Spring Valley High
Jeff Temoney, Principal
120 Sparkleberry Lane, Columbia 29229
Tel: 803.699.3500

Westwood High
Tameka Nicholson, Principal
180 Turkey Farm Rd., Blythewood 29016
Tel: 803.691.4049

PROGRAMS

Blythewood Academy
Vincent L. McClinton, Principal
501 Main St., Blythewood 29016
Tel: 803.691.6890

Richland Two Institute of Innovation (R2i2)
Alan Wolf, Director
763 Fashion Dr., Columbia SC 29229
Tel: 803.691.4892

W. R. Rogers Adult, Continuing & Technology Education Center
Dr. Bobby Cunningham, Principal
750 Old Clemson Rd., Columbia 29229
Tel: 803.736.8787

R2 Virtual School
Dr. Emily Manigault, Principal
7900 Brookmont Lane, Columbia, SC 29203
Tel: 803.738.3273

DISTRICT PERSONNEL POLICIES

DISCLAIMER

THIS HANDBOOK IS PREPARED FOR THE EMPLOYEES OF RICHLAND SCHOOL DISTRICT TWO AND SHOULD BE UNDERSTOOD AS AN OVERVIEW OF RICHLAND SCHOOL DISTRICT TWO'S POLICIES AND PROCEDURES, TO INCLUDE A BRIEF DESCRIPTION OF THE BENEFITS OFFERED. NOTHING IN THIS 2026-2027 EMPLOYEE HANDBOOK OR ANY POLICY MANUAL OF RICHLAND SCHOOL DISTRICT TWO CONSTITUTES OR CREATES AN EXPRESSED OR IMPLIED CONTRACT OF EMPLOYMENT. THIS HANDBOOK SUPERSEDES ALL PREVIOUS HANDBOOKS THAT ADDRESS THE SAME SUBJECT MATTER AS THE POLICIES AND PROCEDURES CONTAINED IN THIS HANDBOOK. THIS HANDBOOK IS NOT INTENDED TO REPLACE ACTUAL POLICIES ESTABLISHED BY RICHLAND SCHOOL DISTRICT TWO'S BOARD OF TRUSTEES OR THE DISTRICT ADMINISTRATION. THIS HANDBOOK AND ANY POLICIES, PROCEDURES, AND BENEFITS TO WHICH IT MAY REFER MAY BE MODIFIED, ALTERED OR DISCONTINUED AT ANYTIME BY THE DISTRICT AT ITS DISCRETION. WHENEVER SUCH CHANGES OCCUR, THE ADMINISTRATION WILL NOTIFY EMPLOYEES APPROPRIATELY. SCHOOL PRINCIPALS OR DISTRICT LEVEL ADMINISTRATORS ARE AVAILABLE TO ASSIST WITH THE INTERPRETATION AND CLARIFICATION OF POLICIES AND PROCEDURES. COMPLETE INFORMATION ON RICHLAND SCHOOL DISTRICT TWO TO INCLUDE BOARD POLICIES ARE AVAILABLE ONLINE AT WWW.RICHLAND2.ORG. EMPLOYEES ARE RESPONSIBLE FOR FAMILIARIZING THEMSELVES AND ABIDING BY THE DISTRICT'S BOARD POLICIES AND PROCEDURES.

DISTRICT PERSONNEL POLICIES

The coding and table of contents used for Richland School District Two Board Policies is a nationwide code and format established by the National School Boards Association.For example, the policy for File GCK inthe NationalSchoolBoards Association coding has to do with “Professional Staff Assignments and Transfers” inschool districts all overtheUnited States. As new and/or modified policies emerge, the district administrator charged with the responsibilityupdates the website. Policies designated with a GB prefix apply to all employees. A GC prefix refers to certified employees,and aGD prefix refers to support staff.

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

The board policies that are described in this employee handbook may have been abbreviated. Full copies of all board policies are available from the district’s website at www.richland2.org.

Policy GA Personnel Goals/Priority Objectives

Policy GBA Open Hiring/Equal Employment Opportunity

Policy GBB Staff Involvement in Decision Making

Policy GBC Staff Compensation

Policy GBE Staff Rights and Responsibilities

Policy GBEA Conflicts of Interest/Staff Ethics

Policy GBEB Staff Conduct

Policy GBEBB Staff Conduct with Students

Policy GBEBC Gifts To and Solicitations By Employees

Policy GBEBDA Criminal Record Checks

Policy GBEC Drug and Alcohol-Free Workplace and Schools

Policy GBED Tobacco-Free Workplace

Policy GBEE Internet and Electronic Communication

Policy GBEF Cellular Phones and Other Personal Electronic Communication Devices

Policy GBG Legal Defense of Staff

Policy GBGA Staff Health

Policy GBGAA Medicines

Policy GBGAB Lactation Accommodation

Policy GBGB Staff Personal Security and Safety

Policy GBGD Workers’ Compensation

Policy GBH Staff Participation in Community Activities

Policy GBI Staff Participation in Political Activities

Policy GBJ Personnel Records and Files

Policy GBK Staff Concerns/Complaints/Grievances

Policy GC Professional Staff

Policy GCA Professional Staff Positions

Policy GCB Professional Staff Contracts and Compensation

Policy GCBD Professional Staff Fringe Benefits

Policy GCC/GDC Employees Leaves and Absences

Policy GCCAF Professional Staff Academic Leave

Policy GCD Administrative Staff Vacations and Holidays

Policy GCE Professional Staff Recruitment

Policy GCEC Posting and Advertising of Professional Vacancies

Policy GCF Professional Staff Hiring

Policy GCG Part-Time and Substitute Professional Staff Employment

Policy GCI Professional Staff Development

Policy GCK Professional Staff Assignments and Transfers

Policy GCKA Support Staff Reduction-In-Force/Pro Rata Reduction in Salary and/or Workdays

Policy GCMD Instructional Staff Extra Duty

Policy GCNA Supervision of Instructional Staff

Policy GCO Evaluation of Administrative Staff

Policy GCOA Evaluation of Instructional Staff

Policy GCQA/GCQB Professional Staff Reduction in Force

Policy GCQC/GCQD Resignation of Professional Staff

Policy GCQE/GDQC Retirement of Professional and Support Staff

Policy GCQF Discipline, Suspension and Dismissal of Professional Staff

Policy GCR Non-School Employment of Staff

Policy GCRD Tutoring For Pay

Policy GD Support/Classified Staff

Policy GDA Support Staff Positions

Policy GDB Support Staff Contracts and Compensation

Policy GDBC Support Staff Supplementary Pay/Overtime

Policy GDBD Support Staff Fringe Benefits

Policy GDD Support Staff Vacations and Holidays

Policy GDF Support Staff Hiring

Policy GDJ Support Staff Assignments and Transfers

Policy GDO Evaluation of Support Staff

Policy GDQB Resignation of Support Staff

Policy GDQD Support Staff Conduct, Discipline, Suspension, and Dismissal

POLICIES FOR ALL EMPLOYEES

EQUAL OPPORTUNITY EMPLOYMENT

The district provides equal opportunities for employment and advancement of all members of its workforce. The district recognizes that it is both culturally and educationally sound to employ persons of diverse backgrounds. As required by applicable local, state, and federal law, the district will recruit, hire, train, promote, and make other employment decisions on the basis of individual merit and without discrimination on the basis of race, color, religion, sex (including gender identity, sexual orientation, and pregnancy), national origin, genetic information, or any other protected characteristic as may be required by law in admission to, access to, treatment in or employment in its programs or activities. The district maintains a policy of equal opportunity in the following areas:

- recruitment and job advertisements
- selection and hiring criteria and practices
- job classifications
- transfers and promotions
- demotions, terminations, layoffs, and recalls
- compensation
- terms, conditions, benefits, and privileges of employment, and training.

For additional information, please refer to board policy, *GBA Open Hiring/Equal Employment Opportunity.*

Complaint Procedure

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

BACKGROUND CHECKS

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

State Law Enforcement Division (SLED) Background Checks

The district will obtain a name-based criminal record history check from SLED on all new employees prior to their initial employment. The district will consider the results of all criminal record history checks on an individual basis. In determining how the information obtained impacts the individual's ability to be an effective employee, the district will consider such things as severity of offense, age of the individual, direct impact of the offense on children, length of time since conviction or plea, restitution, conduct or remedial actions during probation, and participation in pre-trial intervention and/or expungement. The district will not employ an individual who has been convicted of or pled guilty to a violent crime as outlined in law. Also, when making employment decisions, the district will carefully consider information relative to felony convictions as well as information that could result in the revocation or suspension of a professional certificate "for cause" as outlined in law. An applicant may write a personal statement regarding information documented in his/her criminal record history. The statement should be submitted to the Chief Human Resources Officer for review.

National Sex Offender Registry Checks

The district will perform a National Sex Offender Registry check on all new employees, whether employed on a full-time, parttime, regular, interim, or temporary basis, and all volunteers who work in a school on an interim or regular basis as mentors, coaches, chaperones, or in any other capacity resulting in direct interaction or contact with students. The district will not permit individuals whose names appear in the National Sex Offender Registry or individuals who have been required to register as sex offenders pursuant to state law to work or serve in the district in any capacity. If an individual is denied employment in the district as a result of information appearing on the name based background check, the person may be given an opportunity to respond to the reasons.

For additional information, please refer to board policy, *GBEBDA Criminal Record Checks.*

THE IMMIGRATION REFORM AND CONTROL ACT OF 1986

The Immigration Reform and Control Act of 1986 prohibits employers from hiring persons not legally eligible to work in the United States. The district will comply with the Department of Homeland Security regulations by requiring employees of the district to complete a U.S. Citizenship and Immigration Services (USCIS) Employment Eligibility Verification Form I-9. All newly hired employees must complete the form no later than three business days following their first working day. If an individual is unable to provide the required document or documents to complete the Form I-9 within the three-day period, the individual must present a receipt for the application of the document or documents within three days of the hire and present the required document or documents within 90 days of the hire.

For additional information, please refer to board policy, *GBJ Personnel Records and Files.*

VACANCIES

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

EMPLOYEE CONDUCT AND WELFARE

Staff Personal Security and Safety

Through its overall safety program and policies, the district seeks to provide the safest possible working environment for all employees.

Should an employee be subjected to assault, harassment, damage to personal property, or any other harm or threat of harm on school premises or within the scope of his or her employment, the incident should be addressed as follows:

The teacher or employee should immediately notify his or her principal or supervisor, who will report the incident to the superintendent.

• If necessary, the superintendent or his or her designee will report the incident to the designated local law enforcement agency or officer for further investigation and/or the filing of criminal charges, as appropriate.

• As soon as possible following the incident, the teacher or employee will file a written complaint with the building principal or supervisor.

• The principal or supervisor, after receipt of both the complaint and adequate proof of the charges, will discipline any staff or student offender as appropriate pursuant to personnel policies or the Student Code of Conduct.

• The superintendent will monitor the progress of actions taken in accordance with this policy and recommend any further steps necessary.

For additional information, please refer to Coard policy, *GBGB Staff Personal Security and Safety*.

Staff Conduct

The Board reaffirms one of the oldest beliefs in education: one of the best methods of instruction is setting a good example. The Board expects the district's employees to strive to set the kind of example for students that will serve them well in their own conduct and behavior and subsequently contribute to an appropriate school atmosphere.

To that end, all employees should recognize that they are being continuously observed by students, other employees, parents/legal guardians, and community members, and that their actions and demeanor may impair their effectiveness as an employee.

Consequently, employees will ensure that their dress, conduct, written and spoken communication, attitude, and interactions with others demonstrate an appropriate level of professionalism at all times.

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

The personal life of an employee, including the employee's personal use of district-issued or personal electronic equipment during or outside of working hours, such as through social networking sites and personal portrayal on the internet, will be the concern of and warrant the attention of the Board if it impairs the employee's ability to effectively perform his or her job responsibilities or violates local, state, or federal law or contractual agreements.

No employee will engage in criminal conduct or commit or attempt to induce students or others to commit acts of immoral or criminal conduct. If it appears an employee may have violated the law, the district will cooperate with law enforcement agencies.

Employees of the district, while on duty and in the presence of students, will not use profanity, will not use tobacco in any form, and will not consume or be under the influence of intoxicating beverages.

Employees will not be involved in drug abuse or drug trafficking. Violations of this policy will be grounds for placing an employee on administrative leave, with pay, pending an investigation and possible recommendation for termination of employment, consistent with district policy and state law.

The following list, which is not exhaustive, includes actions that are considered misconduct while on duty; on or off district property; or at any time when the conduct would disrupt the educational environment or impair the employee's ability to be effective:

• Being under the influence of, possessing, using, selling, manufacturing, distributing, or dispensing any illegal drugs anywhere while on duty, on or off district property.

• Being under the influence of, possessing, using, selling, manufacturing, distributing, or dispensing any alcohol anywhere while on duty, on or off district property, or whenever it constitutes a crime.

• Using physical force to discipline or redirect a student.

• Using unauthorized restraint techniques on a student.

• Fighting or deliberately harming another individual.

• Lying or providing false information.

• Being absent without approval or without proper and timely notification.

• Refusing to follow a supervisor's instructions and directions relative to job duties and responsibilities.

• Neglect of duty including, but not limited to, failure to follow a student's Individualized Education Program (IEP) or Section 504 Plan; leaving students unsupervised; failure to discipline with consistency and/or failure to maintain proper building or classroom discipline; failure to take appropriate affirmative action when confronted with or after witnessing a situation in which a student is at risk of abuse or mental or physical injury; and/or inability or failure to effectively plan and present an organized lesson plan.

• Failing to adhere to safety and health regulations as established by state law and Board policy.

• Stealing, destroying, or vandalizing school property intentionally or through negligence. Employees will reimburse the district for the cost of repairing or replacing damaged or stolen property, as appropriate.

• Possessing weapons on district property. Refer to Board Policy JICI — Weapons in School — for items categorized as weapons.

• Using or removing district property without proper authorization.

• Posting false information, inappropriate personal information, or images on any social networking website that results in disruption of the educational environment or adversely impacts the employee's credibility or performance.

• Behaving in any inappropriate manner to the extent that it adversely affects the employee's ability to perform his or her work and/or disrupts the educational environment.

• Using obscene language or demeaning or derogatory language that is unsuitable in the school setting.

- communicating obscene material to a student or staff member
- any behavior, overt or covert, of a sexual nature that may constitute professional misconduct and/or is a violation of law or board policy
- disclosing personal, sexual, family, employment, or other private concerns to students or other unauthorized individuals disclosing information concerning a student, other than directory information, to any person not authorized to receive such information
- non-counseling or non-social work staff encouraging students to confide their personal, family, and/or personal relationship problems; staff should refer students to the school counseling office if there is a need for counseling
- harassment, intimidation, discrimination, or bullying of a student or staff member
- inappropriately asking students to keep secrets inciting students or staff members to engage in illegal activity

The board understands that there are circumstances when staff members have personal relationships with the families of students outside of school. The intent of this policy is not to prohibit all social contact between staff members and families outside of school. However, because of the trust placed in staff by the community, and the district's responsibility to protect the well-being of students, staff members are expected to avoid the appearance of impropriety in their conduct with students at all times. Staff members are encouraged to discuss concerns with their supervisor whenever they are unsure whether a particular activity or conduct may constitute a violation of this policy.

Reporting and Investigation Procedures

Staff members are required to notify a supervisor immediately if they become aware of a situation or behavior that may constitute a violation of the staff conduct policy. Violations of this policy by employees will be grounds for immediate suspension and possible termination of employment consistent with board policy and state law. In such cases, an employee will be informed of his/her right to a hearing/due process procedure that may be applicable under state or federal law, or board policy. Violations of this policy by individuals other than employees including, but not limited to, contract workers, volunteers, student teachers, and interns will be grounds for the immediate termination of the program, activity or job for which the individual is a participant.

Arrest of an Employee

The board delegates specific authority to the superintendent or his/her designee to take appropriate employment action with regard to an employee who has been arrested, consistent with state law. An employee must notify his/her supervisor within three days if he/she is arrested and must keep the administration apprised of the continued status of the criminal charge against him/her. Employees arrested for a misdemeanor offense which would indicate no danger or appearance of danger to students, co-employees, or the district will normally not be subject to any employment action. Employees arrested for a misdemeanor offense which would indicate a possible danger or appearance of danger to the school district, co-employees, or to pupils may be suspended with pay, pending adjudication. Employees arrested for a misdemeanor offense which would indicate a possible danger or appearance of danger to pupils but not to the school district or co-employees may be reassigned to different responsibilities away from pupils within the district, pending adjudication. Employees arrested for a felony offense may be suspended with pay, pending adjudication. In certain circumstances, other employment action may be taken.

For additional information, please refer to board policy, *GBEB Staff Conduct*.

Staff Conduct with Students

The board expects all employees to maintain the highest professional and ethical standards in their conduct with students. The relationship between staff members and students in the school district should be one of cooperation, understanding, and mutual respect. All staff have the responsibility to provide an atmosphere conducive to learning which should be accomplished through effective individual and group discipline. All students and staff members will treat each other with respect. Differences and problems that arise between a staff member and student are typically best worked out by conferences between these two persons or between the staff member and the parent/ guardian of the student. However, staff members and students should immediately report a violation or perceived violation of the district's nondiscrimination and/or anti-harassment policy regardless of whether a conference has been held. Staff members are expected to exercise good judgment and maintain professional boundaries appropriate to an educational setting when interacting with students at all times, both on and off school property and through any communication device or social media tool on the Internet. Staff members are expected to avoid the appearance of impropriety in their conduct with students. The board believes students benefit from the support of staff, and this policy is not meant to discourage staff from attending student functions, helping students before or after school, or engaging in dialogue with students that helps students in a meaningful way, so long as appropriate professional boundaries are maintained. Staff members are encouraged to discuss concerns with their supervisor whenever they are unsure whether particular conduct or activities may constitute a violation of this policy. The board understands that there are circumstances when staff members have personal relationships with the families of students outside of school. The intent of this policy is not to prohibit all social contact between staff members and families outside of school. However, because of the trust placed in staff by the community and the district's responsibility to protect the well-being of students, staff members are expected to avoid the appearance of impropriety in their conduct with students at all times.

Sexual Misconduct

Any behavior of a sexual nature which may constitute professional misconduct and/or is a violation of criminal or civil statutes, professional codes of ethics, or board policy is strictly prohibited. This includes any action or conduct communicated or performed in person, in writing, and/or electronically through such means as telephone, email, text messages, instant messages, or social media. No staff member may use his/her status as an employee to adversely influence a student of the district. No staff member may date, make sexual advances toward, or engage in any sexual relationship with a district student, regardless of the student's age, the perceived consensual nature of the relationship, where the advances are made, or whether the employee directly supervises the student. Further, no staff member may discuss or plan a future

romantic or sexual relationship with a student.

Reporting

Any staff members possessing evidence of or witnessing such conduct will report it to the appropriate district administrator and/or Title IX coordinator immediately. Students and/or parents/guardians are strongly encouraged to notify the principal or superintendent if they believe a staff member may be engaging in conduct that violates this policy.

Investigation

After a thorough investigation, and depending upon the nature of the charges, the district will take appropriate disciplinary action, up to and including dismissal. When warranted, law enforcement officials will be contacted.

For additional information, please refer to board policy, *GBEBB Staff Conduct with Students*.

Sexual Discrimination and Harassment (Title IX)

In accordance with Title IX of the Education amendments of 1972 and its corresponding regulations ("Title IX"), the district prohibits sex or gender-based discrimination and harassment, which may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex, even if those acts do not involve conduct of a sexual nature, in all of its programs and activities by its employees, students, or third parties. The district will respond promptly to actual knowledge of sexual harassment in an education program or activity of the district against a person in the United States in a manner that is not deliberately indifferent. The response will treat complainants and respondents equitably.

As defined in Title IX, sexual harassment is conduct on the basis of sex that satisfies one or more of the following:

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

Note: The use of email, internet, or other technologies may constitute "sexual harassment" on a similar basis to use of in-person, postal mail, handwritten, or other communications.

Reporting and Investigation

Any person may report sex discrimination, including sexual harassment, regardless of whether the person is the alleged victim of the reported conduct, in person, by mail, by telephone, or by email. The report can be made at any time, including during non-business hours, by using the telephone number or email address, or by mail to the office address, listed below for the Title IX coordinator. Any district employee who has actual knowledge of sexual harassment as defined by Title IX, or allegations of sexual harassment as defined by Title IX, is required to promptly report that information. An employee with knowledge of sexual harassment who fails to timely report may be subject to disciplinary action.

The district administration has designated the following Title IX coordinator, who will coordinate the district's required efforts under the law.

Kelly Larkins

Director of Title IX

Office Address: 763 Fashion Drive, Columbia, SC 29229

Mailing Address: 124 Risdon Way, Columbia, SC 29223

Email: klarkins@richland2.org

Tel: 803.738.3338

For additional information, please refer to board policy *ACA Title IX.*

Sexual Battery with a Student as Defined in South Carolina Law

SECTION 1. Article 7, Chapter 3, Title 16 of the 1976 Code, Section 16-3-755 (B) If a person affiliated with a public or private secondary school in an official capacity engages in sexual battery with a student enrolled in the school who is sixteen or seventeen years of age, and aggravated coercion or aggravated force is not used to accomplish the sexual battery, the person affiliated with the public or private secondary school in an official capacity is guilty of a felony and, upon conviction, must be imprisoned for not more than five years. (C) If a person affiliated with a public or private secondary school in an official capacity engages in sexual battery with a student enrolled in the school who is eighteen years of age or older, and aggravated coercion or aggravated force is not used to accomplish the sexual battery, the person affiliated with the public or private secondary school in an official capacity is guilty of a misdemeanor and, upon conviction, must be fined not more than five hundred dollars or imprisoned for thirty days, or both. (D) If a person affiliated with a public or private secondary school in an official capacity has direct supervisory authority over a student enrolled in the school who is eighteen years of age or older, and the person affiliated with the public or private secondary school in an official capacity engages in sexual battery with the student, and aggravated coercion or aggravated force is not used to accomplish the sexual battery, the person affiliated with the public or private secondary school in an official capacity is guilty of a felony and, upon conviction, must be imprisoned for not more than five years.

Drug and Alcohol-Free Workplace and Schools

The district is committed to providing a drug and alcohol-free learning environment and workplace. Drug and alcohol abuse at school or in connection with school-sponsored activities, on or off school grounds, threatens the health and safety of our students and our employees and adversely affects the educational mission of the district. No employee will unlawfully manufacture, distribute, dispense, possess, use, or be under the influence of any drug on or in the workplace. "Drug" means any narcotic drug, depressant, stimulant or hallucinogenic drug, amphetamine, barbiturate, marijuana, counterfeit drug, imitation controlled substance, "lookalike" substance, synthetic or designer

drug (bath salts and synthetic marijuana), or any other controlled substance as defined by the acts cited below. No employee will manufacture, distribute, dispense, possess, use, or be under the influence of alcohol on premises of the workplace. Further, no employee will possess drug paraphernalia on the premises of the workplace.
"Workplace" means the site for the performance of work. That includes any school building or any school premises and any school-owned vehicle or any other school-approved vehicle used to transport students to and from school or district activities. It also includes off-school property during any school sponsored or school-approved activity, event, or function, such as a field trip or athletic event where students are under the jurisdiction of the district. As a condition of employment, any employee who is charged with violating state or federal law related to unlawful drug use, sale, or possession will notify his/her supervisor within five work days after the employee is charged. For additional information, please refer to board policy, *GBEC Drug and Alcohol-Free Workplace and Schools.*

Tobacco-Free Workplace

The board affirms tobacco use and exposure to secondhand smoke (environmental tobacco smoke) are hazardous to the health of human beings, especially children. For purposes of this policy, tobacco product means a substance that contains tobacco and is intended for human consumption, including but not limited to, cigarettes, cigars, chewing tobacco, smokeless tobacco, pipes, and snuff. Alternative nicotine product means any vaping product (whether or not it contains nicotine) including but not limited to, electronic smoking devices that can be ingested into the body by chewing, smoking, absorbing, dissolving, inhaling, or by any other means. The board commits to the following:

- maintaining a 100 percent tobacco-free, smoke-free environment for all students, staff, parents/guardians, contract and other workers, volunteers, visitors, and other members of the public within all district facilities, vehicles, and grounds. This includes any building, facility, and vehicle owned, operated, leased, rented, or chartered by the district and applies to all school sponsored or school-related events on or off school grounds. This also includes:
  - prohibiting the use of any tobacco product or alternative nicotine product by persons attending a school-sponsored event when in the presence of students or staff or in an area where smoking or other tobacco use is otherwise prohibited by law.
  - prohibiting the possession of all tobacco products, alternative nicotine products, or associated paraphernalia on district property or at off-campus school-sponsored events.
  - utilizing tobacco use prevention curricula aligned to the South Carolina Academic Standards for Health and Safety Education.
  - providing access to cessation counseling or referral services for all students and staff.

The district will enforce this policy through appropriate disciplinary actions for violators, including but not limited to, the following:

- student/parent/guardian/administrator conferences
- mandatory enrollment in a tobacco prevention education or cessation programs
- community service
- in-school suspension
- suspension from extracurricular activities
- out-of-school suspension staff
- verbal reprimand
- written notification placed in personnel file
- suspension
- mandatory enrollment in a tobacco prevention education program
- voluntary enrollment in a cessation program

Contract or other workers

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

Visitors, volunteers, or members of the public

- verbal request to leave school property
- termination from volunteer positions
- forfeiture of any fee charged for admission
- prosecution for disorderly conduct after repeated offenses

All staff members are expected to enforce the policy under the direction of the principal or district administrator. Any violation of this policy should be reported to the school or district administration. For additional information, please refer to board policy, GBED Tobacco-Free Workplace.

STAFF RIGHTS AND RESPONSIBILITIES

Staff members have a responsibility to become familiar with, and abide by, federal and state laws that affect their work and the regulations designed to implement them. The same requirement applies to the policies of the board and related administrative rules and procedures. The board expects all staff to carry out their assigned responsibilities with conscientious concern. Essential to the success of ongoing district operations and the instructional program are the following specific responsibilities which the district requires of all personnel: faithfulness and promptness in attendance at work support and enforcement of policies of the board and administrative rules and procedures diligence in submitting required reports and assignments promptly at the times specified care and protection of school property attendance at school or district functions in accordance with expectations of the district concern and attention toward his/her own and the board's legal responsibility for the safety and welfare of students, including the need to ensure that students are under supervision at all times In their association with students, staff members should exhibit an appropriate and professional demeanor through their manner, dress, courteousness, industry, and attitude in order to establish themselves as role models who influence the development of young people. The board expects staff members to be exemplary models, as well as provide exemplary instruction. In carrying out essential job functions, staff members may be privy to confidential information regarding students, coworkers, or district operations. Staff members are expected to

maintain the confidentiality of any such information and should only discuss such information with those who have a professional or legitimate educational interest in the information. Further, staff members should use extreme care to protect against negligent or inadvertent disclosure of such information. For additional information, please refer to board policy, GBE Staff Rights and Responsibilities. The board recognizes the need for a procedure providing a prompt and effective means of resolving differences that may arise among employees and between employees and administrators. A grievance is a disagreement involving the work situation in which an individual or group of individuals believes an injustice has occurred due to one of the following reasons:

- lack of policy or unfair policy
- deviation from a policy
- misapplication or misinterpretation of a policy or Employee

contract should secure an equitable solution of grievances at the most immediate administrative level. Employees are encouraged to seek resolution of disputes under the existing grievance regulations and will have the right to do so with complete freedom from reprisal. It is important to settle grievances as quickly as possible. Therefore, there will be no extension of the prescribed time for moving through the grievance procedure except upon a compelling show of good cause. All appeals for such an extension of time will be to the superintendent, whose decision will be final. The superintendent is responsible for maintaining administrative procedures that will facilitate this policy, which are specified in administrative rule,

Grievance Procedures

The board encourages employees to discuss their concerns or complaints informally with their supervisors. Often, the cause of a problem or concern is merely a misunderstanding among the individuals involved. If, however, an employee feels that a formal mechanism for raising his/her concern or problem is needed, he/she should follow the proper procedures for filing a grievance. The purpose of this procedure is to settle, at the lowest possible administrative level, employee complaints relating to contracts, salaries, and working conditions. The district will keep these proceedings as informal and confidential as may be appropriate at all levels of procedure.

Step One: An employee who wishes to file a grievance must complete the prescribed grievance form GBK-E and present it to his/her direct supervisor within five (5) business days following either the event giving rise to the grievance or the time when the employee reasonably should have gained knowledge of its occurrence. Should the employee believe that resolution of the grievance requires a decision beyond the supervisor's level or area of authority, the employee will so state such belief upon submitting the grievance form. The appropriate supervisor will arrange a meeting with the employee within ten (10) business days of receipt of the grievance. The supervisor will provide the employee with a written response to the grievance within ten (10) business days after the meeting. The response will include the name of the next level supervisor to whom the grievance may be appealed, provided such appeal is presented in writing within ten (10) business days.

Step Two: The grievance may be appealed through each supervisory or administrative level to the superintendent or his/her designee. At each level, the procedure above will be followed. The original grievance and the supervisor's response will serve as the basis of the meeting. The employee and the supervisor at the preceding level may summarize the facts previously presented. On appeals to the superintendent, the superintendent or his/her designee will arrange a meeting within ten (10) business days of receipt of the grievance and will respond in writing to the employee within ten (10) business days of his/her hearing of the grievance. The superintendent or his/her designee may, at his/her discretion, hear witnesses and evidence directly. At a grievance hearing before the superintendent or his/her designee, the employee may be accompanied by a representative of his/her choosing who is an employee of the district.

Appeal to the Board of Trustees

After following the above procedure, an employee may request a meeting with the board of trustees for the purpose of discussing the grievance which arose from his/her employment. The request will be made in writing to the superintendent or his/her designee within five (5) business days of the superintendent's or his/her designee's response to the grievance. The superintendent will, at the next regularly scheduled board meeting, present to the board the request that the grievance be heard, together with copies of all correspondence and responses from the lower administrative levels. The board will notify the employee of its decision (whether or not to meet with the grievant to discuss the grievance) within ten (10) business days. Should the board decide to hear the appeal, the format will be informal and non-adversarial for the discussion of employment as allowed under S. C. Code of Laws, 1976, as amended, Section 30-4-70.

Procedure for Appeal of Termination of Support Personnel

In the case of termination of a classified employee, an appeal of the decision may be made initially to the principal, department head, or other person having final responsibility for the decision. The employee may take a further appeal of the termination to the superintendent or his/her designee. Finally, the employee may request a meeting with the board to discuss the grievance in accordance with the procedure outlined above.

Civil Rights Grievances

The grievance procedures set forth above are to be used to process employee complaints based on alleged violations of Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973, and Titles I and II of the Americans with Disabilities Act of 1990 referred to as "civil rights grievances." However, if the grievance is not resolved after the first two levels above, the employee may appeal in writing to the district's civil rights coordinator or to the 504 coordinator if the complaint involves an alleged violation of Section 504. The names and positions of the civil rights and 504 coordinators are published annually in the district's employee handbook. Employees may also contact the chief human resources officer for assistance in contacting the appropriate coordinator. If the employee does not file such appeal within five (5) business days of the grievant's receipt of the written response, the employee waives his/her right to appeal. If the employee files an appeal, the civil rights coordinator or the Section 504 coordinator will conduct an investigation

into the claim as appropriate. He/She will conduct a hearing within ten (10) business days following any investigation. All interested persons and their representatives, if any, will have an opportunity to submit evidence relevant to the complaint. The civil rights coordinator or Section 504 coordinator will render a decision on the matter within ten (10) business days after receipt of the grievance or if a hearing is conducted, within ten (10) business days after the conclusion of the hearing. The decision, and any description of the resolution, will be in writing and a copy forwarded to the grievant. After appeal to the civil rights coordinator, the grievant may follow the procedures described above beginning with appeal to the superintendent or his/her designee.

Director of Title IX: Kelly Larkins
Office Address: 763 Fashion Drive, Columbia, SC 29229
Mailing Address: 124 Risdon Way, Columbia, SC 29223
Email: klarkins@richland2.org

Title VI Coordinator (discrimination based on race, color or national origin): Kelly Larkins

Address: 763 Fashion Drive, Columbia, SC 29229 Mailing Address: 124 Risdon Way, Columbia, SC 29223
Email: klarkins@richland2.org

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

Retaliation

In accordance with state and federal laws and regulations, the district nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege because the individual made a report, a complaint, testified, assisted, participated in, or refused to participate in any manner in an investigation or proceeding under this policy. The district will keep confidential the identity of any individual who made a report or complaint, any individual reported, any respondent and any witness except as permitted or as required to carry out the purposes of policy and its procedures thereunder. Charging someone with making a materially false statement in bad faith, does not amount to retaliation, provided that a determination regarding responsibility alone is not sufficient to conclude that any party made a materially false statement in bad faith.

EMPLOYEE ETHICS

Staff members will not engage in any activity that conflicts or raises a reasonable question of conflict with their responsibilities in the district. No employee will:

- Engage in or have a financial interest, directly or indirectly, in any activity that conflicts or raises a reasonable question of conflict with his/her duties and responsibilities in the district.
- Engage in work of any type where information concerning a customer, client, or employer originates from any information available to him/her through district or school sources.
- Sell instructional supplies, equipment, or reference books in the attendance area served by his/her school nor furnish the names of students or parents/legal guardians to anyone selling these materials.

Nepotism

S.C. Code Ann. Section 8-13-750 of the South Carolina Ethics Act provides that no board member or public employee may cause the employment, appointment, promotion, transfer or advancement of a family member to a position in the district. Similarly, no board member or public employee may participate in an action related to the discipline of the board member's or public employee's family member. "Family member" includes the board member's spouse, parent, brother, sister, child, mother-in-law, father-in-law, son-in-law, daughter-in-law, grandparent, or grandchild [S.C. Code Ann. Section 8-13-100 (15)]. The board further includes in the definition of "family member" an individual claimed by a board member or a board member's spouse as a dependent for income tax purposes.

In an effort to minimize conflicts of interest that may arise under the Ethics Act and serve the best interest of the district, no family member of the superintendent or superintendent's cabinet (i.e., assistant superintendent, chief officer) will be hired by the district. S.C. Code 59-25-10 provides that no board member's immediate family member (parent, child, brother, sister) may be employed without the written consent of the board. Additionally, no family member of the superintendent or superintendent's cabinet (i.e., assistant superintendent, chief officer) will be hired by the district.

An employee whose family member is subsequently elected to the board, appointed as superintendent, or assumes a superintendent's cabinet position (i.e., assistant superintendent, chief officer) may remain employed by the district, but is ineligible for promotion, except where the promotion is from classified employment to a certified teaching position.

Additionally, a board member will abstain from voting on the annual ratification of personnel for his/her family member(s), but will participate in voting on the annual ratification of personnel for other district employees. Upon election to the board, the board member is to identify in writing the names of family members employed by the district.

For the purpose of this policy, an employee's family member is defined as his/her spouse, child/stepchild, parent/stepparent, brother/stepbrother, sister/stepsister, grandparent, grandchild, mother/father-in-law, brother/sister-in-law, son/daughter-in-law, aunt, uncle, nephew, niece.

Family members may be assigned to the same work location; however, an employee cannot exercise supervisory or administrative authority over a member of his/her family, nor serve in a lateral administrative role at the same location as a family member (e.g., assistant principal, assistant administrator, curriculum effectiveness specialist, athletic director).

State Ethics Law

A public school employee is under the jurisdiction of the "Ethical Conduct of Public Officials and Employees," Section 8-13-700, et. seq., S.C. Code of Laws, and is subject to the rules of conduct of the statute. Such rules include the following A public employee may NOT directly or indirectly, knowingly ask, demand, exact, solicit, seek, accept, assign, receive, or agree to receive anything of value* for himself/herself or for another person in return for the following:

- being influenced in the discharge of his/her official responsibilities
- being influenced to commit, aid in committing, collude in, allow fraud, or make an opportunity for the commission of fraud on a government entity
- being induced to perform or fail to perform an act in violation of his/her official responsibility

Anything of value" is anything tangible or intangible including money, promises of employment, gifts, honorarium, food, transportation, and entertainment. The following items are excluded:

- printed informational or promotional material, not to exceed $10 in monetary value
- items of nominal value, not to exceed $10, containing or displaying promotion materials
- a personalized plaque or trophy with a value that does not exceed $150
- educational material of nominal value directly related to the public employee's official responsibilities
- an honorary degree bestowed upon a public employee by a public or private college or university
- promotional or marketing items offered to the general public on the same terms as the public employee
- receive anything of value for speaking before a private or public group. An employee may accept a meal if everyone else gets the same meal and may receive reimbursement for actual expenses if the expenses are reasonable as to time and manner.
- use his/her position to obtain an economic interest for himself/herself, a member of his/her immediate family, or an individual or business associate. If the employee is required to make a decision or take an action which benefits the aforementioned, he/she must prepare a written statement describing the matter and the nature of the potential conflict of interest and submit it to his/her superior, who will assign the matter to another employee.
- use public materials, personnel, equipment, or confidential information to obtain an economic interest. He/She may not receive money in addition to normal compensation for advice or assistance given in the course of employment.
- cause the employment, promotion, or advancement of a family member to a position he/she supervises, nor may participate in a disciplinary action of a family member.
- participates directly in procurement and resign and accept employment with a person contracting with the school district if the contract falls or would fall under the departing employee's responsibilities.
- use governmental personnel, equipment, or materials in an election campaign.
- serve as a member or employee of a government regulatory commission that regulates any business with which the employee is associated.
- represent another person before a governmental entity.

In cases where an employee is required to take action or make a decision which affects himself/herself or other individuals, the employee will take such steps as the Ethics Commission will prescribe to remove the potential conflict of interest. For additional information, please refer to board policy, *GBEA Conflicts of Interest/Staff Ethics*

GIFTS TO AND SOLICITATIONS BY STAFF

Selling Items for Personal Profit

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

Soliciting of Employees

No organization may solicit funds from employees within the district and the schools or distribute flyers or other materials related to fund drives through the schools without the approval of the superintendent or his/her designee. Employees will not be made responsible or assume responsibility for the collection of any money or distribution of any fund drive literature within the schools without such activity having the appropriate approval.

As a matter of policy, the board expects such activities to be kept to a minimum. The superintendent will seek direction from the board in instances where prior practice has set no policy as to a particular fund drive.

Gifts from Employees to Employees

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

Gifts to Employees

Employees are expected to be ethical in their relationships with students, parents, other school personnel, and all companies with whom the district does business.

Employees may accept no personal gifts, bonuses, or gratuities -- consistent with guidelines issued by the State Ethics Commission -- from companies which do business with the district, whether or not companies give such gifts in the hope of increasing the sale of a product or to influence school personnel. Exceptions to this policy are the acceptance of minor items that are generally distributed by the company or organization through their public relations program.

Any gifts received as the result of the district's business, financial or operational affairs will accrue to the school system as a unit.

The board discourages the giving of gifts to employees by students as well as the exchange of gifts at holiday parties. For additional information, please refer to board policy, *GBEBC Gifts to and Solicitations By Employees*

STAFF PARTICIPATION IN COMMUNITY AND POLITICAL ACTIVITIES

Employee Candidacy

The board recognizes that employees of Richland School District Two have the same fundamental civic responsibilities and privileges as other citizens. Among these are campaigning for

an elective public office or holding an elective or appointive public office to the extent that neither activity conflicts with the employee's duties in the school district. At the earliest possible moment, an employee who wishes to seek an elected or an appointed position on a governing board or agency should verify in writing to his/her immediate supervisor that such position will not conflict with state or federal law and/or regulations concerning the employee's right to serve (dual office holding, conflict of interest, etc.). The verification should include the position sought and the employee's intention as to the anticipated continued employment and the conditions of that employment. The immediate supervisor and the employee will meet with the superintendent to discuss obvious and/or implied difficulties which might conflict with the employee's work in the district. The superintendent will notify the employee of the administration's recommendations in the matter. The superintendent will inform the board of an employee's intention to campaign for public office or hold an elective or appointive public office. The superintendent will also inform the board of the administration's recommendations in the matter. If the request for continued employment is approved, the superintendent will determine the terms and conditions of the employment. If the request for continued employment is denied and the employee declines to resign, the superintendent may initiate termination procedures consistent with board policy. In connection with campaigning and/or holding public office an employee must not do the following:

- use school system facilities, equipment, or supplies
- discuss his/her campaign with district personnel, students, parents/guardians, or citizens during normal work hours
- use any time during normal work hours for campaigning purposes, either through his/her own activities

The board firmly believes in the democratic process and its principles. Additionally, the board believes in the exposure of mature students to persons of political prominence and current events is an important part of education. However, the board opposes those actions that transform the schools into arenas for political activity, including advocating for any political party or any candidate for public office. Such activity can and does create friction within the school and is thus disruptive to the educational processes and programs of the school. Therefore, the board directs that no one may post or distribute cards, flyers, pamphlets, brochures, signs, pins, badges, or any other political paraphernalia espousing any political party or candidate at any time on school property. No one may collect or solicit funds for political use or solicit for campaign workers on school property. No one can use the district or school communications systems, including telephones, email, or voice mail in an election campaign. Further, no employee will, during the school day, on school property, or at a school-sponsored event, influence or attempt to influence any student, teacher, parent/guardian, or other person to vote for or against any candidate. During the school day, on school property, or at a school-sponsored event, no employee will contact any student, teacher, parent/guardian, or other person for the purpose of espousing any candidate or political party or use any district property for the purpose of espousing any candidate or political party. No school publication will advertise or accept for advertisement any material promoting any political party or any candidate for public office. Nothing in this policy is to be construed as precluding the dissemination of general information concerning a school tax and/or a bond referendum. An employee may not attempt to influence anyone to support or oppose these issues nor may the employee distribute materials supporting or opposing these issues while on school grounds or while working. Nothing in this policy is to be construed as precluding mock elections, debates, conventions, or other simulated political activities where the activity is primarily intended as an educational experience.

For additional information, please refer to board policy, *GBI Staff Participation in Political Activities*.

EMPLOYEE HEALTH

TB Health Screening

The district will not initially hire any person to work in the district until the person has been appropriately evaluated for tuberculosis according to guidelines approved by the South Carolina Department of Public Health. The district will not require tuberculosis reevaluation for employment in subsequent years unless otherwise indicated by such guidelines. Any person applying for a position in any of the district's schools will, as a prerequisite to employment, secure a health certificate from a licensed physician certifying that such person does not have tuberculosis in an active stage. The physician will make the aforesaid certification on a form supplied by the South Carolina Department of PublicHealth. *DHEC Form 1420*

Health Examinations

School bus drivers are required to pass a physical examination prior to hire and every two years thereafter. Each driver must provide a copy of his/her qualifying Medical Examination Report to the transportation dept. If the district has questions or concerns regarding the physical or mental capability of an employee to perform the essential functions of his/her position with or without reasonable accommodations, the district may require an appropriate health examination.

Communicable Diseases

The board defines a chronic communicable disease as a persistent or recurring infection that may be transmitted to a susceptible person by contact with an infected individual. The U.S. Centers for Disease Control and Prevention (CDC) will be the definitive authority on the identification and transmission of chronic communicable diseases. It is not the policy of the district to automatically suspend employees with a chronic communicable disease. It is the policy of the district to protect the health of members of the community by implementing a program of education, prevention, and reporting with respect to chronic communicable diseases in cooperation with state and local public health agencies. The district may reassign an employee with a chronic communicable disease to a position that limits student/ employee contact. Alternatively, the district may place the employee on medical leave if medical judgment substantiates that said employee poses a significant health threat to students and/or other employees. The school board reserves the right to remove or exclude any employee whose physical condition would interfere with his/her ability to work or would expose other students or employees to infection. This district will notify other staff and students of the existence of a communicable disease in accordance with regulations and guidelines of DHEC.

HIV & AIDS

The presence of a person living with HIV infection or diagnosed with acquired immunodeficiency syndrome (AIDS) poses no significant risk to others in school, daycare, or school athletic settings.

The district does not discriminate on the basis of HIV infection or association with another person with HIV infection. In accordance with the Americans with Disabilities Act of 1990, an employee with HIV infection may continue working as long as he/ she is able to perform the essential functions of the position, with reasonable accommodation, if necessary. If an employee has been removed or excluded as provided above, as a condition for return to work, the district may require a satisfactory certificate from the employee's physician that the employee's presence is no longer a risk to the employee or to others at school.

Privacy

Students or staff members are not required to disclose HIV infection status to anyone in the education system. HIV antibody testing is not required for any purpose. Every employee has a duty to treat as highly confidential any knowledge or speculation concerning the HIV status of a student or other staff member. Violation of medical privacy is cause for disciplinary action, criminal prosecution, and/or personal civil liability. No information regarding a person's HIV status will be divulged to any individual or organization without a court order or the informed, written, signed, and dated consent of the person with HIV infection (or the parent/guardian of a legal minor). The written consent must specify the name of the recipient of the information and the purpose for disclosure. All health records, notes, and other documents that reference a person's HIV status will be kept under lock and key. Access to these confidential records is limited to those named in written permission from the person (or his/her parent/guardian) and to emergency medical personnel. Information regarding HIV status will not be added to a student's permanent educational record.

Infection Control

All employees are required to consistently follow infection control guidelines in all settings and at all times, including on playgrounds, school buses, in locker rooms and in athletic settings. Schools will operate according to the standards promulgated by the U.S. Occupational Safety and Health Administration and the CDC. Equipment and supplies needed to apply the infection control guidelines will be maintained and kept reasonably accessible. A school staff member is expected to alert the person responsible for health and safety issues if a student's health condition or behavior presents a reasonable risk of transmitting an infection. If a situation occurs on district property or at a district-sponsored event in which a person might have been exposed to an infectious agent, such as an instance of blood-to-blood contact, school authorities will counsel that person (or, if a minor, alert a parent/guardian) to seek appropriate medical evaluation.

All school staff members will participate in a planned educational program that conveys factual and current information about HIV and other blood borne pathogens; provides guidance on infection control procedures; informs about current law and state, district, and school policies; assists staff to maintain productive parent and community relations; and includes annual review sessions. Certain employees will also receive additional specialized training as appropriate to their positions and responsibilities.

For additional information, please refer to board policy, *GBA Staff Health.*

INFORMATION TECHNOLOGY

The board supports the use of the Internet and electronic communications by employees to improve teaching and learning through interpersonal communication, access to information, research, training and collaboration, and dissemination of successful educational practices, methods, and materials. Employees will take responsibility for their own use of district technology devices and the district network to ensure compliance with board policy. "District technology device" means any district-owned computer, hardware, software, or other technology. *Policy GBEE Internet and Electronic Communication Issued 5/19 Note: This policy constitutes only a portion of the district Internet Acceptable Use/Safety Policy.*

No Expectation of Privacy

District administration will continuously monitor all uses of district technology devices and the district network. The superintendent and/or his/her designee are authorized to access, inspect, monitor, and/or store any computer files, emails, internet usage logs, or any other electronic data at any time and for any purpose without staff consent or authorization. Employees have no expectation of privacy in their use of district technology devices or the district network. Employees are expected to cooperate fully with any investigation concerning or relating to the use of district technology. The district will cooperate fully with local, state, or federal officials in any investigation concerning or related to any illegal activities conducted with district technology devices or through the district network.

Public Records

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

Unauthorized and Unacceptable Uses

Due to the rapid evolution of technology, every possible use of district technology devices cannot be addressed in board policy. If a staff member has a question regarding the appropriateness of a given use of technology, he/she should consult his/her direct supervisor or building principal for guidance. Generally, employees are expected to protect the health, safety, and emotional well-being of students and to preserve the integrity of the learning environment. Employees should preview and assess the appropriateness of any content accessed using district technology devices, accessed through the district network, and/or shared with students. Online or electronic conduct that distracts or disrupts the learning environment; adversely affects the reputation or image of the school district, the staff, or the board; or other conduct in violation of this or related district policies

may form the basis for disciplinary action, up to and including termination. No staff member will access, create, transmit, display, or forward any material that does the following: promotes violence or advocates destruction of property including, but not limited to, access to information concerning the manufacturing or purchasing of destructive devices or weapons contains pornographic, obscene, or other sexually oriented material, either as pictures or writings, threatens, demeans, or promotes violence or hatred against another person or group of persons with regard to race, color, sex, religion, national origin, age, martial status, disability, genetics, or handicap uses inappropriate or profane language likely to be offensive to others in the school community violates third-party copyright or license agreements or otherwise constitutes unauthorized use of and/or copying of materials Staff may not post chain letters or engage in "spamming" (i.e., sending unnecessary messages to a large number of people). Staff may not use district technology devices for any commercial purposes including, but not limited to, providing goods or services for personal gain. The superintendent and/or his/her designee may remove or otherwise restrict an employee's access to district technology devices or the district network if it is determined the employee engaged in unauthorized and/or inappropriate activity or violated the district's acceptable use policies. Violations of district acceptable use policies may result in disciplinary action, up to and including termination.

AR IJNDB-R(1) Electronic Communications and Data Management (Acceptable Use of Technology) *Issued 10/19 This administrative rule governs the use of the district's computers, network, Internet, and electronic research and communication resources and is intended to protect the integrity of district operations and instructional programs, as well as to outline the rights and responsibilities of district employees and guest users.* These rules will be in effect at all times and places whether on or off of district property. Scope. This administrative rule applies to the following persons/entities: all district employees including regular, part-time, temporary, and contract employees all students enrolled in district schools all other authorized users of any of the district's technology resources, regardless of district affiliation or reason for usage all district owned or operated technology resources or systems which are subscribed to and/or paid for by the district.

Confidential Information

The district's research, information and communication resource systems have security measures in place; however, such measures do not guarantee total security. As a result, information generally considered to be personal or confidential should not be sent via the district's communication resources except through means deployed for that purpose or approved for that purpose by the Information Technology Department. The district cannot assume responsibility for lost or stolen information sent or received via the district's communication resources.

General Digital Technologies Usage and Online Access

The following actions are prohibited:

- knowingly loading or creating viruses
- loading or attempting to load software or data on district devices, systems or networks without prior authorization from the Information Technology Department
- accessing or modifying data without authorization
- modifying passwords without authorization
- computer vandalism, defined as any malicious or unauthorized attempt to harm or destroy equipment or data, files, or other electronic information not belonging specifically to the user
- destruction of electronic records once the potential for litigation has been identified

Network and Internet Usage

Access to the district network and Internet is made available to authorized users for educational and district operational purposes. All authorized users will receive instruction on proper use of the district's network and Internet system. IJNDB-R(1) IJNDB-R(1) 1 of 4 The district will not be liable for the users' inappropriate use of the district's electronic communication resources or violations of copyright restrictions, users' mistakes or negligence, or costs incurred by users. The district will not be responsible for ensuring the accuracy or usability of any information found on the Internet. The district prohibits the use of its network and the Internet to intentionally access, view, download, store, transmit, or receive any information that contains material which is in violation of any district policy or administrative rule, or any local, state, and/or federal laws or regulations. Prohibited material includes, but is not limited to, the following:

- obscenity or pornography
- threats
- material that is intended, or could reasonably be perceived, to be harassing or discriminatory
- inappropriate use of material that is copyrighted or protected by trade secret
- material used to further any commercial business, product advertising, virus transmission or political activity
- material that is potentially disruptive of the learning environment.

The district reserves the right to monitor and/or review all uses of the district network and the Internet, and users should not have any expectation of privacy in any information accessed, viewed, downloaded, stored, transmitted, or received.

Internet and Online Safety

The Internet can provide a vast collection of educational resources for students and employees. It is a global network that makes it impossible to control all available information. The school district makes no guarantees as to the accuracy or appropriateness of information received on the Internet.

Accessing Inappropriate Sites

Employee and visitor activities may be monitored by the district to detect unauthorized uses of the Inter- and Intranet and or

access to inappropriate sites that have visual depictions that include obscenity, child pornography and other pornography or otherwise are violations of this administrative rule.

Reporting

District and school computer technicians as well as other school district employees who are working with a computer and come across sexually explicit images of children must report this to local law enforcement. The report must include the name and address of the owner or person in possession of the computer. Staff who supervise students, control electronic equipment, or otherwise have occasion to observe student use of technology online shall make reasonable efforts to monitor the use of the equipment to assure that it is used in a manner consistent with its educational purpose.

Online Behavior Education Program

The district will educate minors about appropriate online behavior, including interacting with other individuals on social networking websites, in chat rooms, cyberbullying awareness and response, and the safety and security of users when using electronic mail and other forms of direct electronic communications. The superintendent or his/her designee will develop a program to educate students on these issues.

Off-Campus Conduct

Teachers and staff members should be aware that the district may take disciplinary actions for conduct initiated and/or created offcampus involving the inappropriate use of the Internet or webbased resources if such conduct poses a threat or substantially interferes with or disrupts the work and discipline of the schools, including discipline for student harassment and bullying.

Electronic Mail (Email) Usage

The district's email system is made available to authorized users for educational and district operational purposes. All authorized users will receive instruction on proper use of the district email system. The district prohibits the use of its email system for unprofessional and/or inappropriate purposes to include, but not be limited to, the following:

- creating, transmitting, or receiving emails containing any language or depictions that could reasonably be perceived by others as being offensive, threatening, obscene, sexual, racist, or discriminatory
- any use that violates local, state, and/or federal laws or regulations
- setting up or operating a commercial business

All electronic messages created, transmitted, or received via the district's email system, including those created, transmitted, or received for personal use, are the property of the district. The district reserves the right to archive, monitor, and/or review all use of its email system and users should not have any expectation of privacy in any electronic message created, transmitted, or received on the district's email system.

Handheld Communication Device Usage

District-issued cell phones or other handheld communication devices are to be used only by the employee to whom the phone or communication device was issued and are to be used only for matters directly related to the employee's job responsibilities. The district reserves the right to monitor and/or review all use of district-issued phones and communication devices and users should not have any expectation of privacy in any use of a district-tissued phone or communication device.

Removable Media Security/Transportation of Data

Removable media means any device or process capable of storing or transporting data that can be removed from, introduced to, or electronically transmitted to or from the fixed data storage systems of the district. Removable media refers to, but is not limited to, flash drives, thumb drives, memory sticks, memory pens, generic PMP3 players, digital cameras, CD ROM media, DVD media, magnetic tape, electronic handheld devices (PDAs, cell phones, iPods, or Blackberry devices), portable computers, external hard drives, floppy disks, or any device capable of storing data. Removable media also refers to any process capable of transferring data or information. These processes include, but are not limited to, electronic mail or file transfer protocols capable of transferring data or information. All district employees have personal responsibility to keep employee information and student information secure and confidential. The use of removable media for the purpose of transporting and/or string data is restricted to data that is only of a non-sensitive, non-confidential nature. Unless under specific agreement or instructions, employees or district contractors are prohibited from using removable media for the purpose of storing and/or transporting sensitive or confidential information about employees or students.

Personal Use of District Research, Information and Communication Resources

Limited personal use of district computers, the district network and the Internet and electronic research and communication resources is permitted to the extent that such use does not disrupt or interfere with the operation of the district and its instructional programs. Excessive personal use that may or does so disrupt or interfere is prohibited.

Third-Party Access to Systems and/or Data

Within limited circumstances, the district sub-contracts specific work to be performed on behalf of the district in areas including, but not limited to, software development, system support, hardware acquisition, provisioning, and training. As part of these agreements, specific authority is granted to the sub-contracted third party to access the district's network and data, including student information and financial information. These agreements and authorities of access to systems, networks or data are temporary in duration and bound by non-disclosure principles, confidentiality, and time frames established within the agreement between the district and any third party. All local, state, and federal statutes, laws, or regulations regarding confidentiality of student information or financial information apply. Subcontracted work being performed on behalf of the district is limited to the specified parameters within the agreement. Upon completion of the agreed upon work, access to district systems or data is to be considered terminated. This termination of access will be accomplished either by manual action taken by district information services, or considered as the default access status of the third party following the completion of agreed upon work or tasks. At no time will access to systems or data be continued beyond the completion of work or duration of specified time. Any physical or virtual access, either locally or remotely, to networks, systems, or data must be

approved by district information services or the superintendent. No other district entity holds the authority to grant access to any networks, systems, or data. In circumstances where access is granted, the specific access is valid only for the duration of specifically agreed upon work and/or time frames. At the completion of agreed upon work, access is considered terminated. Once access is considered terminated, new authority of access must be granted by district information services or the superintendent prior to any new work, continuance of work, or attempted access. Continuance of access authority is never automatic or to be assumed by any third party. *Policy IJNDB-R(1)*.

Violations

All authorized users of district research and communication resources are expected to report any use that is believed to be unauthorized, excessive or otherwise in violation of this administrative rule. District employees who witness, experience or otherwise learn about a suspected violation should report the matter to their immediate supervisor. Students who witness, experience or otherwise learn about a suspected violation should report the matter to a teacher or school administrator. Other authorized users who witness, experience or otherwise learn about a suspected violation should report the matter to a district administrator.

An employee's personal use of non-district issued electronic communications resources outside of working hours will be the concern of and warrant the attention of the board if it impairs the employee's ability to effectively perform his/her job responsibilities or as it violates local, state, or federal law, or contractual agreements (see policy GBEB regarding use of nondistrict issued electronic resources).

All suspected violations will be investigated thoroughly. If it is determined that a violation of this administrative rule has occurred, the following disciplinary and/or corrective actions may be taken:

- Review of and possible changes to the level of supervision and the circumstances under which use is allowed.
- Limitation, suspension and/or termination of the violator's use privileges.
- For student violators, disciplinary measures consistent with the district's student discipline code, up to and including expulsion.
- For employee violators, disciplinary measures determined to be appropriate based on the seriousness of the violation, up to and including termination.
- Report to law enforcement when the violation is believed to constitute a violation of a state or federal law or regulation.

Security

Removable media means any device or process capable of storing or transporting data that can be removed from, introduced to or electronically transmitted to or from the fixed data storage systems of Richland School District Two. Removable media refers, but is not limited to, flash drives, thumb drives, memory sticks, memory pens, generic MP3 players, digital cameras, CD ROM media, DVD media, magnetic tape, electronic handheld devices (PDAs, cell phones, iPods, or Blackberry devices), portable computers, external hard disk drives, floppy disks or any device capable of storing data. Removable media also refers to any process capable of transferring data or information. These processes include, but are not limited to, electronic mail or file transfer protocols capable of transferring data or information.

All district employees have a personal responsibility to keep employee information and student information secure and confidential. The use of removable media for the purpose of transporting and/or storing data is restricted to data that is only of a non-sensitive, non-confidential nature. Unless under specific agreement or instructions, employees or district contractors are prohibited from using removable media for the purpose of storing and/or transporting sensitive or confidential information about employees or students.

Personal Electronic Communication Devices

The board recognizes that employees should model for students appropriate use of cellular phones and other personal electronic devices during the workday. Employees may not use cellular phones or other personal electronic communication devices for non-district-related business while they are engaged in instruction or in any other manner that may interfere with the essential functions of their position. This includes the sending of text messages or instant messages.

Employees are expected to exercise professional judgment regarding the use of cell phones and personal electronic communication devices and to keep personal business to an absolute minimum. Employees should ensure any such devices are password protected to prevent unauthorized access. The district is not responsible for the damage, loss, or theft of such devices.

EMPLOYEE COMMUNICATIONS

Public's Right To Know/Freedom of Information

The board is a public body and its meetings and records are a matter of public record except as such meetings and records pertain to classified matters as provided by law. Board policies and minutes of school board meetings are available on the district's web site. Citizens may access these documents using their personal devices or the devices available to the public at R2i2. Records pertaining to individual students or staff members will not be released for inspection by the public or any unauthorized persons.

Information Requests

When an individual makes an information request to the district as provided by the South Carolina Freedom of Information Act (FOIA), the district will adhere to established procedures for processing, responding to, and fulfilling the request. All such requests must be made in writing. Specific directions for submitting such requests are available on the district's website. Certain records will be exempted from disclosure and/or redacted as permitted under state and federal law. The schedule of fees for fulfilling requests will be posted on the district's website. A deposit of up to 25 percent of the reasonably anticipated costs for reproduction of any associated records may be required prior to processing the request. The full and actual costs of the response to an information request must be paid at the time the records are

EMPLOYEE BENEFITS AND LEAVE

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

- the uninterrupted continuity of education
- greater teacher-student contact time
- reduced cost

Therefore, the board expects employees to come to work every day. The board recognizes, however, that certain absences are unavoidable. At such times, employees should take leave in accordance with this policy and its accompanying administrative rule. Leave requests must be submitted in advance of the absence, when forseeable. In order that the district may secure an adequate guest teacher and make other appropriate arrangements, employees must provide reasonable and advance notice of absences.

Approval or disapproval of any leave request will be based upon an evaluation of the intrinsic merit of the request and an assessment of the impact of the employee's absence on the continuity of the district's operations. When an employee anticipates being absent, he/she is required to submit an appropriate leave of absence.

Leaves and Absences

Accrual of paid time off

The Richland Two Employee Leaves and Absences Board Policy, GCC/GDC, approved by the board on July 8, 2025. The primary change involves a formal revision to the process for granting Paid Time Off (PTO) to eligible employees.

Key Policy Change
PTO Advancement:
PTO will now be advanced at the start of each fiscal year to eligible employees, rather than being accrued every month. This change aligns the written policy with the district's established practice in recent years. Find out more about Leaves and Absences in Board Policy.

DAYS OF EMPLOYMENT	NUMBER OF DAYS EARNED EACH MONTH	TOTAL NUMBER OF DAYS ADVANCED ANNUALLY
183-195 days	1.2 days	up to 12 days
200-210 days	1.3 days	up to 13 days
215-225 days	1.1667 days	up to 14 days
245 days	1.25 days	up to 15 days

At the end of every fiscal year, any unused PTO is rolled into the employee's accumulated sick leave balance.
An employee may accrue up to 90 days of sick leave provided that such employee does not violate his/her respective contract. Employees will be compensated (up to 15 days) annually for sick leave accrued beyond the 90 day maximum. Such compensation will be at a rate established annually.

If an employee separates prior to the end of the contract period or if employment begins after the beginning of the contract period, PTO entitlement will be prorated. Separation of employment subsequently terminates cumulative PTO.

Payroll Procedures Concerning Absences

Regular pay will be authorized for any PTO, sick leave or annual leave used in accordance with policy. Full salary will be deducted from pay for any days used in excess of the employee's accumulated leave balance.

Use of Paid Time Off

PTO may be used for sickness or personal reasons as designated by the employee. Except in rare instances, paid time off cannot be used during the following periods of the year:

- During in-service days
- The first five or last five days of student attendance
- The day before or the day after the Thanksgiving break, winter holidays, or spring break

Only the current fiscal year's accrual is considered PTO. Unused PTO is rolled into the employee's accumulated sick leave balance. If absences (PTO or sick leave) are submitted during the time periods listed above, medical docu-mentation is required.

Sick Leave

Sick leave may be used for absences caused by personal illness or injury of the employee or the employee's immediate family that requires the employee to provide care for any FMLA eligible absence. For the purpose of this policy, immediate family includes the following:

- spouse
- child/stepchild
- parent/stepparent
- brother/step-brother
- sister, stepsister
- grandparent
- grandchild

The use of sick leave is subject to verification. An employee must submit a healthcare provider's statement verifying an illness as specified below:

- When the employee has been on sick leave for more than 10 working days
- After an absence of three consecutive days
- If the employee requests extended leave

Additionally, the district reserves the right to require an employee to submit a medical healthcare provider's statement verifying an illness when:

- The employee's immediate supervisor believes verification is needed
- The employee's use of sick leave forms a pattern
- Abuse of sick leave is suspected

A healthcare provider's statement that the illness of an immediate family member requires the presence of the employee must be submitted for absences greater than three consecutive days. If an employee does not provide the required healthcare provider's statement within five working days upon written request, the district may take appropriate disciplinary actions, up to and including a recommendation of termination from employment, unless the district receives notice that the employee has experienced severe, extenuating circumstances. The district may require the opinion of a second healthcare provider designated and paid for by the district regarding verification of any illness or disability. The district requires an employee to provide a healthcare provider's statement, prior to returning to work, attesting to his/her ability to perform required duties. Ordinarily, employees will be expected to return to work the first work day after the recuperative period is completed.

An employee may be granted leave without pay for personal illness following the exhaustion of all accrued sick leave.

The district will assign an employee who returns to work the same or similar duties which he/she performed prior to going on leave, if such assignment is in the best interest of the district. If the administration does not consider it to be in the best interest of the district to assign the employee to the position he/she had prior to going on leave or to a similar position, the district will offer the employee a position for which he/she is qualified. The district will place the employee on the payroll at his/her pre-leave salary status.

Annual Leave

For employees serving a minimum of 10 years of consecutive creditable service in the district, accumulated sick leave in excess of 45 days will be converted to annual leave. Employees gener-ally may use annual leave for any reason requiring them to be away from work, after proper notification and approval by their immediate supervisor. An employee may accrue up to 45 days of annual leave.

Vacations and Holidays

For additional information, please refer to board policy, *GDD Support Staff Vacations and Holidays*.

Organ Donor Leave

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

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

Legal Absence

An employee should notify his/her principal or immediate supervisor when called for jury duty or subpoenaed and should submit a copy of the jury duty summons or subpoena to his/ her principal or supervisor. The district will grant an employee leave without loss of pay when he/she is summoned for jury duty or subpoenaed in the line of duty to represent the district as a witness or defendant. Any jury fee or travel payment will be retained by the employee. Whenever an employee is dismissed by the court before the end of the working day, he/she will return to his/her official duties. If an employee must appear in court for any reason other than above, the employee must submit a request to use available leave for the absence. When selected for jury duty, employees may request a postponement to a date that does not conflict with the school term. No salary adjustment will be made unless an employee is found to be using legal leave improperly.

Bereavement Leave

Employees may be granted up to three days of absence with pay for bereavement in their household or in the immediate family. For the purposes of bereavement leave, immediate family is defined as:

- spouse
- child, stepchild
- parent, stepparent
- brother, stepbrother
- sister, stepsister
- grandparent
- grandchild

A one day leave of absence with pay will be allowed, subject to administrative approval, for bereavement involving other family relationships such as:

- mother-in-law
- father-in-law
- brother-in-law
- sister-in-law
- son-in-law
- daughter-in-law
- aunt
- uncle
- nephew
- niece

Military Leave

Requests for military leave should be made in writing to the superintendent as far in advance as possible. An employee who requests military leave should provide the superintendent with a copy of his/her active duty orders.

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

Military leave may be taken when the employee is engaged in training or other duties ordered by the Governor, the Department of Defense, the Department of the Army, the Department of the Air Force, the Department of the Navy, the Department of the Treasury, or any other department or agency of the government of the United States having authority to issue lawful orders requiring military service.

This leave applies to employees who are either enlisted or commissioned members of the South Carolina National Guard, the United States Army Reserve, the United States Air Force Reserve, the United States Naval Reserve, the United States Marine Corps Reserve, or the United States Coast Guard Reserve.

In the event an employee is called upon to serve during an emergency, he/she will be entitled to such leave of absence for a period not exceeding 30 additional days without loss of pay. An extended military leave of absence for a member of the armed forces of the United States will be granted pursuant to federal and state law, so long as the requirements and regulations of the armed forces prevent the employee's return to civil employment.

The board expects employees to request their training for a period when school is not in session.

An employee seeking leave for annual active duty training must forward a written request, including the appropriate verifying data, to the benefits division of Human Resources no later than 30 days prior to the pre-arranged military activity.

Termination

An employee using sick leave will not be terminated from employment for using sick leave, as permitted herein, nor will any such employee be terminated during a continuing period of leave taken for the employee's personal illness, if that period is less than 91 days.

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

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

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

Transfer of Sick Leave

An employee of a state agency transferring to any school district in the state or a school district employee transferring to a state agency may transfer to and retain all sick leave he/she accumulated at his/her former place of employment by submitting a written request in compliance with state law and time limits.

Leave Reimbursement at Retirement/ Separation

An employee who separates from employment or retires from the district may receive reimbursement for up to 45 days of accumulated annual leave (accrued during employment in the district) at a rate established annually. Compensation for up to 45 days of annual leave may be applied to the employee's annual salary for the South CarolinaRetirement System purposes if they are classified as a class II member.

No employee will receive payment for more than 45 days of accumulated annual leave from Richland School District Two during his/her lifetime.

Professional Leave

The board believes that it is desirable to provide professional leave for teachers in order to attract and retain faculty who will continue to grow professionally and enhance their service to the schools of the district. The district may grant temporary leave to an employee for the purpose of attending activities designed to improve employee competency or to improve the instructional or service programs of the district. The superintendent may authorize professional leave for attending state, regional, and national meetings, workshops, and conferences (including observing in other schools) without pay deduction. The employee must apply for prior approval through his/her supervisor. The superintendent will determine the number of allowable professional leave days. The allowance of professional leave will also be subject to budget limitations for employing substitutes and reimbursement for travel, meals, and lodging. Any requests for departure from this policy or instances of excessive absenteeism on the part of any employee, including absences for illness, will be brought to the attention of the superintendent or his/ her designee, and at the superintendent's discretion, to the board. The board will consider requests for leave in excess of the limits prescribed in this policy when such requests are made in writing to the superintendent and presented by the superintendent to the board with a recommendation. Any additional leave, if granted, will be without pay.

Conferences/Training Workshops

The board believes that it is desirable to provide professional leave for teachers in order to attract and retain faculty who will continue to grow professionally and enhance their service to the schools of the district. The district may grant temporary leave to an employee for the purpose of attending activities designed to improve employee competency or to improve the instructional or service programs of the district.

Academic Leave

The board is committed to the principle of providing opportunities for the professional improvement of the district's employees. As a part of a comprehensive program of staff development, the board will grant academic leaves of absence under the conditions outlined in this policy.

Eligibility

Personnel who have been employed for three consecutive years in the district will be eligible for academic leave.

Procedure

A written request for academic leave must be submitted to the chief human resources officer by March 1 preceding the year in which academic leave is desired. The request should contain a statement of purpose and goals of the study. It should also state how the employee's study would be beneficial to the district. Academic leave will be for two consecutive semesters within the same fiscal year. A minimum of 18 college credit hours, or the equivalent, will be earned during the academic leave year. The study should be undertaken to improve skills in the employee's current area of certification or to meet requirements for initial certification or an additional area of certification. An academic leave request will be granted to an employee upon recommendation by the Senior Chief Human Resources Officer and approval by the superintendent.

Each request will be considered on an individual basis. Approval will be based on the job placement and career goals of the employee and the study's possible benefit to the district.

Compensation

Academic leave will be granted without pay. Employees on academic leave will retain all rights and privileges of employment granted by the State of South Carolina and Richland School District Two with the following exceptions: Employees on academic leave will not accrue sick or annual leave; however, accrued sick leave will be carried over should the employee return to work. Employees on academic leave are not covered by workers' compensation. An employee going on academic leave will do the following. Choose whether or not to maintain his/her group health insurance. An employee who chooses to maintain the group health insurance must pay the entire premium (both the employee's portion and the state's portion) and make arrangements with the benefits supervisor for the timely payment of the premium. Choose whether or not to continue making his/her normal contributions to the South Carolina Retirement System. An employee who chooses to continue making contributions must make arrangements with the agency or the retirement system for the timely payment of the contributions. (Unless normal contributions are made, the employee will not earn service credits toward retirement while in a non-pay status.) Choose whether or not to request the State Department of Education to recognize the spent during the academic leave year as being eligible for teaching experience credit. The Division of Teacher Certification regulates the provisions for granting teaching experience credit to certificated employees who return to full-time study.

Return from Academic Leave

A written request to return to active employment must be submitted to the Senior Chief Human Resources Officer by March 15th of the academic year. Official statements of course completion or copies of transcripts showing fulfillment of the eighteen hour college credit requirement will be submitted to the chief human resources officer at the completion of the course of study and prior to reassignment in Richland School District Two. Whenever appropriate, an employee returning to the district from academic leave will be reassigned to the school to which previously assigned; however, the right is reserved by the district to assign the employee in the best interests of the district. For additional information, please refer to board policy, *GCCAF Professional Staff Academic Leave*.

Voluntary Sick Leave Bank

Definition

In order to be approved for the use of sick leave bank days, an employee must be absent from work for a prolonged, continuous period due to a catastrophic personal illness, non-elective surgery, elective surgery with complications, or injury with debilitating complications beyond their control and have exhausted all of their available leave, if applicable. The term "catastrophic" refers to a debilitating medical condition(s), severely complicated disability, severe accident, or other hardship situations documented by an appropriate licensed medical physician that is likely to require an employee's absence and results in an exhaustion of all paid leave. The District defines a catastrophic illness as it is related to the medical condition of the employee, not financial reasons or hardships.

The true definition of "catastrophe" refers to a tragic event ranging from extreme misfortune to utter overthrow or ruin (per the Merriam-Webster Dictionary).

Eligibility

Participation in the Sick Leave Bank will be available to active full-time employees who accrue leave. Employees are eligible to join the Sick Leave Bank during the Bank's open enrollment period after they've completed at least one (1) year of service. Employees must contribute one sick leave day to the bank in order to join. Only bank members who contribute sick leave days will be permitted to use days from the bank for a qualifying, catastrophic personal illness. No more than 30 days will be awarded to any individual from the leave bank during their lifetime.

Request for Membership

The Sick Leave Bank Committee shall announce the open enrollment period and accept applications for membership each year. The open enrollment shall occur during the month of October to be effective the following November 1. Any member of the Sick Leave Bank may withdraw his membership by completing the member cancellation form during the open enrollment period. A person who withdraws his/her membership from the Sick Leave Bank is ineligible to rejoin until the next open enrollment period.

Administration

A Sick Leave Bank Committee shall be formed from the following employees who are enrolled in the Sick Leave Bank:

1Teacher representing the Elementary Schools
1Teacher representing the Middle Schools
1Teacher representing the High Schools
1Employee representing the Support Staff
1Employee representing the District Office
1School Administrator representing the Administration
1 Employee with Medical Knowledge (Lead Nurse/School Nurse)
Ex-Officio Members – Non-Voting
Senior Chief Finance Officer
Senior Chief Human Resources Officer

The committee shall be responsible for reviewing, verifying, approving, or denying requests for Sick Leave Bank withdrawals. Each committee member shall have equal vote. To act on Sick Leave Bank requests, two thirds of the Sick Leave Bank Committee members must be present for the vote and the decision made by majority vote. The committee shall elect the following officers annually from the voting members: Chairperson, Vice-Chairman, and a Secretary.

Procedures for Sick Leave Bank Withdrawals

Application for a withdrawal of days from the Sick Leave Bank should be made by completing the Sick Leave Bank request form along with a statement in writing explaining the circumstances for the request and accompanied by statements of support from the employee's licensed medical physician/ healthcare provider treating the medical condition(s).

All applications will be submitted to the Chairperson of the Sick Leave Committee who will schedule meetings of the Sick Leave Bank committee. The committee will render a decision and notify the applicant within twenty working days after receipt of the application. The employee must not be receiving any other forms of paid benefits such as, but not limited to, long-term disability, disability retirement, or workers compensation. A member of the Sick Leave Bank may apply for a maximum of 30 days during their lifetime but not be granted day(s) until the member has exhausted all forms of paid leave. Sick leave days from the bank will not be granted for absences over 90 consecutive workdays. Once an employee returns to work, any unused leave granted will be returned back to the leave bank. The employee's prior history of absences will be reviewed as part of the determination process. If a history of absenteeism is discovered, the committee may deny the request.

Donation of Sick Leave Days

Entry into the Sick Leave Bank will be the donation of one sick day to the bank. The employee must have a day available to be eligible for membership. Each year, prior to the open enrollment period, members of the Sick Leave Bank will be informed if there is a need to replenish the bank. Additional days will only be requested if necessary. Members will have the option to withdraw their membership in lieu of having to donate additional day(s) as requested. Donated days to the bank will not be designated for a specific employee. The days will go directly in the bank to be used for eligible, approved requests, as determined by the committee. Donation of sick leave days to the Sick Leave Bank are not refundable even if the employee decides to cancel their membership at a later date.

Record Keeping

The Sick Leave Bank Committee shall maintain all records of the Sick Leave Bank. The Sick Leave Bank Committee shall inform the Human Resources department of all applications that have been approved and the amount of leave granted to the employee.

Family & Medical Leave Act (FMLA)

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

Leave Entitlement

An eligible employee is entitled to a total of 12 work weeks of unpaid leave during any fiscal year (July 1 through June 30)

FMLA leave is available for the following reasons:

- For the birth of a son or daughter of the employee.
- For the placement of a child with the employee for adoption or foster care.
- To care for a spouse, son, daughter or parent of the employee, if such spouse, son, daughter or parent has a serious health condition.
- Because of a serious health condition of the employee that renders the employee unable to perform the essential functions of the position.

The entitlement to leave for the birth or placement of a child for adoption or foster care expires 12 months after the date of such birth or placement. Foster care is 24-hour care for children in substitution for and away from their parents or guardian,

by or with the agreement of the state or pursuant to a judicial determination. "Son or daughter" means a biological, adopted or foster child, stepchild, legal ward or child of a person standing in loco parentis, who is either under age 18 or age 18 or older and incapable of self-care because of a mental or physical disability.

Persons who are "in loco parentis" include those with day-to-day responsibilities to care for and financially support a child or, in the case of an employee, persons who had such responsibility for the employee when the employee was a child.

A "serious health condition" is an illness, injury, impairment or physical or mental condition that involves either of the following:

- Inpatient care, i.e., an overnight stay, in a hospital, hospice or residential medical-care facility, including any period of incapacity, i.e., inability to work, attend school or perform other regular daily activities or subsequent treatment in connection with such inpatient care. Continuing treatment by a healthcare provider, treatment by a healthcare provider means one or more of the following:

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

effective; only supervision by a healthcare provider is required, rather than active treatment.
- Any absences to receive multiple treatments for restorative surgery or for a condition that would likely result in a period of incapacity of more than three days if not treated.

A "healthcare provider" includes, but is not limited to, the following:

- A doctor of medicine or osteopathy who is authorized to practice medicine or surgery by the state in which the doctor practices.
- A podiatrist, dentist, clinical psychologist, optometrist or chiropractor (limited to treatment of manual manipulation of the spine to correct a subluxation as demonstrated by Xray to exist), authorized to practice in the state and performing within the scope of his/her practice as defined under state law.
- A nurse practitioner or nurse midwife who is authorized to practice under state law and who is performing within the scope of his/her practice as defined under state law.

Military Caregiver Leave

An eligible employee who is a spouse, son, daughter, parent or next of kin of a covered service member with a serious injury or illness is entitled to up to a total of 26 workweeks of unpaid leave during a "single 12-month period" to care for the service member. A covered service member is a current member of the armed forces, including a member of the national guard or reserves, who is undergoing medical treatment, recuperation or therapy; is otherwise in outpatient status; or is otherwise on the temporary disability retired list, for a serious injury or illness.

A serious injury or illness is one that was incurred by a service member in the line of duty on active duty that may render the service member medically unfit to perform the duties of his/her office, grade, rank or rating. The "single 12-month period" for leave to care for a covered service member with a serious injury or illness begins on the first day the employee takes leave for this reason and ends 12 months later, regardless of the 12-month period established by the district for other types of FMLA leave. An eligible employee is limited to a combined total of 26 work weeks for any FMLA-qualifying reason during the "single 12-month period." (Only 12 of the 26 weeks total may be for a FMLA-qualifying reason other than to care for a covered service member.)

Qualifying Exigency Leave

An eligible employee is entitled to up to a total of 12 work weeks of unpaid leave during the normal 12-month period established by the district for FMLA leave for qualifying exigencies arising out of the fact that the employee's spouse, son, daughter or parent is on active duty or has been notified of an impending call or order to active duty, in support of a contingency operation. Qualifying exigency leave is available to a family member (as defined above) of a military member in the national guard or reserves; it does not extend to family members of military members in the regular armed forces.

Qualifying exigencies include the following:

- Issues arising from a covered military member's short notice deployment, i.e., deployment on seven or less days of notice, for a period of seven days from the date of notification.
- Military events and related activities, such as official ceremonies, programs or events sponsored by the military or family support or assistance programs and informational briefings sponsored or promoted by the military, military service organizations or the American Red Cross that are related to the active duty or call to active duty status of a covered military member.
- Certain childcare and related activities arising from the active duty or call to active duty status of a covered military member, such as arranging for alternative childcare; providing childcare on a non-routine, urgent, immediate need basis; enrolling or transferring a child in a new school or daycare facility; and attending certain meetings at a school or a daycare facility if they are necessary due to circumstances arising from the active duty or call to active duty of the covered military member.
- Making or updating financial and legal arrangements to address a covered military member's absence.
- Attending counseling provided by someone other than a healthcare provider for oneself, the covered military member or the child of the covered military member, the need for which arises from the active duty or call to active duty status of the covered military member.
- Taking up to five days of leave to spend time with a covered military member who is on short-term temporary rest and recuperation leave during deployment.
- Attending to certain post-deployment activities, including attending arrival ceremonies, reintegration briefings and events and other official ceremonies or programs sponsored by the military for a period of 90 days following the termination of the covered military member's active duty status and addressing issues arising from the death of a covered military member.
- Any other event that the employee and the district agree is a qualifying exigency.

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

Certification

A request for leave to care for a seriously ill spouse, child or parent or for the employee's own serious health condition must be supported by a certification form completed by the healthcare provider of the employee or family member. The district has forms available which an employee may have completed by a healthcare provider for this purpose. The employee should furnish certification at the time the employee gives notice of the need for leave or within five business days thereafter or, in the case of unforeseen leave, within five business days after the leave commences.

The district may contact the healthcare provider for purposes of clarification and authentication of the medical certification. To make such contact, the district a human resources professional. The employee's direct supervisor may not contact the employee's healthcare provider.

The district may require subsequent recertification on a reasonable basis but no more often than every 30 days unless one

of the following occurs:

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

FMLA Leave Application Procedures

Any time an employee has to be out of work for more than five (5) consecutive days or ten (10) intermittent days due to medical issues for themselves or a qualifying family member including illness, maternity, surgery, a worker's compensation injury, etc., Richland Two requires employees to have medical certification forms completed by a healthcare provider in order to request Family and Medical (FMLA) Leave. You should contact the Benefits Division for this process.

Although FMLA leave is unpaid, you may use applicable sick, PTO, annual, or vacation leave during your period of absence in order to continue to be compensated. If your position is eligible for a guest teacher, you will need to enter your absences into "Absence Management" (formally known as Aesop) as appropriate. If your positon does not qualify for a substitute, you should enter your absences into MyHR, our employee portal. You can access MyHR at https:// myhr.richland2.org. For additional information on how to use MyHR, please refer to the *MyHR Support Center* page on R2HQ.

Intermittent or Reduced Schedule Leave

"Intermittent leave" is leave taken in separate blocks of time due to a single illness or injury, rather than for one continuous period of time and may include leave periods from one hour or more to several weeks. A "reduced schedule leave" is a leave schedule that reduces an employee's usual number of working hours per workweek or hours per workday.

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

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

If an employee requests intermittent or reduced schedule leave that is foreseeable based on planned medical treatment, the superintendent or his/her designee may require such employee to transfer temporarily to an available alternative position for which the employee is qualified that (1) has equivalent pay and benefits; and (2) better accommodates recurring periods of leave or family and medical leave (for instructional employees, see the section entitled "Rules applicable to periods near the conclusion of an academic term for employees employed principally in an instructional capacity" below), if such position is available. When leave is needed for planned medical treatment, the employee must make a reasonable effort to schedule treatment so as not to unduly disrupt the district's operations.

Intermittent or Reduced Schedule Leave for Instructional Employees

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

To take leave for periods of a particular duration, not to exceed the duration of the planned medical treatments.

To transfer temporarily to an available alternative position for which the employee is qualified and that has equivalent pay and benefits and which better accommodates recurring periods of leave.

Rules applicable to periods near the conclusion of an academic term for employees employed principally in an instructional capacity.

If an eligible employee employed principally in an instructional capacity begins leave more than five weeks prior to the end of an academic semester, the superintendent or his/her designee, in consultation with the school principal, may require the employee to continue taking leave until the end of the semester under the following conditions:

- The leave is of at least three weeks duration.
- The return would occur during the three-week period before the end of the term.

If an eligible employee employed principally in an instructional capacity begins leave for the birth or placement of a child or to care for a seriously ill child, spouse or parent during the period that commences five weeks prior to the end of an academic semester, the superintendent or his/her designee, in consultation with the school principal, may require the employee to remain on leave until the end of the semester under the following circumstances:

- The leave is greater than two weeks.
- The return to employment would occur during the twoweek period before the end of the term.

If an employee employed principally in an instructional capacity begins leave for the birth or placement of a child or to care for a seriously ill spouse, child or parent during the period that commences three weeks prior to the end of an academic semester and the duration of the leave is greater than five working days, the superintendent or his/her designee, in consultation with the school principal, may require the employee to continue taking leave until the end of the term.

If the district requires an employee to remain on leave until the end of an academic term and this results in the employee taking more leave than is necessary to resolve the condition which necessitated the leave, the additional leave time required to be taken will not be deducted from the employee's total available FMLA leave. The employee, however, will continue during this time to be entitled to the maintenance of health benefits and job restoration in accordance with this administrative rule.

Spouses Employed by the District

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

Substitution of Paid Leave

Employees are required to "substitute" (run concurrently) accrued paid leave (such as sick, PTO or annual leave) to cover all of the FMLA leave. An employee's ability to substitute accrued paid leave is determined by the terms and conditions of the district's normal leave policy.

An eligible employee may elect or the superintendent or his/ her designee may require the employee to substitute any of the available accrued paid vacation leave, PTO, annual leave or sick leave of the employee for leave taken for the following:

- The birth or placement of a child.
- To care for a seriously ill spouse, child or parent.
- For the employee's own serious health condition.

Paid vacation leave may be substituted at either the employee's discretion for any qualified unpaid Family and Medical (FMLA) leave without limitation.

Paid sick leave may be substituted for unpaid leave under this policy only if the circumstances necessitating the leave entitle the employee to paid leave under the applicable policy.

Foreseeable Leave/Notice Required

When the necessity for leave for the birth or placement of a child is foreseeable based on an expected birth or placement, the employee must provide at least 30 days notice to his/her immediate supervisor of the anticipated timing and duration of the employee's leave.

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

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

- Make a reasonable effort to schedule the treatment so as not to disrupt unduly the school district's operations, subject to the approval of the healthcare provider.
- Provide at least 30 days notice to his/her immediate supervisor of the anticipated timing and duration of the employee's leave, except that if the date of treatment requires leave to begin in less than 30 days, the employee must provide as much notice as practicable.

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

Restoration to Position

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

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

Procedures Concerning Reporting Absences

All absences of staff members, whether approved or not approved by the principal or other administrator, will be reported appropriately in MyHR, which is the district's electronic application for attendance administration.

Payroll Procedures Concerning Absences

Regular pay will be authorized for any PTO, sick leave or annual leave used in accordance with policy. Full salary will be deducted from pay for any days used in excess of the employee's accumulated leave balance.

Maintenance of Health Benefits

During an employee's leave, the district will maintain coverage under any group health plan at the level and under the conditions coverage would have been provided if the employee had contin-ued in employment continuously for the duration of the leave.

The employee must continue to pay his/her portion of all insurance premiums to maintain coverage. Payments are due on the first of the month. If an employee's premium payment is not received by the due date, coverage may be canceled for non-payment. Employees have a 30 day grace period in which to submit payment. If payment is received by the end of the grace coverage, the Benefits Division of Human Resources will submit a Request for Review asking for coverage to be reinstated with no lapse in coverage. If coverage lapses because an employee has not made premium payments, upon the employee's return from leave,
the district will restore the employee to coverage and benefits equivalent to those the employee would have had if leave had not been taken and the premium payments had not been missed. The employee will have 30 days to reinstate their coverage. The employee may be required to reinstate coverage to the date lapsed as specified by the SC Public Employee Benefit Authority (PEBA). The employee will be required to pay any past-due insurance premiums.

If the district continues coverage under the policy by paying the employee's portion of the premiums, the district is entitled to recover all such payments. Further, the district may recover from an employee its share of health plan premiums paid during a period of leave under this policy if the employee fails to return to work at the expiration of the leave, unless the reason for the employee's failure to return is due to the continuation, recurrence or onset of a serious health condition or other circumstances beyond the employee's control. If an employee fails to return because of the continuation, recurrence or onset of a serious health condition, the employee must provide a certification of the employee's or family member's serious health condition. The district also will not seek recovery for its share of premiums for any portion of paid leave substituted or used by an employee.

Non-Qualified Medical Leave

Any time an employee has to be out of work for more than five (5) consecutive days or ten (10) intermittent days due to medical issues for themselves or a qualifying family member including illness, maternity, surgery, a worker's compensation injury, etc., Richland Two requires the employee to complete forms to request Non-Qualified Medical Leave (NQML). You should contact the Benefits Division for this process.

You can use any accrued sick, PTO, annual, or vacation leave during your period of absence in order to be compensated. If your position is eligible for a guest teacher, you will need to enter your absences into "Absence Management" (formally known as Aesop) as appropriate. If your positon does not qualify for a substitute, you should enter your absences into MyHR, our employee portal. You can access MyHR at *https:// myhr.richland2.org.* For addition-al information on how to use MyHR, please refer to the MyHR Support Center page on R2HQ.

Lactation Accommodation

In accordance with state and federal laws, the district provides a lactation accommodation to employees for a minimum of one (1) year following the birth of a child, the district will provide reasonable break time and reasonable space for staff members to express milk. The frequency of breaks needed to express milk, as well as the duration of each break, will be specific to each staff member and may change over the course of time. Therefore, the staff member and his/her direct supervisor will collaborate to develop a lactation schedule, making reasonable efforts to meet the needs of the staff member while minimizing disruption to the employer's operations. For additional information, please refer to board policy, *GBGAB Lactation Accommodation.*

Paid Parental Leave (PPL)

In accordance with state law, eligible district employees who are employed by the District and experience a qualifying event on or after June 26, 2023 will be eligible for paid parental leave. Eligible district employees who give birth or who are primarily responsible for furnishing the care and nurture of a child that has legally been placed with them for adoption are eligible for up to six weeks of paid leave. Other eligible district employees who do not give birth or who are not primarily responsible for furnishing the care and nurture of a child that has legally been placed with them for adoption are eligible for up to two weeks of paid leave. Eligible district employees who foster a child under the age of 18 in state custody are entitled to receive two weeks of paid leave. Paid parental leave is paid at 100% of the eligible district employee's base pay. Documentation is required and deadlines apply. For more information, please contact the Benefits Division of Human Resources. (Board Policy GCCAC/GDCC is pending approval.)

POLICIES FOR CERTIFIED STAFF

Professional Staff Hiring

Through its employment policies and procedures, the district will strive to attract, secure, and hold the highest qualified personnel for all professional positions. The board authorizes the superintendent to execute the preliminary employment of certified teachers on a temporary basis, subject to final approval by the board. The superintendent will establish that all persons recommended for employment meet the qualifications for the particular position. Supervisors should be actively involved in the hiring of personnel for their school/department. All vacancies will be filled on the basis of fitness, qualifications, and suitability for the specific position. There will be no discrimination in making such appointments by virtue of race, color, religion, national origin, disability, pregnancy (including childbirth and other related medical conditions), age, sex, sexual orientation, gender identity status, spousal affiliation, or any other protected characteristic as may be required by law. The quality of the educational program is enhanced by staff members with a wide variation in background, culture, educational preparation, and previous experience.
The district will not employ any candidate without a personal interview. Applications for employment will be provided on the district's website. Once this application is complete and all items requested are submitted to the chief human resources officer, the individual becomes a candidate for employment. The chief human resources officer or his/her designee will conduct a paper screening, verifying the applicant's eligibility for the position. Eligible applicants will be referred to the appropriate administrator of the school/department where a vacancy exists. The appropriate administrator will schedule and conduct interviews. Once all interviews are complete, a candidate will be selected on the basis of the application, reference materials, and interviews. A recommendation for hire will be submitted to the chief human resources officer by the appropriate administrator. All offers of employment are made by the chief human recourses officer and are contingent upon successful completion of a criminal background check that is satisfactory as determined by the chief human resources officer or his/her designee. Should a vacancy occur in a position during the year, the board authorizes the superintendent to fill such vacancies for the remainder of the school year in which the vacancy occurs pursuant to a letter of agreement, when appropriate. The superintendent or his/ her designee may determine whether advertising the vacancy is necessary or whether the position may be filled through some other means. The superintendent is authorized to recommend retired employees for hire on an "as needed" basis when their employment would serve the best interests of the school system. In such cases, the superintendent or his/her designee will notify the employee of the at-will status of his/her employment. The continued employment of retired employees will be at the discretion of the superintendent who will make such decisions in the best interests of the district. The decision to employ or not employ retired employees will not be subject to the district's grievance procedures. For additional information, please refer to board policy, *GCF Professional Staff Hiring* and the accompanying administrative rule, *AR-GCF-R Professional Staff Hiring.*

Professional Staff Contracts

Upon recommendation of the superintendent, the board will notify teachers in writing of their employment status before May 1st for the following school year. This includes both the issuance of employment contracts and notice of decisions of the superintendent's recommendation not to renew employment contracts. Teachers must give written acceptance of their contracts to the superintendent before May 11th. Failure to give such notification constitutes contract rejection. The board will award administrative contracts on the recommendation of the superintendent. An administrator employed by the district on a contract will retain his/her rights as a teacher under state law. However, state law does not grant these rights to the position or salary of an administrator (for example, if he/she is returned to the classroom). For additional information, please refer to board policy, *GCB Professional Staff Contracts and Compensation.* For information regarding the release of teachers from contracts, see board policy *GCQC/GCQD Resignation of Professional Staff.*

CERTIFICATION AND EVALUATIONS

Teacher Certification Requirements

An Initial certificate with the South Carolina Department of Education (SDE) is issued for three years. The SDE will issue the Initial certificate upon receiving all required documents, fingerprint results, and fee payment required. Information on Initial Certification can be found at www.ed.sc.gov.

Moving from an Initial certificate to a Professional certificate requires the completion of two requirements. First, a passing score on the appropriate Principles of Learning and Teaching (PLT) Praxis test must be submitted. Induction teachers completing a South Carolina approved teacher preparation program must meet the PLT test requirement prior to receiving an Initial certificate. Teachers moving to SC from out-of-state and who are awarded an Initial certificate must pass the PLT exam by the expiration date of the certificate and prior to receiving a Professional certificate.

Second, the South Carolina Department of Education Formal Evaluation requirements must be met and the results entered into a teacher's individual database record housed at the Office of Educator Certification at the SC Department of Education (SDE). At the conclusion of each school year an automated procedure is activated by the SDE for teachers with an Initial certificate expiring in June of the current year. The process checks for the ADEPT information and for the required PLT test. If the required data is in the file, the Initial certificate is automatically changed to Professional status. This information can be confirmed by checking the Certification website at www.ed.sc.gov. Please note that the update may happen in July or August of the current year.

If a teacher holding an Initial certificate completes the PLT and ADEPT requirements during the school year, the upgrade to the Professional certificate can be initiated by the teacher through submission of a Request for Change/Action form that can be downloaded from the Richland Two website or the SDE website.

ALTERNATIVE MEANS OF CERTIFICATION

Guidance for Prospective Alternative Route Certification Program Participants

Alternative certification programs allow potential educators, who meet the eligibility requirements, to obtain certification and teach in South Carolina public schools while working on program requirements. There are several alternative certification programs that lead to issuance of a Professional, renewable certificate upon program completion. Information can be found at www.ed.sc.gov

Eligibility Requirements
To be eligible for an alternative certification program, all applicants must first meet the following requirements:

- Holds at least a conferred bachelor's degree from a regionally accredited university
- Did not participate in student teaching in a traditional education preparation program leading to teacher licensure.
- Has not participated in another South Carolina approved alternative certification program.

In addition to the general requirements above, applicants must also meet the eligibility requirements of their chosen program which may include but are not limited to:

- A major or major equivalency in the desired certification field.
- A minimum GPA requirement.
- Passing scores on the appropriate subject area assessment.
- Completion of initial training requirements.

Project CREATE

CREATE's mission is to grow a highly qualified and effective special education teacher force in South Carolina. Through a collaborative partnership with local school districts and 12 leading colleges and universities in South Carolina, all with NCATE/State-approved teacher preparation programs, the project assists qualified individuals in obtaining addon, alternative, or initial certification in special education by underwriting course tuition and textbooks costs. Public/ charter school employees holding full-time instructional and non-instructional positions are eligible for CREATE. CREATEsponsored certifications include Emotional Disabilities, Hearing Impairments, Specific Learning Disabilities, Intellectual Disabilities, Multi-categorical Disabilities and Visual Impairments. Further information and applications can be obtained at www.sccreate.org.

CERTIFICATE CHANGES/UPDATES

Submitting Renewal Credit

A South Carolina educator's Professional Certificate is valid for five years and expires on June 30 of the expiration year. (Note: Teachers who hold an INITIAL certificate do not accrue recertification points until they are issued a PROFESSIONAL certificate). Educators should check the expiration dates of their certificates.

The state places the responsibility for certificate renewal with the certificate holder. Using the Goals-Based Evaluation (GBE) Plan for Continuing Teachers, certificate holders have the responsibility to develop a Certificate Renewal Plan. The Certificate Renewal Plan provides a mechanism that enables Richland Two educators to apply a broad range of relevant professional development activities toward their certificate renewal. The certificate renewal plan is intended to:

- Encourage educators to engage in meaningful, quality professional development activities that are directed toward promoting student achievement;
- Ensure that educators are accountable for continuous professional development; and
- Be operationally efficient.

In order to be eligible for certificate renewal, the educator must earn a minimum of 120 renewal credits, as described in the SDE-renewal credit matrix, during the five-year validity period of the certificate

Middle and High School Teachers

Must submit a certificate of completion of the suicide awareness Jason Flatt Act training module. To access the 2-hour module, go to http://www.jasonfoundation.com/aboutus/index_contactus.

Read to Succeed Requirements:

Requirements for the Read to Succeed (R2S) endorsements in literacy were established in Title 59 Chapter 155 of the South Carolina Code of Laws (1976). As specified in statute, an educator may earn these endorsements at the pre-service level through coursework or at the in-service level through coursework and/or professional development approved by the South Carolina Department of Education (SCDE).

Depending on an educator's certification area, he or she must earn one of these requirements:

- R2S Literacy Teacher Endorsement, or the
- R2S Literacy Requirement

Exemptions

Educators who have earned a graduate degree in reading or literacy or who have literacy teacher certification are exempt from the Read to Succeed coursework requirements and may request a review of their transcript(s) by the SCDE so that the appropriate endorsement(s) may be added to their certificates.

Educators who have a Masters degree in an area other than Reading or Literacy and have added an additional 30 hours in Reading or Literacy to obtain a Master's +30 classification will receive the endorsement if the required R2S coursework is included in their coursework.

R2S Literacy Teacher Endorsement

The R2S Literacy Teacher endorsement is required for educators certified and employed in the following fields:

Classroom Teaching Fields
Early Childhood (PK-Grade 3)
Elementary (2-6)
Montessori Education (Early Childhood, Elementary I, Elementary II)
Special Education (all fields) and
English for Speakers of Other Languages (ESOL) (PK-Grade 12)

Pursuant to Act 114, a literacy endorsement remains a renewal requirement for administrators whose responsibilities, either directly or indirectly, substantially relate to reading and literacy instruction, support, or interventions. For the purposes of the R2S Implementation Guidelines, this endorsement requirement applies to administrators working in a school that serves students in any of the grades ranging from kindergarten through grade 5.

R2S Requirement Endorsement

Administrators who must earn a literacy endorsement for renewal including those certified and employed in any of the following Leadership and Administrative fields:
Elementary Principal, Tier 1 (7B)
Elementary Principal, Tier 2 (7D)
Elementary Principal (71)
Elementary Supervisor (73)

R2S Requirement Elimination

Act 114 of 2024 eliminates the requirement to earn a literacy endorsement for the following certification fields:
Classroom Teaching Fields
Middle Level (grades 5-8)
High School (grades 9-12)
Career and Technical Education (CTE)(grades 9-12)
PK-12 Certification Fields (except for Special Education fields and ESOL)
Art, Music, Theater, Physical Education, World Languages
Instructional Service Fields
School Counselor (Elementary, Secondary)
School Librarian (PK-12)
School Psychologist (PK-12)
Speech Language Pathologist (PK-12)
Leadership and Administrative Fields
Secondary Principal
CTE Center Director
Superintendent

To earn the R2S Requirement endorsement, educators must submit evidence of completion of one approved course taken as college coursework (3 credit hours total, undergraduate or graduate) or professional development (60 contact hours total). The course must have been approved by the Read to Succeed team in the Office of Early Learning and Literacy. Approved coursework from colleges, universities, districts, vendors, or other providers will be listed on the Read to Succeed webpage. For more detailed information, visit the Read to Succeed webpage at www. ed.sc.gov – search Read to Succeed. You can find the Certificate Renewal Manual and other useful information about the certification renewal process on the district website under Office of Human Resources.

Professional Certificates

When all 120 renewal credits are obtained, the required documentation should be submitted to the Recertification administrator at your school for review and verification of required documentation. Upon the administrator's verification

Required Documentation for Renewal

- Recertification Computation Sheet with appropriate signatures and documents to verify each category of renewal credits. Individual certificates must be printed by the educator for all PDExpress activities.

The Office of Human Resources enters the certificate renewal verification into the educator's record through the SDE certification portal. The South Carolina Department of Education (SDE) Division of Educator Evaluation will allow the district to print a copy of the educator's certificate. The South Carolina Department of Education (SDE) no longer mails copies of certificates. Educators can access and print a copy of their certificate at www.ed.sc.gov - Click on "View Certification Status." (Note: Make sure all of the recertification credits you have earned while working in Richland Two are logged into your SDE account before you leave employment with the district. A future district cannot accept credits earned at the previous district.)

Classification Changes

For certificate upgrades (Bachelor's +18, Master's, Master's +30, Doctorate), submit the Request for Change/Action form and a copy of your official, unopened transcript to the South Carolina Department of Education, Office of Educator Certification, 8301 Parklane Road, Columbia, SC 29223. Effective September 1, 2003, upgrades must be complete in a seven-year period (NOTE: Effective August, 2013, the SDE will no longer accept transcripts or Request for Change/Actions from our HR department. All correspondence must be sent by the educator directly to the SC Department of Education.)

Classification changes received before November 1 will be retroactive to July 1. Those received after November 1 will be dated as of the date of graduation if received within a 45-day period. It is very important to submit the SDE Request for Change/Action form and transcript within a 45-day period. If not, the Office of Teacher Certification will use the date of receipt and not the date of upgrade change on the transcript. Richland Two bases the effective date of upgrade changes on the validity period shown on your new certificate.

To receive a pay upgrade, the educator must notify the Office of Human Resources by emailing their updated certificate to certification@richland2.org of the classification change. The district does not receive an automatic notification from the SDE of the effective date of the upgrade on your new certificate.

Experience Credit

- The South Carolina Department of Education grants one year of experience credit for 152 (or more) full-time days of service per school year (190 days).
- Teachers employed under contract in a regular teaching position on a full-time or part-time basis for at least onetenth FTE (19 days of a 190-day school year) will receive experience credit for the time worked.
- Partial FTEs accrued over multiple years will be credited as one year of teaching experience upon reaching a total of at least .8 of an FTE.

National Board for Professional Teaching Standards Certification

Richland School District Two supports teachers who qualify for and/or desire to achieve NBPTS certification. Teachers holding a Professional certificate will complete the application online through the National Board Certification website (www. nbpts.org).

A teacher can obtain information regarding National Board Certification through the Center for Educator Recruitment, Retention, and Advancement– South Carolina (www.cerra. org). After a teacher achieves NBPTS certification, the Richland Two Board of Trustees determines on a yearly basis whether to supplement the salary increase provided by the state. The salary increase provided by the state is also determined by the legislature on a yearly basis. National Board Certified teachers can renew their certification through the National Board process. If a teacher chooses not to renew their NBC, the 120 renewel must be earned in the last five-year period on the 10-year certificate (i.e., 2003-2013 credits must be earned between 2008-2013). For further information, contact certification@richland2.org

PROFESSIONAL STAFF ASSIGNMENTS AND TRANSFERS

Assignment

All personnel are employed by the district, not a particular school. The superintendent or his/her designee will assign or reassign instructional personnel on the basis of employees' qualifications, the needs of the district, and employees' expressed desires. When he/she cannot meet all three conditions, the superintendent or his/her designee will assign personnel in this order:

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

The superintendent will annually determine the professional staff to be assigned to each school. On or before July 15th of each year, the superintendent will notify each professional staff member of his/her tentative assignment for the following school year. Differences in expected enrollment and the actual enrollment, as well as other district needs, sometimes result in changed assignments. The superintendent or his/her designee is authorized to reassign personnel in the best interests of the district. Within an individual school, the principal/director will have the authority to assign classes and courses according to the needs of the school. The principal/director will make assignments based on employee qualifications.

Reassignment

educational needs, and district obligations. The superintendent or his/her designee is authorized to reassign all personnel in the best interest of the district. In such cases when an employee is reassigned, the superintendent or his/her designee will discuss the reassignment with the administrators involved, as well as the employee affected.

In order to ensure the highest quality of instruction, the superintendent or his/her designee will be responsible for the placement of employees within the district. Relocation of professional personnel may become necessary to meet instructional requirements, fluctuating enrollments, changing

Transfer

A professional staff employee who wishes to be considered for a lateral transfer to a new location must submit a transfer request form to the personnel office of the current year. Notification to the employee's current supervisor is embedded in the transfer request form. The chief human resources officer or his/her designee, upon receipt of the transfer request form, will notify the principal or supervisor of the transfers requested. The principal or supervisor will review all transfer requests and will contact those employees he/she wishes to interview. Applicants for transfer will be considered for vacant positions until April 1st. Transfer requests must be made annually. If a position becomes available after the transfer period, and if it is the judgment of the superintendent that a requested position transfer is in the best interest of the school district, such transfer may be made. For additional information, refer to board policy, *GCK Professional Staff Assignments and Transfers*.

Professional Staff Schedules and Calendars

Except as employed on a 12-month basis or for another irregular period set forth in a teacher's or administrator's employment contract, all professional personnel will work 190 days in a school year.

All teachers will report for duty at the time specified by the principal and remain until dismissed by the principal. Teachers assigned special morning and afternoon duties will report at the time and place specified by the principal. Teachers are responsible for attending any administrative and/or professional meetings called by the principal or the superintendent or his/her designee. Teachers will not leave the school grounds during the school day without express permission from their principals or assistant principals, and must register their mid-day departure and arrival times.

Instructional Staff Extra Duty

The board expects instructional staff to assume reasonable duties over and above their regular teaching responsibilities in order to provide students with the most comprehensive educational program possible. Assignments will be impartially distributed among the staff in an equitable manner whenever possible. Administrative staff members will assist in the supervision of students as part of their regular duties. This includes, but is not necessarily limited to, the fulfillment of bus, lunchroom, and hall duty. Certified staff may be required to perform reasonable duties before, during, and/or after the normal instructional day for students. The board expects all instructional staff members to attend functions of their respective schools when requested by the principal. The board also expects teachers to attend the appropriate parent-teacher meetings of their respective schools. The superintendent may consider activities and services that make major demands on an instructional staff member's extra time as an extra duty assignment. The superintendent may compensate certified staff for major extracurricular responsibilities and assignments in accordance with the district's supplementary pay schedule as adopted by the board. For additional information, please refer to board policy, *GCMD Instructional Staff Extra Duty.*

UNENCUMBERED TIME

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

Unencumbered time is defined as at least 30 minutes without any assigned duties or assigned responsibilities, including direct instruction or supervision of students. Instructional staff, as defined in paragraph one, are to be provided at least 30 minutes of unencumbered time on each regular school day.

The unencumbered 30 minutes of time must not include managing or supervising the transition of students to and from activities, classes, lunch, recess, or any other activities, nor any of the following that is not self-directed:

- Parent/Teacher conferences
- Bus duty
- IEP and 504 meetings
- Team meetings
- Professional development activities

Implementation

Development of a schedule

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

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

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

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

Discipline

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

For additional information, please refer to board policy, *GCLE Unencumbered Time.*

SUPERVISION OF INSTRUCTIONAL STAFF

The principal/director is responsible for the supervision of instructional personnel at each school. The purpose of supervision (and teacher evaluation) is to improve the educational program and the effectiveness of instruction. Thus, the school principal/director is responsible for guiding teachers in implementing the approved objectives and reviewing lesson plans, observing actual instruction, offering suggestions for the improvement of teaching, and helping instructional staff correct deficiencies. The principal/director may require an instructional staff member to change methods and lesson plans when these conflict with the approved curriculum or board policy. An instructional staff member who willfully ignores such a directive may be referred to the superintendent or his/her designee for action on charges of insubordination. Principals and other instructional leaders are expected to be particularly attentive to the needs of new instructional staff members, of those who are undertaking new teaching programs, and of those whose classes, for no apparent reason other than quality of lesson plans and daily instruction, have not achieved as well as comparable classes on standardized tests. For additional information, please refer to board policy, GCNA Supervision of Instructional Staff.

EVALUATION OF INSTRUCTIONAL STAFF

The appropriate personnel will evaluate the performance of every instructional staff member fairly and on a periodic basis in an effort to improve the quality of all work performance. The superintendent will enforce the rules, regulations, and procedures necessary for conducting an efficient, effective program of instructional staff performance evaluation. The elements of the performance evaluation program are as follows:

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

Assisting, Developing, and Evaluating Professional Teaching (ADEPT) System

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

Teachers Employed from Out of State

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

Teachers must successfully complete the formal evaluation at the annual contract level before they are eligible to receive a continuing contract. Teachers who are employed from out of state or from a nonpublic-school setting and who are certified by the National Board for Professional Teaching Standards (NBPTS) are exempted from initial certification requirements and are eligible for continuing contract status. Teachers who completed an induction contract year in another district may be employed at the induction or annual contract level. The maximum induction period for a teacher is three (3) years, regardless of the district in which the teacher is employed.

Teachers Who Hold a Limited Professional Certificate

An educator who holds a valid South Carolina limited professional certificate is eligible for employment in a "regulated" public school at the annual contract level and may receive either a diagnosticassistance year or a formal evaluation. Teachers must successfully complete the formal evaluation at the annual contract level before they are eligible to move from a limited professional certificate to a full professional certificate and to be employed under a continuing contract.

Teachers Employed Under a Letter of Agreement

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

Teachers Who Do Not Have Sufficient Opportunity to Complete the ADEPT Process

A teacher who is employed under an induction, annual, or continuing contract and who is absent for more than 20 percent of the days in the district's annual evaluation cycle may, at the recommendation of the superintendent or his/her designee, have his/her ADEPT results reported to the SCDE as "Incomplete." Teachers with an "Incomplete" are eligible to repeat their contract level during the next year of employment. Teachers from outside the United States who hold an international teaching certificate will follow the same sequences as traditionally prepared teachers in terms of the beginning contract levels (i.e. induction and annual) and ADEPT evaluation and assistance processes. However, teachers who hold an international teaching certificate will remain at the annual-contract level but may not be employed under a continuing contract.

Training and Reporting

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

Use of ADEPT Results to Inform Personnel Decisions

When possible, the district will use multiple evidence sources from multiple years for making employment decisions as permitted by state law and regulation. ADEPT results are used to determine the number of induction contract years, to determine advancement to annual contract status, to determine whether to issue the professional certificate and eligibility for continuing contract status, to determine whether a teacher must have a consecutive formal evaluations or a "highly consequential" formal evaluation, to inform professional development plans, to inform GBE objectives, and for other decisions within a district. For additional information, please refer to board policy, *GCOA Evaluation of Instructional Staff* and its accompanying administrative rule, *AR GCOA-R Evaluation of Instructional Staff*.

2026-2027

SCTS 4.0 - SLO - Evaluation Calendar

Preliminary Evaluation Period

Procedure	**Person Responsible**	**Completed by**
Orientation on SCTS 4.0	District and/or Principal	**July 27** (District) **August 21** (School)
Assign 4.0 Evaluation Teams	Principal	By **August 21**
Orientation on SLO/GBE/TLG (T sign in SCLead)	Evaluators	By **August 21**
Preliminary Evaluation Period Begins		**August 24**
Preliminary SLO/GBE/TLG Conferences Signature (T & E preliminary conference signature in SCLead)	Evaluators	**September 25**
Beginning Date for Announced Classroom Observations (annual and continuing contract teachers)		**August 24**
● Submit (Lesson Plans for targeted unit) to designated evaluator	4.0 Teacher	Prior to pre-conference
● Post-Observation Teacher Reflection	4.0 Teacher	w/in 48 hours
● Present (Student Work Samples) from observed lesson to designated evaluator	4.0 Teacher	During post conference or earlier
Observation One Completed (T & E sign in SCLead)		**October 2**
Beginning Date for Announced Classroom Observations (Induction Teachers)		**October 5**
● Submit (Lesson Plans for targeted unit) to designated evaluator	4.0 Teacher	Prior to pre-conference
● Post-Observation Teacher Reflection	4.0 Teacher	w/in 48 hours
● Present (Student Work Samples) from observed lesson to designated evaluator	4.0 Teacher	During post conference or earlier
● Complete Professional Self-Review in SCLead (T & E sign in sclead)	4.0 Teacher	**October 30**
Complete Professional Preliminary Review in SCLead (E & T sign in SCLead)	Evaluator	**October 30**
Observation Two Completed (T & E sign in SCLead)		**November 6**
Consensus Meeting (determine reinforcement and refinement areas)	Evaluators	**November 13**
Mid-Year Conferences (4.0, SLO, GBE, TLG) (T & E sign in SCLead)		**December 4**
· 4.0 (T & E sign consensus (if a summative evaluation) in SCLead)		**December 4**
· SLO, TLG mid-year (T & E sign mid-course conference in SCLead)		**December 4**
· GBE (T & E sign GBE document)		**December 4**

T – Teacher E – Evaluator

Induction Contract – 2 classroom observations (1 during preliminary and 1 during final) Annual Contract – 4 classroom observations (2 during preliminary and 2 during final) Continuing Contract (Formal) – 4 classroom observations (2 during preliminary and 2 during final) Continuing Contract (Certificate Renewal) – 2 classroom observations…….If the teacher's indicator scores are all 3s or 4s for the preliminary observation, the final observation can be waived

Final Evaluation Period

Final Evaluation Period Begins		**December 7**
Beginning Date for Classroom Observations (all contracts)		**December 7**
• Submit (Lesson Plans for observed lesson) to designated evaluator	4.0 Teacher	During post conference or earlier
Post-Observation Teacher Reflection	4.0 Teacher	w/in 48 hours
• Present (Student Work Samples) from observed lesson to designated evaluator	4.0 Teacher	During post conference or earlier
Observation Three Completed (T & E sign in SCLead)		**January 22**
Beginning Date for Final Classroom Observations (all contracts)		**January 25**
• Submit (Lesson Plans for observed lesson) to designated evaluator	4.0 Teacher	During post conference or earlier
• Post-Observation Teacher Reflection	4.0 Teacher	w/in 48 hours
• Present (Student Work Samples) from observed lesson to designated evaluator	4.0 Teacher	During post conference or earlier
• Complete Professional Self-Review in SCLead (T & E sign in SCLead)	4.0 Teacher	**February 11**
Complete Professional Review in SCLead (E & T sign in SCLead)		**February 11**
Observation Four Completed (T & E sign in SCLead)		February 19
Consensus Meeting (determine reinforcement and refinement areas)	Evaluators	**February 26**
Final Conferences (T & E sign in SCLead)		**March 5**
· 4.0 (T & E sign consensus (if a summative evaluation) in SCLead)		**March 5**
· SLO, TLE (T & E summative conference sign in SCLead)		**March 5**
· GBE (T & E sign GBE document)		**March 5**

T – Teacher E – Evaluator

Induction Contract – 2 classroom observations (1 during preliminary and 1 during final) Annual Contract – 4 classroom observations (2 during preliminary and 2 during final) Continuing Contract (Formal) – 4 classroom observations (2 during preliminary and 2 during final) Continuing Contract (Certificate Renewal) – 2 classroom observations…….If the teacher's indicator scores are all 3s or 4s for the preliminary observation, the final observation can be waived

PROFESSIONAL STAFF REDUCTION IN FORCE

Under South Carolina law, the board is responsible for maintaining effective public elementary and secondary schools. The board is also responsible for furthering the educational interests of the state. The board's primary consideration is the maintenance of a sound and balanced educational program that is consistent with the functions and responsibilities of the school district. The board recognizes, however, that it may become necessary to eliminate professional staff positions in certain circumstances. Therefore, the board publishes this policy to provide a fair and orderly process should such eliminations become necessary.

Reasons for Elimination of Professional Staff Positions

The board has the sole and exclusive prerogative to eliminate professional staff positions consistent with the provisions of state statutes. This elimination should not result in a failure in its duty to further the educational interests of the state and to provide effective public elementary and secondary schools. The board may find it necessary to eliminate professional staff positions because of decreases in student enrollment, changes in curriculum, financial exigency, or other circumstances as determined by the board.

RIF Procedure

Before it begins action not to renew professional staff contracts under this procedure, the board will consider its ability to eliminate positions and/or reduce staff by any of the following methods: voluntary retirement, voluntary resignation, transfer of existing staff members, voluntary leaves of absence salary reductions, part-time employment. If further reduction is required, the board will adhere to the following guidelines: Reduction in force (RIF) terminations will be on a district-wide basis. Therefore, the superintendent is not limited to considering only those professional staff members in a particular school, area, or programs in which the loss of enrollment, program/curriculum change, or financial exigency has occurred. Once the board, after consulting with the superintendent, has determined that a reason exists which requires an elimination of professional staff positions, the superintendent will determine which positions must be eliminated. The superintendent will present his/her recommendations to the board

for approval. Once the board has approved the elimination of the specified positions or changes to be made in programs, the superintendent will use specified criteria to select those professional staff members who are to be considered for nonrenewal. The superintendent will make a recommendation to the board based on the application of the following criteria, but not necessarily in this order: - certification (areas and type) - degrees earned - professional experience in other areas which may have open positions - total years of professional experience in the district - total years of teaching experience - performance evaluation - attendance record - principal/supervisor's recommendation - type of contract extracurricular needs of the schools - any other factor considered appropriate by the superintendent. Length of service in the district will be a consideration only where the need arises to choose for termination from among employees considered by the administration to be equally competent in their performance.

Notice to Individual Staff Member

If, after considering the superintendent's recommendation, the board acts to terminate employment of a professional staff member, the board will give written notice of that decision to the affected member. The superintendent or his/her designee will send the written notice by certified mail, return receipt requested. The notice will include a statement of the conditions requiring termination of employment and a general description of the procedures followed in making the decision. Notification will be provided to affected employees as soon as possible and as far in advance of the termination date as possible. In no case will affected employees be terminated with less than two weeks notice. The district will assume that the staff member's address as it appears on the district record is the correct address. It is the staff member's responsibility to see that the district has his/her current address on file.

Review of Individual Termination

A professional staff member may request a review of the board action, provided such request is made within 10 calendar days after his/her receipt of the notice of termination. The only purpose of the review will be to determine whether the decision to terminate was arbitrary, capricious, or generated by ill will, fraud, collusion, or other such motives with respect to that individual. The request for review must be in writing and addressed to the chairman of the board. The request must clearly state the grounds on which the staff member contends the decision was arbitrary, capricious, or generated by ill will, fraud, collusion, or other such motives. The request must include a short, plain statement of facts to support the contention. The board will hold a hearing within 30 calendar days after it receives the request. The board will give the staff member at least five days' notice of the hearing. The board will conduct the hearing informally, in public or in private as the staff member may wish. The staff member and the superintendent may each be accompanied by legal counsel. The board will only consider the credible evidence that is presented at the hearing. The board members, superintendent, and staff members may question all witnesses. Except as herein provided, the chairman of the board will preside over the hearing. The hearing will begin with the staff member's presentation of contentions. This presentation will be limited to those grounds specified in the request for a hearing and supported by such proof as he/she desires to offer. When the staff member concludes his/her presentation, the board will consider whether the proof offered in support of the contention establishes the contention. This consideration will take place in executive session. If the board determines that the contention has not been established, it will notify the parties and conclude the hearing. This action concludes the decision to terminate. If the board determines that rebuttal is desirable, it will notify the parties and the hearing will proceed. The superintendent may then present, in rebuttal of the staff member's contention or in general support of the decision to terminate, such testimony or documentary proof as he/she desires to offer, including his/her own testimony. After the superintendent completes his/her presentation, the board will consider the matter in executive session. The burden is on the staff member to satisfy the board by clear and convincing evidence that the decision to terminate was arbitrary, capricious, or generated by ill will, fraud, collusion, or other such motives. If the board determines that the staff member did not establish his/her contention, it will so notify the staff member and the superintendent. Such a determination concludes the decision to terminate. The employee will be notified within 10 days following the hearing of the board's decision. If the board determines that the professional staff member's contention has been established, it will inform the staff member and the superintendent in writing what corrective action must be taken.

Obligations with Respect to Re-Employment or other Employment

For two years after the effective date of a termination pursuant to this policy, the board will not replace the staff member whose employment has been terminated without offering the position to the terminated professional staff member. The board will make the offer by certified mail, return receipt requested. The board will notify the professional staff member that he/she must submit written acceptance within 15 calendar days. Failure to make written acceptance or rejection within 15 calendar days of the position eliminates all re-employment rights of the professional staff member. If the professional staff member is recalled within one year, the district will restore all of the sick leave and/or unused personal leave he/she had accrued on the effective date of the layoff. If the professional staff member whose employment has been terminated requests assistance, the school district will give him/her reasonable assistance in finding other employment. For additional information, please refer to board policy, *GCQA/GCQB Professional Staff Reduction in Force*.

DISCIPLINE, SUSPENSION AND DISMISSAL OF PROFESSIONAL STAFF

It is the policy of the board to remove from employment any professional staff member who fails to follow directives of the superintendent and/or who may be incompetent to work in the district. Furthermore, it is the policy of the board to also remove from employment any professional staff member who fails or who may be incompetent to give instruction in accordance with the directions of the principal/supervisor or who otherwise manifests an evident unfitness for teaching. The supervisor or principal should be actively involved in this process for the district and school. Any action of the district under this policy will be taken pursuant to the provisions of the Teacher Employment and Dismissal Act, S.C. Code of Laws, 1976, as amended, Section 59-25-410, et seq., except for action related to persons employed under an induction contract or an annual contract as defined in state law. For additional information, please refer to board policy, *GCQF Discipline, Suspension and Dismissal of Professional Staff*.

POLICIES FOR SUPPORT STAFF

SUPPORT STAFF HIRING

It will be the policy and practice of this school district to recruit, hire, train and promote employees on the basis of individual merit. In addition, it will be the policy of the district to provide equal employment opportunities to all persons without regard to race, color, religion, national origin, disability, pregnancy (including childbirth and other related medical conditions), age, sex, sexual orientation, gender identity status, spousal affiliation, or any other protected characteristic as may be required by law. The district will make reasonable accommodations for an individual who is otherwise qualified for a position unless the accommodation would impose an undue hardship on the district. Through its employment policies and procedures, the district will strive to attract, secure, and retain the highest qualified personnel for support positions. It is the responsibility of the superintendent or his/her designee to ensure that all persons employed meet the qualifications established for the particular position. The superintendent will establish an interview and selection procedure that will allow principals or supervisors an opportunity to be actively involved in the selection of an employee for their school/department. However, the superintendent will approve the final selection. The district will not employ any candidate without a personal interview by the appropriate supervisor. The superintendent will notify the board of newly hired support staff as part of the personnel ratification portion of the board's agenda. The superintendent is authorized to recommend retired employees for hire on an "as needed" basis when their employment would serve the best interests of the school district. In such cases, the superintendent or his/her designee will notify the employee of the at-will status of his/her employment. The continued employment of retired employees will be at the discretion of the superintendent, who will make such decisions in the best interests of the district. The decision to employ or not employ retired employees will not be subject to the district's grievance procedures. For additional information, please refer to board policy, *GDF Support Staff Hiring*.

SUPPORT STAFF ASSIGNMENTS AND TRANSFERS

Assignment

All personnel are employed by the district, not a particular school. The superintendent or his/her designee will assign or reassign support staff members on the basis of the staff member's qualifications, the needs of the district, and the staff member's expressed desires. When he/she cannot meet all three conditions, the superintendent or his/her designee will assign personnel in this order: first, in accordance with the needs of the district and its students second, where the administration believes the employee is most qualified to serve third, as to expressed preference of the employee. Differences in expected enrollment and the actual enrollment, as well as other district needs, sometimes result in changed assignments. The superintendent or his/her designee is authorized to reassign personnel in the best interests of the district. Within an individual school, the principal/director will have the authority to assign roles according to the needs of the school. The principal/director will make assignments based on employee qualifications.

Reassignment

In order to ensure the highest quality of instruction, the superintendent or his/her designee will be responsible for the placement of employees within the district. The superintendent or his/her designee is authorized to reassign all personnel in the best interest of the district. In such cases when an employee is reassigned, the superintendent or his/her designee will discuss the reassignment with the administrators involved, as well as the employee affected.

Transfer

A support staff employee who wishes to be considered for a lateral transfer to a new location must submit a transfer request form to the personnel office by April 15th of the current year. Notification to the employee's current supervisor is embedded in the transfer request form. The Senior Chief Human Resources officer or his/her designee, upon receipt of the transfer request form, will notify the principal or supervisor of the transfers requested. The principal or supervisor will review all transfer requests and will contact those employees he/she wishes to interview. Applications for transfers will be considered for vacant positions until May 15th. Transfer requests must be made annually. If a position becomes available after the transfer period, and if it is the judgement of the superintendent that a requested position transfer is in the best interest of the school district, such transfer may be made. For additional information, please refer to board policy, *GDJ Support Staff Assignments and Transfers*.

EVALUATION OF SUPPORT STAFF

The development of a strong, competent support staff and the maintenance of high morale among staff members are major objectives of the board. The board will establish policies which encourage employees to put forth their best efforts and to provide a quality atmosphere in which to work. The board directs the superintendent or his/her designee to develop and implement a program of support staff evaluation. It will be the responsibility of each supervisor to inform the employee in advance of the criteria to be used in the evaluation. All support staff of the district must be formally evaluated their first year and at least once every two years thereafter. The evaluation system for support staff is designed to measure the level of performance of individual employees and to encourage continued professional development. The evaluation system will not be a contractual obligation of the district or a contractual right of the employee. It is not intended to create, nor will it be construed to create, an expectation or assurance of continued employment. Neither the substance nor the content of the evaluation will be subject to the grievance process. For additional information, please refer to board policy, *GDO Evaluation of Support Staff*.

SUPPORT STAFF SUPPLEMENTARY PAY/OVERTIME

The board recognizes that the district is subject to the provisions of the Fair Labor Standards Act. This federal law includes provisions applicable to school districts relating to minimum wage and overtime pay for non-exempt employees. The district will pay a minimum wage on an hour-by-hour basis to all district employees, either part time or full-time, permanent or temporary, which is no less than the federal minimum wage, except under designated training and apprenticeship programs

exempt under special U.S. Department of Labor certification. The board also recognizes that it may occasionally be necessary for non-exempt persons to work more than 40 hours during a given workweek. Individuals will be paid time-and-a-half (in money or compensatory time off) for each hour of overtime worked. All accrued compensatory time shall be taken prior to the end of each fiscal year. Any compensatory time not taken by that point will be paid out at a rate of time-and-a-half. No overtime, as defined by the FLSA, will be required or permitted without written authorization from the employee's immediate supervisor prior to the performance of the work. Employees who work past their regularly scheduled hours without approval will be subject to disciplinary action, up to and including termination. The district requires all employees who are subject to the provisions of the FLSA to complete a daily time record showing actual hours worked. Failure to maintain or falsification of such records may be grounds for disciplinary action. The administration will maintain records and establish regulations that are consistent with this policy and the requirements of the FLSA.

SUPPORT STAFF SUPPLEMENTARY PAY/ OVERTIME

Non-Exempt Employee

A non-exempt employee as defined by the Fair Labor Standards Act (FLSA) is one who does not meet the test of being an executive, administrative or professional employee exempt from the FLSA minimum wage and overtime requirements. Nonexempt employees are entitled to be paid time-and a-half, either in cash or in compensatory time, for each hour worked over 40 in a given work week. Although this list is not exhaustive, nonexempt employees include bus drivers, cafeteria workers, custodial workers, instructional aides, maintenance workers, secretarial workers, bookkeepers and security personnel employed by the district.

Minimum Wage

The minimum wage paid on an hourly basis to all district employees either full or part time, permanent or temporary, will be no less than the approved rate as determined by the federal government, except under designated training and apprenticeship programs exempt under special U.S. Department of Labor certification.

Workweek

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

Hours Worked

Hours worked means all hours during which the individual is required to be on duty - generally from the required starting time to normal ending time. Meal periods do not count as hours worked unless the individual is required to perform work duties during the meal period. Duty-free break periods of 20 minutes or longer do not count as work time.

Travel

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

Leave

Time taken for annual leave, sick leave, vacation leave, holidays, leave without pay or other leave including jury duty, military leave or bereavement leave will not be counted as time worked and is therefore not counted as compensable time for the purpose of determining overtime pay.

Overtime hours

Overtime hours for all non-exempt employees in the district will be held to a minimum consistent with the needs and requirements of efficient and orderly administration. All hours worked by non-exempt employees must be scheduled and duly authorized by the employee's immediate supervisor. Overtime hours worked in excess of the employee's normal work schedule (as established by the employee's supervisor) during the work week must be authorized in writing prior to the time the work is to be performed. Unauthorized overtime will not be tolerated. Where an employee in a single workweek works at two or more different types of work for which different straight-time rates have been established, the employee's regular rate for that week is the weighted average of such rates. (That is, the earnings from all such rates are added together.) This total is then divided by the total number of hours worked at all jobs. With respect to the payment of overtime in money, or in compensatory time off, the district will have the discretion to determine which method of payment to choose.

Compensatory Time Off

Non-exempt employees who work more than their normal work schedule during any workweek may be awarded compensatory time off ("comp time"). Comp time will be awarded at a rate of one and one half hours for each hour of overtime worked beyond 40 hours during a given work week. Comp time may be accrued up until 240 hours (160 overtime hours). Overtime work beyond this maximum accrual will be monetarily compensated at the rate of one and one-half times the individual's normal hourly rate of pay. Every effort will be made to permit the use of comp time at the time mutually agreed upon by the individual and his/her immediate supervisor. However, where the individual's absence would unduly disrupt the district's operations, the district retains the right to postpone or reschedule the comp time usage. The district reserves the right to require employees taking comp time to schedule comp time in a minimal increment of one hour. This requirement is subject to change by the district upon written notification to all affected employees. All comp time will be used within the district fiscal year in which it is earned. (The fiscal year is July 1 - June 30). Unused comp time will be cashed out at the end of the fiscal year. Time off later for working on an official holiday will not be considered compensatory time off but as a delayed holiday. Employees who are required to work on an announced holiday must be given equal time off within the same fiscal year. Individuals with unused comp time whose employment is terminated or who terminate their employment will be monetarily paid for unused comp time at one and one-half times their final regular

rate of pay or the average rate for their past three years of employment, whichever is higher.

Monetary Compensation

Non-exempt employees who work in excess of 40 hours per workweek will be paid at one-and-one half times their "regular rate" for hours over 40 in the event that the district has not designated comp time rather than monetary compensation. Where an employee in a single workweek works at two or more different types of work for which different hourly rates have been established, monetary compensation for overtime work will be paid in accordance with Fair Labor Standards Act provisions.

Termination

Individuals with unused comp time whose employment is terminated or who terminate their employment will be monetarily paid for unused comp time.

Volunteers

A volunteer is defined as an individual who receives no compensation or who is paid expenses, reasonable benefits or a nominal fee to perform the services for which the individual volunteered and such services are not the same type of services which the individual is employed to perform for the district. District employees who work as volunteers will not be compensated for the time spent performing volunteer work.

Students

Vocational students performing work as part of a curriculum are students and not workers. Students helping in office capacities for short periods of time are volunteers and not employees.

Exclusions

Executive, administrative and professional employees will be considered exempt from overtime pay if they meet the appropriate tests for exemption from coverage under the law. For additional information, please refer to board policy, *GDBC Support Staff Supplementary Pay/Overtime*.

SUPPORT STAFF CONDUCT, DISCIPLINE, SUSPENSION, AND DISMISSAL

Support staff employees, unless otherwise designated by contract, will be considered "at will" employees and will be employed for such time as the district needs or desires the services of such employees. Immoral conduct on the part of any employee will constitute grounds for immediate suspension or dismissal. In such cases, an employee will be informed of his/her right to a hearing. For additional information, please refer to board policy, *GDQD Support Staff Conduct, Discipline, Suspension, and Dismissal*.

SUPPORT STAFF REDUCTION IN FORCE

Pro Rata Reduction in Salary and/or Workdays

Loss or reduction in any amount of anticipated or appropriated state, local, or federal funding may, at the discretion of the district, require a pro-rata reduction of salary or a reduction in the number of days worked. Furthermore, any decline in student enrollment, elimination or change in course programming, financial emergency, or temporary closing of school or district operations because of emergency circumstances may require a pro-rata reduction in salary or days worked. Any such pro-rata reduction will take place only upon the recommendation of the superintendent and approval by the board after reasonable notice has been provided to the affected parties. Recommendations to reduce salary or days worked will be made only after all other remedies have been considered. Any compensation reductions will be made on an equitable basis. Any district-wide position eliminations may be handled in accordance with the procedures set forth below. The RIF (reduction-in-force) procedures set forth below do not apply to a pro-rata reduction in salary or workdays.

Reduction-In-Force Procedure

If the superintendent receives a recommendation from the Senior Chief Human Resources officer that a districtwide elimination of support staff positions in compliance with this reduction in force procedure is desirable or necessary, the superintendent will review the recommendation and determine what position(s) must be eliminated and what individual(s) are to be terminated. Support staff positions may need to be eliminated because of such things as decreases in student enrollment, financial exigency, or other circumstances as determined by the superintendent. The elimination of individual support staff positions due to changes in curriculum, or programmatic changes or needs, would not be considered a reduction in force pursuant to this policy. Employee grievances that arise under these circumstances will be handled consistent with board policy GBK, Staff Concerns/ Complaints/Grievances. Additionally, prior to commencing action to terminate support staff members under this policy, the superintendent or his/her designee will give due consideration to the ability to achieve position elimination and/or reduction in staff by voluntary retirement or resignation, reassignment, voluntary leaves of absence, and part-time employment. Such actions would not be considered a reduction in force and thus would not trigger the guidelines set forth below. Reduction in force terminations will occur on a district-wide basis; therefore, the superintendent will not be limited to considering only those employees in the particular school, area, or program in which the loss of enrollment, curriculum change, or financial exigency has occurred. The recommendation concerning specific employees to be terminated under this policy will be based upon the following considerations: - experience - area(s) of expertise - education level - performance evaluation - attendance record experience in other areas of expertise - principal's or supervisor's recommendation - number of days worked - support needs of the schools and district - length of service in the district - safety, maintenance, and operational needs of the schools and district - any other factor considered appropriate by the superintendent. The superintendent may determine the appropriate weight to give to these factors depending upon the needs and circumstances of the district.

Notice to Individual Employee

Recommendations for the elimination of individual support staff positions or reductions in force will be made only after consultation by the Senior Chief Human Resources officer or his/ her designee with the affected employee(s). Following such consultation, written notice of the superintendent's decision to terminate pursuant to this policy will be sent to the affected employee(s) by certified mail, return receipt requested. Notification will be provided to affected employees as soon

as possible and as far in advance of the termination date as possible and in accordance with state and federal law. In no case will affected employees be terminated with less than two weeks notice.

Review of Individual Termination

Within 10 calendar days after receiving a notice of termination under this policy, an employee may request a hearing on the matter before the superintendent or his/her designee. Any such request will be in writing and addressed to the superintendent. The request for review will specify the grounds on which it is contended that the decision to terminate was arbitrary, discriminatory, or otherwise improper and must include a short, plain statement of facts that the employee believes supports his/her contention. A hearing will be conducted in an informal manner as determined by the superintendent. The superintendent or his/her designee will conduct the hearing with the employee within 10 calendar days of receipt of the employee's request and will respond in writing to the employee within 10 calendar days of his/her hearing of the matter. At a hearing before the superintendent or his/her designee, the employee may be accompanied by a representative of his/her choosing who is an employee of the district. Reasonable adjustments to the time frame set forth may be made at the request of either party. After following the above procedure, an employee may request a meeting with the board for the purpose of discussing his/her contention that the grounds to terminate were arbitrary, discriminatory, or otherwise improper. This request will be made in writing to the superintendent within five calendar days of the superintendent's or his/her designee's response following the review of the decision to terminate. The superintendent will, at the next regularly scheduled board meeting, present to the board the request for a review of the decision to terminate, together with all correspondence and responses from the lower administrative levels. On behalf of the board, the superintendent or his/her designee will notify the employee of the board's decision (whether or not to meet with him/her to discuss the decision) within 10 calendar days. Should the board decide to discuss the matter with the employee, said discussion will be informal and non adversarial. The employee may be represented by legal counsel and will be required to satisfy the board by clear and convincing evidence that the decision to terminate was arbitrary, discriminatory, or otherwise improper. The employee will be notified of the board's decision within 10 calendar days following the hearing'. Notification to the employee will be made by the superintendent or his/her designee or behalf of the board. For additional information, please refer to board policy, *GCKA Support Staff Reduction-In-Force/Pro Rata Reduction in Salary and/or Workdays.*

Resignation of Support Staff

A support staff member who wishes to terminate his/her employment with the district will give notice using an electronic separation form. If assigned to a school campus, the employee should notify the building principal. An employee assigned to any other location within the district should notify their immediate supervisor. The staff member should submit an electronic separation form at least two weeks before the desired termination date. The board confers upon the superintendent the authority to accept classified employee resignations. The superintendent will provide the board a list of resignations he/she has accepted.

BENEFITS AND PAY

INSURANCE BENEFITS

Health Insurance

All employees who work a minimum of 30 hours per week in a regular budgeted full-time position are eligible to participate in the insurance benefits offered by the State of South Carolina's Public Employee Benefit Authority (PEBA). In addition, non-permanent full time, variable-hour, part-time, and temporary employees may be eligible to participate in some or all coverages if they average 30 hours or more per week or meet the part-time teacher requirements and work between 15 and 30 hours per week. For more detailed information on the plans offered and monthly rates, please refer to PEBA's website at *www.peba.sc.gov.*

Employees may choose one of the two health insurance options offered through PEBA: the State Health Plan Savings Plan or the State Health Plan Standard Plan. Eligible members of the military community may enroll in the TRI CARE Supplement Plan. New employees have 31 days from the date of employment to complete an enrollment form. Additions or deletions may be made annually during open enrollment or 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 or; (4) gain or loss of other coverage. An employee has 31 days to initiate the change and supply the required documentation to their dedicated benefits specialist if one of the instances occurs.

Changing from one plan to another can be done only during our annual open enrollment period and the effective date of the change will be January 1 of the following year (certain exceptions apply.)

An employee must complete an enrollment form and submit appropriate documentation to the Benefits Division of Human Resources within the prescribed deadlines in order for health insurance coverage to be effective.

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 physically worked or last day of scheduled employment if on an approved leave of absence.

Persons meeting the following qualifications are also eligible to buy extended coverage for group health and dental insurance if they were covered under the plan prior to the change in event date:

- Widow or widower of a covered employee.
- Divorced spouse of a covered employee.
- 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.
- Covered employees whose hours are reduced so that they no longer meet eligibility requirements under the plan.

Employees retiring from public education or State employment

should contact the Richland Two Benefits Division of Human Resources at 803.738.3295 to enroll in retiree insurance programs at least three weeks prior to their retirement date.

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. The dental election is for a two-year period. Certain changes may be made when there is a change in family status (see health insurance section).

Life Insurance

Automatic enrollment into the Basic Life Insurance benefit, including Accidental Death and Dismemberment coverage, is provided to eligible employees enrolled in the State Health Plan or the TRICARE Supplement Plan. Basic Life insurance coverage provides $3,000 in term life insurance to eligible employees age 69 and younger; and $1,500 to eligible employees age 70 or older

The Richland Two Board of Trustees provides additional term life coverage to all benefits-eligible, permanent employees (working at least 30 hours per week), at no cost to the employees. Coverage is a flat amount of $15,000. Reductions due to age apply at ages 65 and 70. Life insurance provided by the district carries a conversion privilege for employees when employment terminates. Conversion must be made within 31 days of separation.

Any contributing member of the S.C. Retirement System (SCRS) or State Optional Retirement Plan (State ORP) has an additional incidental death benefit equal to one full year's salary if the employee has at least one year of continuous employment. This benefit is taxable to the beneficiary or can be rolled into another tax-deferred qualified retirement plan.

Employees who meet the eligibility requirements are eligible to participate in the State Optional Life Insurance plan. This is a benefit for which the employee pays. Premiums are based upon the amount of coverage selected and the age of the employee.

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

All life insurance provided is term insurance. All employees should keep beneficiary designations up-to-date. Additional information and forms may be obtained from the Richland Two Benefits Division of Human Resources.

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. (Exceptions apply for Part-Time Teachers.) Supplemental long term disability coverage is also available. Premiums are based on the employee's salary, age, and plan selected.

Flexible Benefits Plan

The flexible benefits plan, administered under the MoneyPlu$ program, is an employee benefits program which is available on an elective basis to all benefits-eligible employees. This plan allows participating employees to make nontaxable payments for health, dental, vision, and optional life up (up to $50,000) premiums, qualified non-reimbursable medical expenses and dependent care expenses. All MoneyPlu$ deductions are excluded from Federal, State and Social Security taxes. UPON EMPLOYMENT ALL FULL-TIME SCHOOL DISTRICT EMPLOYEES ARE AUTOMATICALLY ENROLLED IN THE MONEYPLUS INSURANCE PREMIUM PRE-TAX FEATURE UNLESS AN EMPLOYEE REFUSES ENROLLMENT.

Newly hired employees have a 31-day period from their date of employment to sign up for the Flexible Benefits Plan.

One consideration of participating in the plan is that the reduced gross salary amount will have an effect on the calculation of Social Security benefits. Further, an administration fee is charged for participation in the MoneyPlu$ spending account programs. Forms and additional information may be obtained from the Richland Two Benefits Division of Human Resources at 803.738.3295.

Affordable Care Act (ACA)

The Patient Protection and Affordable Care Act, also known as the Affordable Care Act (ACA), is health reform legislation signed into law in March 2010. Key provisions of the legislation include extending coverage to millions of uninsured Americans, implementing measures that will lower health care costs and eliminating industry practices that include denial of coverage due to pre-existing conditions.

Effective January 1, 2015, Richland School District Two began offering benefits to part-time, temporary and variable hour employees that average at least 30 hours per week during the district's annual look-back period, which is held every October. For new employees that work on a temporary or variable hour basis, the district has a special look-back period on his or her oneyear anniversary.

If a person has questions about the ACA, please contact the Richland Two Benefits Division of Human Resources at 803. 738.3324.

Employee Assistance Program (EAP)

Richland School District Two offers Telus Health's EAP services to all permanent employees working at least 10 hours per week, their spouses or domestic partners, and household dependents. With our Employee Assistance Program and Work/Life Balance Services, confidential assistance is as close as your phone or computer. A licensed professional counselor can help you with: stress, depression, anxiety, relationship issues, divorce, job stress, work conflicts, family and parenting prob-lems, anger, grief, loss, and more. Employees and eligible family members should reference that they are eligible for the EAP under Richland School District Two.

WORKERS' COMPENSATION BENEFITS

Terri Monroe, 803.738.3292 or Dilya Morris 803.543.8753
2025-2026 Workers' Compensation Administrator — PAI Companies

All Richland School District Two employees are covered by Worker's Compensation coverage which is provided by the district. If an injury occurs while an employee is working for the district, the employee must report the injury to their immediate supervisor and the Risk Manager for that location If an employee has an incident with an injury that is deemed work-related; the District will

- Pay all reasonable medical treatment as defined by state law
- Provide Workers' Compensation benefits beginning after a seven (7) day waiting period (if-applicable) as mandated by state law at a rate of 66 2/3 % of the employee's pre-injury average weekly wage up to a state designated maximum.

Our District is committed to providing our employees with the following:

- Quality medical care
- Assistance to return to work as soon as possible
- Investigate the cause of all incidents to prevent future injuries

If an injury occurs while an employee is working for the district, the employee must notify their supervisor and/or the Workers Compensation Contact for the injured worker's location **immediately**. The Workers Compensation contact must complete and sign the *First Report of Injury (12A)* form. All required information must be completed and the form emailed to *workerscompensation@richland2.org* within 24-48 hours.

Emergency Room Visits

If an employee needs medical attention requiring emergency treatment, the injured worker should go to the nearest Emergency Room or 911 should be dialed for assistance. If the emergency room was visited and a follow-up is needed, the employee should visit one of the approved Doctor's Care (Novant Health)locations. A Doctor's Care (Novant Health)authorization should be provided to the injured employee by their location.

If emergency treatment is not required, the employee should receive medical care from one of the the approved medical treatment facilities:

1. Doctors Care (Novant Health)Ridgeview – 4621 HardScrabble Road, Columbia, SC 29229, 7 days a week, Mon-Fri 8:00 am – 8:00 pm, Sat & Sun 9:00 am – 5:00 pm, 803-736-8955.
2. Doctors Care (Novant Health) Northeast – 10040 Two Notch Road, Columbia, SC 29223, 7 days a week, Mon-Fri 8:00 am-8:00 pm, Sat & Sun 9:00 am-5:00 pm, 803-788-1153.
3. Doctors Care (Novant Health) Forest Drive – 4500 Forest Drive, Suite A, Columbia, SC 29206, 7 days a week, Mon-Fri 8:00 am –8:00 pm, Sat & Sun 9:00 am – 5:00 pm,803- 738-9522

The injured employee can check in online for any Doctors Care (Novant Health) *locations at https://doctorscare.com/locate/*

The injured employee must:

- Provide Work Status Report to their supervisor
- Keep and schedule ALL appointments and follow-ups
- To avoid using leave appointments should be made during non working hours.

If the employee does not wish to seek medical treatment at this time, the employee should still complete all necessary paperwork. The employee does not lose the right to seek medical attention if they should elect to receive treatment at a later date, but must seek treatment within 30 days from the date reported.

Injured employees should not go to their personal doctor unless authorized by the District or our Workers' Compensation Benefit Program Administrators. Any unauthorized doctor's visit may result in non- payment by Richland School District Two.

Richland School District Two is committed to providing a safe and healthy working environment for all employees. As part of this commitment, we shall make every reasonable effort to provide suitable temporary employment to any employee unable to perform his or her job duties as a result of a workplace injury or illness. This may include a modification to the employee's original position or providing an alternative position, depending on the employee's medical restrictions, providing that this does not create an undue hardship to Richland District Two. This program applies to all employees with work-related injuries and/or illnesses.

If an injured employee is written out of work by a District approved physician they do not receive compensation for their lost wages for short-term absences up to seven days following an injury. Employees can use sick, vacation or any combination of their accrued leave during this seven day waiting period. After this seven day waiting period, if an employee will be absent for an additional seven days, the employee will have the choice of continuing to use accrued leave to the extent that is desired, or they may receive Workers' Compensation indemnity benefits. These indemnity benefits will be paid at two-thirds of the employee's average weekly wage, not to exceed the maximum compensation rate that is allowed under Title 42 of the SC Code of Laws. If the employee chooses to continue using their accrued leave after the waiting period, they will **not** be reimbursed for leave used.

RETIREMENT

All employees interested in retiring should contact the Benefits Division of Human Resources at 803-738-3295 at least three weeks prior to their intended retirement date. In order to retire, employees will be required to complete the online HR separation form.

South Carolina Retirement System or Optional Retirement Program

It is mandatory for all permanent part-time and full-time employees to participate in one of our available retirement options. SCRS is a defined benefit retirement program offered through PEBA. ORP is a defined contribution retirement program under which the employee is vested immediately. Under ORP, an employee may choose from one of the approved four investment providers: Corebridge, Empower, Voya, and TIAA. Regardless of the plan selected, an employee contributes 9% of their earnings on a tax-deferred basis into the retirement program. This active contributing percentage may change based on South Carolina state law. Non-permanent employees may also elect to participate in one of these options. For more information visit the following website: www.peba.sc.gov.

Continued Employment After Retirement

State law requires a member to separate from employment covered by SCRS. The South Carolina General Assembly has specified that a member of SCRS must be retired for at least 30 consecutive calendar days before returning to work for an employer covered by any pension plan governed by Title 9 of the 1976 Code of Laws and an earnings limitation may apply.

Retired SCRS members working for a covered employer must pay active employee contributions. Certain retirees may be subject to an earnings limitation. Please contact PEBA at 803.737.6800 for

more information. Refer to board policy, *GCQE/GDQC Retirement of Professional and Support Staff.*

Purchase of Service Credit

The Retirement System's Installment Service Purchase Program offers two options for active members wishing to purchase additional service credit without making a lump-sum payment. An option through which active members may purchase additional service credit with pre-tax dollars became available on January 1, 2005. An after-tax option, through which an active member would use after-tax money to purchase additional service credit, is still available. Employees needing more information about the program may contact PEBA or visit www.peba.sc.gov.

Additional Retirement Options - 401(k), 457, and 403(b)

In addition to the mandatory retirement accounts, employees can save additional money for retirement by enrolling in one of our voluntary retirement accounts like a 401(k), 457, or 403(b). These accounts are self directed, so you decide how to invest your money. Although there is no employer match, it does allow you to set aside pre-tax dollars to maximize money for retirement.

For more information on the 401(k) and 457 plans, please refer to the State's website at www.southcarolinadcp.com. For more information on the 403(b) plan, please refer to our Universal Availability Notice.

Employees can enroll in these voluntary accounts at any time by contacting the selected vendor.

Name Change/Address Change

Submit the Request for Change/Action form for a name or address change to the Department of Human Resources. NOTE: An employee may use the MyHR website to make address changes. After a request for change of address has been submitted to the Department of Human Resources, the employee will be contacted by the Benefits Department.

EMPLOYEE PAY

Employees of Richland School District Two are paid according to salary schedules which are developed by the district administration based on the budget approved by the district Board of Trustees. Salary schedules are published on the district's website.

Individual salaries are determined by degree(s) earned and/or job classification and experience. Notice of change in an employee's status which affects salary must be submitted to the Human Resources Department before any pay adjustments can be made.

Payroll Deductions

The district will give employees access to an online statement of his/her paychecks showing voluntary and legally-mandated deductions.

Social Security (FICA)

The Social Security portion of FICA is 6.20 percent of your covered wages, up to a maximum wage base of $168,600 for 2024. The Medicare tax is 1.45 percent. There is no cap on earnings for the Medicare portion of FICA.

Retirement Contribution

Beginning July 2017, employees participating in the SCRS and State ORP will contribute 9% on all earnings. and employees participating in the PORS will contribute 9.75% This rate is set by state law and is subject to change. All teachers and employees may participate in the South Carolina Retirement System or the Optional Retirement Program (ORP). Please contact the district's Benefits Department for details.

State and Federal Income Taxes

These taxes are withheld according to schedules provided by the state and federal governments.

Voluntary Deductions

Voluntary deductions from salary may include:

- Insurance benefits, including but not limited to health, dental, vision, life and disability
- Extended family insurance benefits
- Deferred Compensation and tax sheltered annuities
- Medical Spending – funds are deducted through payroll on a pre-tax basis and are set aside to pay for medical expenses
- Dependent care – funds are deducted through payroll on a pre-tax basis and are set aside to pay for child care

The administration has the right to approve requests for additional types of voluntary deductions.

Tax-Sheltered Savings

South Carolina Deferred Compensation Program

Eligible employees now have the option to enroll online for a 401(k) and/or 457 plan through the SC Deferred Compensation Program so you can start your savings journey quickly and easily. Learn more about Deferred Comp online. To enroll online, visit southcarolinadcp.com.

401(k), 457(b) or 403(b) Tax-Deferred Annuity Plan Do you have questions about the differences between the 401(k) and 457(b) plans? Learn more online. Questions? Contact Empower's Participant Service representatives at 877.457.6263. Representatives are available weekdays between 8 a.m. and 10 p.m., and Saturdays between 9 a.m. and 5:30 p.m. Eastern Standard Time. The Retirement Plan Advisor for Richland School District Two , Wendy Sheffield, is also happy to assist you with enrolling online and learning how the Deferred Compensation Program can help you prepare for your future retirement. You can easily set up a meeting with her by visiting https://wendysheffield.empowermytime.com/#/

Payroll Dates

All district employees are paid on the 15th day and the last day of each month. If the 15th or the last day falls on a weekend or a holiday, pay is issued the preceding Friday or work day. The following is a list of payroll dates for the 2025–2026 school year:

PAYROLL DATE	DAYS COVERED
August 14, 2026	June 29 – July 19 (3 weeks)
August 31, 2026	July 20 – August 9 (3 weeks)
September 15, 2026	August 10 – August 23
September 30, 2026	August 24 – September 6
October 15, 2026	September 7 – September 20

October 30, 2026	September 21 – October 4
November 13, 2026	October 5 – October 18
November 30, 2026	October 19 – November 1
December 15, 2026	November 2 – November 15
December 18, 2026	November 16 – December 6 (3 Weeks)
January 15, 2027	December 7 – December 20
January 29, 2027	December 21 – January 10 (3 Weeks)
February 12, 2027	January 11 – January 24
February 26, 2027	January 25 – February 7
March 15, 2027	February 8 – February 21
March 31, 2027	February 22 – March 7
April 15, 2027	March 8 – March 21
April 30, 2027	March 22 – April 11 (3 weeks)
May 14, 2027	April 12 - April 25
May 28, 2027	April 26 – May 9
June 15, 2027	May 10 – May 23
June 24, 2027	May 24 – June 6
July 15, 2027	June 7 – June 20
July 22, 2027	June 21 – July 4

Note: Days covered are for hourly employees or for extra hours worked. Data reflected is subject to change.

Payroll Distribution

Employees enrolled in direct deposit should have their pay deposited in their financial institution account by 2:00 p.m. on the payroll date.

Employees not enrolled in direct deposit will receive a check mailed to their permanent address on file one day prior to the district's payroll date.

*Please note that principals/supervisors may alter individual starting and ending dates based on the needs of their school/location.

Withholding Tax (Federal and State) — Form W-4

Employees who have experienced changes in tax exemption status should file a new exemption certificate (Form W-4). Responsibility for accuracy of exemption certificates lies with the employee. Electronic forms are available online via MyHR.

Direct Deposits

All employees should enroll in the direct deposit program. To begin this service, an employee must complete an Authorization for Automatic Deposits form with an attached voided check or direct deposit form from their financial institution. The first payday after enrolling serves as a test between the district and the financial institution. Therefore, the first pay will be a district issued check. On the second pay period after the direct deposit test, pay will be deposited automatically in the designated account. In order to change accounts, an employee must log into MyHR to make changes online or provide a written request to the district's Human Resources Department at least ten days prior to the pay period for which the change is requested.

FINANCIAL/BOOKKEEPING ISSUES

The records of all funds collected and disbursed in connection with the operation of any part of the school program shall be kept in accurate and systematic form, properly safeguarded by deposit in a school account, and audited annually as required. When collecting any money, a receipt MUST be issued and a log of the collections MUST be turned in to the bookkeeper. Receipts must be accurate. Give one copy to the recipient and retain one copy for your records. Clearly identify the amount of money received, purpose and date. All money must be remitted to the bookkeeper daily for deposit and may not be used to make direct purchases. To utilize the on-line payment system, Rycor, teachers must provide the bookkeeper the purpose or reason for the charge, the amount, the applicable student group and the deadline the fee needs to be paid at least two weeks before the collection of the fee. Teachers should direct parents to Parent Portal to pay by debit or credit card through the on-line payment system for all items.

All course fee money or past debts must be collected by the fee office or bookkeeper. No money should be left in your classroom or in the building overnight. No students should be sent to the bookkeeper with a deposit. Deposits must be counted and accompanied by the log of the collections when turned in to the bookkeeper. The bookkeeper will recount the deposit and issue a receipt from the fee management program, Rycor to the depositor. Be sure to check your receipt from the bookkeeper for accuracy. It is the teacher's responsibility to ensure that s/he has a receipt for all deposited money.

Money or other valuables should never be left in the classroom. Any time money is collected for student fees, field studies, etc., that money must be forwarded to the school's bookkeeper daily.

PROCEDURE FOR PURCHASING

Before any order can be made for books and materials, faculty members must, at a minimum, follow these procedures:

- Have the request approved by the principal or his/her designee.
- After approval, please see your school's bookkeeper so that an appropriate "Purchase Order" can be submitted PRIOR to the placement of the order.

POLICIES AND PROCEDURES REGARDING STUDENTS

Student Fundraising Activities (Policy JJE)

Schools will keep fund-raising campaigns to a minimum so as not to impair the efficiency and effectiveness of the education program. In addition, schools may undertake such campaigns only under the following circumstances:

- Students in grades kindergarten through eight will not participate in fund-raising activities which involve selling items or soliciting contributions, pledges or orders door to door.
- Fund-raising campaigns sponsored within the school must be in support of specific student activities or projects that will contribute to the improvement of the school's program.
- The principal will approve each campaign. The principal or his/her designee will supervise each campaign.
- Students may not participate in fund-raising activities during school hours without the express approval of the principal.
- Students will not solicit personal contributions to meet the basic needs of the school or to finance extracurricular activities.

No student or organization may sell, distribute or advertise services, written materials or items from private sources on school premises or in the school or school district without the permission of the principal of the school involved and the superintendent.

Organizations or students seeking to distribute materials to students unrelated to the individual school or school district must have the permission of the superintendent.

Instructional Use of Videos/Copyright Information

An employee must have administrative approval to show a video to students. Approved videos may generally be shown to students through the media retrieval system or by streaming through the internet.

An employee must ensure that all video showings comply with copyright laws and regulations, Board Policy EGAD and Administrative Rule EGAD-R. Additionally, an employee must ensure that YouTube, streamed, and other video showings comply with any applicable terms or conditions of use. In many circumstances, use of a video may be prohibited unless the proper authorization or consent is obtained from the copyright owner. Please contact the media center staff if you have any questions regarding appropriate usage.

Personal DVD players, VCRs, and other video-playing devices are not permitted for use in the classroom unless the device and the specific use are approved in writing by the administration. Additionally, the use of off-air recorded materials is permitted only with written administrative approval and pursuant to certain restricted conditions consistent with the Kastenmeier Guidelines listed below. Please contact the media center staff if you have any question regarding the appropriate use of an off-air recording.

Copyright Law (Kastenmeier Guidelines)

A broadcast program (including simultaneous cable transmission, but not other cable programs) may be recorded off-air and retained for a period of 45 calendar days after the date of recording. Upon conclusion of the retention period, all off-air recordings must be erased or destroyed. An off-air recording may be used once by individual teachers (in each of his or her classes) in the course of relevant teaching activities. It may be repeated once and only once if instructional reinforcement is necessary in the classroom and similar places devoted to instruction within a single building, cluster or campus as well as in the homes of students with handicapping conditions that prevent them access to regular classes during the first 10 days of the 45 day retention period. Off-air recordings may be made only at the request of and used by individual teachers and may not be regularly recorded in anticipation of requests. No broadcast program may be recorded off-air more than one time by the same teacher regardless of the number of times it is broadcast. A limited number of copies may be reproduced from each recording to meet the legitimate needs of teachers under these guidelines. Each such copy shall be subject to all provisions governing the original off-air recordings. After the first ten consecutive school days, the only use that can be made of the recording is teacher evaluation. This evaluation is to be used to determine the likelihood of using programs in the series or in purchasing a copy of the program. Off-air recordings need not be used in their entirety, but the recorded programs may not be altered from their original content. The sequence of use must follow the order of the program. All copies of off-air recordings must include the copyright notice on the broadcast program as recorded.

Equal Educational Opportunity/ Nondiscrimination (Policy JB)

The board believes that the district must provide public education in an atmosphere where differences are understood and appreciated. The district should treat all persons fairly, with respect, and without discrimination or threats of violence or abuse.

Every student of this school district will have equal educational opportunities regardless of ethnic or racial background, religious beliefs, gender, disability, and economic or social conditions. The district schools will not refuse to admit or exclude any person based on these criteria.

This concept of equal educational opportunity serves as a guide for the board and the staff in making decisions related to school facilities, employment of personnel, selection of educational materials, equipment, curriculum and regulations affecting students. It will be the superintendent's responsibility for developing a plan and providing procedures to assure support of this policy. Each building principal will be responsible for working with the staff and students in his/her school to ensure equal opportunity for all students in all building level programs and activities.

Supervision of Students

We are responsible for the safety and welfare of our students. While on duty, teachers and staff are to supervise and monitor student behaviors carefully. NEVER LEAVE STUDENTS UNATTENDED OR UNSUPERVISED. Do not leave a student in charge of supervision; instead, ask another teacher, instructional assistant, or appropriate administrator for assistance. If an emergency requires a teacher to leave his or her duty station, the teacher must make arrangements for the class to be supervised. This is mandatory!

Teachers should stand at classroom entrance doors between classes to help supervise students and to encourage them to get to class on time. A teacher's presence is the best deterrent to inappropriate behavior. Students should not be allowed to leave classrooms in an unsupervised group for visits to the bathroom, office, cafeteria, etc. Passes should be used.

Teachers must ensure the proper supervision of their assigned students during any afterschool activities or tutoring that they are responsible for providing. Teachers will want to avoid isolated, one-on-one interactions with students – use good judgment at all times! Refrain from those interactions with others that could lead to a questioning of the teacher's intent.

Engaging in physical contact with the students can lead to a questioning of the intent. The safest course of action is to refrain from physical contact with the students except as necessary to ensure their safety, the safety of others, or to provide required custodial care — again, use good judgment at all times!

Communications

Communicate regularly with parents regarding student achievement. There should be NO SURPRISES! Include phone calls, written notes, emails, home visits if necessary, etc. — document your actions.

Show parents that you care about their child through notes, emails and/or phone calls. Remember to call about good things that have happened.

Return phone calls, email, written notes or other communications from parents promptly. Check email and voicemail messages when students are not present.

All written material sent home to parents should be clear, concise, and without grammatical/spelling errors.

Respect each other as professionals. DO NOT get involved with rumors or gossip.

Use of Cell Phones

Instructional staff should have their phones programmed for calls to go directly to voice mail during instructional times. If there is a known emergency call, a teacher or staff member will be called to the phone. Cell phones should not be used during the school day except in emergency situations.

Student Records

Student records are confidential and are not to be disseminated to persons who do not have an educational need for access to the records. Other students should not be permitted to view, post or compute student records and/or grades. Records are not to be left exposed in areas where persons not having a need may view them.

Family Educational Rights and Privacy Act Notification of Rights

The Family Educational Rights and Privacy Act allows schools to release "directory information," i.e., student's name, address, photograph, participation in officially recognized activities and sports, diploma or certificate, awards received, and other similar information. The district considers photographs to include digital images, including digital photographs and recordings related to school or district-sponsored events, activities, and special recognition, as "directory information." In addition, federal laws require schools to provide military recruiters, upon request, with three directory information categories—names, addresses, and telephone listings—unless parents have advised the school that they do not want their student's information disclosed.

Education Records

A student's cumulative education record contains directory information, scholastic information, standardized test data, health records, and other similar information. Individual student records are not available for public inspection; however, the Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records:

1. To inspect and review the student's education records within 45 days of receipt of written request for access Parents or eligible students should write to the school principal identifying the record(s) that they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. To request the amendment of the student's education records that the parent or eligible student believes to be inaccurate or misleading (FERPA provisions do not apply to grades and educational decisions made by school personnel)

2. Parents or eligible students may ask to amend a record that they believe is inaccurate or misleading. They should write the school principal and clearly identify the part of the record they want changed and specify why it is inaccurate or misleading.

If the district decides not to amend the record as requested by the parent or eligible student, the administration will notify the parent or eligible student of the decision and of the right to a hearing regarding the request for amendment. With this notification, the district will provide additional information regarding hearing procedures.

3. To consent to disclosures of personally identifiable information contained in the student's records, except to the extent that FERPA authorizes disclosure without consent One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement personnel); a person serving on the school board; a person/company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee (such as disciplinary or grievance committee) or assisting a school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request and without consent, the district discloses education records to officials of another school district in which a student seeks or intends to enroll.

4. To file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA.

Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents of elementary and secondary students

certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include, but are not limited to, the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or student's parent; or
8. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of:

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law;
3. Activities involving collection, disclosure, or use of personal information collected from students for marketing or to sell or otherwise distribute the information to others. (This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.)

Inspect, upon request and before administration or use:

1. Protected information surveys of students and surveys created by a third party;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Richland Two has developed policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Richland Two will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Richland Two will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Richland Two will make this notification to parents at the beginning of the school year if the district has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys.ys Following is a list of the specific activities and surveys covered under this direct notification requirement:

- Collection, disclosure, or use of personal information collected from students for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202

PLANNING

It is very important that you plan instruction for the year. To help you do so, make a long term plan for each subject you teach. The long term plan should include each major topic in the subject, the S.C. standards you will teach in that topic, and a timeframe for beginning and ending the topic.

Teams/Departments should plan collaboratively using district pacing guides where available. Students should receive instruction on all state standards and indicators prior to state testing.

Teachers are expected to have lesson plans for their content areas up-to-date and accessible for school and district level administrators to read and provide feedback. If lesson plans are kept electronically, a visible link or code must be prominently displayed.

Emergency Lesson Plans

A copy of emergency lesson plans for unexpected absences should be at a designated location in the classroom with team members aware of such location before the first day of school. As you update procedures and rolls, remember to update your emergency lesson plan folder. Remember that emergency plans are for emergencies only.

Controversial Subjects

Any teacher who expects to instruct on a controversial subject must check the content with his or her administrator well ahead of time.

ATTIRE

As professionals, we need to dress appropriately to enhance our status as role models for our students. We must avoid being too casual while at the same time attempting to enforce a dress code

with our students. Type and length of clothing needs to model the student dress code. All staff members must wear their school-issued identification card at all times while on campus.

POLICY GCRD TUTORING FOR PAY

A teacher may enter into an agreement with parents for tutoring children for a fee. This practice must be limited to children other than those for whom the teacher is currently exercising teaching, administrative or supervisory responsibility. These restrictions are to assure all students reasonable assistance without charge from their own teachers, as well as to avoid placing a teacher in a position where he/she may have a conflict of interest.

A teacher may not tutor any student for pay during his/her regular working hours or on school premises.

These agreements are between the parents and the teachers and the district assumes no liability nor responsibility for monitoring these activities.

STUDENT DISMISSAL PRECAUTIONS (POLICY JLIB

No staff member will excuse any pupil from school prior to the end of the school day or into any person's custody without the direct prior approval and knowledge of the building principal or principal's designee. The principal or principal's designee will authorize early or otherwise irregular dismissal only when it is requested in person or in writing by the student's parent or legal guardian. The parent or legal guardian must request all nonemergency early dismissals in writing prior to the time of the requested dismissal. Students who become ill during the day may not leave before obtaining permission from the office.

Release of Child to Noncustodial Parent

For children whose parents are divorced, the school will dismiss the student only into the custody of the parent with legal custody. The school will release the child to either parent if the parents are divorced and have joint custody. The school will release a child to a noncustodial parent only if there is a permission for doing so signed by the custodial parent on file at the school office.

If possible, the school should obtain a copy of the parent's custody papers to have on file in the event the other parent attempts to remove the child from school.

STUDENT ATTIRE (POLICIES JICA AND JICA-R)

Richland School District Two students are expected to dress and be groomed in such a way as to not distract or cause disruption in the educational program or orderly operation of the school. Personal appearance of students should promote health and safety, contribute to a climate conducive to teaching and learning and project a positive image of the district to the community. School administrators will be responsible for determining dress code violations. The principal reserves the right to amend any provisions that he/she deems to be in the best interest of the student or the educational process. Students should dress for the educational setting and not the recreational one. The board will review the policy for any changes needed on a yearly basis.

High School/Middle School

Clothing and/or hair should not be so extreme or inappropriate to the school setting as to disrupt the educational process. Therefore, clothing deemed distracting, revealing, overly suggestive or otherwise disruptive will not be permitted. Wearing accessories, or clothing that could pose a safety threat to one's self or others, is not allowed. This includes heavy chains not made as jewelry, fishhooks, multiple-finger rings (rings welded together resembling brass knuckles or rings that can be used as a weapon), studded bracelets or collars, nose/lip to ear chains, etc. Unusual body piercing that is disruptive to the order of the school, or is a distraction to the learning environment, will not be allowed.

Attire must not evidence membership or affiliation with a "gang" in any negative sense of the term. In determining whether or not a student is in violation of the prohibition on the wearing/display of a gang-related item, the district will maintain, in all of its school offices, an example of potential gang indicators including symbols, hand signals, graffiti and clothing/accessories (as stated in policy JICF - Secret Societies/Gang Activity). Bandannas and do rags are not allowed on campus and will be confiscated and discarded. Picks and combs are not allowed in hair. Hair items such as plastic headbands, barrettes and ribbons are permitted. Students are not allowed to wear hats or other head gear in school buildings (including portables). These items may be confiscated. Religious head gear is allowed. School administrators will not be held liable for confiscated items.

Attire must not be immodest, obscene, profane, lewd, vulgar, indecent or offensive. Lower garments should be of fingertip length to assure modesty when the student is seated or engaged in school activities.

- Pants, jeans, and skirts must be long enough to cover the lining of pockets.
- Shirts must cover students' midriff.
- Bonnets are now included on the list of head coverings such as hats that students cannot wear inside schools.
- Hoods cannot be worn on the head inside the building.
- Slippers, bedroom or house shoes cannot be worn.

Students may not continue to attend class wearing inappropriate clothing. Neither parents/legal guardians nor students will place the burden of enforcing the dress code solely on the school. Parents/legal guardians and students are expected to comply to ensure that a comfortable, safe and non-confrontational environment is provided for all students. Administrators and faculty members are expected to strictly enforce the dress code at all times.

Violation of the dress code will result in the following:

- Student(s) will be required to return home and change into appropriate attire or a parent/legal guardian can bring proper clothing to school or the student will be sent to ISD.
- Repeated violations of this dress code will be treated as disruptive behavior in violation of the student code of conduct. However, dress code violations will not carry over on the student's discipline record to subsequent years.
- The school administration will determine the amount of lost instructional time a student must make up due to being out of class for inappropriate dress.

The instructional time will be made up after school and at the financial expense of the student's parent/legal guardian for a certified teacher to remain and instruct the student. Failure to do so may result in a student repeating the course(s).

Elementary School

The school authorities, the parents/legal guardians and the students should work together to provide guidelines for a student dress standard which is logical, tasteful and discourages displays of extremes and which promotes personal cleanliness and neatness of clothing. Students should dress for the educational setting, not a recreational one. When a student's attire disrupts the educational program, or is a threat to safety or health, appropriate actions will be taken. If, in the opinion of the teachers and administration, a student's attire is disruptive, the student's parent/legal guardian will be notified and the student will be dismissed from class(es) until properly attired.

Uniforms

In order to improve discipline, reduce violence, encourage attendance and enhance the learning environment, the board will allow district schools to have a student uniform program. Schools will poll their faculty and parents to determine if the school wants to adopt and/or continue a student uniform program. The schools will continue this poll at three-year intervals.

Schools that decide to participate in the student uniform program will follow these guidelines:

- Each school, with input from parents, will determine the designated uniform. The district urges schools to select practical, generic-type uniforms that will be readily available at a modest cost from local retailers.
- The school will give parents at least three months' notice prior to implementation of the student uniform program. The school will not consider a student non-compliant when the student wears the uniform of a nationally recognized youth organization such as the Boy Scouts, Girl Scouts, Junior ROTC, etc., on a regular school day.

Financial assistance plan

The school will not deny a student attendance at school or penalize a student for failure to wear a uniform for reasons of financial hardship. Each school will have a plan for any parent/ legal guardian who cannot afford uniforms. Any parent who cannot afford uniforms may request financial assistance from the school. The individual must establish financial need to the satisfaction of the principal as the district does not expect the school to incur the parental responsibility of providing school clothing for students. Each school will work with staff, the local school community and business partners to identify resources for assisting families in the purchase of uniforms. The school will maintain a list of community agencies, uniform retailers, organizations and individuals willing to assist families in need of help to purchase uniforms. The school may ask PTAs or school volunteers to coordinate the effort to provide needed assistance. The school may ask PTAs or school volunteers to coordinate a program for the buying and selling of previously used or second hand uniforms.

Exemption Procedures

Any parent may exempt his/her child from the student uniform program by following these procedures:

- Request by mail or in person an application for exemption from the student uniform program.
- Complete the application and submit the form to the principal.
- Meet with a designated school administrator to discuss the uniform program to ensure that the party understands the goals of the program and to determine the nature of the parent/legal guardian's objections.

Disciplinary Action

Prior to initiating any district action against a student who does not comply with the student uniform program, the principal or his/her designee will confer with the parent/legal guardian to solicit parental cooperation and support. The school will not consider a student non-compliant if the parent/legal guardian has opted out of the program according to the procedures as outlined in the policy and administrative rule.

The school will initiate disciplinary action only after pursuing all other avenues of support and cooperation. The school will only take action consistent with the district code of conduct Policy JICDA and administrative rule JICDA-R.

HARASSMENT, INTIMIDATION OR BULLYING (POLICIES JICFAA AND JICFAA-R)

The board prohibits acts of harassment, intimidation or bullying of a student by students, staff and third parties that interfere with or disrupt a student's ability to learn and the school's responsibility to educate its students in a safe and orderly environment whether in a classroom, on school premises, on a school bus or other school-related vehicle, at an official school bus stop, at a school-sponsored activity or event whether or not it is held on school premises or at another program or function where the school is responsible for the student. Since students learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect and refusing to tolerate harassment, intimidation or bullying.

For purposes of this policy, harassment, intimidation or bullying is defined as a gesture, electronic communication or a written, verbal, physical or sexual act reasonably perceived to have the effect of either of the following:

- Harming a student physically or emotionally or damaging a student's property, or placing a student in reasonable fear of personal harm or property damage
- Insulting or demeaning a student or group of students causing substantial disruption in, or substantial interference with, the orderly operation of the school

Any student who feels he/she has been subjected to harassment, intimidation or bullying is encouraged to file a complaint in accordance with procedures established by the superintendent. Complaints will be investigated promptly and thoroughly. All school employees are required to report alleged violations of this policy to the principal or his/her designee. Reports by students or employees may be made anonymously. All other members of the school community, including students, parents/legal guardians, volunteers and visitors, are encouraged to report any act that may be a violation of this policy. The identity of the victim or reporter of bullying or harassment will be protected to the extent allowed by law.

The district prohibits retaliation or reprisal in any form against a student or employee who has filed a complaint or report of harassment, intimidation or bullying. The district also prohibits any person from falsely accusing another as a means of harassment, intimidation or bullying. The appropriate school administrator or his/her designee will determine the consequences and appropriate remedial action for a person who engages in reprisal or retaliation or files a false report after consideration of the nature, severity and circumstances of the act.

The board expects students to conduct themselves in an orderly, courteous, dignified and respectful manner. The board expects students to conduct themselves in keeping with the district's standard for student behavior with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities and the care of school facilities and equipment. Students and employees have a responsibility to know and respect the policies, rules and regulations of the school and district.

The board believes that standards for student behavior must be set cooperatively through interaction among the students, parents/legal guardians, staff and community members of the school district, producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for district and community property on the part of students, staff and community members.

The board believes that the best discipline is self-imposed and that it is the responsibility of staff to use disciplinary situations as opportunities for helping students learn to assume and accept responsibility for their behavior and the consequences of their behavior. Staff members who interact with students will apply best practices designed to prevent discipline problems and encourage students' abilities to grow in self-discipline.

Any student or employee who is found to have engaged in the prohibited actions as outlined in this policy will be subject to disciplinary action, up to and including expulsion in the case of a student or termination in the case of an employee. Individuals may also be referred to law enforcement officials. The district will take all other appropriate steps to correct or rectify the situation, consistent with this policy and administrative rule JICFAA-R.

Ensuring Common Definition of Bullying

Each school in Richland School District Two will educate students and staff (including support staff, bus drivers and contracted staff) annually about the definition of bullying, as defined in JICFAA.

School Policy/Procedures/Program

- Use the definition provided for bullying behavior.
- Use an evidence-based program that addresses bullying, ensuring that training on this topic is handled in a focused and intentional way.
- Specify school procedures to deal with bullying, gearing these to the developmental level of the students at the school including these procedures in the student handbook.

The system used to report bullying, developed as a part of the school procedures, will allow for anonymous reports (although formal disciplinary action must not be taken solely on the basis of an anonymous report) and will specify prompt action. Students should receive information about how to recognize bullying (versus "tattling"), how to refuse bullying and how to offer assistance to someone who is being bullied. All persons on staff and students should be familiar with how to report bullying behavior and how to get assistance in dealing with bullying, whether they themselves are being bullied or whether they have observed bullying.

Reports and trained responder

The district board of trustees requires the principal or his/her designee at each school to be responsible for receiving complaints alleging violations of this policy. Each school principal will appoint at least one faculty member to be trained in how to deal with bullying situations involving students. Incidents involving staff will be dealt with promptly by the administrator in charge. All school employees are required to report alleged violations of this policy to the principal or his/her designee. All other members of the school community, including students, parents/legal guardians, volunteers and visitors, are encouraged to report any act that may be a violation of this policy. While submission of a written report is not required, the reporting party may submit a written report; however, oral reports will also be promptly addressed. Reports may be made anonymously, but formal disciplinary action must not be based solely on the basis of an anonymous report. If requested, the identity of the victim will be protected to the extent allowed by law.

Consequences and remedial measures

Consequences and appropriate remedial actions for a student or staff member who commits one or more acts of harassment, intimidation or bullying may range from positive behavioral interventions up to and including suspension or expulsion. Consequences for a student who commits an act of harassment, intimidation or bullying will be varied and graded according to the nature of the behavior, the developmental age of the student and the student's history of problem behaviors and performance, and must be consistent with the district board of trustee's approved code of student conduct. Remedial measures will be designed to correct the problem behavior, prevent another occurrence of the problem and protect the victim of the act. The consequences and remedial measures may include, but are not limited to, the examples listed:

Examples of consequences

- Admonishment
- Temporary removal from the classroom
- Deprivation of privileges
- Classroom or administrative detention
- Referral to disciplinarian
- In-school suspension

- Out-of-school suspension
- Referral to law enforcement
- Expulsion

Examples of remedial measures
- Restitution and restoration
- Mediation
- Peer support group
- Recommendations of a student behavior or ethics council
- Corrective instruction or other relevant learning or service experience
- Supportive student interventions
- Behavioral assessment or evaluation as appropriate
- Behavioral management plan, with benchmarks that are closely monitored
- Assignment of leadership responsibilities (e.g., hallway or bus monitor)
- Involvement of school disciplinarian
- Student counseling
- Parent conferences
- Student treatment
- Student therapy

Environmental - (classroom, school building or school district)
School and community surveys for determining the conditions contributing to harassment, intimidation or bullying

- School culture change
- School climate improvement
- Adoption of research-based, systemic bullying prevention programs
- School policy and procedures revisions
- Modifications of schedules
- Adjustments in hallway traffic
- Modifications in student routes or patterns traveling to and from school
- Targeted use of monitors (e.g., hallway, cafeteria, bus)
- Small or large group presentations for fully addressing the behaviors and the responses to the behaviors
- General professional development programs for certificated and non-certificated staff
- Professional development plans for involved staff
- Disciplinary action for school staff who contributed to the problem
- Supportive institutional interventions
- Parent conferences
- Family counseling
- Involvement of parent-teacher organizations
- Involvement of community-based organizations
- Development of a general bullying response plan
- Recommendations of a student behavior or ethics council
- Peer support groups
- Law enforcement (e.g., school resource officer, juvenile officer) involvement

As with the district's general disciplinary policies, the board confers upon the superintendent or his/her designee the authority to consider extenuating, mitigating or aggravating circumstances which may exist in a particular case of misconduct. Such circumstances should be considered in determining the most appropriate sanction.

False Reports

The board prohibits any person from falsely accusing another as a means of harassment, intimidation or bullying. The consequences and appropriate remedial action for a student found to have falsely accused another as a means of harassment, intimidation or bullying may range from positive behavioral interventions, up to and including suspension or expulsion. Consequences and appropriate remedial action for a school employee found to have falsely accused another as a means of harassment, intimidation or bullying will be disciplined in accordance with district policies, procedures and contracts. Consequences and appropriate remedial action for a visitor or volunteer found to have falsely accused another as a means of harassment, intimidation or bullying will be determined by the school administrator after consideration of the nature, severity and circumstances of the act, including reports to appropriate law enforcement officials.

POLICY JICJ PROHIBITION OF PERSONAL ELECTRONIC DEVICES DURING THE SCHOOL DAY (POLICY JICJ)

The purpose of this policy is to create a phone-free school environment that fosters a positive learning experience free from electronic distractions. By prohibiting the use of personal electronic devices during the school day, this policy aims to provide an environment that enhances focus and engagement, allowing students to develop the college and career-ready skills outlined in the Profile of the South Carolina Graduate. Students will have more opportunities to engage in meaningful interactions, collaborate with peers, and cultivate the essential skills necessary for success in college, careers, and life.

This policy has been developed in compliance with the General Appropriations Bill, H. 5100 of 2024, Proviso 1.103 and is applicable to grades kindergarten through twelve for the 2025-2026 school year.

(see policy *JICJ-R, Harassment, Intimidation or Bullying*).

Students are also prohibited from using an ECD to capture and/ or transmit test information or any other information in a manner constituting fraud, theft, cheating or academic dishonesty. Likewise, students are prohibited from using ECDs to receive such information.

Students must use all ECDs in compliance with this policy as well as with policy IJND/IJND-R(2) (Electronic Communications and Data Management). Violations of this policy may result in disciplinary action and/or confiscation of the ECD. The building principal may also refer the matter to law enforcement if the violation involves an illegal activity (e.g. child pornography). Discipline will be imposed in a progressive manner based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the ECD is confiscated, it will be released/returned to the student's parent/ legal guardian only after the student complies with any other disciplinary consequences that are imposed. Any ECD confiscated by district staff will be marked in a removable manner with the student's name and held in a secure location in the school building until it is retrieved by the parent/legal guardian. ECDs in district custody will not be searched or otherwise tampered with unless school officials reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with policy JIH (Student Interrogations and Searches). If multiple offenses occur, a student may lose his/her privilege to bring an ECD to school for the remainder of the school year.

Students are personally and solely responsible for the care and security of their ECDs. The district and board recommend students not share ECDs unless it is for a specific academic purpose. The district and board assume no responsibility for theft, loss, damages or vandalism to ECDs brought onto its property, or the unauthorized use of such devices.

Parents/legal guardians are advised that the best way to get in touch with their child during the school day is by calling the school office.

Students may use school phones to contact parents/legal guardians during the school day with permission of the administration.

Students, parents/legal guardians, teachers and staff members should be aware that the district may take disciplinary action against students consistent with policy JICDA/JICDA-R regarding student conduct away from school grounds.

Elementary and Middle School

Elementary and middle school students may not use or display cellular phones, beepers and pagers while on school property during school hours. (The start and end of school will be denoted by the start and end bell.)

High School

High school students may use ECDs such as cellular phones, electronic pagers or any other communications devices before and after school, during their lunch break, within "free zones" (as determined by the principal) and as deemed appropriate by the teacher and approved by the principal for educational and/or instructional purposes only. Any other use of wireless communications is considered misuse and violations may result in disciplinary action.

Consequences:

- First offense - warning/confiscate device and return to student at the end of the school day.
- Second offense - confiscate device/return to parent/legal guardian.
- Third offense - confiscate device/return device to parent/legal guardian and privilege to have device is revoked for the remainder of the school year.
- Fourth offense - confiscate device/return at the end of the school year.

Violation of this policy shall result in discipline as outlined in the district's code of conduct (policy JICDA/JICDA-R).

STUDENT INTERROGATIONS AND SEARCHES (ADMINISTRATIVE RULE JIH-R)

In order to enhance security in the schools and prevent students from violating board policies, school rules, and state laws, district administrators and other designated school employees are authorized to conduct reasonable searches according to the procedures outlined herein. In conducting such searches, school employees will make every effort to protect the privacy interests of individuals.

Notice will be conspicuously posted on school property at all regular entrances, and any other access point on school grounds, advising individuals that searches may be conducted as outlined below.

If a properly conducted search yields evidence that a Board policy, school rule, or federal or state law has been violated, appropriate disciplinary action will be taken, and in cases where the evidence suggests a violation of law, law enforcement will be notified.

Searches of a Person or a Person's Personal Belongings

Procedures for searching a person or a person's personal belongings must comply fully with the "reasonableness standard," as adopted by the U.S. Supreme Court in New Jersey v. T.L.O. This standard requires that a search must be "justified at its inception" and "reasonably related in scope." "Justified at its inception" means that a school official must have reasonable grounds for suspecting that a search will turn up evidence that the student has violated or is violating Board policies, school rules, or federal or state law. "Reasonably related in scope" means that the actual search conducted must be likely to turn up evidence of the specific violation. In addition, the search must take into consideration the age and sex of the individual being searched and the nature of the infraction.

No school personnel will conduct a search which may be considered a strip search. All searches of students must be conducted or authorized by the principal or his/her designee in the presence of a staff/professional witness.

Searches of Lockers, Desks and Other School Property

The district provides lockers, desks, and other such school property to students for their use during the academic year.

Because the district retains ownership of the aforementioned property, school officials may conduct random, unannounced searches of such property. Students will be notified at the beginning of each school year that such property may be searched at any time.

School authorities will also inform students of the following locker regulations:

- Students are responsible for the contents of the locker assigned to them.
- Students are to keep their lockers locked.
- Students are not to give other students access to their locker.
- Students are to report damaged, unsecured lockers immediately.

Searches of Automobiles on School Property

Students are permitted to park on school premises as a matter of privilege, not of right. Accordingly, all students desiring to park their automobiles on school premises must first obtain a parking permit from the designated school administrator. In order to obtain a parking permit, the student must sign a form acknowledging that he/she understands and agrees to the terms regarding the use of parking lots as set forth below. Vehicles which do not have a permit in plain view are subject to being towed at the student's expense.

Because parking on school premises is a privilege, the school retains authority to conduct routine searches of automobiles parked on school property. The school may conduct routine searches of the exterior of student automobiles parked on school property at any time. In conducting a search of the exterior of an automobile, school officials may observe those things inside automobiles which are in plain view.

The interiors of student automobiles, including such things as trunks, glove compartments, and personal belongings within an automobile, may be searched whenever a school official has reason to believe a student is violating Board policies, school rules or federal or state law, as described in the "reasonableness standard" set forth above. When a school official needs to gain access to the interior of an automobile parked on school premises for purposes of conducting a search in compliance with the "reasonableness standard," he/she will first ask the student to provide such access. If a student refuses to provide the school official with access to the interior of his/her automobile, he/she may be subject to disciplinary action, including loss of all parking privileges.

Searches by Canines

The use of trained canines to search for controlled substances, weapons, and bombs in schools will be on a random, unannounced basis. At the request of the school principal, a trained canine with its handler may go into schools to sniff lockers, desks, backpacks, and the exterior of automobiles. Trained canines will not be used to search students themselves. The canine must be accompanied by a qualified and authorized handler who will be responsible for the dog's actions. Should the dog alert its handler to the presence of any controlled substance, weapon, or a bomb, school officials would then have a reasonable basis to conduct a search in accordance with the procedures set forth above.

Interrogations by School Personnel

Teachers and administrators may question students about any matter pertaining to the operation of the school and/or enforcement of its rules. The staff member will conduct the questioning discreetly and under circumstances which will avoid unnecessary embarrassment to the student being questioned. Any student who answers falsely or evasively or who refuses to answer an appropriate question may be disciplined.

Interrogations by Law Enforcement

When law enforcement officers find it necessary to question students during the school day, the principal or his/her designee will cooperate with law enforcement and will request to be present in order to protect the best interests of the student. The principal or his/her designee should make a reasonable attempt to contact the student's parent/legal guardian and request his/her presence. Should this attempt fail, the principal or his/her designee will continue to make a reasonable attempt to notify the student's parent/guardian that law enforcement questioning took place on school grounds.

Contacting Law Enforcement

The principal or his/her designee will contact law enforcement immediately upon notice that a person is engaging in, or has engaged in, activities on school property or at school-sanctioned or sponsored activities, which may result, or results in, injury or serious threat of injury to the person or another person or his/her property.

STUDENT ABSENCES AND EXCUSES (POLICY JH)

Student Attendance

The Board believes that attendance is a key factor in student achievement. Any absence represents an educational loss to the student. The Board expects each student to attend his/ her designated school every day, all day, for the entire year, except in cases of illness or other reasons specifically stated in this policy.

Please note: A student who fails to attend school when he/she is physically and circumstantially able to do so and has accrued three consecutive unverified absences or a total of five unverified absences is truant. Such a student is in violation of the South Carolina Compulsory Attendance Law that requires school attendance for children who are 5 years of age by September 1 until they become 17 years of age. In accordance with state regulations, students can be absent for no more than 10 days per school year. Documentation from a parent/legal guardian or certified medical practitioner must be submitted to the school immediately upon the return of the student. The school principal must approve absences that exceed the 10. A student with excessive absences may be subject to retention. High school students who exceed five absences in a semester course or 10 absences in a yearlong course may not receive credit for that course. If a student fails to bring valid documentation to school, he/she will automatically be marked as an unverified absence. If a student brings a false (or forged) excuse, he/she must be referred to the school administration for appropriate action and the

absence(s) considered unverified.

The district will consider an absence to be verified under the following circumstances:

- The student is ill and their attendance in school would endanger their health and the health of others (If you anticipate that your child may be absent more than eight (8) consecutive days due to an extended health problem, an application for Homebound Instruction should be completed immediately. This application form may be obtained from the Richland Two Department of Instructional Support Services, or from the attendance office at your child's school.)
- Death or serious illness in their immediate family.
- A recognized religious holiday of their faith.
- Appearances in court or an appointment with a legal officer.
- Appointments with a physician, dentist or other recognized licensed/certified medical practitioner (Parents are urged to schedule health appointments after school hours. When this is not possible, the days or times of appointments should be alternated so that the student does not always miss the same class or subject.)
- Participation in school-related activities that have received prior approval by the principal or his/her designee.
- Suspension from class or school.
- Prearranged absences for other reasons and/or extreme hardships, determined at the discretion of the principal.

The district will consider an absence to be unverified under the following circumstances:

- The student is absent from school without the knowledge of their parent/legal guardian.
- The student is absent without acceptable cause with the knowledge of the parent/legal guardian.

The parent/legal guardian will be notified that written excuses will be required and expected to provide the school with a written excuse for each absence.

After three consecutive unverified absences or a total of five unverified absences, the student is considered truant. Once a student is determined to be truant and/or otherwise excessively absent, school officials will make every reasonable effort to meet with the parent/guardian. School officials, along with the parent/legal guardian and student (when appropriate) will identify the reasons for the absences and develop an Attendance Intervention Plan (AIP) to improve future attendance.

The AIP will include, but not limited to, the following:

- Reasons for unverified and/or excessive absences.
- Methods to resolve the cause of unverified and/or excessive absences.
- Actions to be taken in the event unverified and/or excessive absences continue.
- Signature of the parent/legal guardian or evidence that a reasonable attempt has been made to involve the parent/legal guardian.

Reasonable attempts should be made to contact the parent/legal guardian to identify the reasons for a student's absences. Reasonable efforts include telephone calls, home visits, written message, and emails. Should the parent/legal guardian refuse to cooperate with the AIP process and the student accumulate two additional unverified absences, a petition may be filed with

Interrogations by School Personnel

Teachers and administrators may question students about any matter pertaining to the operation of the school and/or enforcement of its rules. The staff member will conduct the questioning discreetly and under circumstances which will avoid unnecessary embarrassment to the student being questioned. Any student who answers falsely or evasively or who refuses to answer an appropriate question may be disciplined.

Interrogations by Law Enforcement

When law enforcement officers find it necessary to question students during the school day, the principal or his/her designee will cooperate with law enforcement and will request to be present in order to protect the best interests of the student. The principal or his/her designee should make a reasonable attempt to contact the student's parent/legal guardian and request his/her presence. Should this attempt fail, the principal or his/her designee will continue to make a reasonable attempt to notify the student's parent/guardian that law enforcement questioning took place on school grounds.

Contacting Law Enforcement

The principal or his/her designee will contact law enforcement immediately upon notice that a person is engaging in, or has engaged in, activities on school property or at school-sanctioned or sponsored activities, which may result, or results in, injury or serious threat of injury to the person or another person or his/her property.

STUDENT ABSENCES AND EXCUSES (POLICY JH)

Student Attendance

The board believes that students have rights that should be recognized and respected. It also believes that every right carries with it certain responsibilities. Students have the right to a quality education and the responsibility to put forth their best efforts during the educational process. Students have the right to expect school personnel to be qualified in providing that education. Students have the responsibility to respect the rights of other students and all persons involved in the educational process. Students have civil rights, including the right to equal educational opportunity and freedom from discrimination. They have the responsibility not to discriminate against others. Students have the right to attend free public schools. They have the responsibility to attend school as required by law and to observe school rules and regulations essential for permitting others to learn at school. Students have the right to due process of the law with respect to suspension, expulsion, and unreasonable searches and seizures. They also have the privilege of appealing administrative decisions that they believe have deprived them of their rights. Students have the right to free inquiry and expression. They have the responsibility to observe reasonable rules regarding these rights. Students must be made aware of their legal rights and also of

the legal authority of the board to make, or delegate authority to its staff to make, rules and regulations regarding the orderly operation of the schools. Students have the right to advocate change of any law, policy, or regulation. Students may exercise their right to freedom of expression through speech, approved time for assembly, petition, and other lawful means. The exercise of this right may not interfere with the rights of others. Students may not use this freedom of expression to present material that is obscene or slanderous or to defame character. They may not use this freedom to advocate violation of federal, state, and local laws, or school policies, rules, and regulations. The district will accord all students privileges and rights without regard to race, color, religion, national origin, disability, pregnancy (including childbirth and other related medical conditions), age, sex, sexual orientation, gender identity status, spousal affiliation, or any other protected characteristic as may be required by law. Students may present complaints to teachers or administration officials. The administration will provide adequate opportunities for students to exercise this right through channels established for considering such complaints and grievances.

Sexual Harassment

The board expects all students and district employees to conduct themselves in an appropriate manner and to respect other students, employees, volunteers and third parties at all times. In this regard, the board prohibits sexual harassment, all forms of sexual discrimination and other inappropriate conduct of a sexual nature.

All students and employees must avoid any action or conduct which could be viewed as sexual harassment or inappropriate conduct of a sexual nature. This includes any action or conduct communicated or performed in person, in writing or electronically through such means as a telephone, cell phone, computer, personal data assistant or other telecommunication device and includes text messaging, instant messaging and social networking.

Sexual harassment consists of unwelcome (as determined based on the age of the student) sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature under any of the following circumstances:

- Submission to such conduct is made either expressly or impliedly a condition of a student's participation in an educational program or activity.
- Submission to or rejection of such conduct by a student is used as the basis for any educational decisions affecting the student
- Such conduct has the purpose or effect of unreasonably interfering with the student's educational performance or creating an intimidating, hostile or offensive educational environment.

Any student who believes he/she has been subjected to sexual harassment is encouraged to report the allegations to the student's principal or designated contact person, or to the district's Title IX coordinator in accordance with administrative rule JI-R and/or board policy ACA. A parent/legal guardian may also report allegations on behalf of his/her child. All allegations will be addressed promptly. **Students who report of inappropriate conduct** of a sexual nature by an employee will not be subject to retaliation or reprisal in any form. Any employee who is found to have directed inappropriate conduct of a sexual nature towards a student will be subject to disciplinary action, up to and including a recommendation of dismissal, and all other appropriate steps will be taken to correct or rectify the situation.

Any employee or student who is found to have engaged in sexual harassment will be subject to disciplinary action, up to and including a recommendation of termination in the case of an employee, or expulsion in the case of a student. The district will take all other appropriate steps to correct or rectify the situation.

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

Any student who believes an employee has directed inappropriate conduct of a sexual nature toward him/her is encouraged to report the allegations in accordance with administrative rule JI-R and/or Board Policy ACA that accompanies this policy. A parent/legal guardian may also report allegations on behalf of his/her child. All allegations will be addressed promptly. Students who report of inappropriate conduct of a sexual nature by an employee will not be subject to retaliation or reprisal in any form. Any employee who is found to have directed inappropriate conduct of a sexual nature towards a student will be subject to disciplinary action, up to and including a recommendation of dismissal, and all other appropriate steps will be taken to correct or rectify the situation.

Student Rights and Responsibilities Administrative Rule (JI-R)

These procedures are intended to do the following:

- Discourage employees and students from subjecting district students to sexual harassment or inappropriate conduct of a sexual nature
- Promote a harassment-free educational environment
- Effectively and appropriately address all sexual harassment and inappropriate conduct of a sexual nature found to have occurred or be occurring
- Establish ongoing education and awareness of the problem of sexual harassment and inappropriate conduct of a sexual nature
- Provide information about how to report allegations of sexual harassment and inappropriate conduct of a sexual nature

Please refer to the following for further information regarding the district's efforts to prevent and address sexual harassment:
Policy ACA Title IX
Policy JI Student Rights and Responsibilities
Student Rights and Responsibilities Administrative Rule (JI-R)

PROMOTION/RETENTION

Richland School District Two parents/legal guardians, teachers, administrators, and community members have high expectations for student achievement. The South Carolina Curriculum Standards establish challenging standards for curriculum and student performance. The district affirms academic excellence for all students. This promotion/retention policy describes the standards our students must meet in order to maintain academic excellence and to be considered for promotion from one grade to the next.

This policy will be applicable to all students who are in the regular school program. Students functioning in special education programs will be governed by their Individual Education Program (IEP). The district will demonstrate and administer this policy fairly, equitably, and consistently in the schools.

Promotion/Retention

The principal will be responsible for the decision to promote or retain a students in grades kindergarten though eight. The principal will take into consideration the academic as well as other relevant educational aspects (social, emotional, and physical maturity) of the student's development and will be responsible for ensuring that parents are adequately apprised of their child's progress and options.

Students in grades six through eight will be required to complete and pass courses in each of the core content areas in language arts, mathematics, science and social studies for promotion each year.

The purpose for promotion or retention is to ensure the success of the student. It is recommended that a child not be retained more than once prior to entering third grade. The decision to retain a K-8 student will be accompanied by a written plan for academic progress.

Students in grades nine through 12 will be awarded units of credit for courses that have been approved by the South Carolina Department of Education. Requirements to each grade level are as follows:

- Promotion from grade nine to grade 10: a total of five units of credit, including one unit of and English and one unit of mathematics
- Promotion from grade 10 to grade 11: a total of 11 units of credit including two units of English; two units of mathematics
- Promotion from grade 11 to grade 12: a total of 17 units of credit, including three units of English; three units of mathematics
- High school graduation: a total of 24 total units of credit, including four units of English; four units of mathematics, three units of science, including one in which an end-ofcourse test is administered; one unit of U.S. History, 1/2 unit of economics; 1/2 unit of Government; one additional unit of social studies; one unit of physical education or Junior ROTC; one unit of computer science; one unit of foreign language or career and technology education; 7 electives, including 1/2 unit of health

Parent Conferences

By the end of the first nine weeks, the school will notify the parent/legal guardian of each K-8 student performing below grade level in need of a conference. Standardized test results and/or school level assessments will be used to determine which students are performing below grade level. At the conference, the student/legal guardian, and appropriate school personnel will discuss and develop a plan to ensure student success.

At the end of the second nine weeks, the school will notify the parent/legal guardian of each K-8 student who continues to perform below grade level. Parents/legal guardians will be invited to schedule a conference to review/revise the student plan.

At the end of the third nine weeks, the school will notify the parent/legal guardian of each K-8 student who continues to perform below grade level about the student's progress toward performing at grade level and/or meeting the objectives established in the student's plan.

Before the end of the school year, the school will notify the parent/legal guardian of each K-8 student who is still performing below grade level and/or not meeting the objectives established in the student's plan. The parent/legal guardian will be informed that the student will be retained and given an opportunity for a conference.

School Multi-Disciplinary Team Review

The school will establish a multi-disciplinary team of school professionals to review all retention decisions and make recommendations to the principal. The team will use this policy and review students' plans to determine a student's readiness to proceed to the next grade level. The principal is responsible for the final decision to promote or retain a student in grades K-8.

Appeals Process

The district will have an appeals process in place for the parent of student to appeal retention. The parent/legal guardian will submit any appeal for a retention decision in writing to the school principal within 10 business days following the distribution of final report cards. The principal will respond in writing within 10 business days of the appeal. The principal may choose to meet further with the parent/legal guardian.

Within 10 business days of receipt of the principal's written response, the parent/legal guardian may place in writing an appeal and documentation to the superintendent or his/her designee if he/she feels that there is a compelling reason that the student not be retained. Upon receipt of an appeal, the superintendent's designee will review the information and respond to the parent/ legal guardian within 10 business days.

The district will also make every effort to educate and inform parent/legal guardians and students about the promotion/retention policy through parent/student handbooks, newsletters, School Improvement Council and Parent Teacher Organization/Parent Teacher Association meetings.

Third Grade Retention – Good Cause Exemptions

A student may be exempt for good cause from mandatory retention but will continue to receive support and services and reading intervention appropriate for the student's age and reading level. Students who may qualify for a retention exemption include, but are not limited to those:

- With limited English proficiency and less than two\years of instruction in an English as a Second Language Program
- With disabilities whose IEP indicates the use of alternative

assessments or alternative reading interventions, and students with disabilities whose IEP or Section 504 plan reflects that the student has received intensive remediation in reading for more than two years but still does not substantially demonstrate reading proficiency

- Who demonstrate third grade reading proficiency on an alternative assessment approved by the State Board of Education and which teachers may administer following the administration of the state assessment of reading
- Who have received two years of reading intervention and were previously retained
- Who demonstrate mastery of the state standards in reading equal to at least a level above the lowest achievement level on the state reading assessment through a reading portfolio
- Who successfully participate in a Read to Succeed summer reading camp at the conclusion of the third grade year and demonstrate through either a reading portfolio or an alternate assessment that the student's mastery of the state standards in their reading is equal to at least a grade level above the lowest level on the state reading assessment

STUDENT ACTIVITIES (POLICY JJ)

The board regards student activities at the elementary and secondary school level as a vital part of the total educational program as long as the schools safeguard the development and well-being of the students. Schools should use these activities as a means of developing wholesome attitudes and good human relations as well as knowledge and skills.

The board sanctions student activities that traditionally have been a part of the overall school program provided school personnel properly supervise and operate the activities in accordance with school policies and regulations.

The board considers student activities to be learning experiences. The administration must develop, manage, and evaluate these activities with this purpose in mind. The board considers student activities part of the total school curriculum. The administration should be included in regular curriculum planning, review, and evaluation processes regarding these activities.

The principal will be responsible for the organization of all student activities. He/She will provide adequate supervision, administer student finances, and approve all student activities with the assistance of delegated members of the faculty.

Interscholastic Activities

Interscholastic activities include school-sponsored activities for which preparation occurs outside of the regular school day. Individuals or members of groups involved in activities that include out-ofschool practice of more than two hours per week must meet eligibility requirements.

The superintendent is responsible for the monitoring of all interscholastic activities other than those under the jurisdiction of the South Carolina High School League. Rules of the South Carolina High School League govern interscholastic athletics. Schools will determine academic eligibility at the beginning of each semester. Eligibility will be based on the previous semester's record of courses taken and grades achieved.

To be eligible to participate in interscholastic activities, the student must achieve an overall passing average 1.5 GPR as a freshman, a 1.75 GPR as a sophomore, and a 2.0 GPR ("C" average) as a junior and senior in addition to the following:

- To be eligible in the first semester, a student must pass a minimum of five Carnegie units applicable toward a high school diploma during the previous year. At least two units must have been passed during the second semester or summer school.

To be eligible during the second semester, the student must meet the following conditions:

- If the student met first semester eligibility requirements, he/she must pass the equivalent of four, 1/2 units during the first semester.
- If the student did not meet first semester eligibility requirements, he/she must pass the equivalent of five, 1/2 units during the first semester.

Academic courses are those courses of instruction for which credit toward high school graduation is given. These may be required or approved electives.

If the interscholastic activity occurs completely within one semester, a student must satisfy these conditions in the semester preceding participation in the interscholastic activity. If the interscholastic activity occurs over two consecutive semesters and is under the jurisdiction of the South Carolina High School League, the student must satisfy these conditions in the semester preceding the first semester of participation.

Charter School Student Participation in Extracurricular Activities

A charter school student is eligible to compete for, and if chosen, participate in any extracurricular activities not offered by the student's charter school which are offered at the resident public school he/she would otherwise attend, as well as any activities governed by the South Carolina High School League not offered at the charter school. Eligibility requirements and fees for these activities will be the same as those applied to full time students of the resident school and the district may not impose any additional requirements for participation on charter school students that are not imposed on full time students.

Home School Student Participation in Interscholastic Activities

A student residing in the district and eligible to attend schools of the district who has been taught in accordance with state law governing home schooling requirements for a full academic year prior to participating in an interscholastic activity may be eligible to participate in the interscholastic activities of the school where he/she is zoned to attend.

For purposes of this section, interscholastic activities are those extracurricular activities of the district involving participation or competition among or between schools, including interscholastic extracurricular music, speech, athletic, and other such extracurricular activities.

Middle School Student Participation in Interscholastic Activities

Students in the seventh grade, eighth grade, and the first semester of the ninth grade are eligible to participate in interscholastic

athletics if they meet the following academic standards:

- To participate during the first semester, as student must be academically promoted from the previous grade level.
- To participate during the second semester, a student must meet the requirements in the promotion policy requirements at the end of the first semester (second semester ninth grade students must meet the SC High School League academic regulations).

Eligibility

The district will not allow an ineligible student to participate in any interscholastic and/or extracurricular activities.

Students diagnosed as disabled under the criteria established by the State Board of Education and satisfying the requirements of their Individualized Education Plan (IEP) as required may be eligible to participate in interscholastic and/or extracurricular activities.

Any challenge to a charter school or home school student's approval, denial, or revocation of the privilege to participate in an interscholastic or extracurricular activity will be subject to review and appeal procedures, if any, pertaining to the activity involved.

The superintendent or his/her designee will be responsible for disseminating this policy and supporting information to students, staff, parents/guardians, coaches, athletic directors, volunteers, and members of the community through means to include, but not be limited to, student/staff handbooks, athletic handbooks, district website, parent notifications, etc.

STUDENT ACTIVITIES - ADMINISTRATIVE RULE JJ-R

An extracurricular activity requiring more than two hours of after school participation per week.

Standard eligibility requirements

Freshmen year at end of the first semester — minimum 1.50 GPA

Sophomore year — minimum 1.75 GPA

Junior and Senior years — minimum 2.00 GPA - ("C" average)

• Eligibility is determined by the average for the previous semester.

- One probationary period will be allowed (i.e., if a student drops below the required GPA, the student will be placed on probation and allowed to participate in the applicable activity until the next grading period). The student will be given written notice of conditions of probation which will be signed by both student and parent/legal guardian, acknowledging receipt of written notice and conditions of probation.
- Students will be allowed one "F" per semester as long as their average remains at minimum required GPA.
- Summer school is considered an extension of the second semester for purposes of eligibility. A maximum of two courses per year may be used and they must be courses approved by the state department of education.
- The school calculated GPA will be used as the official GPA for eligibility purposes.
- Weighted grades for AP and honors courses will be used in calculating the GPA.
- The student is required to take courses that are on tract for graduation and make normal progress toward graduation. The student must have averaged (cumulatively) taking and passing at least the number of academic courses or their equivalent which are required for graduation set forth below (includes current semester): four per semester for members of all high school classes (freshmen, sophomore, junior, and seniors). Academic courses include all courses of instruction in the secondary curriculum, required or elective, for which credit is awarded.
- Transfer students will have to meet Richland Two eligibility guidelines in order to participate.
- Students are not allowed to participate in an extracurricular event on a day when they have an unexcused absence.
- Students that do not receive credit because of excessive absences will receive a grade of "F" for eligibility purposes.
- These eligibility requirements apply to all high school students, including ninth graders.
- Students with numerical average of 80 or above may petition for an exception to the above requirements. The burden of proof is on the student to obtain their numerical grade from the teachers and present them to the principal.
- Seventh and eighth graders participating in an activity at the high school level have to present proof from the middle school of a 2.0 numerical grade prior to participating.
- Students eligible for a first semester sport will be permitted to

Definitions

Extracurricular activities are those activities that are outside of the regular curriculum, carry no academic credit, but are associated with the curriculum funded and supported by the district (i.e., SCHSL-sponsored sports, cheerleading, drama productions

(that are not part of drama course), academic quiz teams, Model United Nations, honor societies).

Curricular activities are those activities that are part of the regular curriculum for students (i.e., all school courses including band, chorus, orchestra, ROTC, yearbook, career and technical associates, field studies).

Non-curricular activities are those activities that are not part of, nor an extension of, curricular activities sponsored and funded by the district (i.e. student clubs, prom, homecoming, field trips).

Academic Support Program

Each school will establish an academic support program designed by the principal, athletic director, coaches, sponsors, parents support groups, etc. The program's design will be based on the needs of the student and will cover all Richland School District Two students. Charter school and home school students are expected to receive appropriate academic support through their charter school or home school program.

Weekly review by principals and sponsors will be held to review

the status of all participants.

A feedback and evaluation phase held periodically will help determine the effectiveness of the policy and administrative rule (annually).

Funding will be available for support of each academic assistance program.

Charter School Student Eligibility

To be eligible to participate in a school's extracurricular activities, a charter school student must do the following:

- Be a resident of the district and provide proof of residency to the superintendent or his/her designee.
- Complete an application to participate in extracurricular activities prior to the commencement of the activity involved.
- Meet applicable academic, attendance and behavioral requirements to participate in district extracurricular and/or student activities, including applicable state regulatory requirements for interscholastic activity participation.
- Participate at his/her residentially assigned school and be responsible for payment of all fees and expenses associated with participation in the activity charged to student participants enrolled in the district.
- Not have available a similar activity or program offered by or through the charter school in which he/she is enrolled.

Any costs associated with a required aide, special services support, special transportation, etc. for a disabled charter school student with special needs necessary for participation in an extracurricular activity must be arranged and funded by the student's charter school. The charter school is responsible for complying with any requirements of Section 504 or the Individuals with Disabilities Education Act with respect to a student's participation in an extracurricular activity. A charter school student participating in an extracurricular activity is responsible for transportation to the activity.

Home School Student Eligibility

To be eligible to participate in a school's interscholastic extracurricular activities, a home school student must do the following:

- Be a resident of the district and provide proof of residency to the superintendent or his/her designee.
- Complete an application to the superintendent or his/her designee to participate in district interscholastic activities before the beginning date of the season for the activity.
- Meet applicable academic, attendance and behavioral requirements to participate in district interscholastic activities, including applicable state regulatory requirements for interscholastic activity participation.
- Participate at his/her residentially assigned school and be responsible for payment of all fees and expenses associated with participation in the activity charged to student participants enrolled in the district.

The district is responsible for ensuring reasonable accommodations are provided to home school students participating in district interscholastic activities who have a qualifying disability under Section 504 of the Rehabilitation Act or the Americans with Disabilities Act.

A former public school student who has been unable to maintain academic eligibility is ineligible to participate in interscholastic activities as a home school student for the following semester. In addition to any other eligibility requirements to establish eligibility thereafter as a home school student, the student's teacher must certify by affidavit to the superintendent or his/her designee that the student meets the district's interscholastic activity participation requirements. A home school student participating in an interscholastic activity is responsible for transportation to the activity.

FIELD STUDIES

Permission for field studies must be granted by the appropriate administrator. Requests should be submitted no less than four weeks in advance in writing, unless otherwise designated by the school's principal. Field studies procedures must be adhered to for ALL trips away from school.

Principal's Responsibility

The principal must assume responsibility for a field study as s/he would for any other aspect of the instructional program. The principal will thoroughly screen each field study request to determine that the learning objectives of the trip directly relate to the concepts and objectives of the subject area. In most instances, field study experiences will be limited to two per year.

Parental Consent

Sponsors of field trips must obtain final approval for a field trip prior to the distribution of parental consent forms for field trips. The district will require each student participating in the field trip to present a parental consent form.

Teacher Responsibility

- The teacher must be thoroughly familiar with the policies and regulations governing field trips.
- The teacher should plan and discuss with the principal, well in advance, the plans for a field trip.
- The teacher must submit the formal request for a trip to the Principal on the proper form and with sufficient time for study and discussion.
- The teacher will provide supervision to assure proper conduct and safety of the students.
- The teacher will provide chaperone instructions.
- Parents may serve as chaperones but they are not to have the sole responsibility for providing supervision of students.
- In the event of any unusual circumstance occurring on the trip, the teacher should submit to the principal a written report stating all pertinent facts as soon as possible.
- The teacher requiring a Substitute will submit a professional leave form.

Richland Two staff are prohibited from engaging in any conduct which is inappropriate, including consuming alcohol, at any time during a trip, whether in or out of the presence of students. Adequate and appropriate supervision must be provided to ensure the proper conduct and safety of students.

Chaperone Responsibility

Chaperones are there as helpers only, not to take responsibility

from the teacher. Chaperones should not bring any other children on the field study. Chaperones need to sign in with the school's Lobbyguard before going on the trip, even if they are meeting the class at the location.

Transportation

The District encourages groups to use District activity buses or state-owned vehicles when possible. If not possible, groups should use commercial carriers (a Certificate of Insurance must be secured from the carrier). Arrangements with commercial carriers must be made in accordance with guidelines established by the Richland District Two Transportation Office. Groups may not use private vehicles.

Field trip Standard Operating Procedures

Richland Two Transportation supports field trips for academic, leadership, athletics and other school sponsored activities. School buses and/or activity vehicles may be used to support any activity or event based on time and availability of resources. School buses vary in size. K-3 Students may sit 3 to a seat, with remaining grades sitting 2 to a seat. Capacities of activity vehicles range from 16 to 52 passengers (two per seat).

Bus support is requested by using the online Triptracker system. Each school has a designated representative to input their school requests into Triptracker including high school Athletic Directors who input their athletic requests.

TripTracker Field Trip System

New requests may be put in the system up to fifteen (15) working days prior to the trip date. Should a trip need to be requested within the 15 day window prior to the trip date, the school representative needs to email the trip details to the activity hub supervisor and secretary so it can be determined if we can accommodate the late request. Please note that submission of this request does not automatically mean that a bus has been scheduled. Notification will be returned via email once the request has been reviewed to advise if the request can be accommodated.

When inputting a request, Triptracker prompts completion of the required fields prior to allowing the request to be entered in the system. The required fields are: ***Trip Name, Date, Type, Account, Requestor, PO number, Origin, Origin Departure, Origin Time, Origin Return, Origin Return Time, Destination, Number of Adults and Students, Contact Name and Phone number.*** If any of these items are missing, you will receive an error message indicating the field that needs to be completed and you will not be able to submit your request until the missing information has been completed.

Once submitted, you will receive an email that your request has been submitted for approval and scheduling. If a request is rejected, you will be notified via email so you can make the necessary corrections for reconsideration. It is important for the requestor to refer to the assigned Trip ID # when emailing in reference to any submitted trip.

The number of passengers is used to assign the correct number and size of buses. An **accurate** number of students and adults are essential to ensure the appropriate number of seats are available. If the number of passengers provided in the submission are not accurate, it could result in too many or too few buses being scheduled..

When requesting a "handicap" bus to transport wheelchair bound students, the number of wheelchairs is a required field. When a wheelchair student is transported, a bus monitor, certified in wheelchair tie-down procedures, is required on the trip and will incur additional charges to the school.

Requests to use a teacher or coach to drive

Richland 2 employees who have completed the appropriate training and certification are eligible to drive Richland 2 district owned buses. Driver must possess a valid commercial driver's license (CDL) with the appropriate endorsements ("P" and "S"). A copy of their license and DOT medical card must be on file at the Transportation Training Office. The driver must be up to date on Activity Bus Certification, PPT, and be fully cleared to drive by the Richland School District Two Driver Training and Safety Department.

If you have a driver, who meets these qualifications and they would like to drive a specific trip, please add their name under the "Notes" area to indicate your driver of request. The beginning time of your trip should reflect the time that your driver will be picking the bus up from Support Services. If your driver would like to pick the bus up during his or her planning time, this should be the submitted beginning time. Please keep in mind that picking up a bus early in the day may not be available based on availability of resources.

Changes or Cancellations

If any changes or cancellations need to be made after a trip has been submitted, an email must be sent to the Activity Hub Supervisor and Activity Secretary. The email must reference the Trip ID and the information that needs to be changed. If a cancellation is needed, please include the reason for the cancellation in the email. Trips that are cancelled with less than 48 business hours notice will result in a 3 hour charge to the school. Trips that are a no-show (the bus arrives at the school and is not needed) will result in a 3 hour charge to the school as well. There will be no charge if the trip is cancelled 48 business hours prior to the scheduled date or for High School athletic cancellations due to inclement weather. If a high school athletic trip is canceled less than 48 hours before the scheduled trip date due to the opposing school canceling, there will be no charge as long as there have an email from **the athletic director** stating who canceled from the other school, what time they were notified, and what reason was given for the cancellation.

When a trip is canceled, the request will be closed out in the system as canceled. If/when the trip is rescheduled, a new submission will need to be entered.

In a last minute cancellation emergency, please send an email to the Activity Supervisor and the Activity Secretary with the Trip ID advising of the cancellation and the reason. Additionally, please send a text message or call the Activity Supervisor at 803-516-6182. Voice mail is not a reliable way to cancel a trip.

SCHEDULING A TRIP

Activity Buses

Activity buses may be used at any time as long as a vehicle and driver are available. However, it is essential that you adhere to the ending time listed on your request as the vehicle, or driver, may be scheduled to go back out on another trip that same day. If your

trip times change after you have submitted a request, send an email with the Trip ID and the changes that you would like to request to the Activity Supervisor and Activity Secretary. The request will be reviewed and you will receive a return email to confirm if the requested changes can be accommodated.

School Buses

Fueling of school buses is done by the State Department of Ed. Bus Maintenance Shop. Please be aware that if a school bus is scheduled for a trip, it could be slightly delayed by the fueling process. Delays are avoided when possible but mechanical failures or fueling delays may create unavoidable circumstances.

Monday, Tuesday, Thursday and Friday during the 180 days of the school year

- Trips using school buses or route drivers during the school day should not be scheduled to arrive at the school prior to 9:15 a.m. and MUST return to the school by no later than 1:30 p.m. Trips requiring a wheelchair capable school bus cannot be scheduled prior to 10 a.m. and must return by 1 p.m.
- Trips using school buses or route drivers after the school day should not be scheduled to arrive at the school prior to 5:15 p.m. as follows:

Killian Hub: services Blythewood High/ Ridge View High/ Westwood High available 5:15 p.m.
Richland Northeast Hub: services Richland Northeast High and Spring Valley High available 5:15 p.m.

Trips scheduled for other times must be scheduled for activity vehicles and driven by non-school bus route drivers, i.e. activity drivers or district personnel that have been cleared to drive by our training department.

Wednesdays during the 180 days of the school year -

Trips using school buses during the school day should not be scheduled to arrive at the school prior to 9:45 am and pm MUST return to the school by 1:30 pm. Trips requiring a wheelchair capable school bus cannot be scheduled prior to 10:00 am and must return by 1:00 pm.

Trips scheduled for other times must be scheduled for activity vehicles and driven by other than school bus route drivers, i.e. activity drivers or district personnel that have been cleared to drive by our training department.

Non-School Days -

Trips may be scheduled to start and end at any time, but times indicated must be adhered to.
Please let us know in advance of any time changes.

Non-School Days

Trips may be scheduled to start and end at any time, but times indicated must be adhered to. Please let us know in advance of any time changes.

Delays in refuelling buses scheduled for field trips during the school day may delay the start of a field trip. Fueling of school buses is done by the State Department of Education Bus Maintenance Shop. Delays are avoided when possible but mechanical failures or fuel delays may create unavoidable circumstances.

Weather Closings and Delays

Delayed Start of School Due to Weather:

In the event of weather delaying the start of school, field trips scheduled for that day prior to 11:00 a.m., will be cancelled (both activity and school bus) and closed in the TripTracker system. A new request will need to be submitted if/when the trip is rescheduled. Trips that are scheduled for later in the day and after school will be reviewed on a case by case basis as appropriate.. Information will be provided on the district website and through district communications.

Schools Closed Early Due to Weather or Bad Road Conditions:

When school is closed early due to weather or bad road conditions, all field trips for that day or afternoon will be cancelled. This includes activity vehicles and school buses. This is for the safety of our students and employees.

Bus Costs Per Mile

Effective: August 21, 2019

All Activity and School Buses are charged $2.10 per mile for usage.

The cost charged for mileage is routinely re-evaluated and notification will be sent if any adjustments are made to the cost.

The charge for a bus driver is a flat rate of $22.00 per hour and the charge for a bus monitor is a flat rate of $16.00 per hour. The minimum charge for a driver on any field trip is three (3) hours at the flat rate of $22.00 per hour.

Overnight trips:

Schools will be charged 16 hours per day at the rate of $22.00 per hour for drivers on overnight trips with the exception of the day of return. On the day of return, the school will be billed from 6:00 AM until the trip returns to the drop off point and is completed. The drivers' lodging and meals are the responsibility of the requesting school. Lodging arrangements must be made in advance and sent to the Activity Supervisor and Secretary at least 5 business days prior to the departure of the trip. Meals can be provided to the driver as part of the group's eating arrangements or can be cash given to the driver at the per diem rates listed below in advance of meals. A copy of the district approved trip request with itinerary, along with lodging and meal accommodations to be provided while on the trip by the sponsor, must be emailed to the Activity Supervisor and Secretary at least 5 business days in advance of the trip. https://www.richland2.org/ Departments/Operations/Transportation/Activities-Field-TripForms

Drop & Pick Trips

All trips that are drop and picks will be charged 1.5 hours for the drop-off s. Example of a drop and pick trip is the students and staff from Killian Elementary are dropped at CiCi's Pizza in the Sandhills and the bus returns to the hub and comes back at a later time to pick up students and staff to take them back to school.

Trip Sponsor's Responsibilities

One sponsor agreement and one chaperone agreement (if chaperones are present) are required per bus on every field, with the exception of high school athletic trips. ALL trips require a student roster that includes the students' first and last name and DOB. In the event of an accident, the sponsor/chaperone will be required to note the seating location of each student on the bus as well. These documents need to be given to the bus driver prior to departure. These agreements are available on the district web page. Note: All chaperones do not have to sign an agreement, We only need 1 chaperone agreement per bus even if there are multiple chaperones.

TOLLS: IT IS THE RESPONSIBILITY OF THE SPONSOR TO PAY ALL TOLL COST AT THE TIME OF REACHING THE TOLL, NOT THE DRIVER.

Aisles and exits of buses must be kept clear of obstructions. Equipment transported inside a bus must be secured to prevent injuries in the event of an accident or rapid stop. If equipment (athletic equipment, cooler, etc.) is to be transported inside the bus, all items must fit securely and completely within a seat compartment. Activity buses have undercarriage cargo bays for transporting items. Please indicate if you need an Activity bus for this reason. If you will require cargo nets for use inside of the bus, please indicate this in the notes section. We cannot transport reptiles, animals, containers or equipment containing any type of fuel, fuel based heaters, or glass. Any items that are prohibited per school district policy or Federal or State Law can not be transported during field trips.

It is the sponsor's or coach's responsibility to make sure gates are unlocked at the school when needed to allow bus access to pick up and drop off points. Security does not control the gates, they are the responsibility of the individual school.

The bus driver and sponsor/chaperone will exchange cards, provided by the bus driver, giving each other their names and telephone numbers where they can be reached during the trip. If the bus is going to move to ANY location other than the exact location where the students got off, this information must be exchanged prior to moving the bus. If for any reason the sponsor or chaperone is unable to reach the driver when needed, please call the Activity Supervisor at 803-518-6281.

The sponsor is responsible for providing the driver with directions to the destination and parking arrangements once there. This includes stops made at restaurants or other intermediate stops. All directions must be verbal as drivers are not permitted to use electronic devices while driving. It is the responsibility of the sponsor, not the driver, to pay all toll fees. If there are any parking fees involved, it is the responsibility of the sponsor to pay these fees at the time that they are due.

Sponsors must allow adequate time after all equipment has been properly loaded, and all students are in their seats, for the driver to brief passengers on emergency procedures and check that all cargo is securely stowed and compartments are locked.

The sponsor is responsible to ensure all passengers are accounted for at all times during the trip. This includes before initial departure, when exiting the bus, departing any location where passengers have exited the bus, upon reloading of passengers and upon final exit when the bus returns to the school.

Sponsors must ensure that there is a student to chaperone ratio of 16 to 1 on board the bus. Buses cannot depart until required safety information is briefed, an adult school representative is present on each bus, all passengers are in their seats, and all aisles and exits are clear.

Sponsors, chaperones, and students are expected to abide by the District's Bus Riding Rules as well as the District's Student Code of Conduct. It is the responsibility of the sponsor/chaperone to ensure and enforce this. The driver will notify the sponsor/chaperone of any issues or concerns that they observe, however it remains the responsibility of the sponsor/chaperone to maintain proper control and behavior of the students at all times.

If mechanical failure interrupts a trip, the sponsor needs to notify their school and the bus driver will notify their supervisor for assistance. Buses in multiple bus trips will NOT be overloaded to accommodate passengers from buses not able to continue. If it is possible to move students from a disabled bus onto other buses on the same trip without exceeding maximum capacity, this will be done to allow the trip to continue without delay while the disabled bus awaits assistance. If the breakdown occurs on the way to the trip destination, either a replacement bus or the repaired bus will rejoin the group when able to do so. NO event is worth risking student safety.

Athletic shoes with cleats cannot be worn on the buses. Athletic teams must plan for clothing changes if uniforms are likely to become dirty, muddy, or sweat soaked. Actual cost to clean, deodorize or replace seating surfaces will be charged to the trip's account number.

The bus interior including under seats, the overhead racks, and all under-floor storage areas must be checked at the end of the trip to ensure removal of personal items and equipment. The district is not responsible for items missing from or left on the bus.

It is the responsibility of the sponsor/chaperones to ensure that the bus has been cleared of all trash and items before the final exit. The driver will walk the bus with the sponsor before leaving the school after all passengers have exited to confirm that this has been done. Cleaning charges of $75 will be added to the trip cost if excessive cleaning is required.

At the end of the trip the sponsor must sign the trip permit to verify the beginning and ending time for the trip and ending mileage (the times on the permit are used to invoice the school for the trip).

SCHOOL VOLUNTEERS

The daily operations of Richland Two schools and centers are enriched by the time and dedication of thousands of volunteers. Parents, grandparents, retirees, military personnel, business professionals, college students and other community members are an integral part of this school district's success.

Because the safety of our students is always our primary concern, a background check is required for: mentors/tutors who will be in a one-on-one setting with students and for overnight chaperones for field studies. The background check screens for such things as felony crimes, being a sex offender, driving under the influence, drug, domestic abuse, burglary and assault offenses.

Daytime volunteers who help with various projects during the school day such as copying, working in the media center, helping in the classroom, or chaperoning field trips that are not overnight must check in at the front offices of schools using the Ident-A-Kid Visitor Management system. This system performs a sexual offender check against the national sex offender registry.

Overnight chaperones and mentors/tutors must be approved through the Background Investigation Bureau (BIB) as outlined on the district website.

Procedure

Volunteers must follow the following guidelines:

- Review Board Policy IJOC School Volunteers and Administrative Rule IJOC-R School Volunteers.
- Be cleared through Secure Volunteer Background check if applicable.
- Log volunteer hours with the school volunteer coordinator. Include hours worked outside of the school setting or after school hours (chaperoning field trips, district functions, athletic/band booster clubs, serving on PTA/PTO boards, foundations, School Improvement Councils, phone calls, e-mails and travel time to and from the place of service, etc.).
- Review the district sexual harassment presentations each year. The videos are available at www.richland2.org/volunteer.
- Ask questions before making assumptions about situations you may encounter in schools.
- Remember that anything heard, learned or seen concerning students must be kept confidential.
- Obtain permission to visit other classrooms, students or teachers while working in schools.
- Dress appropriately for the school setting.
- Speak positively about schools and the district, especially while working in the schools or at district functions.
- Know the name of the school's volunteer coordinator or school volunteer contact.
- When volunteering, carry and be able to produce your Secure Volunteer ID card or app when asked.

Overnight Chaperones

These volunteers travel with student groups on overnight field studies/trips.

Students participate in a number of athletic, artistic and educational activities that require overnight travel and volunteers are needed to help chaperone these trips. They help by directing their assigned group of students to designated areas and are responsible for the safety of these students for the duration of the trip. Chaperones should be patient and helpful but firm, with the understanding that the rules apply to all students. **Overnight chaperones must be cleared through a SecureVolunteer background check before the trip. Volunteers seeking approval for overnight field trips should submit an application at least two weeks before the trip.**

Community Volunteers

Richland Two appreciates the contributions and support of our communities. Even if volunteers don't have a child or grandchild in our schools, there are many opportunities for them to contribute to the quality educational activities in our schools. **Community volunteers must be cleared through a SecureVolunteer background check before they can volunteer in the district.**

Because the safety of our students is always our primary concern, **a background check is required for: mentors/tutors, overnight chaperones and community volunteers.** The background check screens for such things as felony crimes, being a sex offender, driving under the influence, drug, domestic abuse, burglary and assault offenses.

Procedure

Volunteers must follow the following guidelines:

- Review Board Policy IJOC School Volunteers and Administrative Rule IJOC-R School Volunteers.
- Be cleared through Secure Volunteer Background check if applicable.
- Log volunteer hours with school volunteer coordinator. Lobby Guard records volunteer hours worked during the school day, if volunteers remember to sign out. Include hours worked outside of the school setting or after school hours (chaperoning field trips, district functions, athletic/band booster clubs, serving on PTA/PTO boards, foundations, School Improvement Councils, phone calls, e-mails and travel time to and from the place of service, etc.).
- Review the district sexual harassment presentations each year. The videos are available at www.richland2.org/ volunteer.
- Ask questions before making assumptions about situations you may encounter in schools.
- Remember that anything heard, learned or seen concerning students must be kept confidential.
- Obtain permission to visit other classrooms, students or teachers while working in schools.
- Dress appropriately for the school setting.
- Speak positively about schools and the district, especially while working in the schools or at district functions.
- Know the name of the school's volunteer coordinator or school volunteer contact.
- When volunteering, carry and be able to produce when asked your Secure Volunteer ID card or app.

Richland School District Two Discipline Philosphy

Richland School District Two believes learning is the cornerstone of student success, and the purpose of student discipline is to TEACH our students positive behaviors rooted in the district's Four Squares to Success: Learning, Character, Community and Joy. In order to TEACH positive behaviors effectively, ALL Richland School District Two staff members and community partners collectively must:

- Believe in ALL students' ability to succeed in pursuit of their pathway to purpose.
- Implement Restorative Practices to build, mend, and strengthen relationships.
- Integrate best practices for academic and behavioral supports for students.
- Implement the discipline philosophy, guidelines, and recommendations with fidelity within Richland School District Two's Multi-tiered System of Supports (MTSS). Richland School District Two's MTSS framework for behavior is Behavior Education Supports and Training (B.E.S.T.).

CODE OF CONDUCT (POLICY JICDA)

The Board of Trustees recognizes that rules of student conduct

and consequences for violations are necessary for the orderly operation of the district's schools. It will be the philosophy of the district, however, to handle all student disciplinary matters at the lowest supervisory level possible and in the most reasonable manner possible. No disciplinary action will be taken without all procedural rights being afforded to students and their parents/guardians as provided by state law, state board of education regulation, or the policies of this district.

The administration is directed to develop appropriate rules of student conduct that will include a general listing of offenses, required or recommended disciplinary action for violations, and the times and places when such rules will be in effect.

Code of Conduct - Administrative Rule JICDA-R

The following listing of offenses and the required or recommended dispositions are submitted for the information of students, parents/legal guardians, and school personnel. Disciplinary actions will include appropriate hearings, and review, and the removal of a student from the learning environment will occur only for just cause and in accordance with due process of law.

The following rules, regulations, and due process procedures are designed to protect all members of the educational community in the exercise of their rights and responsibilities. These rules apply to any student:

- who is on school property;
- who is in attendance at school or any school sponsored activity; or
- whose conduct at any time or in any place has a direct and immediate effect on maintaining order and discipline in the schools

Level I - disorderly conduct

Behavioral misconduct is defined as those activities engaged in by a student(s which tend to impede orderly classroom procedures or instructional activities, orderly operation of the school, or the frequency or seriousness of which may disturb the classroom or school. The provisions of this document apply not only to within school activities, but also to student conduct on school bus transportation vehicles and other school sponsored activities.

Acts of behavioral misconduct may include, but are not limited to, the following:

- classroom tardiness
- cheating on examinations or classroom assignments
- lying
- abusive language between or among students
- failure to comply with directives from school/district personnel or agents (to include volunteer aides or chaperones)
- cutting class
- school tardiness
- truancy (three consecutive unlawful absences from school or a total of five unlawful absences)
- possession of an electronic communications device as defined by and in conflict with district policy
- other acts of behavioral misconduct as determined and communicated by the administration

When a staff member observes, or is notified of and has verified acts of behavioral misconduct, the staff member will take immediate action to rectify the misconduct. Verification is defined as self admittance by the student, witnessed involvement of the student by staff, parental admission of student involvement, or evidence obtained through an investigation. The staff member will impose an appropriate consequence and/or intervention and maintain a record of the misconduct and the action taken.

If, either in the opinion of the staff member or according to policy, a certain misconduct is not immediately rectifiable, the staff member should refer the problem to the appropriate administrator for action specified by policy.

The administrator should meet with the reporting staff member, and, if necessary, the student and the parent/legal guardian, and impose the appropriate consequence and/or establish an intervention plan and/or behavioral contract.

Consequences that may be applied in cases of behavioral misconduct may include, but are not limited to, the following:

- verbal reprimand
- withdrawal of privileges
- detention (silent lunch, after school, weekends, or another time that does not interfere with the instructional day, work detail)
- other consequences as approved and communicated by the administration

Level II - disruptive conduct

Disruptive conduct includes those activities in which students engage that are directed against persons or property and the consequences of which tend to endanger the health or safety of themselves or others in the school. Some instances of disruptive conduct may overlap certain criminal offenses, justifying both administrative consequences and court proceedings.

The administration may reclassify behavioral misconduct (Level I s disruptive conduct (Level II if the student engages in the activity more than three documented incidents.

Acts of disruptive conduct may include, but are not limited to, the following:

- violation of a Level I intervention plan and/or behavioral contract
- use of an intoxicant
- fighting
- harassment
- vandalism (minor)
- stealing
- threats against others
- trespassing
- abusive language to staff
- repeated refusal to comply with directives from school personnel or agents (such as volunteer aides or chaperones)
- simple assault
- possession or use of unauthorized substances, as defined by law and/or local school board policy
- illegally occupying or blocking school property in any way with the intent to deprive others of its use
- unlawful assembly
- disrupting lawful assembly
- hazing
- inappropriate use of technology (see also *IJNDB-R1* and

IJNDB-R2)

- use of forged notes or excuses
- other acts as determined and communicated by the administration

When an administrator observes, or is notified of and has verified an offense, the administrator will investigate the circumstances of the misconduct.

The administrator will notify the parent/legal guardian of the student's misconduct and related proceedings. The administrator will meet with the student and, if necessary, the parent/legal guardian, confer with them about the student's misconduct, and impose the appropriate disciplinary action and/or intervention. The administrator will maintain a record of the misconduct and action taken.

The administrator may refer the student to the appropriate intervention team to establish behavioral management strategies (e.g., restorative justice, counseling, service learning projects) and propose the appropriate disciplinary action.

The administrator or school official may refer Level II misconduct to the school resource officer or other law enforcement authorities only when the conduct rises to the level of criminality or the conduct presents an immediate safety risk.

The administration may apply consequences in cases of disruptive conduct which may include, but are not limited to, the following:

Upon observation or notification and verification of an offense, the administrator should investigate the circumstances of the misconduct and should confer with staff on the extent of the consequences

- temporary removal from class
- assignment to an alternative education program
- in-school suspension
- out-of-school suspension
- referral to outside agency
- expulsion
- restitution of property and damages, where appropriate
- other consequences as approved and communicated by the administration

Level III - criminal conduct

Criminal conduct includes those activities in which students engage that result in violence to themselves or to another's person or property or which pose a direct and serious threat to the safety of the students themselves or others in the school. These activities usually require administrative actions which result in the immediate removal of the student from the school, the intervention of the school resource officer or other law enforcement authorities, and/or action by the board. Interventions may be used when a student returns to school after a suspension or on strict probation.

Acts of criminal conduct may include, but are not limited to, the following:

- aggravated assault
- extortion
- threat of the use of a destructive device (bomb, grenade, pipe bomb, or similar device)
- possession, use, or transfer of weapons
- sexual offenses
- vandalism (major)
- theft, possession, or sale of stolen property
- arson
- furnishing or selling unauthorized substances, as defined by law and/or board policy
- furnishing, selling, or possession of controlled substances (drugs, narcotics, or poisons)
- illegal use of technology (e.g., communicating a threat of a destructive device, weapon, or event with the intent of intimidating, threatening, or interfering with school activities; maliciously transmitting sexual images of minors, other than images of the student or images transmitted with the uncoerced consent of the individual in the images)
- threatening to take the life of or inflict bodily harm upon a teacher, principal, or members of their immediate family
- intimidation or bullying

When an administrator observes, or is notified of a criminal offense, the administrator must contact the school resource officer or local law enforcement authorities immediately.

An administrator will notify the student's parent/legal guardian as soon as possible.

An administrator will impose the appropriate disciplinary action and maintain a record of the conduct and consequence. If warranted, the administrator should immediately remove the student from the school environment.

Staff will follow established due process procedures when applicable.

The administration may apply consequences in cases of criminal conduct which may include, but are not limited to, the following:

- out-of-school suspension
- assignment to an alternative education program
- expulsion
- restitution of property and damages, where appropriate (should be sought by school authorities)
- other consequences as approved and communicated by the administration

Extenuating, Mitigating or Aggravating Circumstances

The board confers upon the superintendent and his/her designee the authority to consider extenuating, mitigating, or aggravating circumstances that may exist in a particular case of misconduct. Such circumstances should be considered in determining the most appropriate sanction.

Student Conduct Away From School Grounds

The board expects principals to investigate student conduct away from school grounds that may have a direct and detrimental effect on the discipline or general welfare of district schools. When assessing the impact of out-of-school behavior on his/her school, the principal should take into consideration the seriousness of the alleged out-of-school offense and the protection of teachers and students from the effects of violence, drugs, and/or disruptions.

Principals are directed to evaluate each situation on a case-by-case basis. At a minimum, principals or their designees should meet with the student upon his/her arrival at school, give the student notice of the concerns based on the reported out-of-school behavior, and allow the student an opportunity to present his/her side of the story. Based upon all of the circumstances, including a finding that the alleged conduct will have a direct and immediate effect on the school, the

administration may either permit the student to attend classes as usual or may take appropriate disciplinary action including, but not limited to, in-school suspension or out-of-school suspension in order to conduct an investigation into the matter. The parents/legal guardians of students will be notified of any action taken by the administration and offered the opportunity for a conference with the administration.

In the event that the student is incarcerated based on his/her out-of-school conduct, the principal or his/her designee will notify the student that he/she is to meet with the administration prior to returning to school.

At the conclusion of the investigation, the principal should take appropriate action that may include, but is not limited to, the following:

- returning the student to his/her normal class schedule and removing all evidence of suspension
- placing the student on probation and allowing the student to resume his/her normal class schedule
- placing the student on probation, allowing the student to continue classwork, but restricting the student's participation in extracurricular activities and/or designated school activities, for example, clubs, study halls, pep rallies, student government activities, and so forth
- recommending suspension
- recommending expulsion from regular school and placement in the district's alternative school
- recommending expulsion for either the remainder of the semester or year

The disciplinary action taken must be supported by the evidence and take into full consideration the impact of the student's presence at school on the discipline, educational environment, and safety of others students and the school's faculty and staff.

If procedures for expulsion are initiated, the parents/legal guardians of the student will be notified in writing of the time and the place of a hearing before the district hearing officer. At the hearing, the parents/legal guardians will have the right to legal counsel and to all other regular legal rights, including the right to question all witnesses. The right to appeal the decision to the board of trustees is reserved to either party. The board will generally consider appeals based on the written information submitted by the student, the hearing officer, and school administration, with neither party personally appearing before the board.

The hearing will take place within 10 days of the written notification at a time and place designated by the hearing officer, and a decision will be rendered within 10 days of the hearing. The student may be suspended from school and all activities during the time of the expulsion procedures.

Every expelled student will have the right to petition for readmission for the succeeding school year.

Note regarding special education students: Administrators must also ensure that all procedural safeguards afforded to special education students are also implemented in such circumstances.

Discipline of Students with Disabilities

Students with disabilities are not exempt from school disciplinary processes, nor are they entitled to remain in a particular educational program when their conduct substantially impairs the education of other students in the program. However, federal and state laws and regulations require schools to meet the individual educational needs of such students to the extent possible.

The process of disciplining a student who receives special education services involves both administrative authorities who are responsible for discipline and the special education department, including teachers and administrators who have been assigned specific responsibilities in the implementation of the student's Individualized Education Program (IEP).

Program prescriptions

An IEP team may prescribe or prohibit specified disciplinary measures for an individual student by including appropriate provisions in the student's IEP. The IEP team must take into consideration the student's disabling condition when deciding whether or not staff may use a particular form of discipline. Administrative authorities will observe any such provisions contained in a student's IEP.

Suspensions

A student identified as disabled pursuant to Section 504 of the Rehabilitation Act of 1973 (hereinafter "Section 504-disabled"), or as disabled pursuant to the Individuals with Disabilities Education Act (hereinafter IDEA-disabled) may be suspended from school for not more than 10 consecutive school days, and for additional removals of not more than 10 consecutive school days in that same school year for separate incidents of misconduct, as long as those removals do not constitute a "change in placement" under federal standards.

Whether a "change in placement" would occur depends upon a number of factors, including, but not limited to, the following:• length of each suspension

- proximity of the suspensions to one another
- total amount of time the student is excluded from the classroom

The determination whether a change in placement would occur must be made on a case-by-case basis, based on the circumstances of each case.

However, students who bring weapons to school or a school function, knowingly possess or use illegal drugs, or solicit the sale of controlled substances, or inflict serious bodily injury upon another person while at school or a school function may be removed for up to 45 school days at a time. If school officials believe that a student with a disability is substantially likely to injure him/herself or others in the student's regular placement, they may ask an impartial hearing officer to order that the student be removed to an interim alternative educational setting for a period up to 45 school days.

Expulsion of Students

Expulsion is the removal of a student from a school for the remainder of the school year or until readmitted by the board. The board delegates to the board-approved district hearing officer th authority to conduct administrative hearings and take disciplinary action, including expelling students from the district. The decision of the hearing officer may be appealed to the board. Appeal procedures are specified in administrative rule JKE-R.

If the multidisciplinary team determines that a Section 504-disabled student's misconduct was not a manifestation of his/ her disability, the student may be expelled in the usual sense. In such cases, the district is not obligated to continue educational services.

Court injunctions

In appropriate circumstances, the district may seek a court injunction to allow disciplinary removals or other actions regarding students with disabilities beyond any time or other limitations set forth above.

SECRET SOCIETIES/GANG ACTIVITY (POLICY JICF)

The district administration will maintain conditions on school property and at school-sponsored events in order to ensure as safe an environment as possible for students and staff in accordance with the law and the standards set by the board. In establishing such standards, the board prohibits the presence and activities of gangs on or near school property and at school-sponsored events.

The board defines a gang as any non-school sponsored group, possibly of secret and/or exclusive membership, whose purpose or practices include the commission of illegal acts, the violation of school rules, the establishment of territory or "turf," or any other action which threatens the safety or welfare of others. In prohibiting the presence and activities of gangs, the board makes the following findings:

- Gangs that initiate or advocate activities which threaten the safety and well-being of persons or their possessions anywhere on or near school property or at school-sponsored events are harmful to the educational purposes of the district.
- Gang incidents involving recruitment, initiation, hazing, wearing of colors or other gang indicators, threats and intimidation, fighting or establishment of "turf or territory" on school property or at any school-sponsored event are likely to cause intimidation or fear, bodily danger, physical harm or personal degradation or disgrace resulting in physical and mental harm to students.
- The use of hand signals and the presence of any apparel, jewelry, accessory, book or manner of grooming which, by virtue of its color, arrangement, trademark, symbol or any other attribute, denotes membership in a gang creates a clear and present danger for the commission of unlawful acts on school premises, the violation of school regulations, or the substantial disruption of the orderly operation of the school and is prohibited. In determining whether or not a student is in violation of the prohibition on the wearing/display of a gang-related item, the district will maintain, in all of its school offices, an example of potential gang indicators including symbols, hand signals, graffiti and clothing/accessories. In providing these examples for students and parents, the board acknowledges that not all potential gang indicators actually connote actual membership in a gang.
- The administration will establish procedures and regulations to ensure the discipline of any student wearing, carrying, or displaying secret society and gang paraphernalia, exhibiting behavior or gestures that symbolize secret societies and gang membership, or causing or participating in activities that intimidate or affect the attendance of another student. If the district determines that a student has initiated or participated in a gang or a secret society as stipulated in this administrative rule, that student will be disciplined in a manner that may include, but will not be limited to, detention, removal from extracurricular activities, suspension and/or expulsion, and referral to law enforcement, dependent upon the circumstances of the particular offense. The district also reserves the right to prohibit any student from wearing/displaying any article of clothing or accessory which the district has determined to be a gang indicator. The administration will ensure in-service training is provided in secret society and gang behavior and characteristics to facilitate staff identification of students at-risk and promote membership in authorized school groups or activities as an alternative.

HEALTH ROOMS

Richland School District Two schools have a health room with a registered nurse assigned to each school. Some schools may also have a health room assistant (unlicensed assistive personnel) who works with the registered nurse. The registered nurse on the adjoining campus serves magnet schools. Students who become ill during the school day should obtain a pass from a teacher and report to the health room. In an emergency, and before and after school, students may go directly to an administrator for assistance.

Richland School District Two follows the South Carolina DHEC Exclusion list for communicable diseases. For more information click on this link *https://scdhec.gov/health/child-teen-health/school-exclusion*

The school does not furnish any medication. The first dose of any medication cannot be administered at school; a student must have previously taken the medication. As long as the parent/ guardian's requested dosage falls within the recommended dosage on the instruction label, the over-the counter medication may be administered with a parent or guardian's signature on the medication permission form. If the parent requests an over- the-counter medication given at a dose greater than the label recommends, a healthcare provider with prescriptive authority must sign the medication permission form and provide specific instructions on how to administer the medication. The medication will require a pharmacy labeled prescription bottle ***Prescription, herbal, and homeopathic medications, as well as medications containing aspirin or aspirin derivatives require a prescription. The parent and a healthcare provider with prescriptive authority must sign the medication permission form and provide specific instructions on how to administer the medication. The medication will require a pharmacy labeled prescription bottle.*** Please speak with his or her child's healthcare provider regarding medications that must be taken at school. A student that needs to self-monitor and self-medicate for medications, which are lifesaving or life preserving such as an inhaler, insulin or epinephrine auto injectors will need the development of an Individualized Healthcare Plan and an Emergency Action Plan. A medication permission form signed by the healthcare provider with prescriptive authority, as well

as signatures from the healthcare provider, parent and student stating they are capable of self-medicating and self-monitoring are also required. Please speak with your child's school nurse regarding the necessary paperwork.

Please remember that all medications must be brought to school by the parent in the original factory packaging, the original prescription bottle, or the original box (in the case of epinephrine auto-injectors and inhalers). This is for the safety of the child to ensure that the right medication is administered to the right child, at the right time.

Parents must provide all medications for their child to take at school, on field studies, or for after-school activities. The registered nurse will send emergency medications provided by the parent on field studies, e.g. inhalers, epinephrine autoinjectors, glucagon, Diastat, etc. in a properly labeled box.

School Nurses in Richland Two cannot administer routine care to school staff. Routine care and or treatment should be provided by the employee's regular health care provider.
This segue into employee health may require knowing more about the staff health history than the nurse has access to and may go into competency areas that are not maintained. School Nurses are not Occupational Health Nurses and do not have, nor maintain the competencies to function as Occupational Health Nurses.
Many times, School Nurses end up in the middle of situations they should not be involved in (e.g., workman's compensation injuries and employee health conditions affecting job performance). More at: https://www.richland2.org/departments/pupil-services/learning-support-services/student-health

In order for a student to receive medical homebound instruction, the following conditions must exist:

- The student must be of legal school age.
- A licensed health care provider physician (physician, nurse practitioner, physician's assistant) completes the Medical Homebound Instruction certifying must certify that the student is unable to attend school, but may profit from instruction given in the home or school.
- The student must be approved by the superintendent or his/her designee on appropriate forms provided by the South Carolina Department of Education.
- The student must successfully complete the materials assigned and receive a passing grade from the student's classroom teacher or the homebound teacher in case of extended medical homebound instruction. This requirement is necessary in order for the student to advance to the next grade or to satisfy the state requirements for a state high

A student is eligible for medical homebound instruction according to certain timelines as stated in SBE regulation.

Homebound instruction may be approved for a maximum of forty-five (45) instructional days at one time. If the homebound period must be extended, a new medical homebound form (signed by the licensed health care provider) is required. Any time missed during the interim will not be excused unless a medical note is provided.

Any student who is not provided the periods of medical homebound instruction to which the student is entitled or eligible may make up the medical homebound instruction, either during the student's remaining eligibility for medical homebound instruction or after the student returns to school. Make-up periods may not occur during the regular school day. If the school delays the start of services for any reason and the student is still entitled to the services, the district must make up the missed instructional periods even if the regular school year has ended.

Medical and student records are confidential subject to the provisions of policy JRA, Student Records and its accompanying administrative rule.

Homebound Teachers

All teachers providing homebound instruction must hold a valid South Carolina teacher's certificate.

REPORTING ABUSE/NEGLECT

Consistent with District Policy JLF (Student Welfare) and South Carolina State law, a mandated reporter is any principal, assistant principal, school teacher, nurse, counselor, mental health professional, school attendance officer, or social worker who has received information in their professional capacity which gives them reason to believe that the physical or mental health or welfare of a child has been or may be adversely affected by abuse or neglect must report such a situation. Richland School District Two expects all personnel to hold themselves responsible as a mandated reporter if abuse or neglect is suspected. Richland Two personnel must make the report immediately upon receipt of information to a law enforcement agency in the county where the child resides or to the county department of social services. Richland Two personnel are not responsible for investigating to determine if abuse or neglect occurred but must report to law enforcement or DSS immediately if suspect.

STAFF ATTENDANCE & GUEST TEACHERS

All staff absences must be accounted for, even short periods when no substitute is required. If an employee needs to leave school for a brief period of time or for the remainder of the day, permission is required. Clear communication is imperative.

Any employee leaving school for any reason during school hours must have the prior approval of the principal or other appropriate administrator. The employee will also need to follow any sign out procedures as required by your Principal. Be sure to inform your instructional leader.

Attendance at mandatory school and district level meetings is required unless otherwise notified.

When absent, you should:

- Enter a request for a substitute teacher in Absence Management if your position qualifies for a substitute (i.e. teacher, child development, kindergarten, health room, and special education for foreseeable absences, the request for a substitute should be entered in Absence Management by no later than 5 p.m. on the day prior to the absence).
- If your absence does not require a substitute teacher, you must

enter the absence in Absence Management and select "no substitute required."

- Contact your administrator following his/her designated procedures.
- Contact your team leader/neighbor/instructional aide following all designated procedures.

Guest Teachers

Guest Teachers will be obtained through the district's contracted vendor, Educational Staffing Services (ESS) who manages the list of approved
guest teachers for Richland School District Two.
Information
concerning use of Absence Management will be
provided by ESS after an employee's account has been created. This includes instructions for creating a username and password, creating an absence, use of the mobile APP, and other features of the Absence Management system. Your location's Guest Teacher Campus User is also available to assist with information regarding use of Absence Management. *Please note, a username and password is required to access the system and enter a request for a guest teacher.
All absences for employees eligible for a guest teacher must be entered into Absence Management (classroom teachers, kindergarten assistants, child development assistants, health room assistants and special education assistants). Absences for all other employees must be entered into MyHR. All absences must be reported according to school and district policies and procedures. Teachers are required to leave lesson plans for the guest teacher.

Responsibilities of the Teacher in the Event

of Planned Absences

- Prepare lesson plans for each week of the planned absence
- Prepare and/or provide information for materials and resources necessary for the lessons (to include any copies that accompany the curriculum).
- Prepare master copy and answer key for all tests and quizzes to be administered.
- Develop a regular communication plan with long-term guest teachers.
- Email or call the ESS Account Manager for Richland School District Two to provide any pertinent information (duty/supervision schedule, interim dates, report card dates, etc.) to be shared with the long term guest teacher.
- One transitional day is permitted for the guest teacher to shadow the teacher.
- Inform the grade level administrator where lesson plans and

Planning for Guest Teachers

The classroom instructional program should continue in the event a teacher is absent if adequate and well thought-out lesson plans are provided. Each teacher is required to provide lesson plans for a guest teacher. Their lesson plans should be easy to read and understand. In the event that you are unable to provide lesson plans as expected, please notify an administrator immediately.

SAFETY & EMERGENCY INFORMATION

Visitors/Access Control

Parents are encouraged to visit the school. However, for security reasons ALL visitors must receive permission from the front office personnel before going to any other part of the building or school grounds. In addition, each visitor must sign in through the IdentA-Kid Visitor Management System. This system requires that all visitors present a valid government issued picture I.D. so that it can be checked against the national sex offender database. These procedures are for the protection of our children.

Security Cameras

Through a network of high-tech video cameras, we monitor access and movement throughout District 2. Through use of our camera network we can not only appropriately deploy emergency services personnel but also review incidents throughout our campuses to ensure compliance with District 2 rules and regulations. Our state of the art camera surveillance system assists us in creating the safest possible environment for our students, staff and visitors.

Crisis Management

Each school has a Crisis Management Plan to address the logistical response to events such as severe weather, fire, medical emergencies, unlawful intruders, and other catastrophic events. Anyone receiving information regarding a possible emergency situation should immediately relay that information to Safety and Emergency at (803) 736-8756 or the appropriate school administrator or his/her designee.

Medical Emergency

Prevention is the key. Report any unsafe conditions (bare electrical wires, broken chairs, broken glass, etc.) immediately. In case of an injury, ensure that aid is rendered immediately. Please notify the front office and the school nurse immediately of any medical emergency. Complete an accident report form giving details including witness names, dates and times. Accident report forms are available from the school's front office.

Fire

- Emergency evacuation plans should be posted by office & classroom doors. Each teacher should review the evacuation route, alternate route and the designated assembly area with all students.
- Close the door before departing.
- Immediately upon reaching the designated area, the teacher is to take roll to account for all students under his/her supervision.
- Remain at the designated area awaiting further instructions.

Severe Weather

- Teachers will be notified either by runner or announcement of severe weather drills. At this time, check rolls to account for all students. Close doors before leaving the room.
- Move the students to kneel down quickly against an interior wall as far as possible from any windows. Students should face walls with arms over heads (avoid all windows/glass panels).
- Everyone is to remain quiet awaiting further instructions.

Earthquake Procedures

- Students will take cover in their classrooms under the desks or tables, facing away from the windows.
- Absent ground tremors, you will proceed to evacuate the building using normal fire drill procedure.

Lockdown

A LOCKDOWN is initiated when there is an actual or potential danger inside of the school. The LOCKDOWN can be requested by anyone perceiving a danger inside of the school but it should be communicated to the main office.

- If already in a secure room, staff shall confirm that their door is closed and locked. Students and staff should be in their designated hard corner away from line of sight from the door.
- If a secure room is not immediately accessible or if escape is an immediate option, staff shall endeavor to evacuate via the nearest exit if possible.
- Everyone is to remain under LOCKDOWN protocol until the emergency personnel announce an "All Clear" or provide additional instructions.

Secure

SECURE is initiated when there is an actual or potential threat outside the school/facility building. SECURE can be requested by anyone perceiving a danger ***outside*** of the school/facility but it should be communicated to the main office.

- Staff and students are brought into and kept inside of the school/facility building.
- All exterior doors are locked & secured.
- No entry or exit is allowed without identification and special authorization of the designated emergency response staff
- Student instruction & school operations may continue as normal inside of the buildings.

School Based Crisis Intervention Team

Each school has a Crisis Intervention Team and a School Safety Plan. School employees should familiarize themselves with their individual school procedures including emergency response, evacuation routes as well as egress and access locations.

Family Reunification Process

A component of a school emergency response is reunifying students with their parents or legal guardians. This critical process supports the chain of custody for our students during and postcrisis.

- Evacuation locations *may* serve as reunification sites.
- Reunification sites may be other nearby churches, recreation centers, or other community buildings.
- The site *should* be large enough to accommodate the entire student body, school staff, and parents.
- Buses or other forms of transportation will be utilized to transport students. Transport accommodations for students with special needs must be incorporated into the relocation strategy.
- Hard copies of updated student emergency contact cards *should* be organized by class and/or grade level and readily available if there is no internet service. If emergency information is kept in an online database, schools need to consider how to access that information in a crisis event to ensure security and confidentiality.
- Accurate rosters of students present when a school is evacuated must be maintained. Taking attendance at the reunification site is recommended.
- Safety and/or law enforcement personnel should be at the reunification site to ensure a safe and orderly reunification process, and to establish a safe and secure environment.
- Learning Support Staff (LSS) staff members, trained in crisis intervention *should* be available at the reunification site to assist in meeting immediate mental health needs.
- Student Health Services (SHS) staff members, trained in firstaid *should* be available at the reunification site to focus on physical health and general well being.
- The release process should incorporate the use of matching the student with their family member or legal custodian. Once the family member or legal custodian's identity is verified, the student is retrieved from the staging

Incident/Emergency Communications

Direct emergency communication to the Emergency Services/ Security department can be achieved by use of the 2-way District 2 radio.

Direct landline contact with the Security Operations Station (Emergency Services) is (803) 736-8756.

To ensure the integrity of publicly released information, staff is discouraged from sharing information with the media or general public regarding any District 2 emergency or crisis. Staff should direct any and all media inquiries to the Office of Communications & Strategic Partnerships at (803 738-3222.

Emergency School Closings

Parents and employees can get information about school openings and closings during weather-related emergencies by waiting for the district's Parent Square messaging system, social media, visiting our district website at www.richland2.org for updated information, listening to local radio stations or watching local television stations. Please do NOT call our schools, the district office or the media. We need to keep all telephone lines open to deal with any weather-related emergencies.

Requests for Safety Coverage

Special or supplemental security coverage can be requested by accessing the Facilitron. Requests for additional security staffing should be submitted well in advance in order to allow for scheduling adjustments.

IN AN EMERGENCY
TAKE ACTION



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

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

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



SECURE!

STUDENTS ADULTS
Get inside. Lock outside doors.

Return to inside of building
Do business as usual
Bring everyone indoors
Lock outside doors
Increase situational awareness



LOCKDOWN! Locks, lights, out of sight.

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

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



EVACUATE! (A location may be specified)

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

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



SHELTER! Hazard and safety strategy.

Use appropriate safety strategy for the hazard

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

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

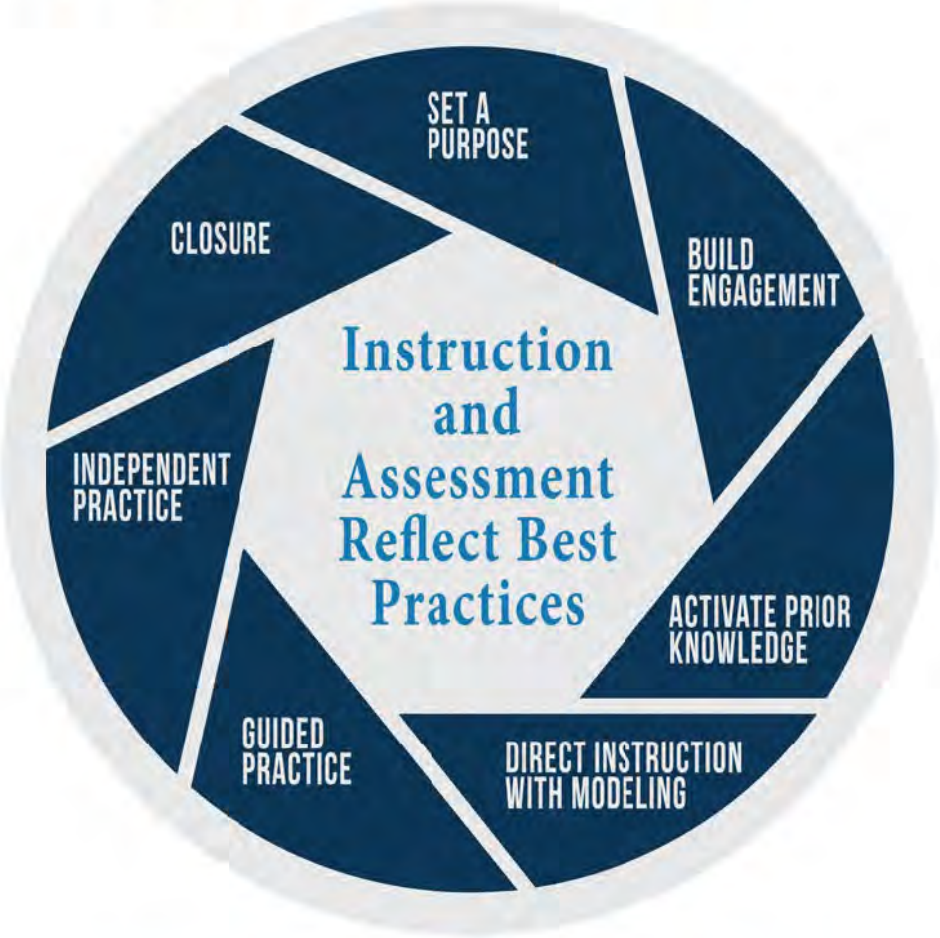
K12 2021
STANDARD RESPONSE PROTOCOL

© Copyright 2009-2020, All Rights Reserved. The “I Love U Guys” Foundation. Conifer, CO. The Standard Response Protocol and Logo are Trademarks of The “I Love U Guys” Foundation and may be registered in certain jurisdictions. This material may be duplicated for distribution per “SRP Terms of Use”. SRP TxSSC 2021 Poster_EN | V 4.0 | Revised: 07/14/2020 | http://iloveuguys.org

ACADEMICS

RICHLAND SCHOOL DISTRICT TWO

Instructional Model



PROFILE OF THE SOUTH CAROLINA GRADUATE

WORLD CLASS KNOWLEDGE

- Rigorous standards in language arts and math for career and college readiness
- Multiple languages, science, technology, engineering, mathematics (STEM), arts and social studies

WORLD CLASS SKILLS

- Creativity and innovation
- Critical thinking and problem solving
- Collaboration and teamwork
- Communication, information media and technology
- Knowing how to learn

LIFE AND CAREER CHARACTERISTICS

- Integrity
- Self-direction
- Global perspective
- Perseverance
- Work ethic
- Interpersonal skills

SET A PURPOSE

By establishing a clear, meaningful purpose, teachers alert students to specific learning expectations and objectives and empower students to make relevant connections between content and the real world.

BUILD ENGAGEMENT

By building a relevant connection between students' interests and instructional objectives, teachers continuously connect, reconnect and engage students with the content.

ACTIVATE PRIOR KNOWLEDGE

Through a pre-assessment of students' prior experiences and knowledge, teachers enhance students' understanding and honor their diverse perspectives. The activation of prior knowledge allows students to make connections to new learning.

DIRECT INSTRUCTION WITH MODELING

Through the effective combination of direct instruction and modeling, teachers deliver carefully-articulated instruction while modeling authentic cognitive processes for students to replicate.

GUIDED PRACTICE

By providing opportunities for individual and collaborative practice, teachers guide and monitor student progress with focused support.Guided practice is a critical step in the process of gradual release and is an effective bridge between direct instruction and independent practice.

INDEPENDENT PRACTICE

By providing deliberate and strategic independent practice with consistent feedback, teachers allow students opportunities to correct mistakes and master skills and concepts. Independent practice is a vital element that focuses on the process of learning — not just the instructional goals.

CLOSURE

By providing strategic opportunities for closure, teachers allow students to articulate and deepen their learning through reflection and self-evaluation.

EXPECTATIONS FOR LEARNING

LESSON PLANS

Teachers are expected to have lesson plans for their content areas up to date and accessible for school and district level administrators to read and provide feedback. If lesson plans are kept electronically, a visible link or code must be prominently displayed.

INDICATORS OF LEARNING

Indicators of learning identify what students should be able to do and know at the end of the lesson. The indicators should be student-friendly, visible, and posted for each content area where S.C. Standards are available.

AGENDA

A student-friendly agenda must be visibly posted in each classroom. The agenda should specifically identify the topic(s) students will learn (i.e., ELA — literary text, Math — numbers and operations).

TECHNOLOGY

Technology should be used when appropriate and to enhance instruction.

BELL TO BELL INSTRUCTION

Teachers are expected to maximize instructional time.



The Richland Two Board of Trustees affirms the right of all individuals to be treated with respect and to be protected from intimidation, discrimination, physical harm, and/or harassment. Respect for each individual will be a consideration in the establishment of all policies by the board and in the administration of those policies by district staff.

The district is committed to providing equal access to educational and employment opportunities regardless of race, color, religion, national origin, disability, pregnancy (including childbirth and other related medical conditions), age, sex, sexual orientation, gender identity status, spousal affiliation, or any other protected characteristic as may be required by law.