EMPLOYEE Handbook

HAMPTON COUNTY
SCHOOL DISTRICT

September 25, 2026 rev 2

Disclaimer

The policies and procedures contained in this handbook are current as of the publication date and are provided for employees as a quick reference guide to the established school district board policies. This handbook can be superseded by official administrative rules and other policies as established by the Hampton County School District Board of Trustees.

Nothing contained in this handbook shall be construed as a guarantee of continued employment beyond the period of employment set forth in any contract employment entered into by any contract employee with the district.

If a policy or regulation is stated or abbreviated in error within this handbook, the actual document in the official policy manual will always take precedence.

Updates made in this handbook will be available online at the official Hampton County School District website at http://www.hcsdsc.org. Employees will be responsible for reviewing the contents of this handbook and any updates to its content. Only “G” Policies as they apply to personnel are addressed in this handbook. All other board policies can be found on the district website under “School Board”.

Table of Contents

Who we are?	5
School Board	9
District Office Staff	12
Schools	30
Employee Communications	35
Benefits & Compensation	39
Code of Conduct	57
Employee Conduct & Welfare	70
Employment Policies of Support Staff	100
Employment Policies of Certified Staff	122
Leave and Absences	131
Certified State Licensure and Certification	137
Calendars	143
Acknowledgement of Employee Handbook	150

WHO ARE WE?

Mission Statement
HCSD provides all students with the highest quality education that equips them to succeed in an evolving world.

Vision Statement
The vision of Hampton County School District is: Empowering students to achieve excellence and positively impact the global community.

Belief Statements
We believe that

- Stakeholder involvement is important to a successful district
- Teamwork is necessary for accomplishing goals
- A positive school culture promotes student growth
- A safe respectful environment is necessary for student learning
- We must focus on the total child
- Every employee serves a vital role
- Early childhood education is critical
- Parents play a vital role in their child's education
- Maintaining a student-centered approach to instruction is essential
- Students must be career, college, and/or work ready
- Students need technology training for academics and vocational skills

STRATEGIC GOALS

School Climate

- By 2031, HCSD will create a safe, orderly and supportive environment by decreasing the number of students out of school / class due to suspensions from 24% of students with OSS in 24-25 (552 of 2272) to 10% in 2031 and will decrease the percentage of students with incidents from 43% to 25%.

Student Achievement

- By 2031, Hampton County School District will increase student proficiency rates (level 3 and 4 proficient / meets and exceeds) in math each year for each cohort tracked to meet the state and district target of 75% proficient, as measured by iReady, compared to Winter 2025 - 2026 baseline data. Cohort targets:
    - Cohort 2035: 10.4 points per year
    - Cohort 2034: 9.8 points per year
    - Cohort 2033: 9 points per year
    - Cohort 2032: 9.6 points per year
    - Cohort 2031: 10.8 points per year
    - Cohort 2030: 12.8 points per year
- By 2031 the percentage of high school students who are college and/or career ready as evidenced by meeting college and career readiness benchmarks as measured by the percentage of students scoring a 3-5 on WIN Math and Reading and a C or higher on the state EOCs will increase from the baseline established in 2024-25 below to 75%.
    - EOC: Algebra I - 42.5 +6.5 each year
    - EOC: English II - 60.1 +2.98 each year

- EOC: Biology – 16.7 +11.66
- EOC: US History – 22 +10.6
- WIN: Math – 36 +4
- WIN: Reading – 55 +7.8

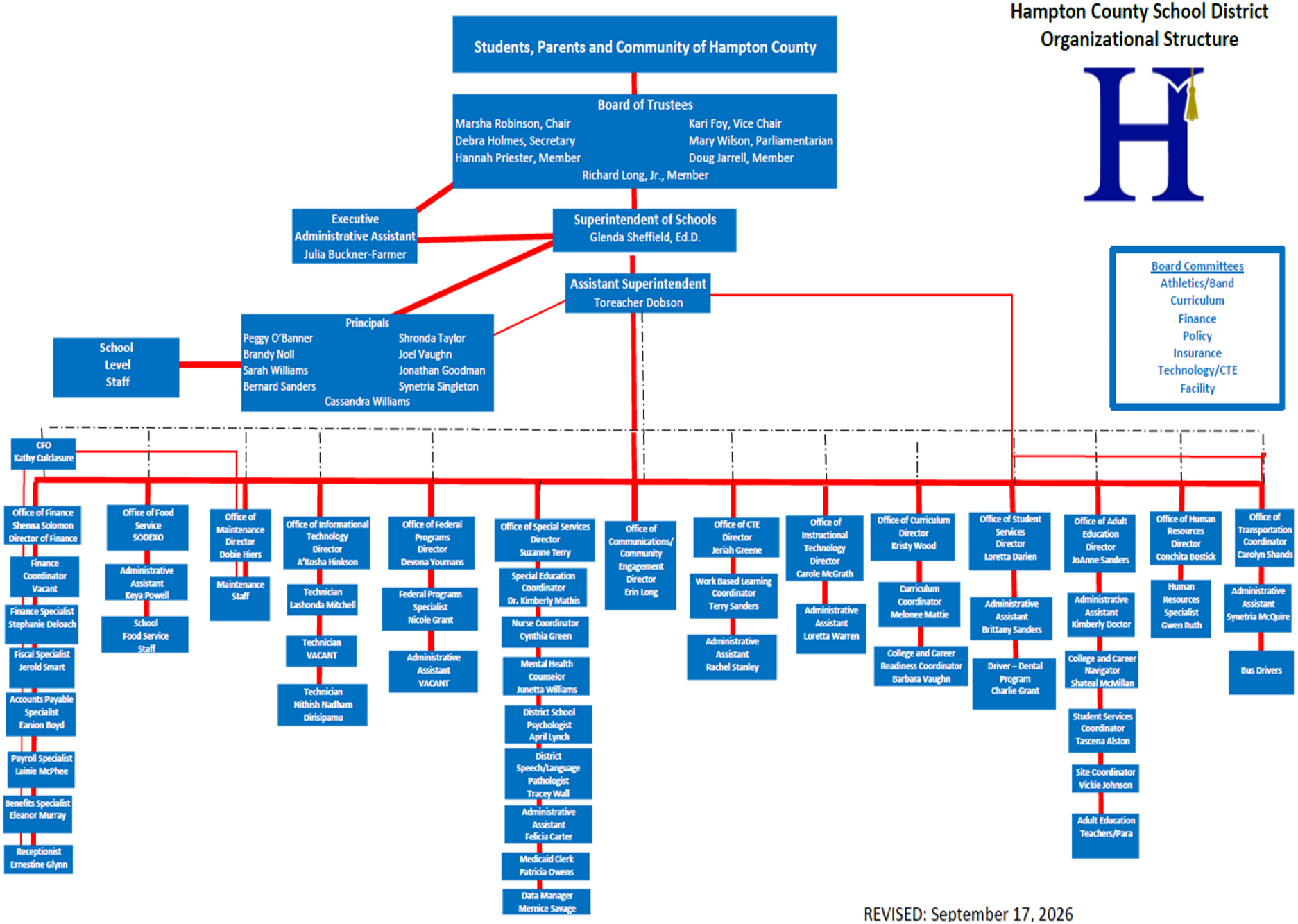
Teacher/Administrator Quality

- Build teacher quality by building the capacity of teachers with 0-3 years of experience including contracted teachers, certified teachers, and alternate route teachers as measured by the 4.0 Rubric with an increase in the average scores for the instructional area by category from the baseline as listed below to 3.5 and by cohort from the baseline to 3.5.

Organizational Relationships and Communication

The Hampton County School District Board of Trustees asks the Superintendent to make sure that all employees clearly understand the working relationships of the school system. The board approves lines of direct authority and expects employees with professional concerns not only to follow the steps indicated, but also to keep all appropriate staff members (administrator, officer or board) informed at each step and level of deliberation. The board expects each employee to refer matters requiring administrative action to his/her administrator (the person to whom he/she is responsible). When necessary, that administrator will refer such matters to the next highest administrative authority. The board also expects employees to keep immediate supervisors informed of their professional activities by whatever means their supervisors deem appropriate. All employees have the ultimate right to appeal a decision made by an administrator through grievance procedures established in Board Policy GBK or through an orderly delivery of concerns as indicated above. Board Policy Administrative Rule GBK-R outlines the key elements involved in due process. Lines of authority and structured channels of communication do not restrict, in any way, the collaboration of employees at all levels in order to develop the best possible school programs and services.

2026 - 2027
Hampton County School District
Organizational Structure



REVISED: September 17, 2026

School Board

School Board Members


Marsha Robinson
School Board Chair


Kari Foy
School Board Vice Chair


Debra Holmes
Secretary


Mary Wilson
Parliamentarian


Doug Jarrell
Member


Richard Long
Member


Hannah Priester
Member


Julia Farmer
School Board Secretary

The seven (7) member Board of Trustees governs Hampton County School District. The Board meets on the first (1st) and third (3rd) Tuesday of each month at 6:00 P.M. in the Multipurpose Room at North District Middle School. Meetings are open to the public, except during executive sessions which are held to discuss legal personnel or student issues where confidentiality is a concern.

The Board is responsible for determining the operating policies and approval of the annual budget for the school district. The Board appoints the Superintendent, and upon recommendation of the Superintendent, approves administrative, supervisory, teaching, and support personnel.

School Board Policies
The coding and table of contents used for Hampton County School District's School Board Policies Manual is a code and format established by the National School Board Association.

Employees may access Hampton County School District's School Board Policies Manual on the district website at https://hcsdsc.org/policies. If employees do not have access to a computer at their work location, they may use the district computer located in the district office lobby.

Hampton County School District
District Office
372 Pine Street East
Varnville, South Carolina 29944

The policy manual is an essential element to promote good governance, compliance with state and federal law, and effective overall leadership. It helps to ensure that the board and administration act according to appropriate, agreed-upon guidelines. Over time, these policies can become out-of-date due to changing laws, evolving educational goals and other factors. To make sure policies are legally compliant and serve to further the district's vision, SCSBA will assist the district in revising the policy manual to accurately reflect current state and federal laws, court decisions and "hot topic" issues.

There are two main components of a district's policy manual: policies and administrative rules.

- Policies are the voice of the board and the law of the district. They give direction and structure to support the district's long-range vision and goals and serve as tools to turn these visions and goals into reality.
- Administrative rules are procedures established to address all aspects of district operations. They include practices, courses of action and details to be used in the implementation of policy established by the board.

The board is committed to conducting its business in an open and accessible manner in accordance with state law. Therefore, all regular meetings, work sessions, budget workshops, budget hearings, committee meetings, subcommittee meetings, special-called meetings, and public hearing meetings of the board, except for lawfully convened executive sessions, will be live-streamed and recorded for public access. The meeting will be held in a location with sufficient access to quality audio and video equipment.

The meeting will be livestreamed on YouTube and made available for public viewing. Visible links to the livestreams will be posted on the district's webpage at the same time as the meeting notice and agenda are posted. For details, please see Policy BEA-Livestreaming of Board Meetings

District Office Staff

Superintendent's Office



Dr. Glenda Sheffield
Superintendent of Schools



Toreacher Dobson
Assistant Superintendent
(803)903-1002
Email: tdobson@hcsdsc.org



Julia Farmer
Exec. Administrative Assistant
(803)903-1032
Email: jfarmer@hcsdsc.org

Department of Finance



Kathy Culclasure
Chief Finance Officer
(803)903-1003
Email: kculclasure@hcsdsc.org

Shenna Solomon
Finance Director
(803)903-1004
Email: ssolomon@hcsdsc.org

The Finance Department is responsible for managing the financial operations of the district to ensure fiscal integrity, accountability, and compliance with state and federal regulations. The department plays a critical role in supporting the educational mission of the district through effective stewardship of public funds. Core services include:

Accounts Payable

- Processes all payments to vendors, contractors, and service providers in a timely and accurate manner.
- Ensures proper documentation, purchase order matching, and compliance with district procurement policies.
- Maintains accurate records of disbursements for auditing and reporting purposes.

Payroll

- Administers payroll for all district employees, including teachers, administrative staff, and support personnel.
- Ensures accurate and timely payment of wages, withholding of taxes, and compliance with state and federal labor laws.
- Manages reporting of payroll taxes, retirement contributions (e.g., PEBA), and direct deposits.

Procurement

- Oversees the purchasing of goods and services in accordance with state procurement codes and district policies.
- Manages vendor relations, bid processes, contract administration, and purchasing card programs.
- Ensures competitive pricing, cost-effectiveness, and transparency in procurement practices.

Federal Reimbursement Claims

- Prepares and submits reimbursement claims for federally funded programs (e.g., Title I, IDEA).
- Coordinates with program managers to ensure expenditures are allowable and documented.
- Maintains compliance with federal grant guidelines, including the Uniform Guidance (2 CFR Part 200).

Budget Development and Monitoring

- Develops the district's annual operating budget in collaboration with district leadership and school administrators.
- Projects revenues and expenditures, aligns financial plans with strategic goals, and presents budget proposals to the school board.
- Monitors budget performance, prepares financial forecasts, and makes recommendations for adjustments as needed.

Employee Benefits Administration

- Manages enrollment and administration of employee benefit programs, including health insurance, dental, vision, life insurance, and retirement plans.
- Acts as a liaison with the South Carolina Public Employee Benefit Authority (PEBA) and other benefit providers.
- Provides guidance and support to employees regarding benefit options, eligibility, and claims processes.

The Finance Department operates with a commitment to transparency, accountability, and service excellence, ensuring that financial resources are managed effectively to support high-quality education across the district.

Vacant
Finance Coordinator

Eanion Boyd
Accounts Payable Specialist
(803)903-1005
Email: eboyd@hcsdsc.org

Jerold Smart
Fiscal Specialist
(803)903-1058
Email: jlsmart@hcsdsc.org

Lainie McPhee
Payroll Specialist
(803)903-1020
Email: lmcphee@hcsdsc.org

Eleanor Murray
Benefits Specialist
(803)903-1026
Email: emurray@hcsdsc.org

Stephanie Deloach
Finance Specialist
(803)903-1043
Email: sdeloach@hcsdsc.org

Ernestine Glynn
Secretary
(803)903-1001
Email: eglynn@hcsdsc.org

Department of Food Service

Paris Burton
Director
(803)903-1015
pburton@hcsdsc.org

Mission Statement

Hampton County School District's Student Nutrition Program mission is to promote the importance of nutrition through compliance, education and partnerships. It is our goal to partner with federal, state, and local programs that promote healthy initiatives for the benefit of our students. Through a coordinated approach of schools, families and communities, we will improve the academic success of our students, by creating environments that are supportive to healthy eating.

Vision Statement

All participants in the Hampton County School District's Student Nutrition Programs will be healthy and hunger-free.

Professional Standards

Professional Standards for school nutrition professionals is a key provision of the Healthy, Hunger-Free Kids Act of 2010 (HHFKA). This final rule establishes minimum professional standards for school nutrition personnel who manage and operate the National School Lunch and School Breakfast Programs. The final rule institutes hiring standards for the selection of State and local school nutrition program directors, and requires all personnel in the school nutrition programs to complete annual continuing education/training.

For more information on these certifications, please visit https://www.fns.usda.gov/school-meals/fr-030215

Types of School Food Service Programs:

- National School Lunch Program (NSLP)
- School Breakfast Program (SBP)
- Afterschool Snacks Program
- Seamless Summer Program
- Community Eligibility Program (Universal Free)
- Wellness Initiative Program
- Fresh Fruit & Vegetable Program (FFVP)
- Equipment Grant Program
- Farm to School Program
- USDA Waivers

Keya Powell
Administrative Assistant
(803)903-1016
Email: kpowell@hcsdsc.org

Katrina Bridges
Food Service Manager
Varnville Elementary School
(803)903-1406
Email: kbridges@hcsdsc.org

Faye Heape
Food Service Manager
Ben Hazel Elementary School &
Brunson Elementary School
BHES (803)903-1706
BES (803)903-1006
Email: fheape@hcsdsc.org

Yvette Holman
Food Service Manager
North District Middle School
(803)903-1513
Email: yholman@hcsdsc.org

Mushell Smith
Food Service Manager
Hampton County High School
(803)903-1322
Email: msmith@hcsdsc.org

Vickie Risher
Food Service Manager
Estill Elementary School &
Estill Middle School
(803)903-5144
Email: vrisher@hcsdsc.org

Cynthia Riley
Food Service Manager
Hampton Intermediate School
(803)903-1207
Email: criley@hcsdsc.org

Priscilla Hankins
Food Service Manager
Fennell Elementary School
(803)903-1609
Email: phankins@hcsdsc.org

Department of Instructional Technology



Dr. Carole McGrath
Director
(803)903-1024
Email: cmcgrath@hcsdsc.org

Instructional Technology supports and coordinates integrations of digital curriculum products such as ClassLink, i-Ready, Safari Montage and the online textbooks, and Edmentum as well as data infrastructure through PowerSchool, Podium, Stadium, and Rally.

Helpful Links

- PowerSchool
  - https://hampton.powerschool.com/teachers For teachers and staff
  - https://hampton.powerschool.com/admin For counselors, secretaries, and administrators
  - https://hampton.powerschool.com/public For the public

- ClassLink - District provided software products will be available through Class Link.
  - https://login.classlink.com/my/hamptonsc

- Frontline
  - Professional Growth - https://www.hcsdsc.org/frontlinepg

- Get Help
  - https://hamptondos.gethelphss.com/

Loretta Housey-Warren
Administrative Assistant
(803)903-1035
Email: lwarren@hcsdsc.org

Department of Information Technology



A'Kosha Hinkson
Director
(803)903-1042
Email: ahinkson@hcsdsc.org

Hampton County School District establishes policies and procedures to ensure effective, secure, and efficient use of information technology across the district while supporting teaching, learning, administration, and communication. It ensures responsible use of digital resources by staff, students, and vendors to support education and administrative functions.

These policies apply to:

- All employees, contractors, students, and volunteers using district-owned or managed technology.
- All devices, systems, and networks operated by or on behalf of the school district.

Technology Services Overview

Infrastructure Services

- Internet access and filtering (CIPA-compliant)
- Local and wide-area networks (LAN/WAN)
- Wireless access points
- Server and cloud storage services
- Power backup systems (UPS/generators)

End-User Services

- Computer labs and classroom devices
- Staff workstations and administrative systems
- Printers, copiers, and interactive boards
- Email and collaboration platforms (e.g., Microsoft 365)

Instructional Technology

- Teacher and student devices (1:1 program, carts, etc.)

Support Services

- Helpdesk (ticketing system, email, or phone)
- On-site technician support
- Remote troubleshooting
- Maintenance scheduling and hardware lifecycle management

Lashonda Mitchell Computer Technician (803)903-1041 Email: lamitchell@hcsdsc.org	Nithish Dirisipamu Computer Technician (803)903-1040 Email: ndirisipamu@hcsdsc.org	TBD Computer Technician (803)903-1040 Email:

Department of Federal Programs



Devona Youmans
Directors
(803)903-1028
Email: dyoumans@hcsdsc.org

Overview of Federal Programs:
The Office of Federal Programs (OFP) is responsible for the management of the district's Title I, Title II, Title III, Title IV, Title V, and ATSI programs that were authorized under the Elementary and Secondary Education Act (ESEA), as amended by Every Student Succeeds Act (ESSA).

What does OFP do? OFP is responsible for grants administration, program management, monitoring, data collection, compliance, and reporting of all activities that have been funded through the following programs: Title I, Title II, Title III, Title IV, Title V, and ATSI.

What is Title I, Title II, Title III, Title IV, Title V, and ATSI?

- Title I, Part A funds are used to provide supplementary support and instruction to students who are educationally disadvantaged and failing or most at risk of failing to meet high academic standards and who live in participating school attendance areas.
- Title II funds are used to support class size reduction, high quality professional learning, and recruitment activities.
- Title III funds are used to support the Multilingual Learner (ML) program. Support includes, but is not limited to professional development, materials and supplies for professional learning, parenting activities, after-school and summer learning programs.
- Title IV funds are used to provide all students with a well-rounded education, improve school conditions (safe and healthy) to ensure that the school environment is conducive to learning, and improve the use of technology while improving the academic achievement and digital literacy of all students.
- Title V funds are used to provide rural school districts with financial assistance for initiatives to improve student achievement.
- ATSI funds are used to support schools who have subgroups of students who have been identified as underperforming.

How does OFP ensure compliance? OFP must ensure that all rules and regulations under Office of Budget and Management (OMB), Uniform Grant Guidance (UGG) and Education Department General Administrative Regulations (EDGAR) are followed to ensure compliance and management of all federal education grants.

Who receives support from the use of federal program funds? Federal funds are used to support programs, activities, and initiatives that assist students with, parents, teachers, principals, district leaders, school leaders, and other instructional staff as they work to improve the academic performance of all students while promoting professional growth and learning opportunities.

Nicole Grant
Administrative Specialist
(803)903-1059
Email: ngrant@hcsdsc.org

Department of Special Education



Amy Suzanne Terry
Director
(803)903-1010
Email: sterry@hcsdsc.org

The Office of Special Education is responsible for ensuring that students with disabilities receive the services and supports they are entitled to under the Individuals with Disabilities Education Act (IDEA), Section 504 (when applicable), and state regulations. The office provides leadership, oversight, and support to schools to ensure compliance and improve student outcomes.

The Special Education Department is committed to supporting the social, emotional, and behavioral well-being of students to promote academic success and positive school engagement. Mental health services are available to students as part of a comprehensive support system designed to address individual needs. All district staff, administrators, or teachers can submit a mental health/behavior referral through the district website.

Homebound services provide students unable to attend in-person school due to a medical or mental health condition with educational instruction. The Homebound form must be completed by a licensed physician detailing the diagnosis, the inability to attend, and the expected duration. This form must then be returned to the PowerSchool secretary at the school. The homebound team will then review the application and determine approval. If approved, the school is responsible for ensuring academic continuity. Continuation of homebound services should be reviewed throughout the school year, and homebound services do not transfer over from school year to school year. A new form is required every school year.

Kimberly Mathis
Special Education Coordinator
(803)903-1011
Email: kmathis@hcsdsc.org

Cynthia Green
Nurse Coordinator
(803)903-1008
Email: cgreen@hcsdsc.org

Junetta Williams
Mental Health Counselor
(803)903-1012
Email: jwilliams@hcsdsc.org

Mernice Savage
Data Entry Secretary
(803)903-1014
Email: msavage@hcsdsc.org

Felicia Carter-Reid
Administrative Assistant
(803)903-1012
Email: fcarter@hcsdsc.org

Patricia Owens
Medicaid Clerk
(803)903-1019
Email: powens@hcsdsc.org

April Lynch
School Psychologist
(803)903-1017
Email: alynch@hcsdsc.org

Department of Communications & Community Engagement



Erin Long
Director
(803)903-1007
Email: elong@hcsdsc.org

The Communication and Community Engagement Department assists with all website content, social media content, and other school related communications. All emergency and non-emergency mass communications will come from this department.

The department will also assist with community events, when available, and will communicate said events with parents, students, and the public when appropriate. Any community event being shared by the district should be proof via the Communication Department.

Department of Career and Technical Education



Jeriah Greene
Director
(803)903-1304
Email: jlgreen@hcsdsc.org

Our CTE programs of study are aligned with our regional workforce needs to provide a seamless pathway for all students to have the opportunity to become career ready, certified, and/or college ready citizens.

Programs

- Automotive
- Agriculture
- Barbering
- Building Construction
- Business Education/Computer Science
- Culinary Arts
- Early Childhood Education
- Engineering
- Health Science

- HVAC
- Welding
- Work-Based Learning

Terry Sanders
Work Based Learning Coordinator
(803)903-1323
Email: tsanders@hcsdsc.org

Rachel Stanley
Administrative Assistant
(803)903-1305
Email: rtstanley@hcsdsc.org

Department of Student Services



Loretta Darien
Director
(803)903-1036
Email: ldarien@hcsdsc.org

The Department of Student Services is dedicated to supporting the academic, social, emotional, and physical well-being of all students. Our primary goal is to ensure that every student has equitable access to educational opportunities and the necessary resources needed to succeed in a safe and inclusive learning environment. The department provides a wide range of services, that includes but is not limited to the following:

Student Safety

- Policy EB – Environmental and Safety Program
- Student Services is committed to providing a safe and supportive learning environment by ensuring that drills and training for students and staff are conducted as outline in the district's policies and procedures. This process includes providing behavior and mental health support, bullying prevention, and practices that promote conflict resolution.

Foster Care Students

- Policy - JFABF - Students in Foster Care
- The Office of Student Services works closely with child welfare to assist with best interest placement of students who identify as Foster Care eligible and support practices that promote inclusion of these students.

McKinney-Vento (Homeless Students and Unaccompanied Youth)

- Policy - JFABD - Admission of Homeless Students
- The McKinney-Vento Program is designed to address the problems that homeless children and youth face in enrolling, attending, and succeeding in school. Under this program, our district will take actions as outlined by the South Carolina Department of Education (SCDE) to ensure that each homeless child and youth has equal access to the same free, appropriate public education, including a public preschool education, as other children and youth.

Student Discipline and Due Process

- Policy – JICDA-R Code of Conduct
- Student Services conducts district level hearings to ensure fair and consistent implementation of disciplinary actions that will support student success. This support includes but is not limited to making referrals to local drug and alcohol prevention centers, and licensed mental health counselors/agencies.

Family and Community Engagement

- The Department of Student Services works collaboratively with educators, families, and external agencies to create a holistic and inclusive educational experience that addresses the diverse needs of all students.

Britney Sanders
Administrative Assistant
(803)903-1088
Email: brsanders@hcsdsc.org

Department of Curriculum



Kristy Wood
Director
(803)903-1023
Email: kwood@hcsdsc.org

The primary goal of the Office of Curriculum & Instruction department is to support and enhance teaching and learning by developing, implementing, and improving academic programs and instructional practices in grades K-12. This involves ensuring that curriculum aligns with state standards, providing resources and support to teachers, and ultimately, preparing students for college and careers. The Office of Curriculum & Instruction works closely with instructional leaders throughout the district including the building level principals and instructional/reading coaches by providing on-going professional development, data analysis, and goal-setting for improvement to align with the SC Department of Education Goal for Student Achievement to have "At least 75% of students at or above grade level by 2030".

Key initiatives for support include: CERDEP, Read to Succeed, eLearning, MTSS, professional learning, SCTS 4.0 rubric, summer learning opportunities, high-quality instructional materials, and testing & accountability.

Emergency Closings & e-Learning
The Superintendent or his/her designee is empowered to close the schools and/or district facilities in the event of hazardous weather, epidemics, or other emergencies that may threaten the safety or health of students and staff. The Superintendent will take such action only after consultation with knowledgeable authorities.

When facilities are to be closed, the decision will be communicated as expediently as possible via the district's website, social media outlets, Parent Square, and local news outlets. Digital learning days (eLearning) allow students and employees to make up days missed by inclement weather or emergencies by completing a set of assignments while not reporting physically to school but instead work from home.

HCSD eLearning Plan
Access to the HCSD eLearning Plan can be found at www.hcsdsc.org. Click the "Academics" tab at top, then "Curriculum & Instruction."

Performance & Evaluation of Instructional Staff
HCSD will use the Expanded ADEPT System to evaluate all certified teachers employed under induction, annual, and continuing contracts. The district will base all evaluations on the Expanded ADEPT Support & Evaluation System performance standards, following the South Carolina Department of Education (SCDE) 's ADEPT implementation and district guidelines.

Educators make a real difference in the lives of students. The Expanded ADEPT Support and Evaluation System supports improving teacher professional practice to benefit all students in South Carolina. Expanded ADEPT emphasizes the direct connection between teacher practices and increased student learning.

The Expanded ADEPT evaluation system includes multiple sources of evidence that reflect teachers' typical performance relative to each of the SCTS (South Carolina Teaching Standards) Indicators. Evidence is collected from lesson plans, classroom observations, reflections on instruction and student learning, and the Student Learning Objectives (SLOs).

Forms for classroom observation summaries, teacher reflection, professional review, and the SLO are available within the SCLEAD.org data management system. A link to the SCTS 4.0 Rubric can be found on the Curriculum & Instruction page on the district website: www.hcsdsc.org.

Professional Development
The professional development opportunities cover a broad spectrum of topics with emphasis on improving curriculum and instructional strategies to address the needs of all students. Curriculum changes and district strategic goals determine specific sessions that everyone must attend. Beyond the identified sessions, staff members are allowed to select other sessions based on their individual professional goals. In HCSD, the professional development opportunities strive to meet staff needs, as well as ensure quality classroom instruction.

Frontline Professional Growth is an online professional development and evaluation management system for teachers, classified staff, and administrators.

Frontline Professional Growth puts Hampton County School District's (HCSD) catalog of professional development at your fingertips. As a member of the HCSD team within Frontline

Professional Growth, you will be able to view and sign up for professional development that is offered throughout the district.
Frontline Professional Growth enables you to track your professional growth to ensure you meet recertification/licensure requirements. You can view recertification credits and graduate credits you have accrued and submitted to Frontline during your recertification cycle.

Documenting and tracking your professional growth for recertification is the responsibility of each professional educator.

Access to Frontline

- Click on "Academics" on the HCSD website
- Click on "Curriculum & Instruction"
- Select link and login to "Frontline Education"
- Select "Professional Growth" (located in the upper left corner)
- Select "Activity Catalog"

Testing and Accountability

The Department of Curriculum and Instruction serves as the district testing coordinator to provide support with the following state & formative assessments:

- DIAL Screening & myIGDIs Literacy & Math Assessments
- Kindergarten Readiness Assessment (KRA)
- iReady Diagnostic Assessments (Fall, Winter, Spring)
- Read to Succeed Screeners
- Gifted & Talented Testing (CogAT, IOWA, and Performance Task)
- College Board support (PSAT, ACT, SAT)
- WIN Career Readiness
- SC READY & EOCEP

Melonee Mattie
Curriculum Coordinator
(803)903-1077
Email: mmattie@hcsdsc.org

Barbara Vaughn
College and Career Readiness,
Testing and Accountability
Coordinator (803)903-1031
Email: bvaughn@hcsdsc.org

Department of Adult Education



Joanne Sanders
Director
(803)903-1050
Email: jlsanders@hcsdsc.org

Our team of professionals at Jasper-Allendale-Hampton Adult Education, or JAHA, offer learning experiences that prepare you to enter post-secondary training and education as well as direct entry to employment or enlistment into the US Armed Services.

Enrolled learners have the opportunity to earn a High School Diploma or High School Equivalency Diploma (GED). In addition to High School Diploma and GED instruction, we offer basic skills instruction, preparation and testing for the SC Work Ready Credential, Essential Soft Skills Credential, and the Digital Literacy Credential in partnership with WIN cooperation.

College and Career Navigation Services are provided to all adult learners to assist them with creating goals and preparing for post-secondary education and employment. We also work with core partners to provide access to funding for in-demand occupations throughout the Lowcountry of SC.

Kimberly Doctor
Administrative Assistant
(803)903-1051
Email: kdoctor@hcsdsc.org

Shateal McMillan
Career Navigator
(803)903-1053
Email: smcmillan@hcsdsc.org

Tascena Alston
Hampton & Jasper Site Secretary
(803)903-1052
Email: talston@hcsdsc.org

Vicky Johnson
Allendale Site Secretary
(803903-1065
Email: vjohnson@hcsdsc.org

Department of Human Resources



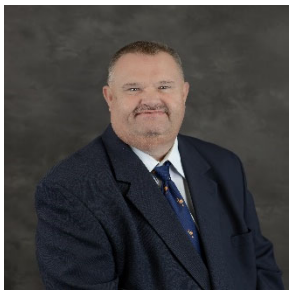
Conchita Bostick
Director
(803)903-1029
Email: cbostick@hcsdsc.org

The Office of Human Resources is deeply committed to recruiting, selecting, employing, and retaining highly qualified personnel to staff the district's schools and to developing the highest quality of human connectiveness that fosters maximum performance and a high level of job satisfaction among staff. Additionally, our district's success is based on knowledgeable administrators, teachers, and support personnel at all levels who are invested, compassionate, and committed.

Hampton County School District is an Equal Opportunity Employer and strongly supports diversity and an inclusive workplace.

Gwendolyn Ruth
Human Resources Specialist
(803)903-1009
Email: gruth@hcsdsc.org

Department of Maintenance



George Hiers
Director
(803)903-1022
Email: dhiers@hcsdsc.org

These Directives are for Maintenance & Facilities that include the following Departments: Grounds, HVAC, Electrical, Plumbing, Playground, and Carpentry.

The following description is to be used for guidelines to clarify policy and job expectations in order to fit the needs of the department. Each employee is responsible for adhering to all District policies, directives and procedures

Maintenance and Facilities Services Mission:
Our goal is to provide all students, staff and visitors with a clean, safe and comfortable environment, conducive to the educational process. We will succeed in achieving this goal through the sound management of resources, efficient work practices, open communications and the dedication of our employees.

Compliance of Departmental Directives:
These directives are departmental guidelines and are not intended to replace but to supplement any Hampton County School District Policies for the day-to-day management of the maintenance and custodial departments. Any employee who does not comply with these directives is subject to disciplinary action.

Reporting of Vandalism or Theft:
Maintenance and custodial employees must report all acts of vandalism to their immediate supervisor as soon as the vandalism has been noticed. This should occur on the same day of the incident. A vandalism report must be completed by the supervisor along with notifying the police and acquiring a police service report number. Employees shall not leave unsecured tools, equipment or other valuable items of any kind in vehicles overnight, during lunch, or any time a vehicle is left unattended. Employees shall secure all tools nightly or place in assigned locations.

Work Order Documentation:
All work that is performed on any campus must be done through a work order with proper documentation. All maintenance work must be identified through the work order Tracking System. Emergencies that occur at any campus must be followed up by a work order whether during or after normal working hours. If work is being performed at a school and the school requests extra work and it can be accomplished in a reasonable time frame, an additional work order will be initiated. We want to emphasize “Good Customer Service” to each campus by being courteous, friendly, helpful, neat, and efficient. Work orders must be properly filled out, including but not limited to materials and labor, and turned in for approval by supervisor the day of completion.

We want to be effective and provide service in a timely manner. We are here to help you by fixing maintenance needs and keeping the schools and school grounds clean and presentable. Please follow the work order system and abide by the district policies and procedures. If there are any questions or concerns during any time, please contact the maintenance director.

Tecorrie Dunbar
Grounds Maintenance
Email: tdunbar@hcsdsc.org

Anthony Elam
HVAC Maintenance
Email: aelam@hcsdsc.org

Johnnie Reid
Repair Maintenance
Email: jried@hcsdsc.org

Jessie Sanders
Repair Maintenance
Email: jsanders@hcsdsc.org

Samuel Sanders
Grounds Maintenance
Email: ssanders@hcsdsc.org

Darin Williams
Grounds Maintenance
Email: dwilliams@hcsdsc.org

Department of Transportation



Carolyn Shands
Coordinator
(803)903-1380
Email: cshands@hcsdsc.org

Transportation Department Mission Statement

The Transportation Department plays a vital role in supporting the educational mission of the Hampton County School District by ensuring the safe, timely, and efficient transportation of all students, from Pre-Kindergarten through 12th grade. Pupil transportation is an essential extension of the classroom experience and a critical component of the district's overall educational system. The primary goal is to provide safe, reliable, and economical transportation for all students to and from school, as well as to school-sponsored activities.

The department coordinates daily bus routes and maintains a fleet of well-inspected and professionally serviced school buses. These buses are operated by trained, certified, and safety-conscious drivers who exemplify the highest standards of professionalism, courtesy, and responsibility.

To support this mission, the Transportation Department incorporates the following core components:

- A team of highly professional and dedicated bus drivers, bus aides, maintenance staff, and administrative personnel.
- A robust pre-service and in-service training program focused on enhancing employee skills in defensive driving, student behavior management, use of technology, and leadership development.
- Advanced routing software that promotes safe, efficient, and effective use of district resources.
- A proactive on-the-road safety program that regularly monitors driver performance.
- A comprehensive preventative maintenance program to ensure each school bus meets the highest mechanical and safety standards.
- A management framework that promotes excellence and accountability across all transportation operations.
- An integrated bus surveillance camera system that supports student discipline and ensures a secure riding environment.
- A Real-Time GPS tracking system that enhances student safety, route accuracy, and communication with stakeholders.

In addition to daily transportation services, the department oversees route planning and adjustments, ongoing driver training, performance monitoring, and regular vehicle maintenance.

Synetria McQuire
Administrative Assistant
(803)903-1045
Email: symcquire@hcsdsc.org

Schools

Ben Hazel Elementary School
(Pre-K - 4th Grade)
628 Railroad Ave W
Hampton, SC 29924
Phone: (803)943-3659



Brandy Noll
Principal
Email: Bnoll@hcsdsc.org

Brunson Elementary School
(K - 6th Grade)
College St
Brunson, SC 29911
Phone: (803)398-5584



Joel Vaughn
Principal
Email: JVaughn@hcsdsc.org

Estill Elementary School
(Pre-K - 4th Grade)
1450 Columbia Hwy, Ste A
Estill, SC 29918
Phone: (803)625-5030



Synetria Mitchell
Principal
Email: SMitchell@hcsdsc.org



Germera Owens
Asst. Principal
Email: Gowens@hcsdsc.org

Fennell Elementary School
(Pre-K - 6th Grade)
131 Yemassee Hwy
Yemassee, SC 29945
Phone: (803)398-5591



Bernard Sanders
Principal
Email: BSanders@hcsdsc.org

Hampton Intermediate School
(5th Grade - 6th Grade)
505 Hoover St S
Hampton, SC 29924
Phone: (803)943-3251



Shronda Taylor
Principal
Email: ShTaylor@hcsdsc.org

Varnville Elementary School
(Pre-K - 4th Grade)
395 E Pine St
Varnville, SC 29944
Phone: (803)943-2376



Peggy O'Banner
Principal
Email: POBanner@hcsdsc.org



James Dunbar
Asst. Principal
Email: JaDunbar@hcsdsc.org

Estill Middle School
(5th Grade - 8th Grade)
1450 Columbia Hwy, Ste B
Estill, SC 29918
Phone: (803)625-5200



Dr. Sarah Williams
Principal
Email: SWilliams@hcsdsc.org



Germera Owens
Asst. Principal
Email: GOwens@hcsdsc.org

North District Middle School
(7th Grade - 8th Grade)
507 Tillman Ave
Varnville, SC 29944
Phone: (803)943-3507



Dr. Jonathan Goodman
Principal
Email: JGoodman@hcsdsc.org



Monique Manuel
Asst. Principal
Email: Mmanuel@hcsdsc.org

Hampton County High School
(9th Grade - 4th Grade)
1585 Savannah Hwy
Hampton, SC 29924
Phone: (803)943-3568



Cassandra Williams
Principal
Email: CBWilliams@hcsdsc.org



Tyrone Blackburn
Asst. Principal
Email: TBlackburn@hcsdsc.org



Lasonya Bryson-Murdaugh
Asst. Principal
Email: LMurdaugh@hcsdsc.org

2026-2027 HCSD School Info

School	Earliest Arrival Time	School Start / End Times	Early Release Time	Uniforms		Phone
Ben Hazel Elementary School	7:15	**7:50 - 2:30**	11:00	No uniform policy (see school dress code policy)		803-943-3659
Brunson Elementary School	7:25	**7:50 - 2:30**	11:00	No uniform policy (see school dress code policy)		803-398-5584
Estill Elementary School	7:00	**7:30 - 2:30**	11:15	White, gold, black, and forest green shirts or EES spirit shirts	Khaki and black pants	803-625-5030
Fennell Elementary School	7:00	**7:30 - 2:30**	11:00	No uniform policy (see school dress code policy)		803-398-5591
Hampton Intermediate School	7:10	**7:45 - 2:45**	11:15	Hunter green, black, white, and grey shirt or HIS spirit shirts	Khaki, black, and navy pants	803-943-3251
Varnville Elementary School	7:20	**7:50 - 2:30**	11:00	No uniform policy (see school dress code policy)		803-943-2376
Estill Middle School	7:00	**7:15-2:30**	11:15	White, gold, and forest green shirts or EMS spirit shirt (Friday only)	Khaki and black pants	803-625-5200
North District Middle School	7:30	**7:55-2:59**	11:45	Black, maroon, grey, or white shirts or NDMS spirit shirt	Khaki, black, and navy pants	803-943-3507
Hampton County High School	7:40	**8:00- 3:20**	12:00	Royal blue, Carolina blue, gray, white, or black shirts or HCHS spirit shirt	Khaki, black, and navy pants and black jeans	803-943-3568

Schools that are Dress Code Only do not have uniforms but do have a dress code policy in their student handbook. Schools requiring a uniform have shirt and pant colors listed. All spirit shirts must be school colors.

Employee Communication

School Closings or Delays
The district keeps parents, staff and students informed about school openings and closings during weather-related emergencies or other emergency situations in Hampton County School District by using Parent Square to get emergency and other messages out quickly by telephone, text, and email.

Employees and others can also go to our district's website at hcsdsc.org or Facebook for updated information, listen to local radio stations or watch local television stations.
Please do NOT contact the schools, the Central Office or the media during emergency situations, the district needs to keep all telephone lines open in case of an emergency.
Should the weather worsen unexpectedly while students are at school, district administrators will keep staff, students and school buses at the school until the event passes. Schools are one of the safest places that students and staff can be during most natural disasters. In fact, many of our schools serve as emergency shelters.

ParentSquare
Hampton County School District utilizes ParentSquare as a comprehensive digital communication platform to connect families and communities with classrooms, schools, and the district office. Through ParentSquare, you will receive important updates including emergency alerts, school closures, and district-wide announcements.

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

Then, check out the other ParentSquare tips posted on our website, including how to download the ParentSquare app.

Safety Information

Hampton County Tip Line: (803) 626-9290

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

For that reason, Hampton School District has a district-wide Tip Line, accessible online, by telephone or by email, for students, their parents or staff to report school safety concerns or any other concerns such as the improper use of district resources. You can submit a report to the district's Tip Line by 803-626-9290 and leaving a message; texting details of your concern to 803-626-9290; visit https://appweb.stopitsolutions.com/login

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

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

You can submit an urgent safety concern after hours, on the weekend or during a school holiday by contacting South Carolina Crimestoppers at 1-888-274-6372.

Employees seeking additional support (i.e., counseling, financial planning, attorney consultations or a variety of other services) should reach out to the All One Health Assistance Program at 1-888-993-7650. This service is provided for free to all employees and their household members.

Suicide & Crisis Line — 988

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

Policy GBGB STAFF PERSONAL SECURITY AND SAFETY

Through its overall safety program and policies, the district seeks to provide the safest possible working environment for all staff members. Should a staff member be subject to assault, harassment, damage to personal property, or any other harm or threat of harm on school premises or in the scope of his/her employment, the incident should be addressed as follows:

- The teacher or staff member should immediately notify his/her principal or supervisor, who will report the incident to the Superintendent.
- If necessary, the Superintendent will report the incident to the designated local law enforcement agency or officer for further investigation and/or filing of criminal charges, as appropriate.
- As soon as practicable following the incident, the teacher or staff member 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.

Policy GBGAB LACTATION ACCOMMODATION

The district recognizes that working mothers should have the option and ability to express milk in the workplace. In accordance with state and federal law, the district will provide reasonable break time and reasonable space for staff members to express milk.

For a minimum of one year following the birth of a child, staff members will be provided break time for such purposes. The break time will be paid, and the frequency of breaks needed to express milk as well as the duration of each break will be specific to each staff member.

The district will provide staff members a locked room or location, other than a bathroom, in close proximity to the work area that is shielded from view and free from intrusion. The location must have a refrigerator and each staff member using the room must have access to a key.

(Note: The location provided must be functional as a space for expressing milk. If a space is not dedicated for such use, one temporarily created or converted for expressing milk or made available when needed, is sufficient.)

The district prohibits discrimination or harassment of staff members during the time in which this accommodation is being provided. Complaints of discrimination or harassment will be investigated and, if determined to have merit, applicable discipline will be administered.

The board authorizes the Superintendent or his/her designee to develop procedures in accordance with this policy.

.

Benefits & Compensation

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

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

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

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

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

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

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

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

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

Dental Plus: This is a supplemental dental program that pays more and has higher premiums than the Basic Dental plan. Changes to existing dental coverage can be made only during open enrollment in odd-numbered years or within 31 days of qualifying special eligibility situations.

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

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

Optional Life Insurance: Under this voluntary plan, an employee can choose additional term life insurance coverage in $10,000 increments up to $500,000.
Dependent Life for Spouses: This voluntary plan offers term life insurance on an employee's spouse. An employee can elect coverage in $10,000 increments. The

maximum coverage level is $100,000 or 50% of your Optional Life amount, whichever is less. If you are not enrolled in Optional Life coverage, you can still choose $10,000 or $20,000 of coverage.

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

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

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

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

How Benefits are Affected During Leave
Hampton County School District is required to follow all guidelines under the Patient Protection and Affordable Care Act (also known as ACA and the federal healthcare reform) to determine your eligibility for benefits when you are unable to work.

On-Going Employees On Leave Benefit Eligibility
An employee who has worked for at least one full year is considered an ongoing employee under the Affordable Care Act. While out on leave, a reduction in hours (leave without pay) does not immediately affect an ongoing employee's eligibility for benefits for the remainder of the calendar year.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Please contact your Benefits Specialist to determine how your leave will affect your benefits:

Eleanor Murray
Email: emurray@hcsdsc.org
(803) 903-1026

Fringe Benefits
Authorization and Reimbursement for Attendance at Professional Meetings
See Policies DKC for detailed reimbursement schedules.

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

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

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

Responsibility for accuracy of exemption certificates lies with employees.
For questions regarding tax withholdings, employees should contact the Payroll Department.

Policy GBGD Workers' Compensation

The district provides workers' compensation insurance coverage for all district staff members. Volunteers who are not staff members are exceptions to this policy.

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

Under the Workers' Compensation Law, it is the responsibility of the school district to provide medical treatment for staff members injured on the job. District staff members must use those providers specified by the district. Designation of medical treatment provider swill be made by the district in consultation with and upon the recommendation of the workers' compensation insurance carrier. The refusal of a staff member to accept any medical, hospital, surgical, or other treatment when provided by the district will bar such staff member from further compensation until such refusal ceases unless, in the opinion of the South Carolina Workers' Compensation Commission, the circumstances justified the refusal.

When a staff member is absent from work as a result of accidental injury arising out of and in the course of his/her employment, available sick leave, annual leave, and workers' compensation benefits can be coordinated to the extent that such leave and benefits are available.

An injured staff member may not return to work without a signed physician's return to work certificate. If an injured staff member's treating physician indicates the staff member may return to work but only with light or restricted duties, the district

will determine whether suitable light duty is available. If a staff member refuses a light duty assignment, he/she may forfeit his/her right to workers' compensation benefits. If light duty is unavailable, the staff member may not return to work until his/her physician releases him/her to full duty.

Every injured staff member or his/her representative will immediately, on the occurrence of an accident or as soon thereafter as practicable, give or cause to be given to his/her principal or immediate supervisor and to the district office notice of the accident. Failure to provide notice within 90 days of the accident may deprive the injured staff member of his/her rights to benefits.

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

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

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

Notice
Within 24 hours of the occurrence of a work-related accident or as soon thereafter as practicable, an injured employee or, in an emergency, his/her representative will give notice of the accident to the employee's principal, immediate supervisor and/or the district's Workers' Compensation Representative Eleanor Murray, extension 1026**.**

Compensation
Payment of Salaries
All full-time and regular part-time employees receive their pay on the 15th and 30th of each month.

When a pay date falls on a weekend or holiday, payday will be the preceding business day

When the pay date is a holiday, paychecks are issued the last working day before the holiday.

With few exceptions, employee pay will be issued electronically through direct deposit. For the month of August, schools and departments will pick up paper paychecks for employees. After August, any paper checks issued will be mailed to the employee unless arrangements have been made by the employee two days prior to pay day. Employees must wait seven business days to receive their checks by

mail before payroll can stop payment and reissue any lost checks. Employees do not receive paper pay stubs except in those few instances where a paper check may be issued. All employees will be able to access their pay information electronically through the Employee Online Web portal.

Due to the fact that the salary of all regular teachers and nine-month employees is based on 180 to 220 actual working days and not on the calendar year, the actual working days will seldom coincide with the number of days for pay included in each paycheck. This procedure is used for your convenience. Employees who leave during the school year should recognize this in final salary reconciliations.

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

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

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

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

Staff Supplementary Pay/Overtime

The district is subject to the provisions of the Fair Labor Standards Act. This Act includes provisions applicable to school districts relating to minimum wage and overtime pay for non-exempt employees.

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

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

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

No overtime, as defined by the FLSA, will be suffered or permitted without prior written approval from the employee's principal and the Superintendent. Employees must obtain written approval from both parties before working any overtime hours.

All employees who are subject to the provisions of FLSA are required to complete a daily time record showing actual hours worked.

Failure to maintain or falsification of such records may be grounds for disciplinary action.

The administration will maintain records and establish regulations that are consistent with this policy and the requirements of FLSA.

Support Staff Supplementary Pay/Overtime Administrative Rule

Workweek

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

employees and runs for seven consecutive days.
Each workweek stands alone for the purpose of determining overtime pay for non-exempt employees.

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

Meal periods do not count as hours worked unless the individual is required to perform work duties during the meal period.
Break periods of 20 minutes or longer do not count as work time.

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

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

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

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

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

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

All hours worked by non-exempt employees must be scheduled and duly authorized by the employee's principal or, at the district level, the employee's immediate supervisor. Overtime hours worked over 40 hours during the workweek must be authorized in writing prior to the time the work is performed. Unauthorized overtime will not be tolerated.

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

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

Compensatory Time Off
Non-exempt employees who work more than 40 hours during any workweek may be awarded compensatory time off.
Compensatory time will be awarded at the

rate of 1½ hours for each hour of overtime worked in any given workweek.

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

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

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

Policy GBC STAFF COMPENSATION

Professional Staff
The board will attempt to pay its professional staff at a level that will attract and retain individuals who exhibit a strong commitment to education and who have the skills necessary to effectively implement the district's educational program.

The compensation of certified staff is based on the state salary schedule with local supplements as approved by the board. The schedule takes into consideration the levels of professional training and years of service.

Upon recommendation of the Superintendent, the board awards contracts to professional staff as required by state law.

Upon recommendation of the Superintendent, the board will notify teachers in writing of their employment status before May 1st of each year. The notice will include the projected salary schedule for the district for the school year. In the event of a loss or reduction in state, local, or federal funding that was anticipated by the district at the time the projected salary schedule was adopted, the notice will specify any downward adjustments to the projected salary schedule. Upon completion of the state and local appropriations, teachers will receive a final salary schedule.

Teachers who are reemployed must give written acceptance of their contracts to the Superintendent before May 11th of each year. Failure to give such notification constitutes contract rejection.

Support Staff
The board will base the salary of all support staff on salary schedules or hourly rates set by the board on the recommendation of the Superintendent. The board will set compensation according to the responsibility of the position, services rendered, education level, years of service, provisions of the district's operational budget, and any applicable state and federal laws.

The effective date for all salary changes as determined by the salary schedule or by action of the board is July 1st.

General Information
Employees shall be paid wages and/or salary in accordance with salary schedules or contracts recommended by Administration, adopted by the Board of Trustees and reported to payroll by the Division of Human Resources.

Every effort is made to keep employee information confidential. Salary information or information concerning an employee's pay status will only be discussed with the individual.

General information pertaining to deadlines and procedures can be discussed over the telephone or sent to an employee via email. However, specific information concerning an employee will only be discussed in the presence of the employee.

Hampton County School District does not discriminate in admissions or access to its educational programs, or in the treatment of its applicants for employment, nor in any of its programs and activities, nor does it use any other unlawful criteria such as age, race, sex, religion, or national origin, in its dealings with employees, students, or the general public.

Payment of Salaries

Employees are paid twice a month, on the 15th and 30th. If these dates fall on a weekend or holiday, payday is the preceding business day.

Checks are direct deposited into the employee bank account on file. Any paper checks for employees not on direct deposit will be picked up at the District Office. A signature of receipt is required by the Principal, his/her designee. The employee can pick up their personal check ONLY. Substitute checks are picked up by the substitute from the District Office on the pay date. Any unauthorized person is required to show an ID if picking up someone else check (We have to have a pre-authorization from the employee / substitute prior to pick-up). If a pay date falls on a day when schools are not in session, for example, Spring Break and during the summer months, checks are mailed the day before the pay date.

To avoid delays in employee payments, it is critical to follow established payroll procedures and deadlines. Payroll schedules, published during the budget process, are available on the district website. Any submissions received after the posted deadline will be processed in the next pay period. Payroll is working diligently to follow these procedures, and your timely compliance is essential to ensure everyone is paid accurately and on time.

Direct Deposit

- The employee must complete a Direct Deposit Authorization Form with a routing number, account number, and attach a voided check (not a deposit slip). This form is retained in Payroll.
- Dual direct deposit is available for employees wishing to split pay between multiple accounts. This is optional.

Payroll Withholding Tax (Federal and State)

Employees who have not previously filed with payroll a Withholding Tax Exemption Certificate Form W-4 must do so before receiving their first paycheck. If a W-4 is not received, exemption will be Single, 0. Employees who have filed, but have experienced a change in exemption status, can update their Form W-4 at any time during the year. Responsibility for accuracy of Form W-4 lies with the employee. These forms are also available in the payroll office, employee access, Frontline Central and the District website.

Social Security and Medicare

A copy of the employee's Social Security card must be filed with HR before payroll setup.

As of January 2026:

- 6.2% FICA applies to earnings up to $184,500
- 1.45% Medicare applies to all earnings
- An additional 0.9% Medicare applies to wages over $200,000

These amounts are adjusted annually per federal guidelines.

South Carolina Retirement
Permanent employees must enroll in either the South Carolina Retirement System or the Optional Retirement Program unless exempt. Employee contributions remain at 9.00% of gross pay.

Member Access: Are you registered? Member Access offers easy access to your PEBA administered retirement account. Visit online.retirement.sc.gov to create your account today and start managing your retirement information. For more information, contact the Benefits Specialist.

Absence and Substitute Reporting
Red Rover Absence Management and Time & Attendance

All employee absences must be recorded through the Red Rover Timekeeping system. Employees are responsible for accurately recording their time and absences in Red Rover in accordance with District procedures. Timekeeping records are reviewed and processed in accordance with the established payroll schedule.

Red Rover Time Sheets serve as the official record for reporting time and effort. These must be completed, submitted, approved, and reconciled by the applicable payroll deadlines published by the Finance Department. Failure to meet these deadlines may result in delayed or inaccurate payment.

Shortages in the reported work time must be accompanied by a corresponding absence entry (leave request). Failure to provide the appropriate absence documentation may result in a deduction from the employee's pay.

Each site's designated bookkeeper reconciles absences weekly in Red Rover. All employees must submit a Leave Request in Red Rover to their supervisor. Department Bookkeepers/Secretaries compile and reconciles absence reports on the same schedule for Payroll

Absence Creation and Substitute Assignment
Employees should work in tandem with their **school bookkeeper** when reporting absences in Red Rover to ensure appropriate substitute coverage is arranged when needed. Employees should use the **Red Rover Employee Training Center** for instructions on creating and submitting absences.

Training video: Red Rover Employee Training

Fair Labor Standards Act
The following classifications are covered by FLSA:

- Bus Drivers, Custodians, Food Service, Office Support, Teacher Assistants, Maintenance, Warehouse, LPNs, Security, Substitutes

Overtime is time worked beyond 40 hours in a workweek. It must be pre-approved. Compensatory time off (comp time) is accrued at 1.5 hours per overtime hour and may be used up to 48 comp hours. Beyond that, overtime is paid monetarily.

Comp time must be used by June 30. All comp time and overtime records must be tracked by the Principal or Supervisor. Employees in covered classifications must

clock in/out daily and may only do so within 15 minutes of their scheduled time. Lunch periods are unpaid; breaks under 15 minutes are paid.

Ten Important Things You Should Know About FLSA Policies:

"Overtime" is defined as hours worked in excess of 40 hours during the workweek. Overtime hours will be held to a minimum consistent with the needs and requirements of sound and orderly administration. All overtime hours worked by non-exempt employees must be scheduled and duly authorized. With respect to the payment of overtime in money, or in compensatory time, the district will have the discretion to determine which method of payment to choose. The district reserves the right to require employees taking compensatory time to schedule comp time in minimal increments of two hours. This requirement is subject to change by the district upon written notification to all affected.

"Unauthorized work" is defined as hours worked by an employee without the supervisor's permission or contrary to his or her instructions. The District will observe a "no-work rule" for covered employees during non-work hours unless there is prior approval. School Principals and supervisors are responsible for insuring compliance with the "no-work rule."

Non-exempt employees who work more than 40 hours during any workweek may be awarded compensatory time off ("comp time"). Comp time will be awarded at the rate of one and one-half hours for each hour of overtime worked. Comp time may be accrued up to 48 hours (32 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.

- Every effort will be made to permit the use of comp time mutually agreed upon by the individual and his/her 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.
- All comp time shall be used within the school fiscal year in which it is earned (Fiscal year is July 1 – June 30).

Compensatory time off records must be maintained. The Principal or Supervisor of covered employees subject to over-time will maintain and preserve the following records:

- The number of compensatory hours earned each workweek by each employee.
- The number of compensatory hours used each workweek by each employee.

Signing in/out is required of all personnel in the above classifications. Employees may not sign in more than fifteen minutes prior to the beginning of work time not more than fifteen minutes after the end of work time.

Lunch period is the time an employee is completely relieved from duty for the purpose of eating. Employees must not count this time as work time. Breaks are not required by the FLSA, but if given and are not more than 15 minutes in length; this time is considered to be a part of the "hours worked."

Time Sheets

The Payroll Department has implemented specific timesheet protocols to ensure accurate and timely compensation for all district employees. Please follow the guidelines below to determine the appropriate timesheet or system to use based on the nature of the work performed:

Universal Timesheets: These timesheets are designated for use by district employees who perform work beyond their regular contracted duties. All information on the universal timesheet must be completed in order for it to be processed. All supplemental pays or additional assignments must be recorded on an Additional Pay Form for proper processing and payment.

Absence Management (Substitute Pay)

- All substitute employees are required to record their hours using the designated timekeeping system in place at their assigned school location. Each school bookkeeper is responsible for managing the Red Rover Absence Management system. This includes verifying substitute time entries, accurately recording hours, and ensuring timely submission for payroll processing.

Time & Attendance (Employee Pay)

- Work Hours – Employees are required to accurately record all work hours using the Red Rover Time & Attendance system. Time should be logged daily, reflecting actual time worked. Any discrepancies or missed punches must be reported to the site bookkeeper immediately to avoid payroll issues.
- Dual Roles (More than One Position) – Employees working in multiple roles or positions within the district must ensure time is accurately tracked and coded under the appropriate job classification. Time must not overlap between roles, and each position's time entry should reflect the correct cost center or funding source.
- Negative Time – Negative balances will result in the use of accrued compensatory time if available. If an employee has not fulfilled their scheduled hours for the pay period and lacks sufficient comp time or leave, the resulting time shortage may lead to docked pay. Staff are encouraged to monitor their time to ensure full schedules are maintained.

Payroll Process and Reporting

Time keeping and attendance records are maintained by each department. These records are approved by each department head and submitted to payroll weekly. Along with the attendance information, schools submit substitute days for the same period utilizing Frontline's Absence Management. Payroll keys and updates this information to the employee profile with each semi-month payroll. For those employees who have exhausted their leave days, a docked amount will be withheld from their intended check. Substitutes will be paid for their days worked along with the semi-monthly payroll.

The Human Resources Department begins the process of new hire information by setting up the employees' Personnel Action Requests (PARS). Human Resources sends Finance a payroll notice and uploads W-4 and direct deposit notification, into Frontline Central. In addition to profile and salary information, payroll sets up accrued leave information. Human Resources will disseminate to the employee the approved salary along with the breakdown formula for current days left in their salary contract. A copy of this information will be stored in the employee's personnel file. The Chief Finance Officer will approve the PAR. Payroll makes sure this employee is paid with the next intended payroll.

If an employee has a status change, Human Resources will send a PAR with these changes to payroll. Payroll makes sure these adjustments are included with the intended payroll.

Any additions to payroll and additional earnings or docked pay will come to payroll on a Universal Timesheets, Supplemental Pay Form, Docked Pay Notice or PAR.

Before processing, forms will need a proper signature of approval along with the account number and the amount to be paid. Payroll reviews all forms for accuracy before the final approval. Payroll keys this information into the system for processing with the intended payroll. Docked pay will be processed from the payroll processing portal.

Worksheets that include Employee Name, Social Security number along with Employee semimonthly Salary are printed after each Payroll. These worksheets are compared to the previous payroll for balancing purposes. Once the new sheets balance with all changes from the previous payroll, payroll can proceed to the next semi-monthly payroll. Changes to employee profiles for the current payroll are indicated on these worksheets, such as, new hires, salary changes, terminations, and locations changes.

Once payroll is in balance (all semimonthly, less those who will be docked, substitutes pay and additional earnings) the Payroll Specialist runs a register, and checks are printed. Direct Deposits are uploaded to the portal.

An approval signature is required from the Chief Finance Officer on the final total sheet for the semi-monthly payroll and the payroll register. A notebook is kept for the payroll check and direct deposit information; this includes the check/deposit numbers and the amounts. The CFO also approves this information with each semi-monthly payroll.
All payroll information is updated in the system. Payroll taxes are prepared and checked for accuracy by the Finance Coordinator before they are transmitted on the due date. Payroll deductions, garnishments, annuities, etc. are prepared and paid by payroll. These checks are mailed by payroll on the date of the payroll. Some payroll deductions are transmitted electronically by payroll on the date of the payroll.

At the month/quarter end, the Finance Coordinator makes sure all payroll information balances with the register and the YTD records. The Benefits Specialist runs The South Carolina and ORP Retirement reports to process payment. Payroll closes the month/quarter. Quarterly reports are processed by the Finance Coordinator. These include the 941's, unemployment, etc. These reports are approved and signed by the CFO before mailing.

Year-end W-2 reporting is done by the Payroll Specialist. Once all information is balanced with month/quarter reporting for the year, W-2's are processed. W-2's are sent to employee self-service to each employee. Terminated employees' W-2's are mailed. All forms are sent out and mailed before January 30th.

Employee Access – NEW
Accessing School ERP Pro & Updating Personal Information
To log in to School ERP Pro, visit the district's secure ERP portal using the link provided in the staff email sent by the Director of Information Technology or via direct link. Use your assigned username and password. If you are logging in for the first time or need to reset your password, follow the "Forgot Password" link and check your district email for reset instructions. Once logged in, you'll see your personalized dashboard with menu options for Employee Services, Payroll, Benefits, and more. To update your tax forms (W-4) or change your direct deposit information, click on the "Employee Services" tab and select the appropriate form from the dropdown menu. Follow the step-by-step prompts to complete your updates, making sure to review all fields for accuracy. After submitting, you'll receive a confirmation email. For security reasons, changes to

direct deposit are not processed through Employee Access. Contact Payroll if you have any issues or questions about the update process.

Policy GDBC Support Staff Supplementary Pay/Overtime

The board recognizes that the district is subject to the provisions of the Fair Labor Standards Act (FLSA). This federal law includes provisions applicable to school districts relating to minimum wage and overtime pay for non-exempt staff members. The Superintendent will determine which school district staff are subject to these minimum wage and overtime requirements.

Minimum Wage

The district will pay staff members a minimum wage on an hour-by-hour basis, regardless of whether they are part time or full time, permanent or temporary, in an amount 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.

Overtime

The board also recognizes that it may occasionally be necessary for non-exempt staff members to work more than 40 hours during a given workweek. These non-exempt staff members will be paid overtime at the rate of one and one-half times the regular rate of pay for hours worked in excess of 40 in any work week.

Compensatory Time

Alternatively, in lieu of overtime compensation, non-exempt staff members may receive compensatory time off at a rate not less than one and one-half hours for each hour of overtime worked. All accrued compensatory must 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 authorization from the Superintendent and his/her designee prior to the performance of the work. Staff members who work past their regularly scheduled hours without approval will be subject to discipline, up to and including termination.

Time Records

The district requires all staff members who are subject to the provisions of the FLSA to complete a daily time record showing actual hours worked. All hours worked should be accurately recorded in the manner required by the staff member's supervisor. 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.

GDBC-R Support Staff Supplementary Pay/Overtime

Minimum Wage

The minimum wage paid on an hour-by-hour basis to all employees either full or part time, permanent or temporary, will be at the approved rate as determined by the federal government, except under designated training and apprenticeship programs exempt under special United States 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 Sunday 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 quitting time. Meal periods do not count as hours worked unless the individual is required to perform work duties during the meal period. Break periods of 20 minutes or longer do not count as work time.

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

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

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

Substitution in same capacity
Employees, at their own option but with the approval of the employer, may substitute during scheduled hours for other employees employed in the same capacity. In the case of such substitution, the hours involved are credited to the scheduled employee and not to the substitute employee. The employer need not maintain a record that the substitution has taken place.

Overtime Hours
Overtime hours will be held to a minimum consistent with the needs and requirements of sound and orderly administration. All overtime hours worked by non-exempt employees must be scheduled and duly authorized. With respect to the payment of overtime in money or in compensatory time, the district will have the discretion to determine which method of payment to choose. The district reserves the right to require employees taking compensatory time to schedule compensatory time in minimal increments of four hours. This requirement is subject to change by the district upon written notification to all affected employees.

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.

Compensatory time off
Non-exempt employees who work more than 40 hours during any workweek may be awarded compensatory time off ("comp time"). Comp time will be awarded at the rate of one and one-half hours for each hour of overtime worked.

Comp time may be accrued up until 60 hours (40 overtime hours). All accrued compensatory time will be taken prior to the end of each fiscal year. Overtime work beyond this maximum accrual, or accrued compensatory time not taken prior to the end of each fiscal year, 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 a time mutually agreed upon by the individual and his/her supervisor. However, where the individual's absence would unduly disrupt the district's operations, the district retains the right to postpone comp time usage.

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.

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.

Termination
Individuals with unused comp time who are terminated or who terminate their employment will be paid for unused comp time at one and one-half times their final regular rate of pay or for the average regular rate of pay for the final three years of employment, whichever is higher.

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.

Students
Career and technology 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 if they meet the respective duties tests for exemption from coverage under the law.

Permissible Deductions
The district can take deductions from an exempt employee's salary for violations of workplace conduct rules without risking the loss of the exempt employee's status.

Improper Deductions
The board prohibits improper pay deductions. Employees who believe that improper pay deductions have been taken should immediately report the concern to the Superintendent. Employees will be reimbursed for improper deductions. If an employee's request for reimbursement is denied, the employee may appeal that decision by following the grievance procedure set forth in board policy.

Nothing in the policy will prevent the district from properly charging absences against sick leave, personal leave, or other such leave or from making deductions from pay for unapproved or unpaid absences, as established in board policy.

Safe Harbor Rule
The district will lose overtime exemptions if and when it has an actual practice of making improper deductions from an employee's salary. The district may utilize a "safe harbor" to reduce the risk that improper deductions will destroy an exemption by ensuring the following:

- clear communication of its policy prohibiting improper deductions and inclusion of a complaint mechanism
- reimbursement for any improper deductions
- good faith commitment to comply with federal regulations in the future

The district will lose the protection of the "safe harbor" if it willfully violates the above provisions and continues to make improper deductions.

Recordkeeping

Exempt employees

The following records must be kept for each employee:

- name and identifying number
- home address
- birth date if the employee is under 19
- sex and occupation in which employed
- time and day of week when employee's workweek begins
- basis on which wages are paid, ensuring sufficient detail to permit calculation for each pay period of the employee's total remuneration for employment

Non-exempt employees

The following records must be kept for each employee:

- name and identifying number
- home address
- birth date if employee is under 19
- sex and occupation in which employed
- time and day of week when employee's workweek begins
- hours worked each day
- total hours worked each week
- basis on which employee's wages are paid (ex. "$9 per hour," or "$440 a week")
- regular hourly pay rate
- total daily or weekly straight-time earnings
- total overtime earnings for the workweek
- all additions to or deductions from the employee's wages
- total wages paid each pay period
- date of payment and the pay period covered by the payment

Retention of records

The following will be preserved for three years:

- payroll records
- certificates, agreements, plans, notices, etc. (e.g. contracts, written agreements, or memoranda summarizing the terms of oral agreements)
- sales and purchase records

The following will be preserved for two years:

- supplementary basic records such as basic employment and earnings records, wage rate tables, and work time schedules
- order, shipping, and billing records
- records of additions to or deductions from wages paid
- records which explain the basis for payment of any wage differential to employees of the opposite sex in the same establishment (29 C.F.R. 1620.32)

Code of Conduct

Policy GBE STAFF RIGHTS AND RESPONSIBILITIES

The board will respect the rights of staff members which are established by federal, state, and local law and board policy.

Staff members have a responsibility to understand and adhere to federal, state, and local laws and regulations applicable to their job duties; the policies of the board; and any 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 district's educational program are the following specific responsibilities which the district requires of all staff:

- 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 and district property
- attendance at school 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 should exhibit an appropriate and professional demeanor through their manner, dress, courteousness, work ethic, and attitude in order to establish themselves as role models who influence the development of youth. The board expects staff not only to provide exemplary instruction, but also to serve as exemplary role models.

In carrying out essential job functions, staff may be exposed 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 legitimate educational interest in the information. Further, staff members should use extreme care to protect against negligent or inadvertent disclosure of such information.

Staff members are required to keep their supervisor advised at all times of their current legal name, address, and telephone number. Such information will be kept confidential unless a written release is given by the staff member or so required by law.

GBEBA DRESS CODE

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

Accordingly, the following items of clothing are prohibited:

- inappropriate jeans such as blue denim, tie dyed, tattered, etc. Appropriateness will be determined by the supervisor. The district may allow exceptions for occasional special activities such as workdays, field trips, picnics, spirit days, specific work tasks, etc., at the discretion of the supervisor.

- sweat clothes are prohibited (except for PE teachers); seasonal sweatshirts and professional teacher/school-related sweatshirts are permissible
- printed tee shirts are prohibited, with the exception of professional teacher and school-related tee shirts
- wind suits (except PE teachers).
- shorts are prohibited (with the exception of PE, pre-kindergarten and kindergarten teachers and these are to be no more than 2.5 inches above the knee); no knit shorts are allowed; skorts will be allowed up to the elementary level and will be no more than 2.5 inches above the knee.
- tight clothing (discretion of principal)
- revealing clothing (dresses, skirts, shorts, and skorts that are allowed should be no more than 2.5 inches above the knee)
- athletic shoes will be allowed as long as they are clean and in good condition

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

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

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

Policy GBEBB STAFF CONDUCT WITH STUDENTS

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

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

Differences and problems that arise between an employee and student are typically best worked out by conferences between the employee, parent/legal guardian of the student, the immediate supervisor and/or school level guidance. Under no circumstances will a student be required to first report allegations of harassment to the principal if that person is the individual the student is accusing of the harassment. In such cases, the student or the student's parent/legal guardian will contact the Director of Human Resources. However, employees should immediately report a violation or perceived violation of the district's nondiscrimination and anti-harassment policy to the immediate supervisor 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 electronic communication device or social media tool.

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 them 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 state or federal law, 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 staff member 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 Title IX coordinator as defined in Policy GBAA.

Students and/or parents/legal 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. Under no circumstance will a student be required to first report allegations of harassment to the principal if that person is the individual the student is accusing of harassment.

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

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

Please refer to Administrative Rule GBEBB-R STAFF CONDUCT WITH STUDENTS

Policy GBEBDA CRIMINAL RECORD CHECKS
The district will require appropriate 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 substitute teacher is waived for the district.

- State Law Enforcement Division (SLED) Background Checks

- South Carolina Department of Social Services Central Registry of Child Abuse and Neglect
- National Sex Offender Registry Checks

Policy GBEE INTERNET AND ELECTRONIC COMMUNICATION

The board supports the use of the Internet and electronic communications by staff members to improve teaching and learning through interpersonal communication, access to information, research, training and collaboration, and dissemination of successful educational practices, methods, and materials. Staff members 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.

This policy further establishes the governance of:

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. Staff members have no expectation of privacy in their use of district technology devices or the district network.
- Staff members 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 staff may be considered public records subject to public disclosure or inspection under the South Carolina Freedom of Information Act. Staff members should ensure that all electronic communications 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

Because of 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, staff members are expected to protect the health, safety, and emotional well-being of students and to preserve the integrity of the learning environment. Staff members 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 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 materials, either as pictures or writings
- harasses, threatens, demeans, or promotes violence or hatred against another person or group of persons with regard to race, religion, sex (including gender identity, sexual orientation, and pregnancy, childbirth, or any related medical conditions), color, disability, age (40 or older), genetic information, national origin, or any other applicable status protected by local, state, or federal law
- 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 or purchasing goods or services for personal use.

The Superintendent and/or his/her designee may remove or otherwise restrict a staff member's access to district technology devices or the district network if it is determined the individual 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.

Policy GBEEA SOCIAL MEDIA

NOTE: *This policy constitutes only a portion of the district Internet Acceptable Use/Safety Policy (IJNDB).*

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

Because of the rapid evolution of technology, every possible use of social media cannot be addressed in board policy. If a staff member has a question regarding the appropriateness of a given use of social media, he/she should consult his/her direct supervisor or building principal for guidance.

This policy is designed to serve as a general code of conduct for appropriate use of social media, and every provision does not constitute a basis for potential staff member discipline. However, all district policies and all local, state, and federal laws and regulations that cover staff conduct may be applicable in the social media environment, and violations thereof could result in disciplinary action, up to and including termination.

Mandated Reporting

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

Educational Social Media

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

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

Staff members are encouraged to create social media accounts separate from their personal accounts to house any content that students will be asked to utilize or view. Only students, parents/legal guardians, and other individuals with a legitimate educational interest should have access to the information therein. Staff members will provide user names, passwords, and other information necessary to access such social media sites to their building-level principal and/or direct supervisor. Any such site or page must be closely monitored for appropriateness of content. Posted content should be immediately removed if it is abusive, defamatory, or obscene; is fraudulent, deceptive, or misleading; targets, disparages, or discriminates; contains spam, advertising, solicitations, or includes links to other sites unrelated to an educational purpose; contains confidential information; is in violation of any intellectual property right of another; is in violation of any law or regulation; violates any board policy; or is otherwise offensive, graphic, or inappropriate in tone.

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

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

Public records

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

Personal Social Media

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

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

No expectation of privacy

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

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

Policy GBEF CELLULAR PHONES AND OTHER PERSONAL ELECTRONIC COMMUNICATION DEVICES

The board recognizes that staff members should model for students the appropriate use of cellular phones and other personal electronic devices during the workday. Staff members may not use cellular phones or other personal electronic communication devices for non-district-related business while they are engaged in instruction or supervision of students or in any other manner that may interfere with the essential functions of their position. This includes the sending or receiving of text messages or instant messages. Staff members may use their cellular phones and other personal electronic communication devices during lunch or other break times when they are off duty.

In limited, extreme circumstances staff members may have an emergency or urgent business that would necessitate the use of such devices outside of a scheduled break. Staff members are expected to exercise good judgment in this regard and to keep personal business to an absolute minimum. Staff members should obtain prior approval from their supervisor/principal if a situation arises necessitating ongoing, continuous access to such devices during the workday.

Staff members 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.

Policy GBG LEGAL DEFENSE OF STAFF

The district is obligated by law to defend staff members in legal actions resulting from acts done or omitted in good faith in

the course of their employment. This requirement applies to civil or criminal actions or special proceedings in the courts of this state or of the United States.

Any staff member needing legal assistance in a legal action arising out of his/her employment must submit a request in writing to the Superintendent. The Superintendent will bring the request to the board's attention to determine whether legal assistance will be provided to the staff member in a manner appropriate and consistent with the intent of the law.

Policy GBJ PERSONNEL RECORDS AND FILES

Maintenance of Records

The Superintendent will maintain a personnel file on each staff member.

The personnel file will include all records and documents collected by the district concerning the staff member. It will include, but not be limited to, any of the following records that are retained by the district:

- performance evaluations
- commendations for, and complaints against, the staff member made by the administration
- written suggestions for corrections and improvements made by the administration
- teaching credentials
- transcripts
- application records
- contracts

The personnel file will be kept in the office of human resource. The district will maintain health records and medical records in a separate file to protect confidentiality.

Pre-employment records, such as pre-employment references or comments from interviews, are confidential, and access to this information is limited to the Superintendent or his/her designee. Preemployment records will be kept in the office of human resources.

Additions to the Personnel File

No performance evaluation, complaint, or suggestion for improvement may be placed in the personnel file unless it meets the following requirements:

- The document must be signed and dated by the administrator making the performance evaluation, complaint, or suggestion for improvement.
- The staff member must have an opportunity to review the information or receive a copy of the performance evaluation, complaint, or suggestion prior to placement in the staff member's personnel file.
- The staff member will sign or initial the performance evaluation, complaint, or suggestion.
- If a staff member refuses to sign the performance evaluation, it will be noted, dated, and placed on file.

The staff member may offer a written denial of the communication, and any such denial or explanation will become a part of his/her personnel file.

General Access to a Personnel File

The district will permit access to a staff member's personnel file to the following persons on a routine basis without consent of the staff member about whom the file is maintained:

- staff member's school principal/immediate supervisor
- Superintendent/associate Superintendent, human resource personnel
- those school officials involved in the evaluation process of the individual
- school board if its examination of the file relates to the duties and responsibilities of the board regarding

promotion, demotion, suspension, or dismissal of the staff member

No other person may have access to a personnel file except under the following circumstances:

- when the staff member gives written consent to the release of his/her personnel file (The written consent must specify the records to be released and to whom they are to be released. Each request for consent must be handled separately; blanket permission for release of information will not be accepted.)
- when lawfully subpoenaed or under court order

Responsibility for the Personnel Files
The Director of Human Resources will have the overall responsibility for maintaining and preserving the confidentiality of personnel files.

The Director of Human Resource is responsible for granting or denying access to records on the basis of this policy.

Staff Member's Access to Personnel File
Each staff member has the right to review the contents of his/her personnel file upon written request. The staff member does not have the right to review references and recommendations provided to the district on a confidential basis.

Personnel Records/Information for Payroll Purposes
The district keeps information, records, and documents collected by the district to handle a staff member's payroll account in a file separate from records noted above. The district limits access to this information to those persons involved in the payroll process.

Use of Personal Information for Commercial Solicitation
The district will provide notice to all persons who request staff member records that obtaining or using public records for commercial solicitation is illegal.

Required Immigration Form
In compliance with federal and state law, staff members of the district will be required to complete a U.S. Citizenship and Immigration Services (USCIS) Employment Eligibility Verification Form I-9. The district will utilize the federal work authorization program E-Verify for verification of work authorization submitted by a staff member.

All newly hired staff members 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 a replacement of the document or documents within three days of hire and present the required document or documents within 90 days of hire.

The district will maintain completed Form I-9 in a file separate from other personnel records in order to prevent unauthorized review of personnel files.

The district requires three business days notice prior to inspection of any Form I-9 by USCIS.

The district will retain a staff member's Form I-9 for three years after the date of hire or one year after the date the individual's employment is terminated, whichever is later.

Health Insurance Portability and Accountability Act (HIPAA)

The district qualifies as a health plan, a hybrid entity under the Health Insurance Portability and Accountability Act of 1996, and is therefore subject to HIPAA privacy laws and regulations. The district will maintain all protected health information in accordance with law. Protected health information does not include individually identifiable health information in employment records held by the district in its role as an employer.

Protected health information will only be available to designated staff who need to have access to those records in their employment capacity with the district and with other authorized entities. The district will train all staff who may have contact with protected health information on the law and the district's procedures and guidelines as necessary and appropriate for the staff member's position. Any staff member failing to comply with the law or district policies may be subject to discipline, up to and including termination.

Policy GBK STAFF CONCERNS/COMPLAINTS/GRIEVANCE

The board recognizes the need for a procedure providing a prompt and effective means of resolving differences that may arise among staff members and between staff members and administrators.

A grievance is a disagreement involving a 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
- unfair policy
- deviation from a policy
- misapplication or misinterpretation of a policy or contract

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

It is important that grievances be settled as quickly as possible. Therefore, there will be no extension of the prescribed time for moving through the grievance procedure except 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.

Nothing in this policy limits the right of any staff member to discuss a grievance with any appropriate member of the administration. Such grievance may be adjudicated without formal proceedings, provided the adjudication is consistent with board policy and existing administrative rules and regulations.

The board does not consider actions which are subject to the Teacher Employment and Dismissal Act, S.C. Code of Laws, 1976, as amended, Section 59-24-410, et seq.; Section 59-26-40; or employment decisions implemented under the district's reduction in force policy to be grievances under this procedure.

Complaints related to a staff member's civil rights, including complaints of discrimination, harassment, and/or retaliation related to such complaints, should be made in accordance with policy GBAC, Discrimination, Harassment, and Retaliation, and should not be filed as a staff grievance. If a staff member mistakenly files such a complaint using the grievance procedure, the administrator receiving the complaint will refer the complaint to the district's compliance officer within two working days.

The Superintendent is responsible for maintaining administrative procedures that will facilitate this policy.

Administrative Rule GBK-R STAFF CONCERNS/COMPLAINTS/GRIEVANCES

The board encourages staff members 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, a staff member believes that a formal mechanism for raising his/her concern or problem is needed, he/she should follow the procedure in this administrative rule.

Purpose

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

Definitions

A grievance is a claim by a staff member of a violation, misinterpretation, or misapplication of a provision of board policies, administrative rules, district practices, or state or federal laws as they may affect the employment or work of such staff member.

Supervisor is defined as any person having the authority to recommend employment, transfer, suspend, layoff, recall, promote, discharge, assign, reward, or discipline a staff member or any person having the responsibility for directing or reviewing the work of a staff member.

A work day is any day on which the administrative office is officially open.

Joint Grievances

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

Grievance Procedure

Step one

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

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

The appropriate supervisor will arrange a meeting with the staff member within 10 work days of receipt of the grievance. The supervisor will provide the staff member with a written response to the grievance within 10 work days after the meeting. The response will include the name of the next level supervisor to whom the grievance may be appealed, provided such appeal is presented in writing within five work days.

Step two
The grievance may be appealed through each supervisory or administrative level to the Superintendent. 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 staff member 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 10 work days of receipt of the grievance and will respond in writing to the staff member within 10 work days of his/her hearing of the grievance. The Superintendent will make summaries of the lower level presentations and responses and may, at his/her discretion, hear witnesses and evidence directly.

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

Appeal to the Board
After following the above procedure, a staff member may request a meeting with the board for the purpose of discussing the grievance which arose from his/her employment. The request will be made in writing to the Superintendent within five work days of the Superintendent or his/her designee's response to the grievance.

The Superintendent will, at the next regularly scheduled board meeting, present to the board the request that the grievance be heard, together with copies of all correspondence and responses from the lower administrative levels.

The board will notify the staff member of its decision (whether or not to meet with the grievant to discuss the grievance) within 15 work days. Should the board decide to hear the grievance appeal, the format will be informal and non-adversarial for the discussion of employment as allowed under S.C. Code of Laws, 1976, as amended, Section 30-4-70.

Procedure for Appeal of Termination of Support Personnel
In the case of termination of a support staff member, an appeal of the decision may be made initially to the principal, department head, or other person having final responsibility for the decision. The staff member may take a further appeal of the termination to the Superintendent or his/her designee.

Finally, the staff member may request a meeting with the board to discuss the grievance in accordance with the procedure outlined above.

Employee Conduct and Welfare

Confidentiality

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

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

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

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

Title IX
(See Policy AC NONDISCRIMINATION/EQUAL OPPORTUNITY)

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

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

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

Definitions

Sexual Harassment

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

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

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

Complainant
An individual who is alleged to be the victim of conduct that could constitute sexual harassment.
A parent or legal guardian who has the legal authority to act on behalf of his or her child may act as the complainant, to include filing a complaint on behalf of his or her child.

Respondent
An individual who is reported to be the perpetrator of conduct that could constitute sexual harassment.
A parent or legal guardian who has the legal authority to act on behalf of his or her child may act on behalf of the party.

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

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

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

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

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

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

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

The Title IX coordinators' names or titles, email addresses, office addresses, and telephone numbers will be posted on the district's website.

Reporting Process
Any person may report sexual harassment, regardless of whether the person is the alleged victim of the reported conduct, in person, by mail, by telephone, or by email. The report can be made at any time, including during non-business hours, by using the telephone number or email address, or by mail to the office address listed for the Title IX coordinator.

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

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

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

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

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

Title IX Coordinator as Signatory

A Title IX Coordinator can initiate a formal complaint by alleging sexual harassment against a respondent and signing the complaint document. The Title IX coordinator is not the complainant in such circumstances. The factors that a Title IX coordinator may consider when determining whether to sign a complaint include, but are not limited to:

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

Emergency Removal and Administrative Leave

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

In cases in which a student is a respondent, the district may remove, on an emergency basis, the respondent from the district's educational program or activity provided the district: (i) undertakes an individualized

safety and risk analysis and determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal and (ii) provides the respondent with notice and an opportunity to challenge the decision immediately following the removal. This provision does not modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.

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

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

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

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

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

The complaint must be dismissed if the allegations:

- would not constitute sexual harassment as defined in Title IX federal regulations, specifically § 106.30, even if proved
- did not occur in the district's education program or activity
- did not occur against a person in the United States The complaint may be dismissed:
- if the complainant notifies the Title IX coordinator in writing at any time that he or she wishes to withdraw the complaint or any allegations in it
- if the respondent's enrollment or employment ends
- if specific circumstances prevent the district from gathering evidence sufficient to reach a determination

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

Investigation Process
When investigating a complaint, the investigator will:

- ensure that the burden of proof and of gathering evidence rests on the district rather than the parties, except that certain treatment records cannot be obtained without voluntary, written consent from the party or parent

- provide an equal opportunity for the parties to present witnesses and evidence
- not restrict either party's ability to discuss the allegations or gather and present relevant evidence
- provide the parties with the same opportunities to have others present during interviews or other related proceedings, including an advisor who may, but is not required to be, an attorney (the district may establish restrictions regarding the extent to which the advisor may participate in the
- proceedings, as long as the restrictions apply equally to both parties)
- provide to a party who is invited or expected to attend, written notice of the date, time, participants, purpose and location of any investigative interview, or other meeting with enough time to allow the party to prepare to participate
- provide both parties and advisors, if any, an equal opportunity to review all evidence that is directly related to the allegations in the formal complaint, including evidence on which the district does not intend to rely and any inculpatory or exculpatory evidence from any source; such evidence must be provided prior to the completion of the final investigation and in time to give the parties at least ten (10) days to prepare a written response, which the investigator must consider prior to completing the investigation report
- note require, allow, or use evidence or questions that constitute or seek legally privileged information, unless the privilege is waived
- prepare a written investigation report that fairly summarizes the relevant evidence and provide the report to the parties and their advisors, if any, at least ten (10) days before the decision maker makes a determination of responsibility

Determination of Responsibility

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

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

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

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

- identifies the allegations that potentially constitute sexual harassment
- describes the district's procedural steps taken from the receipt of the complaint through the determination
- includes findings of fact supporting the determination
- includes conclusions regarding the application of the district's Code of Conduct or other policies to the facts
- includes a statement of, and a rationale for, the result as to each allegation, including a determination of responsibility, any disciplinary sanctions, and whether remedies to restore or preserve equal access to the district's education program or activity will be provided to the complainant; possible disciplinary outcomes and remedies

that may be implemented following a determination of responsibility include a full range of measures otherwise available to the district through conduct policies, including but not
    - limited to policy JIC, Student Conduct, policy JICDA, Code of Conduct, policy GBE, Employee Rights and Responsibilities, and policy GBEB, Employee Conduct
- includes procedures and permissible bases for the complainant and respondent to appeal; the written determination must be provided to the parties simultaneously
- explains to the other party proposing the questions any decision to exclude a question as not relevant.

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

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

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

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

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

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

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

Retaliation
Neither the district nor any other person may intimidate, threaten, coerce or discriminate against any individual for the purpose of interfering with any right or privilege under Title IX or because the individual made a report, a complaint, testified, assisted, participated in, or refused to participate in any manner in an investigation or proceeding under this policy. It is a separate and distinct violation of policy for any member of the district community to retaliate against a staff member or student who does so. It is possible that an individual may be found to have violated this anti- retaliation provision even if the underlying complaint of sexual

harassment is not found to be a violation of district policy.

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

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

False Reports

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

Recordkeeping

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

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

Training

The district will ensure that staff members serving as Title IX coordinators, investigators, decision makers, and any person who facilitates an informal resolution process receives training that complies with Title IX federal regulations, including but not limited to 34 CPR § 106.45. The training will include, but is not limited to, information on the following:

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

The district will make training materials used to train Title IX coordinators, investigators, decision makers, and any

person who facilitates an informal resolution process publicly available on the district's website.

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

Policy AC NONDISCRIMINATION/EQUAL OPPORTUNITY

The board 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 a policy of nondiscrimination and equal opportunity for all students, parents/legal guardians, staff, visitors, and community members who participate or seek to participate in its programs or activities. Therefore, the district does not discriminate against any individual on the basis of race, religion, sex (including pregnancy, childbirth, or any related medical conditions), color, disability, age, genetic information, national origin, or any other applicable status protected by local, state, or federal law. The district also provides equal access to the Boy Scouts and other designated youth groups as required by law.

Resolution of Discrimination Complaints
The district will use the grievance procedures set forth in policy to process complaints based on alleged violations of Title VI of the Civil Rights Act of 1964; Title VII of the Civil Rights Act of 1964; Title IX of the Education Amendments Act of 1972; Section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975; the Age Discrimination in Employment Act of 1967; the Equal Pay Act of 1963; the Genetic Information Nondiscrimination Act of 2008; the Boy Scouts of America Equal Access Act; and Titles I and II of the Americans with Disabilities Act of 1990.

The following person has been designated to handle inquiries, questions, and grievances regarding the district's nondiscrimination policy:

Title IX Coordinator
Address: 372 Pine St. E, Varnville, SC 29944
Telephone: 803-943-4576

In the event that the Title IX Coordinator is unavailable or is the subject of a grievance that would otherwise be made to the Title IX Coordinator, reports should instead be directed to:

Human Resource Director
Address: 372 Pine St. E., Varnville, SC 29944
Telephone: 803-943-4576

In the event that the grievance is related to a student with a 504 Plan or a person with a disability, the grievance should be directed to the:

Special Education Director
Address: 372 Pine St. E, Varnville, SC 29944
Telephone: 803-943-4576

Any person who is unable to resolve a problem or grievance at the Central Office will refer to policy GBK or JII, as appropriate for chain of command.

Any person who is unable to resolve a problem or grievance arising under any of the laws and regulations cited above may contact:

United States Department of Education
Office for Civil Rights, Washington DC (Metro)
400 Maryland Avenue, SW
Washington, DC 20202-1475
Telephone (202) 453-6020; Fax (202) 453-6021; TDD 800-877-8339
Email: OCR.DC@ed.gov

Policy GBAA Sexual Harassment and Retaliation

The district is committed to maintaining a learning and working environment free from sexual harassment and retaliation. In keeping with this commitment, the district will not tolerate harassment of district staff in the course of their employment by any person, including, but not limited to, any supervisor, coworker, vendor, visitor, student, or other staff member of the district based on the staff member's sex (including gender identity, sexual orientation, and pregnancy, childbirth, or any related medical conditions). Further, the district will not tolerate retaliation against a person who has made a report or filed a complaint alleging sexual harassment or who has participated as a witness in a sexual harassment investigation.

All district staff are responsible for helping to ensure that sexual harassment or retaliation does not occur. If a staff member feels that he/she has experienced or witnessed sexual harassment or retaliation, he/she will immediately notify his/her supervisor or building-level principal or file a formal complaint with the district's Title IX coordinator. A staff member who does not promptly report what he/she reasonably believes to be sexual harassment or retaliation may be subject to disciplinary action.

Reports of sexual harassment or retaliation may be made anonymously, but formal disciplinary action will not be taken solely on the basis of an anonymous report. The district will investigate all sexual harassment and retaliation reports impartially, thoroughly, and will promptly take immediate and proportionate corrective action to end the harassment or retaliation and prevent the reoccurrence of similar misconduct. Investigations may occur even if the alleged victim does not file a complaint directly or wish to see action taken by the district or school administration. On an individualized and appropriate basis, interim measures may be taken following receipt of a complaint to minimize the risk of harm to all parties and to prevent continued sexual harassment or retaliation.

Confidentiality

To the fullest extent practicable, while ensuring a thorough and impartial investigation, the district will keep reports and the terms of their resolution confidential, including the names of individuals who submit reports, witnesses who provide information regarding reports, and the person against whom the complaint is made. All records generated under the terms of this policy and related administrative procedures will be maintained with utmost confidentiality to the extent permitted by law, specifically the Family Educational Rights and Privacy Act (FERPA). Confidentiality, however, cannot be guaranteed. All complainants proceeding through the complaint process will be advised that their identities will be disclosed to the party being accused of inappropriate conduct.

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

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

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

Notification
Notice of this policy will be circulated to all district schools and departments and incorporated in staff handbooks. Staff members will receive copies and indicate by their signature an understanding of the contents of the policy. The district will provide training for all staff on a yearly basis. All new staff members will receive training as part of their orientation. All administrators will be trained in prevention of sexual harassment and retaliation.

Policy GBAA-R Sexual Discrimination and Harassment Administrative Rule
The district has adopted the following procedures to promptly and fairly address reports of sexual harassment and retaliation.

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

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

Sexual harassment means unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct of a sexual nature under any of the following conditions:

- submission to such conduct is made either expressly or implicitly a term or condition of aid, benefit, or service (i.e. quid pro quo harassment)
- such conduct or communication is so severe, pervasive, and objectively offensive under the reasonable person standard
- sexual assault, dating violence, domestic violence, or stalking as defined in federal law

Sexual harassment may include, but is not limited to, the following:

- sexually-oriented teasing, name-calling, abuse or harassment
- unwelcome comments or conduct based on an individual's gender identity or nonconformity with gender stereotypes
- graphic or written statements including, but not limited to, text messages, typed or hand-written notes, derogatory cartoons, drawings, posters, or graffiti
- inquiries into one's sexual experiences or activities
- unwelcome touching including, but not limited to, pinching, patting, constant brushing against another's body, or physical interference with movement or work
- remarks with sexual or demeaning implications
- subtle or direct propositions for sexual favors

Note that such harassment does not have to be of a sexual nature and can include offensive remarks about a person's sex,

sexual orientation, and/or gender identity or expression.

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

Supportive measures are non-disciplinary, non-punitive, individualized services and will be offered to the complainant and the respondent, as appropriate. These measures may include, but are not limited to, the following:

- counseling
- modifying work schedules or locations
- placing mutual restrictions on contact between the parties
- providing leaves of absence

The measures offered to the complainant and the respondent will remain confidential to the extent that maintaining such confidentiality would not impair the ability of the district to provide the supportive measures.

The Title IX coordinator is the district staff member(s) designated to receive and investigate complaints of alleged sexual harassment and retaliation. Additionally, this individual is available during regular work hours to discuss concerns related to sexual harassment and retaliation, as well as to assist staff members in navigating the complaint resolution process.

The following individual(s) serve(s) as Title IX coordinator(s) for the district:

Ms. Toreacher Dobson, Associate Superintendent
Address: 372 Pine Street East, Varnville, SC 29944
Telephone: 803 943-4576
Email: tdobson@hcsdsc.org

Reporting
Members of the district community including, but not limited to, staff members and students are encouraged to promptly report incidents of sexual harassment to the Title IX coordinator or building-level principal.

Reports may be made orally or in writing via mail, telephone, electronic mail, or in person meeting at any time, including non-business hours. All reports not made directly to the Title IX coordinator will be memorialized in writing and reported to the Title IX coordinator within two business days.

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

Grievance Process
Upon learning of an instance of alleged sexual harassment or retaliation, even if no formal complaint is filed, the Title IX coordinator will promptly contact the complainant to discuss the availability of supportive measures irrespective of the filing of a formal complaint and explain the process for filing a formal complaint.

The district will respect the confidentiality of the complainant and the respondent to the greatest extent possible, and information will only be disclosed to the appropriate individuals as necessary to investigate allegations of harassment and take disciplinary action.

Disciplinary consequences or sanctions will not be initiated against the respondent until the grievance process has been completed. Unless there is an immediate threat to the physical health or safety of staff arising from the allegation of sexual harassment that justifies removal, the respondent's placement will not be changed. The respondent will have the opportunity to challenge the decision immediately following a change in placement. If the

respondent is a staff member, he/she may be placed on administrative leave during the pendency of the grievance process.

Formal complaint
The formal complaint process under Title IX does not apply to sexual harassment and retaliation occurring outside of the United States. However, the district will investigate all instances of sexual harassment and retaliation, including those that occur outside of the country (field trips, study abroad, etc.) in accordance with district policy. Should an investigation conclude that such actions took place, the respondent will be subject to discipline.

Forms for initiating a formal complaint may be found online as an exhibit to this administrative rule. Printed copies are available in the principal's office, the district office, and from the Title IX coordinator. All formal complaints must include the following information, to the extent it is available:

- identity of the individual believed to have engaged in harassing conduct (respondent)
- nature of the alleged conduct
- date and location of the alleged violation
- list of potential witnesses
- resolution sought by the complainant
- signature of complainant

The Title IX coordinator can initiate a formal complaint by alleging sexual harassment against a respondent and signing the complaint document. The Title IX coordinator is not the complainant in such circumstances.

Investigation
Upon receipt of a formal complaint, the Title IX coordinator will provide written notice of the grievance process to the parties to include the following information:

- statement of the allegations
- statement that the respondent is presumed not responsible for the allegations until a determination is made
- prohibition against making a false statement or knowingly submitting false information
- right to have an advisor, who may be an attorney, present during any subsequent meetings
- list of supportive measures available to both parties

If the Title IX coordinator dismisses a complaint that does not meet the requirements of Title IX, after the complaint is withdrawn in writing, when the respondent moves out of the district or is no longer employed with the district, or for any other reason during the investigation process, written notice, including the reasons for dismissal, will be provided to both parties simultaneously. This does not preclude the district from investigating the facts under another district policy (e.g. policy GBA, Open Hiring and Equal Employment Opportunity (e.g. Title VII complaints) or GBAC, Discrimination, Harassment, or Retaliation) or the student/staff member code of conduct. The dismissal of a formal complaint is subject to appeal.

The immediate supervisor will serve as the investigator and be responsible for investigating complaints in an equitable manner that involves an objective evaluation of all relevant evidence. Credibility determinations may not be based on an individual's status as a complainant, respondent, or witness. The burden for obtaining evidence sufficient to reach a determination regarding responsibility rests on the school district and not the complainant or respondent.

Once a complaint is received, the investigator will initiate an investigation within 48 hours of receipt of the complaint. If an investigation is not initiated within 48 hours, the investigator will provide the Title IX coordinator with appropriate documentation detailing the reasons why the investigation was not initiated within the required timeframe.

All investigations will be completed within 20 calendar days from the receipt of the initial complaint. If the investigation is not complete within 20 calendar days, the investigator will provide the Title IX coordinator with appropriate documentation detailing the reasons why the investigation has not been completed.

Investigations will be conducted in the following manner:

- provide an equal opportunity for the parties to present witnesses and evidence
- not restrict the ability of either party to discuss the allegations under investigation or gather and present relevant evidence
- refrain from requiring, allowing, relying upon, or otherwise using questions or evidence that seeks disclosure of information protected under a legally recognized privilege unless such privilege has been waived
- provide the parties with the same opportunities to have others present during any grievance proceeding
- provide to parties whose participation is requested written notice of the date, time, location, participants, and purpose of all investigative interviews, or other meetings, with sufficient time for the party to prepare to participate
- provide both parties an equal opportunity to inspect and review any evidence directly related to the allegations in the formal complaint
- result in the creation of an investigative report that fairly summarizes relevant evidence

- prior to the completion of the investigative report, the investigator will send to each party the evidence subject to inspection and review; all parties will have at least ten (10) days to submit a written response which will be taken into consideration in creating the final report

Determination of responsibility
The respondent is presumed not to be responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process. The preponderance of the evidence standard will be used in making this determination.

The Director of Human Resources will act as the decision-maker. He/She will receive the final report of the investigation and allow each party 10 business days to submit additional questions to be answered by the appropriate party with limited follow-up prior to determining responsibility.

The decision-maker will provide the written determination to the parties simultaneously along with information about how to file an appeal within 14 business days after the deadline for receiving all information from the parties.

A substantiated complaint against a student will result in corrective or disciplinary action up to and including expulsion. A substantiated complaint against a staff member will result in disciplinary action up to and including termination.

After a determination of responsibility is made, the Title IX coordinator will work with the complainant to determine if further supportive measures are necessary. The Title IX coordinator will also determine

whether any other actions are necessary to prevent reoccurrence of the harassment.

Appeals

The Superintendent will hear appeals. If the complainant or respondent is not satisfied with the determination of the decision maker, he/she may request a review by the Superintendent. Additionally, a complainant can request an appeal upon the dismissal of a formal complaint.

The request for appeal must be made in writing to the Title IX coordinator within 10 business days of receipt of the decision maker's determination or dismissal of the complaint. The appeal must include the original complaint form, a copy of the report and determination, and a written statement as to the reason for appeal.

Grounds for appeal include the following factors:

- procedural irregularity that affected the outcome of the case
- new evidence that was not reasonably available when the complaint was dismissed or a determination was made that could affect the outcome of the matter
- district staff member assigned to the matter had a conflict of interest or bias for or against the parties that affected the outcome of the matter

The Superintendent will review the material submitted and provide both parties five business days to submit a written statement outlining their position. Within 14 business days of the deadline to receive submissions from the parties, a written decision will be issued simultaneously to both parties stating whether the determination of the decision maker will be upheld, modified, or reversed along with the rationale.

The decision of the Superintendent may be appealed to the board.

Informal Complaint Procedure (Mediation)

The district's informal complaint procedure may be initiated after a formal complaint has been made. The informal complaint process is designed to resolve complaints quickly, efficiently, and to the mutual satisfaction of all parties involved.
Mediation is a voluntary process intended to allow the parties involved in a complaint to discuss their respective understandings of the incident with each other through the assistance of a trained mediator. Mediation is designed to encourage each person to be honest and direct with the other and to accept personal responsibility where appropriate. Where circumstances allow, and both parties agree to participate in writing, mediation will be initiated as soon as possible.

Mediation is only available in those circumstances where the district believes that the allegations are appropriate for resolution through an informal process and both parties voluntarily agree to participate. Mediation is not appropriate in certain cases, such as alleged sexual assaults, even on a voluntary basis.
Participation in mediation does not waive an individual's right to participate in the formal complaint procedure or to pursue other remedies available by law, including the filing of a complaint with state or federal agencies, as appropriate. An individual may request suspension of the informal complaint procedure and initiation of the formal complaint procedure at any time.

Upon the written consent of all parties to the complaint, the Title IX coordinator will seek an outcome through mediation conducted by a qualified district mediator or an external professional engaged by the district. All parties to the complaint must mutually agree upon any resolution reached

through the mediation process. The outcome of the mediation will be documented and maintained by the Title IX coordinator.

Retaliation
It is a separate and distinct violation of policy for any member of the district community to retaliate against a staff member who reports alleged sexual discrimination or harassment or against a staff member who testifies, assists, or participates in an investigation, proceeding, or hearing relating to such discrimination or harassment. It is possible that an individual may be found to have violated this anti-retaliation provision even if the underlying complaint of sexual harassment is not found to be a violation of district policy. An individual is not allowed to do anything that would discourage a staff member from resisting or complaining about sexual harassment. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

Students found to have engaged in retaliation will be subject to discipline and graduated consequences, up to and including expulsion, consistent with policy JICDA, Code of Conduct.

Staff found to have engaged in retaliation will be subject to disciplinary action, up to and including termination, consistent with policy GBEB, Staff Conduct.

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

Training
The district will provide training for all staff members serving as the Title IX coordinator, investigator, decision maker, or appellate authority for the informal or formal grievance process. Staff members will be trained on the following:

- definition of sexual harassment
- procedures of the grievance process
- impartiality required to prevent prejudgment of facts, conflicts of interest, and bias
- technology necessary for the grievance process
- relevance and summary of evidence
- determination of responsibility report

Materials used for training purposes may not rely on sex stereotypes, will promote impartial investigations and adjudication, and will be posted online.

Recordkeeping
The district must maintain records of complaints, investigations, and appeals for seven (7) years.

Policy GBE Employee Rights and Responsibilities
Rights
The board will respect the rights of staff members which are established by federal, state, and local law and board policy.

Staff members have a responsibility to understand and adhere to federal, state, and local laws and regulations applicable to

their job duties; the policies of the board; and any 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 district's educational program are the following specific responsibilities which the district requires of all staff:

- 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 and district property
- attendance at school 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 should exhibit an appropriate and professional demeanor through their manner, dress, courteousness, work ethic, and attitude in order to establish themselves as role models who influence the development of youth. The board expects staff not only to provide exemplary instruction, but also to serve as exemplary role models.

In carrying out essential job functions, staff may be exposed 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 legitimate educational interest in the information. Further, staff members should use extreme care to protect against negligent or inadvertent disclosure of such information.

Staff members are required to keep their supervisor advised at all times of their current legal name, address, and telephone number. Such information will be kept confidential unless a written release is given by the staff member or so required by law.

Policy GBEA Staff Ethics/Conflict of Interest
Policy GBEA STAFF CODE OF ETHICS

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

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

- Using their employment with the district to obtain an economic interest for themselves, a family member, an individual with whom they are associated, or a business with whom they are associated
- Using their employment with the district to influence decisions in which they, a family member, an individual with whom they are associated, or a business with whom they are associated has an economic interest
- Demanding, seeking, receiving, or accepting anything of value to influence

their discharge of official duties or to perform or fail to perform any act
- Offering, giving, or promising, directly or indirectly, anything of value to influence a public official or public employee's discharge of his/her duties or to perform or fail to perform any act
- Receiving pay for advice or assistance given in the course of their employment
- Using or disclosing confidential information gained in the course of their official responsibilities
- Examining records in possession of the district for an improper or unlawful purpose
- Representing an individual before the board except as required by law or when the representation is related to the public employee's personal affairs or the affairs of their immediate family members
- Accepting certain employment, and in certain instances for a period of one year after ending their employment with the district, if the public employee is involved in procurement
- Having an economic interest in a contract with the district if they are authorized to perform official functions relating to the contract
- Failing to file a Statement of Economic Interests (SEI) after receiving anything of value worth if there is reason to believe they are a recipient of the thing of value because of their position as a public employee
- Receiving anything of value for speaking in their official capacity before a public or private group, with the exception of reimbursement for actual expenses incurred for the speaking engagement (NOTE: Accepting reimbursement may necessitate filing of a Statement of Economic Interests with the South Carolina Ethics Commission)
- Failing to file an SEI with the South Carolina Ethics Commission as required by the Ethics Act if the public employee is serving as Superintendent, the district's chief financial official, or the district's chief purchasing official

Staff members are also prohibited from:

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

Nepotism

The district will not place a staff member in a position where an immediate family member will exercise administrative or supervisory authority over that staff member. A staff member may not participate in an action relating to the employment, appointment, promotion, transfer, advancement, or discipline of immediate family members or make any other employment decision governing immediate family members (e.g., approving an application from an immediate family member to receive leave under the district's leave donation program/leave bank or approving fund requests from immediate family members).

The term "immediate family" includes the following:

- spouse
- son, son-in-law, stepson
- daughter, daughter-in-law, stepdaughter
- mother, mother-in-law, stepmother
- father, father-in-law, stepfather
- brother, brother-in-law, stepbrother
- sister, sister-in-law, stepsister
- grandparents, grandparents-in-law

- guardian and ward or other relative/individual living in the same household

In the event that a staff member is employed at a site where an immediate family member is the administrator or supervisor, the supervision of that staff member will be turned over to another administrator or supervisor.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

- possessing, using, selling, manufacturing, distributing, or dispensing any illegal drugs or alcohol while on duty, on or off district premises
- fighting or deliberately harming another individual
- being absent without approval
- refusing to follow a supervisor's instructions or directions
- neglect of duty (including, but not limited to, failure to follow a student's Individualized Education Program or 504 Plan, leaving students unsupervised, failure to discipline with consistency and/or failure to maintain proper building or classroom discipline, failure to take appropriate affirmative action when confronted with or after witnessing a situation in which a student is at risk of abuse or mental or physical injury, and/or inability or failure to effectively plan and present an organized lesson plan)
- failing to adhere to safety and health rules as established by state and federal law and board policy
- stealing, destroying, or vandalizing school property intentionally or through negligence; staff will be responsible for reimbursing the district for the cost of repairing or replacing damaged or stolen property
- possessing weapons on school property (unless otherwise authorized by law)
- using school property without proper authorization
- behaving in an inappropriate manner to the extent of adversely affecting the staff member's ability to perform his/her work and/or disrupting the educational environment
- using obscene language or demeaning or derogatory language which is unsuitable in the school setting
- communicating obscene visual material to a student or another staff member
- any behavior, overt or covert, of a sexual nature that may constitute professional misconduct and/or is violation of law or board policy

- disclosing personal, sexual, family, employment, or other private concerns to students
- disclosing information concerning a student, other than directory information, to any person not authorized to receive such information
- non-counseling or social work staff encouraging students to confide their personal, family problems, and/or personal relationship problems; staff should refer students to the guidance office if there is a need for counseling
- harassment, intimidation/bullying, or discrimination of, or retaliation against, a student or staff member
- asking students to keep secrets
- inciting students or other staff members to engage in illegal activity

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

Staff members are encouraged to discuss concerns with their supervisor whenever they are unsure whether particular conduct or activities may constitute a violation of this policy.

Staff members are required to notify a supervisor immediately if they become aware of a situation or behavior that may constitute a violation of this policy.

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

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

Arrest of Staff Member

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

- Staff members arrested for a misdemeanor offense which would indicate no danger or appearance of danger to students, fellow staff, or the district will generally not be subject to any employment action.
- Staff members arrested for a misdemeanor offense which would indicate a possible danger or appearance of danger to the school district, fellow staff, or to students will generally be suspended with pay, pending adjudication.
- Staff members arrested for a misdemeanor offense which would indicate a possible danger or appearance of danger to students but not to the school district or fellow staff will generally be reassigned to different responsibilities away from students within the district, if such position is available, pending adjudication.
- Staff members arrested for a felony offense will generally be suspended with pay, pending adjudication.

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

Policy GBEBC GIFTS TO AND SOLICITATIONS BY STAFF

Selling Items for Personal Profit
In the interest of preserving a completely professional relationship between district staff and those whom they serve, the board will not permit staff to sell on district premises for personal profit products of any kind to students, parents/legal guardians, other staff members, or other members of the district community.

Soliciting of Staff Members
No organization may solicit funds from staff within the district or its schools or distribute flyers or other materials related to fund drives through the district or its schools without the approval of the Superintendent. Staff members will not be made responsible or assume responsibility for the collection of any money or distribution of any fund drive literature within the district or its schools without such activity having the Superintendent's approval.

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

Gifts Between Staff Members
Individual staff members will refrain from giving gifts to other staff members who exercise any administrative or supervisory control 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 Staff Members
The board expects staff members to act in an ethical manner in their relationships with students, parents/legal guardians, other staff members, other members of the district community, and all companies with whom the district does business.

Staff members may accept no personal gifts, bonuses, or gratuities—consistent with the S.C. Ethics Government, Accountability, and Campaign Reform Act (Ethics Act)—from companies which do business with the district, whether or not the companies give such gifts in the hope of increasing the sale of a product or to influence district staff. Exceptions to this policy are the acceptance of minor items which are generally distributed by the company or organization through their public relations program.

Any gifts received, in compliance with the Ethics Act, as the result of the district's business, financial, or operational affairs will accrue to the district as a whole.

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

Policy GBEC 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 in the workplace or at school or in connection with school-sponsored activities on or off school grounds threatens the health and safety of our students, staff, and visitors and adversely affects the educational mission of the district.

Staff
No staff member will unlawfully manufacture, distribute, dispense, possess, or use any drug in the workplace or be under the influence of any drug in the

workplace regardless of where and/or when the use occurred.

"Drug" means any narcotic drug, depressant, stimulant or hallucinogenic drug, amphetamine, barbiturate, marijuana, any counterfeit drug, imitation controlled substance, "look-alike" substance, synthetic or designer drug (bath salts and synthetic marijuana), or any other controlled substance as defined by the laws and regulations cited below.

No staff member will manufacture, distribute, dispense, possess, or use alcohol in the workplace or be under the influence of alcohol in the workplace regardless of where and/or when the use occurred.

"Workplace" means the site for the performance of work. This includes any school building or any school premises and any school-owned vehicle or any other school-approved vehicle used to transport students to and from school or school activities. It also includes off-school property during any school-sponsored or school-approved activity, event, or function such as a field trip or athletic event where students are under the jurisdiction of the district.

As a condition of employment, each staff member will notify his/her supervisor of if he/she is charged or convicted of any criminal drug statute for a violation, including those occurring in the workplace as defined above. The staff member must notify the supervisor no later than five (5) days after such conviction. The district will report such charge or conviction to federal grantor agencies, as appropriate.

As a condition of employment, each staff member must abide by the terms of the school district policy respecting a drug and alcohol-free workplace.

A staff member who violates the terms of this drug-free workplace policy may be subject to disciplinary action including, but not limited to, nonrenewal, suspension, or termination at the discretion of the board. Such staff member may be required to satisfactorily participate in a drug abuse assistance program or rehabilitation program approved by the Superintendent. Nothing in this policy will be construed to guarantee reinstatement of any staff member who violates this policy, nor will the district incur any financial obligation for treatment or rehabilitation ordered as a condition of eligibility for reinstatement.

The board will take additional action as necessary in accordance with district policies and regulations as well as applicable state and federal law, including notifying law enforcement agencies, as appropriate.

The board directs the administration to establish a drug and alcohol-free awareness program in the district to include information on the dangers of drug and alcohol abuse in the workplace, the district's policy on a drug and alcohol-free workplace, and any drug and alcohol counseling available to staff as well as any available rehabilitation and employee assistance programs.

Prescribed and over-the-counter medications

Any staff member who is taking prescribed or over-the-counter medications will be responsible for consulting the prescribing physician and/or pharmacist to ascertain whether the medication may interfere with the safe performance of his/her job. If the use of a medication could compromise the safety of the staff member, other staff members, students, or the public, it is the staff member's responsibility to use appropriate procedures (e.g. use leave, request change of duty, or notify his/her

supervisor of potential side effects) to avoid unsafe workplace practices. If a staff member notifies his/her supervisor that the use of medication could compromise the safe performance of his/her job, the supervisor, in conjunction with the district school nurse, will determine whether the staff member can remain at work and whether any work restrictions will be necessary.

Please refer to policy FILE: GBEC-E NOTICE TO STAFF MEMBERS

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

For purposes of this policy:
Tobacco product means a substance that contains tobacco and is intended for human consumption, including but not limited to, cigarettes, cigars, chewing tobacco, and snuff.

Alternative nicotine product means any vaping product, whether or not it contains nicotine, including but not limited to, electronic smoking devices or products 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/legal guardians, contract and other workers, volunteers, visitors, and other members of the public within all district facilities, vehicles, and grounds. This includes any building, facility, and vehicle owned, operated, leased, rented, or chartered by the district and also applies to all school-sponsored or school-related events on or off school grounds.
- prohibiting the use of any tobacco product or 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
- utilizing a proven and effective science-based tobacco use prevention curriculum
- providing access to cessation counseling or referral services for all students and staff

Notice
This policy will be communicated through a variety of efforts to educate students, staff, parents/legal guardians, contract and other workers, volunteers, visitors, and other members of the public. The policy will be posted on the school website and printed in staff and student handbooks on an annual basis.

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

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

actions for violators, including but not limited to, the following:

Students
- parent/legal 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 reprimands
- written notification placed in personnel file
- suspension
- mandatory enrollment in a tobacco prevention education program
- voluntary enrollment in a cessation program

Contract or other workers
- verbal reprimand
- notification to contract employer
- removal from district property

Visitors, volunteers, or members of the public
- verbal requests 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.

Education and Assistance
The district will utilize a proven and effective tobacco use prevention curriculum to educate all students and will provide assistance and/or make appropriate cessation referrals. The district will collaborate with the South Carolina Department of Health and Environmental Control, the South Carolina Department of Alcohol and Other Drug Abuse Services, and the South Carolina Department of Education, as appropriate, to implement this policy.

Tobacco Industry Marketing or Sponsorship
The district will not accept any contributions, gifts, money, or materials from the tobacco industry. The district will not participate in any type of services that are funded by the tobacco industry. In addition, any gear, paraphernalia, clothing, etc., that advertises tobacco or alternative tobacco products, or tobacco or alternative tobacco product use, will not be allowed on district grounds or in the possession of students, staff, contract and other workers, volunteers or members of the public on district property or at district-sponsored events.

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

Communicable Diseases
The board defines a chronic communicable disease as a persistent or recurring infection

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

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

Staff Health

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

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

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

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

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

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

Bloodborne Pathogens

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

Policy GBI Staff Participation in Political Activities

Staff Candidacy

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

At the earliest possible moment, a staff member who wishes to seek an elected office or an elected or 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

staff member's right to serve (dual office holding, conflict of interest, etc.). The verification should include the position sought and the staff member's intention as to their anticipated continued employment and the conditions of that employment.

The immediate supervisor and the staff member will meet with the Superintendent to discuss obvious and/or implied difficulties which might conflict with the staff member's work in the district. The Superintendent will notify the staff member of the administration's recommendations in the matter.

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

In connection with campaigning and/or holding public office, a staff member must not do the following:

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

Political Activities in Schools

The board firmly believes in the democratic process and its principles. Additionally, the board believes the exposure of mature students to persons of political prominence and current events is an important part of education. However, the board opposes those actions that transform the schools into arenas for political activity, including but not limited to, advocating any political party or any candidate for public office.

Activities that utilize district property for purposes of influencing the outcome of an election or otherwise substantially disrupt or materially interfere with school activities are prohibited and may constitute a violation of the South Carolina Ethics, Government Accountability, and Campaign Reform Act (Ethics Act). These activities include, but are not limited to:

- distributing post cards, flyers, pamphlets, brochures, signs, pins, badges, or any other political paraphernalia espousing any political party or candidate at any time on district property
- collecting or soliciting funds for political use
- soliciting for campaign workers on district property
- using any district communications systems, including, but not limited to, telephones, email, or voicemail in an election campaign

Further, no staff member will, during the school day, on school property, or at a school-sponsored event, influence or attempt to influence any other staff member, student, parent/legal guardian, or other person to vote for or against any candidate. During the school day, on school property, or at a school-sponsored event, no staff member will contact any other staff member, student, parent/legal guardian, or other person for the purpose of espousing any candidate or political party or use any district property for the purpose of espousing any candidate or political party.

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

Staff members are subject to all provisions of the South Carolina Ethics Act.

Nothing in this policy is to be construed as precluding the dissemination of general information concerning a school tax and/or a bond referendum. A staff member may not attempt to influence anyone to support or oppose these issues nor may the staff member 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.

Policy GBK Staff Concerns/Complaints/Grievances

The board recognizes the need for a procedure providing a prompt and effective means of resolving differences that may arise among staff members and between staff members and administrators.

A grievance is a disagreement involving a 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
- unfair policy
- deviation from a policy
- misapplication or misinterpretation of a policy or contract

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

It is important that grievances be settled as quickly as possible. Therefore, there will be no extension of the prescribed time for moving through the grievance procedure except 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.

Nothing in this policy limits the right of any staff member to discuss a grievance with any appropriate member of the administration. Such grievance may be adjudicated without formal proceedings, provided the adjudication is consistent with board policy and existing administrative rules and regulations.

The board does not consider actions which are subject to the Teacher Employment and Dismissal Act, S.C. Code of Laws, 1976, as amended, Section 59-24-410, *et seq.*; Section 59-26-40; or employment decisions implemented under the district's reduction in force policy to be grievances under this procedure.

Complaints related to a staff member's civil rights, including complaints of discrimination, harassment, and/or retaliation related to such complaints, should be made in accordance with policy GBAC, *Discrimination, Harassment, and Retaliation*, and should not be filed as a staff grievance. If a staff member mistakenly files such a complaint using the grievance procedure, the administrator receiving the complaint will refer the complaint to the district's compliance officer within two working days.

The Superintendent is responsible for maintaining administrative procedures that will facilitate this policy.

Policy GBK-R Staff Concerns/Complaints/Grievances Administrative Rule

The board encourages staff members 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, a staff member believes that a formal mechanism for raising his/her concern or problem is needed, he/she should follow the procedure in this administrative rule.

Purpose

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

Definitions

A grievance is a claim by a staff member of a violation, misinterpretation, or misapplication of a provision of board policies, administrative rules, district practices, or state or federal laws

as they may affect the employment or work of such staff member.

Supervisor is defined as any person having the authority to recommend employment, transfer, suspend, layoff, recall, promote, discharge, assign, reward, or discipline a staff member or any person having the responsibility for directing or reviewing the work of a staff member.

A workday is any day on which the administrative office is officially open.

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

Grievance Procedure

Step one
A staff member who wishes to file a grievance must complete the prescribed grievance form and present it to his/her direct supervisor within 10 work days following either the event giving rise to the grievance or the time when the staff member reasonably should have gained knowledge of its occurrence.

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

The appropriate supervisor will arrange a meeting with the staff member within 10 work days of receipt of the grievance. The supervisor will provide the staff member with a written response to the grievance within 10 work days after the meeting. The response will include the name of the next level supervisor to whom the grievance may be appealed, provided such appeal is presented in writing within five work days.

Step two
The grievance may be appealed through each supervisory or administrative level to the Superintendent. 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 staff member 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 10 work days of receipt of the grievance and will respond in writing to the staff member within 10 work days of his/her hearing of the grievance. The Superintendent will make summaries of the lower level presentations and responses and may, at his/her discretion, hear witnesses and evidence directly.

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

Appeal to the Board
After following the above procedure, a staff member may request a meeting with the board for the purpose of discussing the grievance which arose from his/her employment. The request will be made in writing to the Superintendent within five work days of the Superintendent or his/her designee's response to the grievance.

The Superintendent will, at the next regularly scheduled board meeting, present to the board the request that the grievance be heard, together with copies of all correspondence and responses from the lower administrative levels.

The board will notify the staff member of its decision (whether or not to meet with the

grievant to discuss the grievance) within 15 work days. Should the board decide to hear the grievance appeal, the format will be informal and non-adversarial for the discussion of employment as allowed under S.C. Code of Laws, 1976, as amended, Section 30-4-70.

Procedure for Appeal of Termination of Support Personnel

In the case of termination of a support staff member, an appeal of the decision may be made initially to the principal, department head, or other person having final responsibility for the decision. The staff member may take a further appeal of the termination to the Superintendent or his/her designee.

Finally, the staff member may request a meeting with the board to discuss the grievance in accordance with the procedure outlined above.

EMPLOYMENT POLICIES OF SUPPORT STAFF

Policy GD SUPPORT/CLASSIFIED STAFF
Support/Classified staff includes all categories of non-certified staff such as, but not limited to, clerical personnel, food services personnel, maintenance and custodial personnel, bus drivers, and paraprofessionals.

All personnel policies designated for support/classified staff and found in subsection GD pertain to staff who are not required to hold a professional certificate issued by the state of South Carolina and who are not classified as non-certified administrative staff.

Policy GDA SUPPORT STAFF POSITIONS
The board authorizes the Superintendent to establish necessary support staff positions within budgetary limits. The board may approve the broad purpose and function of the position as recommended by the Superintendent. The Superintendent will be responsible for the employment of a person who meets the stated purpose and function for the position. Only the board may abolish a position that has been created.

Support staff, unless otherwise designated by contract, will be considered at-will employees. Support staff employment rights are expressly established by board policy.

The Superintendent will be responsible for writing and maintaining job descriptions covering qualifications, essential duties, and other details pertaining to all support/classified positions in the district system.

Policy GDB SUPPORT STAFF CONTRACTS AND COMPENSATION

Compensation
The board will base the salary of all support staff on salary schedules or hourly rates set by the board on the recommendation of the Superintendent. The board will set compensation according to the responsibility of the position, qualifications, services rendered, evaluation of performance, years of service, provisions of the district's operational budget, and any applicable state and federal laws.

The effective date for all salary changes as determined by the salary schedule or by action of the board is July 1st.

Contracts
Except under unusual circumstances, the district does not issue contracts to support staff. The district considers such staff to be at-will employees under the provisions of South Carolina law. The term of employment of each non-certified employee will be set by the board and will be dependent upon satisfactory performance and continuation of the job category as a district service.

Policy GDF SUPPORT STAFF HIRING
Through its employment policies and procedures, the district will strive to attract, secure, and retain the highest qualified personnel for support positions. The Superintendent employs all support staff.

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

All vacancies will be filled on the basis of fitness, qualifications, and suitability for the specific position. There will be no discrimination in making such appointments by virtue of race, religion, sex (including

gender identity, sexual orientation, and pregnancy, childbirth, or any related medical conditions), color, disability, age, genetic information, national origin, or any other applicable status protected by local, state, or federal law. The quality of the educational program is enhanced by staff members with a wide variation in background, culture, educational preparation, and previous experience.

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

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

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 if advertising the vacancy is necessary or whether the position may be filled through some other means.

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

Administrative Rule GDF-R Support Staff Hiring

The Application Process

Each individual seeking employment in the district must apply in writing. Current staff members will be eligible to apply for any new position or other position which becomes vacant or otherwise available within the district.

The district will require each applicant to submit the following documents to the district office as part of the application process:

- application form
- education verification, if appropriate
- three (3) personal and/or professional references

The district does not consider the individual's application file complete until the district office has received these documents.

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

In addition, the district requires that the staff member submit, at the time of employment, all required personal information, data, and documentation to the district office.

The Superintendent or his/her designee will notify each individual who submitted an application after the deadline that he/she will not be considered for the position. The district will accept applications postmarked on the date of the deadline.

Selection of Support Personnel

The Superintendent and/or his/her designee will receive all applications for support staff job vacancies.
The *principal**/supervisor*** has the authority to decide when and/or how structured interview techniques may be used, who will conduct the interview, and who may assist/participate in the interview process. In making the decision,
the *principa**l/supervisor*** may consider such factors as the level and/or impact of the position, areas of responsibility, and the relationship of the position to other positions on the organizational chart. Regardless of the process utilized, the direct supervisor over any position should be involved in the screening and interviewing process, if appropriate.

Typically, the following procedure will be utilized for screening and interviewing for support staff members.

The principal/supervisor will perform the initial screening of applications. District staff members who apply will be given full and equal consideration along with other candidates. The office of Human Resource will perform the final screening of all applicants recommended for hire.

Those applicants meeting the qualifications for the position who have demonstrated the skills, knowledge, and abilities necessary for the position may be interviewed. A minimum of three (3) applicants will be interviewed except in the case where fewer qualified applications are available. The *principal/supervisor* will schedule and conduct all interviews.

Upon the completion of the selection of the most qualified applicant for the position, the *principal/supervisor* will submit a final recommendation to the district human resource office. Prior to extending an offer of employment, the district human resources office is responsible for reviewing the credentials of the applicant, as well as other application data. The applicant's "credentials" are defined as his/her education and professional experience. The human resource director will submit the verified applicant to the Superintendent. The Superintendent may accept or reject the recommendation. If the Superintendent accepts the recommendations, he will make the recommendation to the board.

Employment eligibility verification

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

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

The Superintendent or his/her designee will notify the candidates who were interviewed but who were not selected that the position has been filled. The Superintendent will take this step only after the candidate has accepted the offer of employment and the district has received the criminal record history.

The general procedures and requirements for recruiting and selecting individuals for

district-level and school-level positions will be similar.

Selection of Bus Drivers
The district will select applicants for bus driver training according to the following procedures:

- The transportation supervisor will make announcements of bus driver training schedules in the appropriate news media, district webpage, and schools.
- Applications will be available from the office of the transportation supervisor.
- Applicants should turn completed applications in to the office of the transportation supervisor.
- Applicants will submit to testing for alcohol and controlled substances and a physical exam before employment as outlined in policy EEAE, *Bus Safety Program*.
- Applicants are deemed eligible for employment upon satisfactory completion of the training.

Employment of qualified drivers will follow the procedures for hiring as outlined in this rule. The transportation supervisor will interview applicants, check driving records, determine whether applicants meet all state and local legal requirements, and make recommendations on appropriate forms to the personnel director. The Superintendent will make the final decision regarding employment.

Complaint Procedure
Any unsuccessful applicant for employment having reason to believe that he/she was not a successful applicant because of some discriminatory reason, such as race, religion, sex (including gender identity, sexual orientation, and pregnancy, childbirth, or any related medical conditions), color, disability, age, genetic information, national origin, or any other applicable status protected by law, may have his/her grievance heard according to the procedure set forth in S.C. Code of Laws, 1976, as amended, Section 59-19-510, *et seq.*

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

Policy GDJ SUPPORT STAFF ASSIGNMENTS AND TRANSFERS
The Superintendent or his/her designee will make district-wide assignments and transfers of support staff members for the efficient operation of the district.

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

The Superintendent or his/her designee will assign or reassign support staff members based on 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 staff in this order:

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

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

The staff member should then write a letter of request to the Superintendent or his/her designee no later than March 15th stating the reason(s) for requesting a transfer and providing the position and/or name of the school to which the transfer is desired.

All transfers require the approval of the Superintendent.

Policy GDO 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 staff members to put forth their best efforts and to provide a good atmosphere in which to work.

The board directs the Superintendent to develop and implement a program of support staff evaluation. It will be the responsibility of each supervisor to inform staff members, in advance, of the criteria to be used in the evaluation.

The evaluation system for support staff is designed to measure the level of performance of individual staff members and to encourage continued professional development. The evaluation system will not be a contractual obligation of the district or a contractual right of the staff member. 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.

Policy GDQB RESIGNATION OF SUPPORT STAFF
A support staff member who wishes to terminate his/her employment with the district may submit a letter of resignation to his/her supervisor. The supervisor will forward the request to the Superintendent. The staff member should submit this letter two weeks before the desired termination date.

The Superintendent will present a list of resignations to the board, as appropriate.

The staff member should then write a letter of request to the Superintendent or his/her designee no later than March 15th stating the reason(s) for requesting a transfer and providing the position and/or name of the school to which the transfer is desired.

GCC-E STAFF RIGHTS AND RESPONSIBILITIES UNDER THE FAMILY AND MEDICAL LEAVE ACT

Basic Leave Entitlement
FMLA requires covered employers to provide up to twelve (12) weeks of unpaid, job-protected leave to eligible staff members for any of the following reasons:

- incapacity due to pregnancy, prenatal medical care, or childbirth
- to care for the staff member's child after birth or placement for adoption or foster care
- to care for the staff member's spouse, son, daughter, or parent who has a serious health condition

- a serious health condition that makes the staff member unable to perform his/her job

Military Family Leave Entitlements
Eligible staff members with a spouse, son, daughter, or parent on active duty or call to active-duty status in the National Guard or Reserves in support of a contingency operation may use their twelve (12)-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible staff members to take up to twenty-six (26) weeks of leave to care for service member during a single twelve (12)-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his/her duties for which the service member is undergoing medical treatment, recuperation, or therapy; is in outpatient status; or is on the temporary disability retired list.

Benefits and Protections
During FMLA leave, the employer must maintain the staff member's health coverage under any "group health plan" on the same terms as if the staff member had continued to work. Upon return from FMLA leave, most staff members must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of a staff member's leave.

Eligibility Requirements
Staff members are eligible if they have worked for a covered employer for at least one (1) year, for 1,250 hours over the previous twelve (12) months, and if at least fifty (50) employees are employed by the employer within seventy-five (75) miles.

Definition of Serious Health Condition
A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility or continuing treatment by a healthcare provider for a condition that either prevents the staff member from performing the functions of his/her job or prevents the qualified family member from participating in school or other daily activities.

Use of Leave
A staff member does not need to use this leave entitlement in one (1) block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Staff members must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave
Staff members may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, staff members must comply with the employer's normal paid leave policies.

Staff Responsibilities
Staff members must provide thirty (30) days advance notice of the need to take FMLA leave when the need is foreseeable. When thirty (30) days' notice is not possible, the staff member must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Staff members must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the staff member is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a healthcare provider, or circumstances supporting the need for military family leave. Staff members also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Staff members also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities
Covered employers must inform staff members requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the staff member's rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform staff members if leave will be designated as FMLA-protected and the amount of leave counted against the staff member's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the staff member

Unlawful Acts by Employers
FMLA makes it unlawful for any employer to do the following:

- interfere with, restrain, or deny the exercise of any right provided under FMLA
- discharge or discriminate against any person for opposing any practice made lawful by FMLA or for involvement in any proceeding under or relating to FMLA

Enforcement
A staff member may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement which provides greater family or medical leave rights.

FMLA Section 109 (29 U.S.C. § 2619) requires FMLA covered employers to post the text of this notice. Regulations 29 C.F.R. § 825.300(a) may require additional disclosures.

Policy GCCAAA Voluntary Sick Leave Bank for Long-Term Illness and/or Accident

Purpose: To establish the basic structure for an employee sick leave bank in the district.

A Sick Leave Bank ("Bank") for a long-term illness and/or accident has been established for the school district. The purpose of the sick leave bank is to provide leave for eligible employees who experience long-term catastrophic illnesses or accidents that require absences that exceed their accrued leave, but do not activate long-term disability insurance provisions up to 90 days.

The Bank will be established by the voluntary donation of one day of current sick leave annually to the bank by district employees, thereby establishing their eligibility to participate in the Bank. Leave days that have been contributed may not be reclaimed by the donor.

Procedures and Regulations for Membership

All employees who work at least 30 hours a week and meets the membership requirements for joining are eligible to join the Sick Leave Bank. Participation is voluntary.

Employees may apply to receive donated sick leave days, provided the sick leave bank maintains a sufficient balance at the time of the request and has met the requirements.

Two open enrollment periods will occur during the Fall Semester (July 1st - September 15th) and the Spring Semester (January 1 – March 15) of each school year. New employees shall be eligible to enroll within 30 days of hire.

Employees who initially choose not to participate in the Bank may enroll in a subsequent enrollment period.

Employees wishing to participate in the sick leave bank must have a minimum of ten (10) sick leave days left after becoming a member of the Bank.

Employees wishing to be a participating member of the Bank will complete a sick leave membership application that authorizes the deduction of one day of sick leave for the Bank. The deduction will automatically be transferred to the Bank during each subsequent enrollment period until the employee gives notification in writing that he/she no longer wishes to be a participating member of the Bank. In addition to the donation of one day of sick leave to enroll in the Bank for the following year, individuals may also contribute any days they have accrued beyond 60 leave days during any annual enrollment period. All unused days in the Bank at the end of the school year shall be carried over by the Bank to the next school year. All contributions to the bank remain the property of the Bank and under no circumstances can a member withdraw his/her accumulated days from the Bank. A member may cancel his/her membership during the open enrollment period by written notification to the Bank committee.

Regulations for Uses of the Bank

To be eligible to request leave days from the sick leave bank, an employee must meet the following criteria:

- Be a current contributing member of the sick leave bank.
- Suffer from a long-term catastrophic illness and/or accident or find it necessary to be absent from work due to the long-term catastrophic illness or accident of a family member as defined by FMLA regulations.
- Be absent from official duties for at least 20 consecutive working days and have exhausted all available sick and/or vacation leave.
- Present a statement from a medical doctor, Family Nurse Practitioner, or Physician's Assistant validating the long-term illness and the necessity for the employee to be out of work.
- In case the member is incapacitated, his/her application to draw upon the Bank may be submitted to the Bank committee by an individual family member who was designated on the application.
- Leave from the Bank will not be granted retroactively for more than 5 days and the employee have met the 20 days rule.

- If eligible, the employee must apply for leave under the Family and Medical Leave Act (FMLA) either prior to our concurrently with an application for leave from the Bank.

For the purposes of this policy, catastrophic long-term illnesses or accidents will generally include such on-going illnesses or accidents that require absences in excess of 20 but less than 90 consecutive days and will exclude pregnancy and delivery. The sick leave bank committee will make a determination based on the information presented, the extent of impairment, to an employee's ability to function, and the employee's particular circumstances.

Bank members may be granted leave from the Bank only after all their available paid sick leave and/or vacation leave has been exhausted and upon approval of the bank committee. The maximum number of bank days that can be granted in any school year is ten (10) days. The maximum number of bank days awarded to an employee during his/her employment with the district will be thirty (30) days.

Members utilizing leave days from the Bank will not be allowed to be employed in any other capacity.

As members earn new sick/vacation days, those days will be used prior to any Bank days.

Bank leave may not be used for, or when:

- Normal pregnancy and/or pre-post-natal care
- Workers' compensation eligibility income benefits are being paid
- Active long-term disability income benefits have been awarded

A member's right to utilize the benefits of the Bank may only be cancelled for the following reasons:

- Separation from employment with the district
- Failure to make the required membership contributions during the specific periods
- Falsifying documentation submitted to the bank committee upon which a decision is/was considered
- Receipt of disability benefits
- Outside employment or earning additional wages or income from a non-District source

Bank Committee
The committee is not authorized to grant leaves in excess of the number of days accumulated in the sick leave bank. Additionally, the committee must act only in accordance with statutes and board policy.

When an insufficient number of days in the Sick Leave Bank remain, the committee may call for an additional contribution of one day leave from members outside the two enrollment periods.

Participation in such an additional contribution is voluntary, and an employee's decision not to contribute shall not, by itself, disqualify the member from applying for or receiving donated sick leave days.

The decision of the committee will be final.

Organization of the Bank Committee
The Bank committee will be appointed by the Chief Financial Officer. The committee will consist of seven (7) members with representation from both certified and classified personnel. The Bank committee will remain an odd-numbered membership. Bank members will serve a term of two

years, and terms shall be staggered. At the Bank's inception, two members will serve one-year terms and two members will serve three-year terms in order to ensure committee continuity.

The bank committee will consist of the following members:

- Benefits Specialist serving as chairperson
- one (1) HR representative
- two (2) teachers
- one (1) secretary or clerical staff member
- one (1) custodial, maintenance, transportation, or food service staff member
- one (1) school support staff member
- one (1) district office support staff member

At least a quorum, four (4) of the bank committee members must be present at any meeting where a decision to grant leave from the Bank is made. A majority of the members present must vote in favor of the motion in order for it to carry.

The district's Benefits Specialist will receive all requests for donated days and will notify the bank committee when a request has been submitted.

The Chief Financial Officer will be responsible for approving all committee recommendations for approval of donation requests from members.

Appeal Process
Should an employee disagree with the bank committee's decision, he/she may submit a written appeal and other information to the bank committee chairperson within five working days of the bank's initial decision.

The bank committee will review the information and make a final decision concerning the employee's initial request within a reasonable time period. If the appeal is denied, the employee may appeal to the Superintendent whose decision is final.

THIS POLICY APPLIES TO ALL ELIGIBLE EMPLOYEES; PROFESSIONAL AND SUPPORT STAFF.

NOTE: Upon separation from the district, employees who choose to donate unlimited unused sick or annual leave to the sick leave bank, and will be given an opportunity to indicate this desire in writing when completing the district exit process.

Policy GCD PROFESSIONAL STAFF VACATIONS AND HOLIDAYS

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

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

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

Effective January 2026, vacation days will be accrued at 1.25 days per month. The district will no longer advance vacation days.

Vacation days may be taken as accumulated, subject to the approval of the immediate supervisor. No more than

twenty-five (25) days can be carried over from one fiscal year to the next. When a staff member wishes to take vacation, he/she must secure the approval of his/her supervisor two weeks in advance. Vacation should be arranged as far in advance as possible so as not to disrupt the continuity of the educational process.

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

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

Holidays

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

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

Policy GDC SUPPORT STAFF LEAVES AND ABSENCES

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

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

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

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

Sick Leave

Accrual of sick leave

All full-time staff members of the district will accrue sick leave on the basis of one and one-fourth days of sick leave for each month of active service. This will provide 12 days for nine months (180 days, 185 days, and 190 days), 13 days for 10 months (210 days), 14 days for 11 months (220 days), and 15 days for 12 months (240 and 250 days).

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

The smallest increment of an hour is 0.25.

For the purposes of this policy, a full-time staff member will mean any person employed or a person working a minimum of 30 hours per week. A part-time staff member will mean any person employed for at least 15 hours but less than 30 hours per week.

Accumulation of sick leave days

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

Annual reimbursement of unused leave in excess of 120 days

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

Payment for unused leave at separation from the district

Effective July 1, 2022, upon separation from the district, employees may be paid for sick leave days over 90 up to 120 at their daily rate. Employees who joined the state retirement system prior to 2012 (Class Two) will have the option of reporting up to ninety days to the retirement system. Employees who joined the retirement system after 2012 (Class Three) DO NOT have the option of reporting sick days to the retirement system.

Use of sick leave for absences

A staff member may use sick leave for absences caused by personal illness or illness or death in the immediate family.

Accrued sick leave days, up to a maximum of 120 days, may be used for serious illness in the staff member's immediate family or for the death of a member in the staff member's immediate family which requires the staff member to provide care. A staff member who anticipates requiring extended leave to provide care for a family member should submit a written request on the appropriate district form to their supervisor as far in advance as possible. The request for extended leave for this purpose must include a statement from a licensed medical doctor giving the expected time the staff member will be needed to provide care for a family member. The request must be approved by the Superintendent or his/her designee. The term "immediate family" includes the following:

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

When the staff member makes a request in writing, the Superintendent may grant a staff member leave without pay for personal illness following the exhaustion of all accrued sick leave. Leave with and without pay will not extend beyond the immediate school year.

The district will assign a staff member 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 staff member to the position, he/she had prior to going on leave or to a similar position, the district will offer the staff member a position for which he/she is qualified. The district will place the staff member on the payroll at his/her pre-leave salary status.

Organ Donor Leave

Staff members 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 these 30 days unless the Saturday, Sunday, or holiday is a regularly scheduled work day for the staff member.

A staff member seeking leave to be an organ donor must forward a written request, including the appropriate documentation from the attending physician verifying that the staff member is the donor, to the Superintendent no later than 15 days prior to the leave.

Termination
The district may terminate any staff member 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.

A staff member is subject to termination from employment with the district for misstatements of fact and/or misrepresentations of purpose for which a leave of absence is desired or on the basis of which such leave is obtained.

The district will not terminate from employment those staff members 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 staff member during a continuing sick leave of less than 91 work days.

Transfer of Sick Leave
In-state Transfer
A staff member of a state agency transferring to any school district in the state or a school district staff member transferring to a state agency may transfer to and retain all sick leave he/she accumulated at his/her former place of employment. Non-transferrable days will be removed from the book after three (3) years of separation.

Out-of-state Transfer
Upon written verification from a previous employing school district, the district will accept up to 24 days of sick leave for staff members transferring from districts outside of the state of South Carolina.

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

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

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

Personal/Emergency/Legal Leave

Personal Leave
The district will grant all full-time employees three days for personal leave with the approval of the immediate supervisor and without question as to need. Personal leave will be deducted from accrued sick leave.

When a staff member makes a request in writing, the Superintendent or his/her

designee may grant the staff member leave without pay for personal leave beyond three days. Personal leave without pay will not normally exceed five days and will not extend beyond the immediate school year.

Emergency Leave
For emergencies and unusual situations not covered by the leave policies of the district, a staff member may request the Superintendent's authorization for use of sick leave days. The staff member must submit the request in writing through the principal or supervisor to the Superintendent.

Bereavement Leave
Employees will be granted up to 6 paid days per immediate family member for bereavement. This leave is limited to death in the immediate family as defined earlier in this policy. These days must be verified and are not accruable. Bereavement leave totaling more than six days must be taken from sick leave.

Legal Absence
A staff member should notify his/her principal or immediate supervisor when called for jury duty or subpoenaed. The district will grant a staff member 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. Whenever a staff member is dismissed by the court before the end of the working day, he/she will return to his/her official duties.

Maternity/Paternity Leave
A pregnant staff member is eligible for extended illness leave. While on leave, the staff member may receive pay for accumulated sick leave as provided herein.

Military Leave
Staff members may take military leave without loss of pay, seniority, or efficiency rating for one or more periods not exceeding a total of 15 work days in one year. Saturdays, Sundays, and state holidays may not be included in these 15 days unless the Saturday, Sunday, or holiday is a regularly scheduled work day for the staff member.

This leave may be taken when the staff member 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 staff members 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 a staff member 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.

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

A staff member seeking leave for annual active-duty training must forward a written request, including the appropriate verifying data, to the Superintendent no later than 30 days prior to the pre-arranged military activity.

Extended Military Leave
Staff members who enlist or are called to active duty are eligible for up to five years extended military leave. All provisions of

federal law apply to extended military leave (re-employment, benefits, etc.).

However, the district is not required to maintain staff member benefits for extended leave.
Written substantiation of leave under this policy is required. Falsification of reason for leave may be cause for disciplinary action up to and including termination of employment.

Application and approval for leave under this policy are made on the leave application form.

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

The district may grant temporary leave to a staff member for the purpose of attending activities designed to improve staff member 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 staff member must apply for prior approval through his/her supervisor.

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

Policy Administrative Rule GDC-R SUPPORT STAFF LEAVES AND ABSENCES

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

All staff members must input absences in the electronic attendance management system no later than the morning of the absence unless emergency circumstances exist.

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

A staff member who anticipates taking an extended leave of absence should submit the request for leave to his/her supervisor as early as possible prior to the effective date of the leave. The leave request must include a statement from a licensed medical provider who is treating the employee stating the anticipated length of convalescence.

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

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

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

If a staff member's use of sick leave forms a pattern and abuse is suspected, the principal/ supervisor may also require a treating physician's statement.

If the staff member does not provide the physician's statement within five (5) work days following the written notification, the district may terminate his/her employment.

Nothing in this policy will prevent the district from properly charging absences against sick leave, personal leave, or other such leave or from making deductions from pay for unapproved or unpaid absences as established in board policy.

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

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

The twelve (12) months of employment need not be consecutive months.

Types of Leave
An eligible staff member may take FMLA leave for any of the following:

- birth and first-year care of a child
- adoption or foster placement of a child
- serious illness of a staff member's spouse, parent, or child (does not include parents-in-law)
- staff member's own serious health condition that keeps the staff member from performing the essential functions of his/her job
- a family member (spouse, son, daughter, or parent) on active duty or who has been called to active duty for any "exigency situation" as defined in federal regulation.

However, an eligible staff member who is the spouse, son, daughter, parent, or next of kin (nearest blood relative of the individual) of a covered service member is entitled to a total of twenty-six (26) workweeks of leave in a single 12-month period to care for the service member with a serious illness or injury incurred in the line of duty on active duty. Leave under this paragraph is available only during a single year. During that year, the staff member is entitled to a combined total of twenty-six (26) workweeks of leave under this policy.

A serious health condition is one involving continuous treatment by a healthcare provider that results in a period of incapacity of more than three (3) consecutive calendar days and involves visits to a healthcare provider and/or extensive treatment.

FMLA leave is unpaid. However, a staff member may elect, or the district may require, a staff member to use accrued paid vacation, personal, family, or medical/sick

leave as offered by the district concurrent with any FMLA leave. All forms of paid leave offered by the district will be treated the same, regardless of the type of leave substituted. A staff member cannot compel the district to permit the staff member to use accrued medical/sick leave in any situation under which the leave could not normally be used.

Spouses Employed by the School District
A husband and wife who are both eligible for family and medical leave and are employed by the district may be granted family and medical leave only for a combined total of twelve (12) workweeks of leave per year when the leave is taken for the birth, foster placement, or adoption of a child; to care for the child after birth, foster placement, or adoption; or to care for a parent with a serious health condition.

A husband and wife who are both eligible for family and medical leave and are employed by the district may be granted family and medical leave only for a combined total of twenty-six (26) workweeks of leave per year if the leave is taken to care for a covered service member.

A husband and wife who are both eligible for family and medical leave and are employed by the district may each be granted family and medical leave for twelve (12) workweeks per year for the staff member's own serious health condition or to care for a spouse, son, or daughter with a serious health condition.

Benefits
The district will maintain the staff member's health coverage under the district's group health insurance plan during the period of FMLA leave. The staff member should make arrangements with the district to pay the staff member's share of health insurance (e.g., family coverage) prior to the beginning of the FMLA leave.

Increases in premiums or deductibles that apply to active staff members also apply to staff members on FMLA leave. An employer may drop coverage for a staff member whose premium payment is late only after providing written notice to the staff member that the payment has not been received. This notice must be mailed to the staff member at least fifteen (15) days before coverage is to end and will advise that coverage will be dropped fifteen (15) days after the date of the letter unless payment has been received.

The staff member will not lose any other employment benefit accrued prior to the date on which leave began but is not entitled to accrue seniority or employment benefits during the leave period. Employment benefits could include group life insurance, sick leave, annual leave, educational benefits, and pensions.

Notice
When the FMLA leave is foreseeable, the staff member must notify the district of his/her request for leave as soon as possible prior to the date when the leave is to begin. If the leave is not foreseeable, the staff member must give notice as early as is practicable.

The district may deny the leave if the staff member does not meet the notice requirements.

Designation of Leave as FMLA Leave
The district must designate the leave as paid or unpaid FMLA leave within five (5) business days of learning that an FMLA-qualifying reason supports the leave. The district must also provide other written information concerning the staff member's rights and obligations under FMLA. If the district does not make the designation on time or provide appropriate information, the absence will not count against the staff member's FMLA entitlement.

Certification
The district may require the staff member to provide certification from a healthcare provider containing specific information required under the law if he/she requests a medical leave. If there is a question concerning the validity of such certification, a second and, if necessary, a third opinion can be required, both at the expense of the district.

Upon the staff member's return to work, the district will require that the staff member present a fitness statement from the staff member's healthcare provider certifying that the staff member is able to return to work.

Restoration
When the staff member returns from leave, the district will restore the staff member to the same or an equivalent position with equivalent benefits, pay, terms, and conditions of employment in accordance with board policy. The staff member's right to return to the same or an equivalent position is contingent upon the staff member's continued ability to perform all the essential functions of the job. An equivalent position is one that is the same or substantially similar in duties, responsibilities, conditions, privileges, and status as the original position.

When an instructional staff member begins leave for a purpose other than the staff member's own serious health condition during the three-week period before the end of a semester and the leave will last more than five (5) working days, the district may require the staff member to continue taking leave until the end of the semester.

Leave taken for a period that ends with the school year and begins the next semester is leave taken consecutively, rather than intermittently. Summer and other vacations may not be counted against a staff member's FMLA leave entitlement. An instructional staff member on FMLA leave at the end of the school year must receive normal benefits over the summer vacation.

Failure to Return
The district is entitled to recover healthcare premiums paid during the leave if the staff member fails to return from leave. However, recovery cannot occur if the staff member fails to return because of the continuation, recurrence, or onset of a serious health condition or due to circumstances beyond the control of the staff member.

Administrative Rule GDC-R(2) COVID-19 Related Leave (Professional Staff)
The Families First Coronavirus Response Act (FFCRA) requires the district to provide staff members with emergency paid sick leave and/or expanded family and medical leave for specified reasons related to the coronavirus disease 2019 (COVID-19). The following leave provisions will apply from April 1, 2020, through September 30, 2021. Thereafter, the district's sick leave policy will be followed.

For purposes of this policy, child is defined as a staff member's own child, which includes his/her biological, adopted, or foster child; a stepchild; a legal ward; a child for whom the staff member stands in loco parentis—someone with day-to-day responsibilities to care for or financially support a child; or an adult son or daughter (i.e. one who is 18 years of age or older) who has a mental or physical disability and is incapable of self-care because of that disability.

Emergency Paid Sick Leave
Emergency paid sick leave will be available to all eligible full- and part-time staff members for six qualifying COVID-19 related reasons. Such leave will be job-protected and include the continuation of health insurance during the period of leave.

Eligibility

A staff member is entitled to take emergency paid sick leave for a two-week period if the staff member is unable to work or telework due to any of the following:

1. is subject to a federal, state, or local quarantine or isolation order related to COVID-19
2. has been advised by a health care provider to self-quarantine due to concerns related to COVID-19
3. is experiencing COVID-19 symptoms and seeking a medical diagnosis
4. is caring for an individual subject to a federal, state, or local quarantine or isolation order related to COVID-19, or who has been advised by a health care provider to self-quarantine due to concerns related to COVID-19; an individual can be an immediate family member, a person who regularly resides in the staff member's home, or an individual with whom the staff member has a relationship creating an expectation that the staff member would care for that person
5. is caring for his/her child whose school or place of care is closed (or childcare provider is unavailable) due to COVID-19 precautions
6. is experiencing any other substantially similar condition specified by the United States Department of Health and Human Services

For purposes of this policy, two-week period is interpreted as follows:

- Full-time staff members may receive up to eighty (80) hours of emergency paid sick leave (the equivalent of two (2) weeks).
- Part-time staff members may receive paid sick leave up to the number of hours equal to the number of hours they work, on average, over a two-week period.

Amount of pay

For emergency paid sick leave taken for reasons 1, 2, or 3 above, the staff member is due 100 percent of their regular rate of pay capped at $511/day or $5,110 total. For emergency paid sick leave taken for reasons 4, 5, or 6 above, the staff member is due two-thirds of their regular rate of pay capped at $200/day or $2,000 total. Application of the FFCRA leave will not impact a staff member's exempt status.

(Note: The district may allow staff members to use accrued leave to increase the daily rate of pay.)

Emergency Family and Medical Leave Act (E-FMLA) Expansion

Emergency FMLA leave will be available to staff members caring for a child whose school or place of care is closed due to COVID-19 related reasons for a period of up to twelve (12) workweeks. Staff members should attest that no other person is available to provide childcare. Such leave will be job-protected and include the continuation of health insurance during the period of leave.

Eligibility

All staff members, including full-time and part-time staff, are eligible for E-FMLA if they have been employed by the district for at least thirty (30) calendar days. The thirty (30) calendar days will be calculated from the date on which the staff member requested the leave.

Because E-FMLA leave is a new, temporary qualification under the FMLA, prior FMLA leave taken will be deducted from the 12-week E-FMLA period. Staff members who have already used twelve (12) weeks of leave under the FMLA during the preceding twelve (12) month period or calendar year are not eligible for E-FMLA leave.

Amount of pay
The initial two (2) weeks of E-FMLA leave are unpaid. During the two-week unpaid portion of the E-FMLA leave, the staff member may choose to use emergency paid sick leave as described in the first section of this administrative rule, or may use accrued paid leave he/ she has available through the district.

The remaining ten (10) weeks are paid at two-thirds the staff member's regular rate of pay. E-FMLA leave is capped at $200/day or $10,000 total. (Note: The district may allow staff members to use accrued personal or annual leave to increase the daily rate of pay.)

Application of the FFCRA leave will not impact a staff member's exempt status.

Intermittent leave
The district may permit E-FMLA leave to be taken intermittently for childcare consistent with the law.

Policy GDD SUPPORT STAFF VACATIONS AND HOLIDAYS

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

Administrative Year-Round Support Staff
Administrative support staff members employed on a full-year basis (52 weeks) and year-round instructional support staff will receive vacations and holidays as follows:

Vacations
District administrative support staff employed on a 240-day basis are entitled to two (2) weeks, ten (10) working days, of vacation exclusive of school holidays.

Vacation accrual for service in the district of full-time staff will be as follows:

Effective August 2025, vacation days will be accrued at 1.25 days per month. The district will no longer advance vacation days. No more that twenty-five (25) days can be carried over from one fiscal year to the next.

As staff members accumulate vacation days, they are available for use, subject to the approval of the immediate supervisor. Staff members may not accumulate more than twenty-five (25) days. When a staff member wishes to take vacation, he/she must secure the approval of his/her supervisor two weeks in advance of the proposed days of vacation. Staff members are required to arrange for the use of vacation days as far in advance as possible so as not to disrupt the continuity or support of the educational process.

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

Maintenance and Custodial Year-Round Staff
As staff members accumulate vacation days, they are available for use, subject to the approval of the immediate supervisor. Staff members may not accumulate more than twenty-five (25) days. When a staff member wishes to take vacation, he/she must secure the approval of his/her supervisor two weeks in advance of the proposed days of vacation. Staff members

are required to arrange for the use of vacation days as far in advance as possible so as not to disrupt the continuity or support of the educational process.

Upon separation from the district, a staff member will be compensated up to 25 days of accrued vacation at their daily rate. Staff members who terminate employment must take any accumulated vacation days prior to such termination unless there is an approved written agreement with other specific arrangements. Upon retirement from the district, the district will compensate a staff member for up to twenty-five (25) days of accrued vacation.

The district also grants maintenance and custodial year-round staff nine to eleven holidays per year as follows:

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

EMPLOYMENT POLICIES OF PROFESSIONAL STAFF

Policy GC PROFESSIONAL STAFF
The following definitions will apply to professional staff positions:

Instructional staff: School-based staff who are assigned direct responsibility for the supervision, instruction, and evaluation of students, including teachers, librarians/media specialists, counselors, Career Development Facilitators (CDF), JROTC Instructors, and non-certified specialists.

Non-instructional staff: School-based staff who are responsible for the non-instructional evaluation of students, including nurses and psychologists.

Administrative staff: Staff members responsible for the planning, administration, and supervision of the total instructional program and for all supporting services such as maintenance, transportation, school food service, human resources, purchasing, federal programs, payroll, and all other responsibilities as directed by the Superintendent. The administrative staff includes the following:

- *Principals:* Staff assigned direct and primary responsibility for the administration and supervision of schools. This includes both principals who are designated as administrative heads of a school and assistant principals who are assigned limited administrative and supervisory duties within a school.
- *School administrative staff:* School-based staff assigned responsibility as administrative and supervisory heads of activities such as curriculum and instruction, maintenance, transportation, food services, and others requiring a professional level of training.
- *Program specialists:* Non-school-based staff responsible for working with teachers and other members of the instructional staff in the improvement of instruction in specifically assigned areas of instruction.
- *District administrative staff*: Staff assigned responsibility as administrative and supervisory heads of activities such as curriculum and instruction, maintenance, transportation, school food service, human resources, purchasing, federal programs, payroll, and others requiring a professional level of training.

All personnel policies designated for professional staff and found in subsection GC pertain to staff who are required to hold a professional educator's certificate issued by the state of South Carolina and non-certified administrative staff as defined above.

Additional personnel policies and regulations relating only to support/classified staff can be found in the GD subsection of the policy manual.

Policy GCE PROFESSIONAL STAFF RECRUITMENT
It is the policy of the board to recruit and hire professional staff on the basis of qualifications and merit. Personnel recruitment and selection are the responsibility of the Superintendent. Principals and directors will assist as needed to determine the personnel needs of the individual schools.

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

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

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

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

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

Administrative Rule GCE-R PROFESSIONAL STAFF RECRUITMENT

The Superintendent will analyze each job vacancy prior to initiating the recruitment process in order to determine which recruitment strategies will be the most effective for the specific job vacancy. The Superintendent may consider strategies that include, but are not limited to, the following:

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

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

The Superintendent and his/her designee will write and publish all job vacancy announcements /advertisements and post them on the district's internal job posting website for at least three calendar days.

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

Policy GCF PROFESSIONAL STAFF HIRING

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

The Superintendent will make recommendations to the board for employment. The Superintendent will establish procedures to ensure that all persons nominated for employment meet the qualifications set out for the particular

position for which they are being recommended. Principals should be actively involved in the hiring of staff for their school.

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

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

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

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

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

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

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

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

Administrative Rule GCF-R PROFESSIONAL STAFF HIRING

The Application Process

Each individual seeking employment in the district must apply in writing. Current staff members will be eligible to apply for any new position or other position which becomes vacant or otherwise available within the district.

The district will require each applicant to submit the following documents to the district office as part of the application process:

- application form
- South Carolina teaching credential
- college transcripts (undergraduate and graduate, if applicable)
- three (3) professional references

The district does not consider the individual's application file complete until the district office has received these documents.

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

In addition, the district requires that the staff member submit, at the time of employment, all required personal information, data, and documentation to the district office.

The Superintendent or his/her designee will notify each individual who submit an application after the deadline that he/she will not be considered for the position. The district will accept applications postmarked on the date of the deadline.

Selection of Professional Personnel

The Superintendent and/or his/her designee will receive all applications for professional staff job vacancies. The principal or supervisor has the authority to decide when and/or how structured interview techniques may be used, who will conduct the interview, and who may assist/participate in the interview process. In making the decision, the principal or supervisor may consider such factors as the level and/or impact of the position, areas of responsibility, and the relationship of the position to other positions on the organizational chart. Regardless of the process utilized, the direct supervisor over any position should be involved in the screening and interview process, if appropriate.

Typically, the following procedure will be utilized for screening and interviewing for professional staff members.

The principal or supervisor will perform the initial screening of applicants. District staff members who apply will be given full and equal consideration along with other candidates. The Office of Human Resources will perform the final screening of all applicants recommended for hire.

Those applicants meeting the qualifications for the position who have demonstrated the skills, knowledge, and abilities necessary for the position may be interviewed.

A minimum of three (3) applicants will be interviewed except in the case where fewer qualified applicants are available. The principal or supervisor will schedule and conduct all interviews.

Upon the completion of the selection of the most qualified applicant for the position, the principal/supervisor will submit a final recommendation to the Director of Human Resources.

Prior to extending an offer of employment, the district human resources office is responsible for reviewing the credentials of the applicant, as well as other application data. The applicant's credentials" are defined as his/her education and professional experience. The human resource director will submit the verified applicant to the Superintendent. The Superintendent may accept or reject the recommendation. If the Superintendent accepts the recommendations, he will make the recommendation to the board.

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

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

The Superintendent or his/her designee will notify the candidates who were interviewed but who were not selected that the position has been filled. The Superintendent will take this step only after the candidate has accepted the offer of employment and the district has received the criminal record history.

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

Complaint Procedure
Any unsuccessful applicant for employment having reason to believe that he/she was not a successful applicant because of some discriminatory reason, such as race, religion, sex (including gender identity, sexual orientation, and pregnancy, childbirth, or any related medical conditions), color, disability, age, genetic information, national origin, or any other applicable status protected by local, state, or federal law, may have his/her grievance heard according to the procedure set forth in S.C. Code of Laws, 1976, as amended, Section 59-19-510, *et seq.*

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

Policy GCK PROFESSIONAL STAFF ASSIGNMENTS AND TRANSFERS
Relocation of professional staff may become necessary to meet instructional requirements, fluctuating enrollments, changing educational needs, and district obligations.

Assignment
The Superintendent will assign instructional staff on the basis of qualifications, the needs of the district, and staff members' expressed desires. When he/she cannot meet all three conditions, the Superintendent will assign staff in this order:

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

The Superintendent will annually determine the professional staff to be assigned to each school.

All staff are employed by the district, not a particular school. Differences in expected enrollment and the actual enrollment, as

well as other district needs, sometimes result in changed assignments.

The Superintendent is authorized to reassign staff in the best interests of the district.

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

School Assignments
Within an individual school, the principal/director will have the authority to assign classes and courses according to the needs of the school. The principal/director will make assignments based on staff qualifications.

Administrative Rule GCK-R PROFESSIONAL STAFF ASSIGNMENTS AND TRANSFERS
The Superintendent may make staff transfers within the district on a voluntary or involuntary basis. The district will use the following procedures in making transfers:

To be Eligible for a Transfer
- An employee must have worked at a site/location for a minimum of two (2) years.
- A staff member desiring a transfer must discuss his/her desire with his/her principal/director (if in a school) or with his/her immediate supervisor (if on the district level).
- The staff member should then write a letter of request to the Superintendent or his/ her designee no later than March 15th stating the reason(s) for requesting a transfer and providing the position and/or name of the school to which the transfer is desired.
- Upon receipt of the request, the Superintendent or his/her designee will set a time for the staff member making the request to meet with the principal of the school to which the transfer is requested (if a vacancy for which he/she qualifies exists).
- Based upon the recommendation of the two principals (and/or other immediate supervisors) involved, the Superintendent or his/her designee will give written notice to the staff member of the decision regarding his/her transfer request. The staff member must be recommended by the principal/director of the position and/or school to which he/she desires a transfer.

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

- The Superintendent or his/her designee will discuss the need for the transfer with the principal (if in a school) or with the immediate supervisor (if on the district level).
- The Superintendent or his/her designee will have a conference with the principal/director of the position and/or school to which transfer is being contemplated.
- The Superintendent or his/her designee will then talk with the staff member to be transferred giving reasons why the transfer is being made. Refusal to comply with the transfer may result in loss of employment for the following year. The administration will not use transfers as a disciplinary action.

Policy GCQC/GCQD RESIGNATION OF PROFESSIONAL STAFF

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

Breach of Contract

The board will be formally advised of all resignation. When the Superintendent does not accept a resignation and the staff member fails to continue performing his/her contractual duties, the Superintendent will report the breach of contract to the board. The board may send a formal complaint to the State Board of Education (SBE) within sixty (60) days of the breach, requesting that appropriate action be taken against the staff member for failure to comply with contractual obligations. If there is conclusive evidence, SBE will take action on a complaint signed by the appropriate administrator; however, there must be documentation that the board voted to send the complaint. Both state law and regulations provide for suspension or revocation of a professional certificate under such circumstances.

Contract Releases

The board will not release a professional staff member from his/her contract after June 15 except under one of the following conditions:

- circumstances beyond the staff member's control (e.g., military/business transfer of spouse)
- serious illness of the staff member

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

Until a staff member has been formally released from his/her contract, the district expects the staff member to report for duty on the first day of the school year or to continue to report for duty if the request for release is made mid-year.

The board may release a staff member for a documented promotion to a higher-level position, provided it does not create a hardship for the district.

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

Policy GCQF DISCIPLINE, SUSPENSION, AND DISMISSAL OF PROFESSIONAL STAFF

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

Therefore, it is the policy of the board to remove from employment any professional staff member who fails or who may be incompetent to follow directives of the Superintendent or 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.

LEAVES AND ABSENCES

Policy GCC PROFESSIONAL STAFF LEAVES AND ABSENCES

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

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

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

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

Sick Leave

Accrual of Sick Leave

All full-time staff members of the district will accrue sick leave on the basis of one and one-fourth days of sick leave for each month of active service. This will provide 12 days for nine months (180 days, 185 days, and 190 days), 13 days for 10 months (210 days), 14 days for 11 months (220 days), and 15 days for 12 months (240 and 250 days).

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

The smallest increment of an hour is 0.25.

For the purposes of this policy, a full-time staff member will mean any person employed or a person working a minimum of 30 hours per week. A part-time staff member will mean any person employed for at least 15 hours but less than 30 hours per week.

Accumulation of Sick Leave Days

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

Annual reimbursement of unused leave in excess of 120 days

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

Payment for Unused Leave at Separation from the District

Effective July 1, 2022, upon separation from the district, employees may be paid for sick leave days over 90 up to 120 at their daily rate. Employee who joined the state retirement system prior to 2012 (Class Two) will have the option of reporting up to ninety days to the retirement system. Employees who joined the retirement system after 2012 (Class Three) do not have the option of reporting sick days to the retirement system.

Use of Sick Leave for Absences

A staff member may use sick leave for absences caused by personal illness or illness or death in the immediate family.

Accrued sick leave days, up to a maximum of 120 days, may be used for serious illness in the staff member's immediate family or for the death of a member in the staff member's immediate family which requires

the staff member to provide care. A staff member who anticipates requiring extended leave to provide care for a family member should submit a written request on the appropriate district form to their supervisor as far in advance as possible. The request for extended leave for this purpose must include a statement from a licensed medical doctor giving the expected time the staff member will be needed to provide care for a family member. The request must be approved by the Superintendent or his/her designee. The term "immediate family" includes the following:

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

When the staff member makes a request in writing, the Superintendent may grant a staff member leave without pay for personal illness following the exhaustion of all accrued sick leave. Leave with and without pay will not extend beyond the immediate school year.

The district will assign a staff member 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 staff member to the position that he/she had prior to going on leave or to a similar position, the district will offer the staff member a position for which he/she is qualified. The district will place the staff member on the payroll at his/her pre-leave salary status.

Organ Donor Leave
Staff members 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 these 30 days unless the Saturday, Sunday, or holiday is a regularly scheduled work day for the staff member.

A staff member seeking leave to be an organ donor must forward a written request, including the appropriate documentation from the attending physician verifying that the staff member is the donor, to the Superintendent no later than 15 days prior to the leave.

Termination
The district may terminate any staff member 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.

A staff member is subject to termination from employment with the district for misstatements of fact and/or misrepresentations of purpose for which a leave of absence is desired or on the basis of which such leave is obtained.

The district will not terminate from employment those staff members 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 staff member during a continuing sick leave of less than 91 work days.

Transfer of Sick Leave

In-state transfer

A staff member of a state agency transferring to any school district in the state or a school district staff member transferring to a state agency may transfer to and retain all sick leave he/she accumulated at his/her former place of employment. Non-transferrable days will be removed from the book after three (3) years of separation.

Out-of-state transfer

Upon written verification from a previous employing school district, the district will accept up to 24 days of sick leave for staff members transferring from districts outside of the state of South Carolina.

Family and Medical Leave Act (FMLA)

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

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

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

Personal/Emergency/Legal Leave

Personal Leave

The district will grant all full-time employees three days for personal leave with the approval of the immediate supervisor and without question as to need. Personal leave will be deducted from accrued sick leave.

When a staff member makes a request in writing, the Superintendent or his/her designee may grant the staff member leave without pay for personal leave beyond three days. Personal leave without pay will not normally exceed five days and will not extend beyond the immediate school year.

Emergency Leave

For emergencies and unusual situations not covered by the leave policies of the district, a staff member may request the Superintendent's authorization for use of sick leave days. The staff member must submit the request in writing through the principal or supervisor to the Superintendent.

Bereavement Leave

Employees will be granted up to six paid days per immediate family member for bereavement. This leave is limited to death in the immediate family as defined earlier in this policy. These days must be verified and are not accruable. Bereavement leave totaling more than six days must be taken from sick leave.

Legal Absence

A staff member should notify his/her principal or immediate supervisor when called for jury duty or subpoenaed. The district will grant a staff member 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. Whenever a staff

member is dismissed by the court before the end of the working day, he/she will return to his/her official duties.

Maternity/Paternity Leave
A pregnant staff member is eligible for extended illness leave While on leave, the staff member may receive pay for accumulated sick leave as provided herein.

Military Leave
Staff members 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 these 15 days unless the Saturday, Sunday, or holiday is a regularly scheduled workday for the staff member.

This leave may be taken when the staff member 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 staff members 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 a staff member 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.

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

A staff member seeking leave for annual active-duty training must forward a written request, including the appropriate verifying data, to the Superintendent no later than 30 days prior to the pre-arranged military activity.

Extended Military Leave
Staff members who enlist or are called to active duty are eligible for up to five years extended military leave. All provisions of federal law apply to extended military leave (re-employment, benefits, etc.).

However, the district is not required to maintain staff member benefits for extended leave.

Written substantiation of leave under this policy is required. Falsification of reason for leave may be cause for disciplinary action up to and including termination of employment.

Application and approval for leave under this policy are made on the leave application form.

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

The district may grant temporary leave to a staff member for the purpose of attending activities designed to improve staff member 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

staff member must apply for prior approval through his/her supervisor.

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

CERTIFIED STATE LICENSURE AND CERTIFICATION

South Carolina Educator Certificates
Under the authorization of the South Carolina State Board of Education, the South Carolina Department of Education (SCDE) issues the following types of educator certificates.

Initial Certificate
The Initial certificate is a standard educator credential valid for a period of three school years and is issued to eligible individuals who have completed an approved undergraduate- or graduate-level educator preparation program. The Initial certificate is issued primarily to beginning educators or those without recent teaching experience. Beyond the three-year validity period, an educator who does not meet requirements to advance to a renewable Professional certificate must reapply for a new Initial certificate or be eligible for an annual extension at the request of the employer. For additional information, please see the Initial Certificate webpage.

Provisional Initial Certificate
Authorized by the State Board of Education in August 2022 as part of a three-year pilot, the Provisional Initial certificate may be issued at the request of an employing district to an individual who has completed all requirements of an approved college- or university-teacher preparation program, including student teaching, and has met all other certification requirements with the exception of standard scores on both the subject area and pedagogy exams. For eligibility, the individual must have earned assessment scores within two standard errors of measurement below the adopted cut score. The Provisional Initial certificate may be issued for one school year and renewed annually for two consecutive school years based on continued employment and successful progress. To advance to a renewable Professional certificate, the educator must demonstrate three years of effective teaching and document knowledge of the subject area and pedagogy through options approved by the State Board. For additional information on eligibility and requirements, please see the Provisional Initial Certificate webpage.

Professional Certificate
The Professional certificate is a standard educator credential valid for a period of five school years and may be renewed by meeting continued professional learning requirements established by the State Board of Education. For additional information, please see the webpage for Renewing a Professional Certificate.

Limited Professional Certificate
The purpose of the Limited Professional certificate is to provide a certificate advancement option for an educator who holds a South Carolina Initial certificate and is employed as an educator in eligible, non-regulated educational entities in South Carolina (e.g., independent schools). Limited Professional certificates may be renewed by meeting continued professional learning requirements established by the State Board of Education. For additional information, see the list of other options on the Initial Certificate webpage.

Retired Educator Certificate
In 2018, the South Carolina General Assembly authorized the Retired Educator certificate to allow retired South Carolina educators to maintain certification for the purpose of substituting without having to meet renewal requirements. The Educator Assistance Act of 2025 amends the Retired Educator certificate to become a lifetime

credential, allowing a retired South Carolina educator to maintain certification for the purpose of returning to employment with a school district on a full- or part-time basis. The Retired Educator certificate is initially issued for a period of five school years and may be maintained every five years by submitting the required request to the South Carolina Department of Education (SCDE). The educator does not have to complete professional development or course credits to renew this credential type. This certificate is not available to individuals who retired from another state. For additional information, please see the Retired Educator Certificate webpage.

Internship Certificate
The Internship certificate is authorized pursuant to State Board of Education regulation 43-53, Credential Classification, and is valid for a one-year period.

The Internship certificate for a classroom teaching field may be issued to an eligible teacher candidate who has completed all requirements of a South Carolina teacher preparation program with the exception of student teaching and has earned passing scores on all required certification exams. The certificate must be requested by the college or university and the school district.

The Internship certificate for School Psychologist may be issued to an eligible individual who is currently serving the required internship component of an approved program for the preparation of school psychologists. Individuals must have a conferred master's degree or have completed graduate semester hours equivalent to a master's degree to qualify for issuance of the Internship certificate in the field of School Psychologist. For more information, please see the Internship Certificate webpage.

International
The International certificate is issued to eligible educators teaching in a South Carolina school district as part of an exchange visitor teacher program. The International certificate is valid for a period of one year and may be extended based on the length of the individual's approved exchange program. The International certificate is not eligible for advancement to any other type of educator certificate. For more information, see the webpage for Exchange Visitor Teacher Programs.

Career and Technical Education (CTE) Induction and Pre-professional Certificates
These certificate types may be issued to an eligible educator completing the five-year certification process based on professional experience in a trade or industry. Completion of the CTE work-based certification process qualifies educators for advancement to a renewable Professional certificate. To learn more, please see the webpage for CTE Work-based Certification.

Alternative Route Certificate
The conditional Alternative Route certificate may be issued to an eligible candidate participating in a South Carolina-approved alternative route preparation program. The Alternative Route certificate is valid for one school year and may be renewed annually for a defined period as allowed by state and federal statutes and regulations with continued employment in a South Carolina public school and successful progress toward completion of the specific program. Upon successful completion of all requirements of the approved alternative route program within

the certification period, the educator is eligible for advancement to a renewable Professional certificate. Please see the webpage for Alternative Route Certification Programs for additional information.

Adjunct

The Adjunct certificate is authorized in State Board of Education Regulation 43-62 and allows an employing school district to request an educator certificate for a locally identified content area expert to meet a limited instructional need. A public school or school district in the state must be willing to employ the individual as a teacher on a part-time basis in a content field at the middle or secondary school level or in the related arts or physical education at the elementary level. The Adjunct certificate does not lead to any other type of educator certificate but may be renewed. To learn more, please see the webpage for Adjunct Certification.

PACE Adjunct

The Program of Alternative Certification for Educators (PACE) Adjunct certificate is an available option for PACE candidates who possess a valid Statement of Eligibility for program participation but were hired too late in the school year to attend either the Summer or Winter PACE I Institute. An employing school district may request issuance of a PACE Adjunct certificate for an eligible candidate for the remainder of the specific school year. A PACE Adjunct certificate issued under this option cannot be renewed and does not lead to a Professional certificate. If offered continued employment by the school or school district, the educator must attend the next available PACE I Institute and qualify for a first-year PACE Alternative Route certificate. Additional information is available on the PACE Adjunct Certificate webpage.

You may contact us, should we be of assistance. Conchita Bostick, Director of Human Resources at (803)903-1029 or via email at HCSD-HR@hcsdsc.org.

Renewing a Professional Certificate

An educator who has advanced to a Professional certificate, typically valid for five school years, must earn 120 renewal credits during that five-year period to renew the certificate.

Options for earning renewal credit depend on an educator's employment status and are outlined in the State Board of Education (SBE) Renewal Credit Matrix. As part of these credits, an educator may also need to meet Read to Succeed (R2S) endorsement requirements and Jason Flatt Act suicide awareness training requirements that are established in state statute.

- State Board of Education (SBE) Renewal Credit Matrix

The South Carolina Department of Education (SCDE) Certificate Renewal Matrix is intended to encourage educators, throughout their careers, to engage in meaningful, quality professional development activities that are directed toward promoting student achievement.

All educators, regardless of their employment, may use Options 1-3 of the Renewal Credit Matrix to renew their Professional certificate. These options include:

- College Coursework
- Certificate Renewal Courses Approved by SCDE

- Continuing Education Units (CEUs) approved by the SCDE

Educators employed in a South Carolina public school district or a participating renewal entity have an expanded range of relevant opportunities for earning renewal credits, including the many professional development offerings coordinated by their employers. These expanded opportunities are outlined in Options 4-11 of the Renewal Credit Matrix and allow educators to earn renewal credits for:

- Professional Publications
- Instructional Activities (e.g., teaching a college course)
- Professional Trainings
- Serving as a Professional Assessor or Evaluator
- Mentorship, Supervision, or Instructional Coaching
- Educational Projects, Collaborations, Grants, or Research
- Professional Development Activities (e.g., conferences, workshops, task forces)
- Professional Development CEU Credits

The Renewal Credit Options webpage provides detailed information about each of the renewal opportunities for earning renewal credits. This page also includes a list of SCDE-approved professional development course providers.

Additional information regarding certificate renewal may be found on the following webpages:

- Jason Flatt Act Requirements
- Read to Succeed Requirements
- Requesting Professional Certificate Renewal
- Request a Professional Certificate Extension

Requesting Renewal

Educators working in a public school district or a participating renewal entity must submit documentation of their renewal credits to their employer and request renewal through the employer.

Educators who are not working in a public school district or a participating renewal entity must request renewal through their user account in My SC Educator Portal and submit documentation to the SCDE Office of Educator Services.

Expired Certificates

An educator is eligible to renew an expired Professional certificate up to ten school years past the expiration date. Although the educator may renew the expired certificate at any time within this ten-year period, the renewal credits must have been earned within the five-year period prior to the request for renewal.

If the Professional certificate has been expired more than ten years, the educator must reapply for certification and meet all current requirements, pursuant to State Board of Education regulation.

Retired Educator Certificate

Educators who held a Professional certificate at the time they retired from a South Carolina public school district may be eligible to apply for the Retired Educator Certificate. The lifetime credential allows educators to maintain a certification for the purpose of returning to employment with a school district on a full- or part-time basis. The Retired Educator certificate is initially

issued for a period of five school years and may be maintained every five years by submitting the required request via the Educator Portal. The Retired Educator certificate does not require renewal credits to maintain.

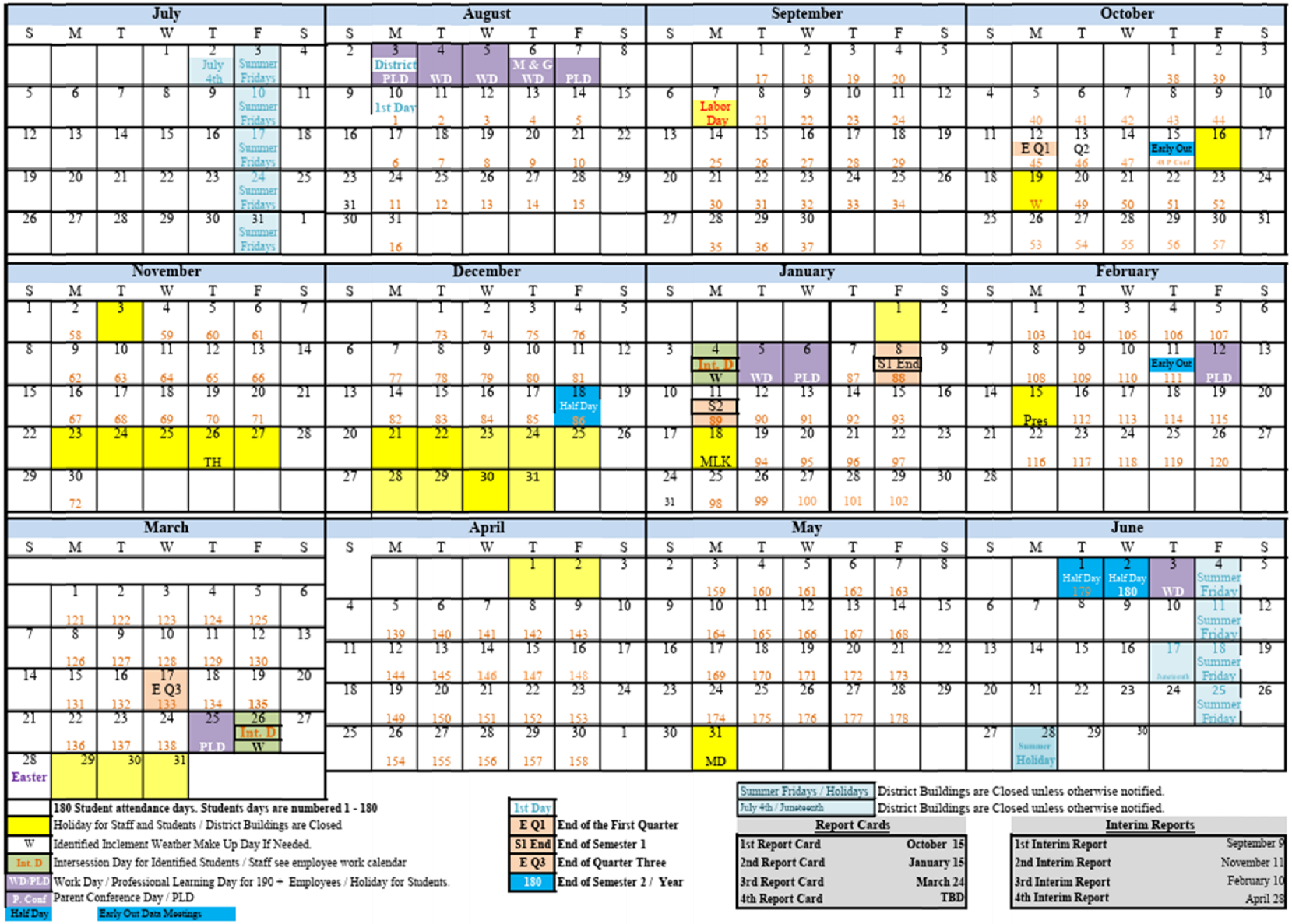
Becoming a Renewal Credit Provider
Educational entities and organizations interested in providing renewal credit opportunities to South Carolina educators should review the Becoming a Renewal Credit Provider webpage.

CALENDARS

Revised November 18, 2025

Hampton County School District Modified School Calendar 2026 - 2027

Modified



180 Student attendance days. Students days are numbered 1 - 180

Holiday for Staff and Students / District Buildings are Closed

W — Identified Inclement Weather Make Up Day If Needed.

Int. D — Intersession Day for Identified Students / Staff see employee work calendar

WD/PLD — Work Day / Professional Learning Day for 190 + Employees / Holiday for Students.

P. Conf — Parent Conference Day / PLD

Half Day — Early Out Data Meetings

1st Day

E Q1 — End of the First Quarter

S1 End — End of Semester 1

E Q3 — End of Quarter Three

180 — End of Semester 2 / Year

Summer Fridays / Holidays — District Buildings are Closed unless otherwise notified.

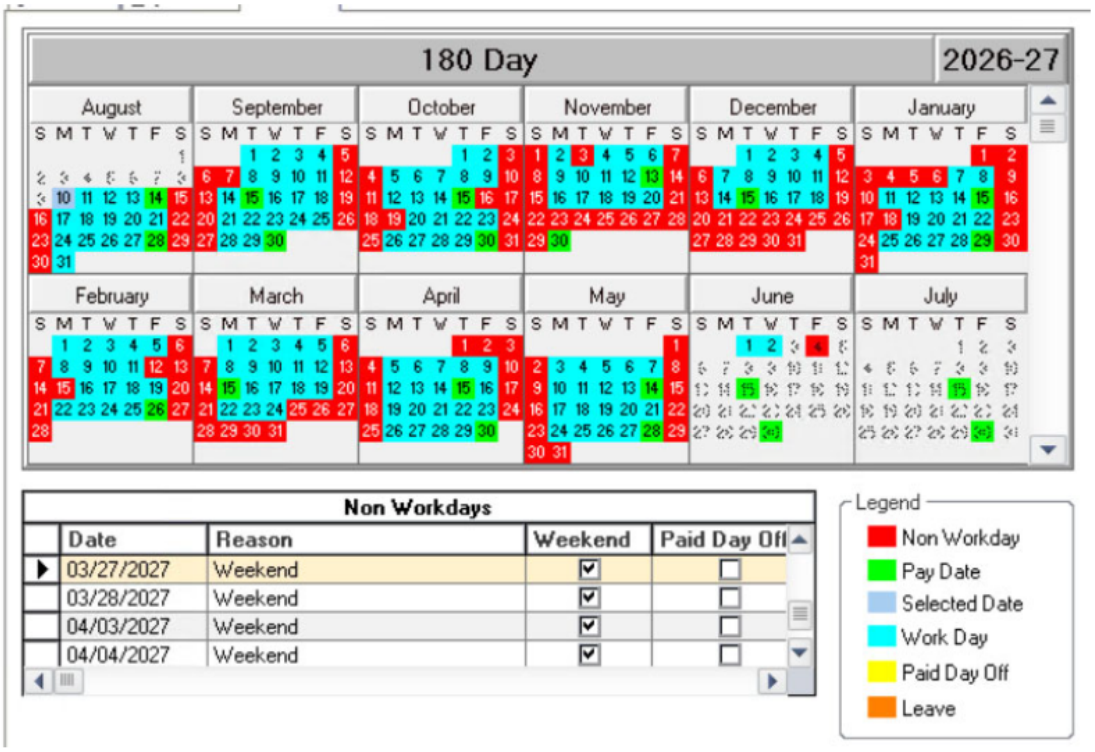
July 4th / Juneteenth — District Buildings are Closed unless otherwise notified.

Report Cards	
1st Report Card	October 15
2nd Report Card	January 15
3rd Report Card	March 24
4th Report Card	TBD

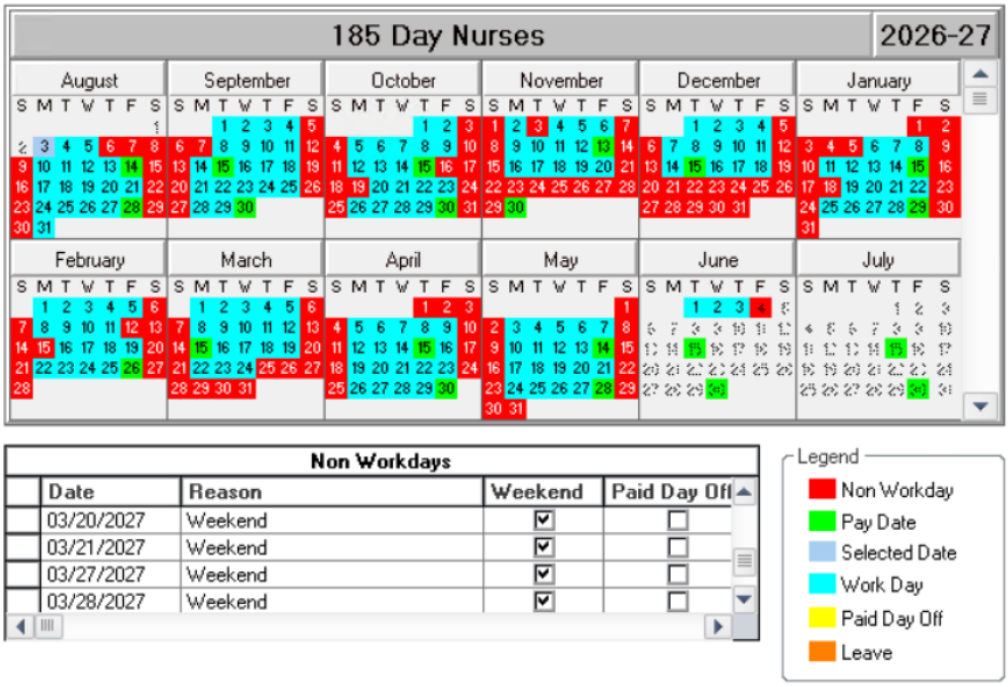
Interim Reports	
1st Interim Report	September 9
2nd Interim Report	November 11
3rd Interim Report	February 10
4th Interim Report	April 28

Employee Work Calendars

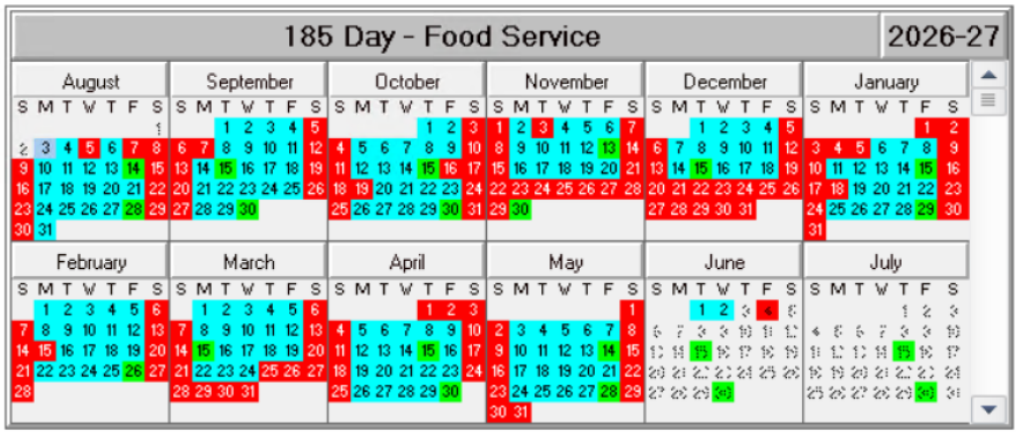
180-Work Calendar
08/10/2026 – 06/02/2027



185-Work Calendar (Nurses)
8/3/2026 – 6/3/2027



185-Work Calendar (Food Service)
8/3/2026 – 6/2/2027

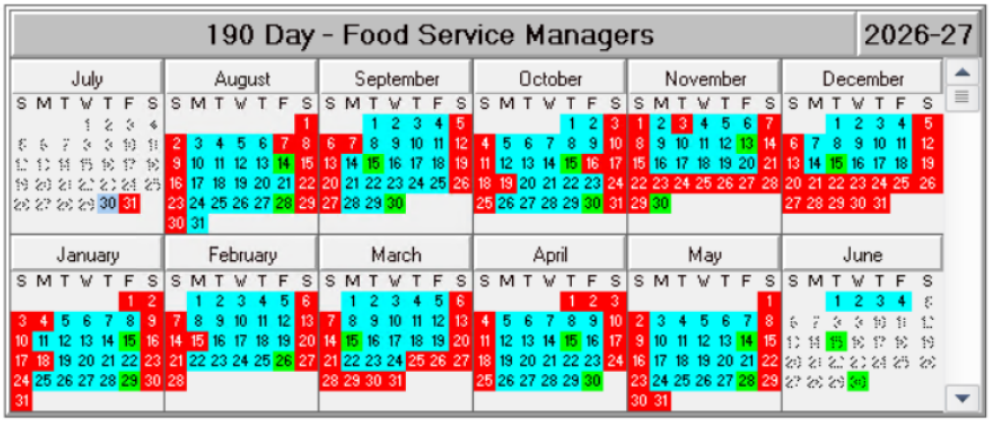


Non Workdays

Date	Reason	Weekend	Paid Day Off
03/21/2027	Weekend	☑	☐
03/27/2027	Weekend	☑	☐
03/28/2027	Weekend	☑	☐
04/03/2027	Weekend	☑	☐



190-Work Calendar (Food Service Managers)
7/30/2026 – 6/4/2027

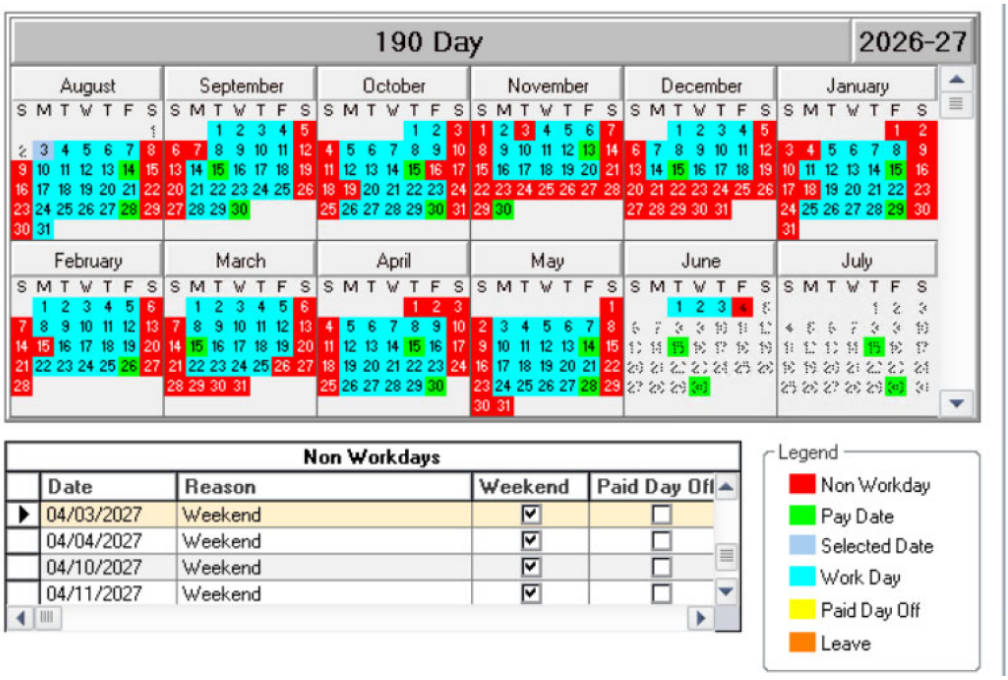


Non Workdays

Date	Reason	Weekend	Paid Day Off
03/27/2027	Weekend	☑	☐
03/28/2027	Weekend	☑	☐
04/03/2027	Weekend	☑	☐
04/04/2027	Weekend	☑	☐



190-Work Calendar
08/03/2026 – 06/03/2027

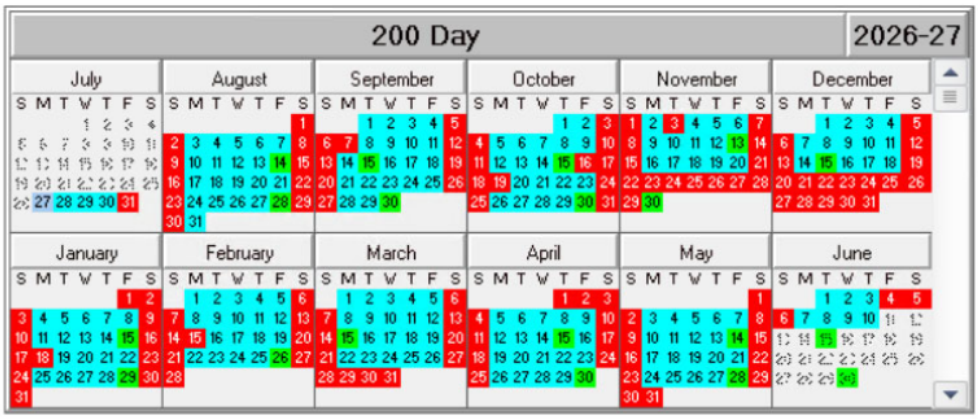


Non Workdays

	Date	Reason	Weekend	Paid Day Off
▶	04/03/2027	Weekend	☑	☐
	04/04/2027	Weekend	☑	☐
	04/10/2027	Weekend	☑	☐
	04/11/2027	Weekend	☑	☐

Legend
- Non Workday
- Pay Date
- Selected Date
- Work Day
- Paid Day Off
- Leave

200-Work Calendar
07/27/2026-06/10/2027

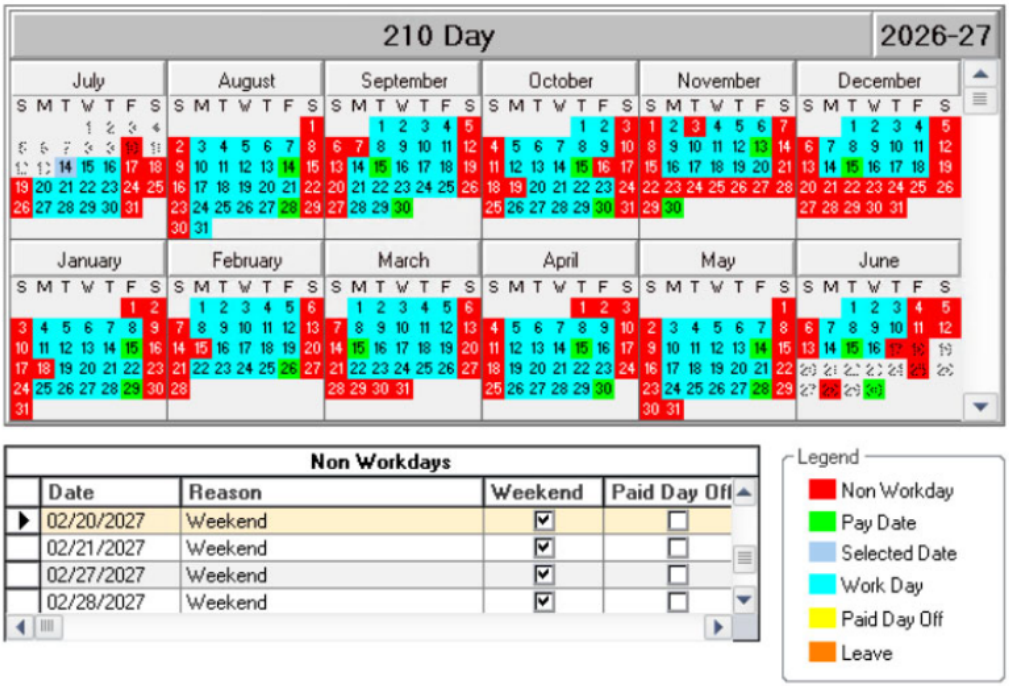


Non Workdays

	Date	Reason	Weekend	Paid Day Off
▶	04/03/2027	Weekend	☑	☐
	04/04/2027	Weekend	☑	☐
	04/10/2027	Weekend	☑	☐
	04/11/2027	Weekend	☑	☐

Legend
- Non Workday
- Pay Date
- Selected Date
- Work Day
- Paid Day Off
- Leave

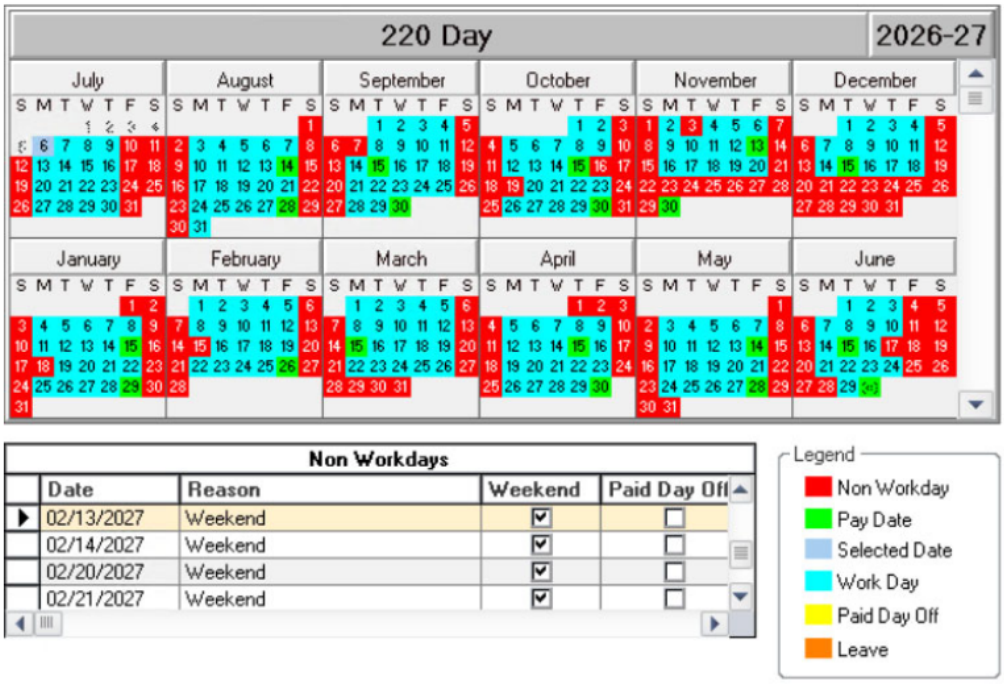
210-Work Calendar
07/14/2026-06/16/2027



Non Workdays

Date	Reason	Weekend	Paid Day Off
02/20/2027	Weekend	☑	☐
02/21/2027	Weekend	☑	☐
02/27/2027	Weekend	☑	☐
02/28/2027	Weekend	☑	☐

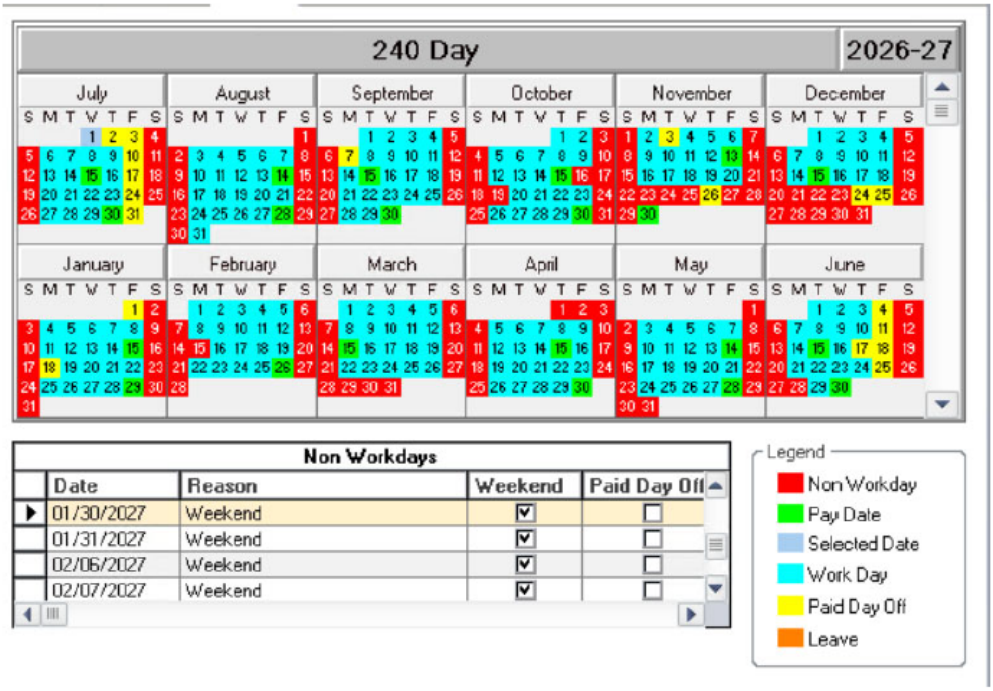
220-Work Calendar
07/06/2026-06/30/2027



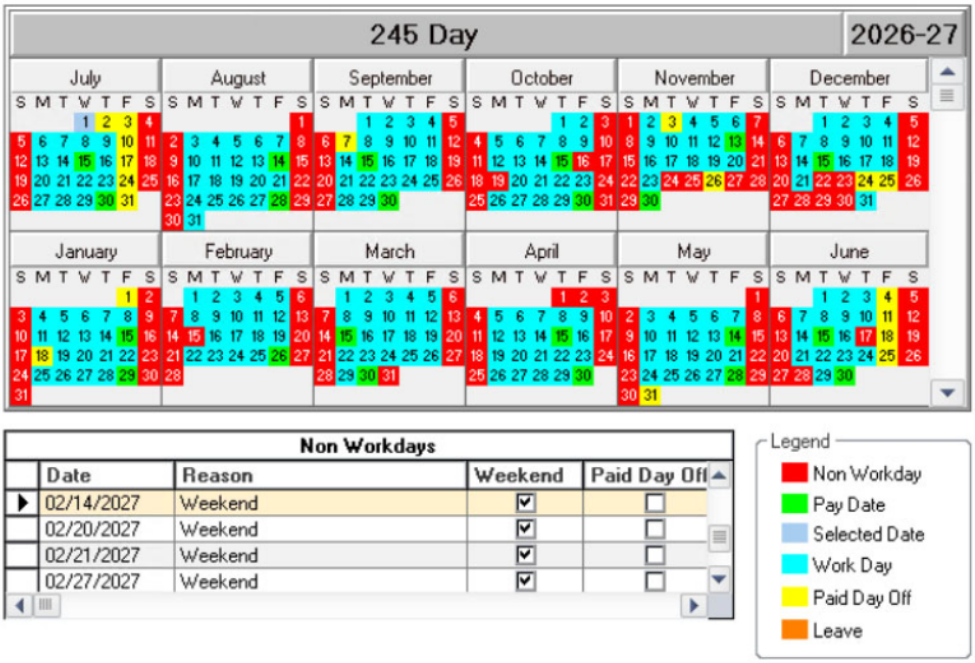
Non Workdays

Date	Reason	Weekend	Paid Day Off
02/13/2027	Weekend	☑	☐
02/14/2027	Weekend	☑	☐
02/20/2027	Weekend	☑	☐
02/21/2027	Weekend	☑	☐

240-Work Calendar
07/01/2026-06/30/2027



245-Work Calendar
07/01/2026-06/30/2027



ACKNOWLEDGEMENT OF EMPLOYEE HANDBOOK

I hereby acknowledge that I have been made aware that Hampton County School District has an Employee Handbook and that a copy of the Handbook, in electronic and/or paper form, has been made available to me for review. I hereby acknowledge that I understand that it is my responsibility to read the Handbook and familiarize myself with policies contained therein. I agree to comply with all of the policies and procedures applicable to my positions. Questions about the Handbook may be directed to the Director of Human Resources.

I further understand that this Employee Handbook is not an employment contract and that changes may occur to the Handbook. I agree to comply with the policies contained in the Handbook as well as any updates or changes to the policies and procedures contained in the Handbook.

_____

Employee Printed Name

_____

Employee Signature

_____

Date Signed