

# EMPLOYEE HANDBOOK



## FLORENCE SCHOOL DISTRICT FIVE

2022-2023

**Notice:** This handbook and its contents are not intended, nor should they be interpreted, to create an expressed or implied contract of employment, but rather should be understood as a brief description of the benefits offered by Florence County School District 5 and an overview of its policies and rules. This handbook supersedes all previous handbooks or other documents that address the same subject matter of the policies, rules, and benefits to which it refers or contains, and may be amended, modified, or discontinued at any time by the District in its discretion.

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## Board of Trustees

Chair: **Josh Timmons**

**Drew Gaster**

Vice Chair: **Ervin Richardson**

**Frank Travaglio**

Secretary: **Deanna Green**

**Mary Powell**

**Faith Truesdale**

## Board Policies

[https://boardpolicyonline.com/?b=florence\\_5](https://boardpolicyonline.com/?b=florence_5)

## 22-23 Board of Trustees Meetings

The Board of Trustees of Florence County School District Five generally meets the fourth Monday of each month at 7:00 p.m. Meetings are held in the Florence County School District Five Administration Building, 156 East Marion Street, Johnsonville, South Carolina. All meetings are open to the public except for executive sessions permitted under the South Carolina Freedom of Information Act. The Board of Trustees is comprised of seven members: three elected at-large by all voters in the district and district and four elected by voters in single member districts. All members serve three-year terms.

## Florence School District Five | 2022-2023 Modified Calendar

<p><b>26-29</b> Teacher workdays 1-4</p>	<p><b>JULY '22</b></p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> <tr><td>31</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31							<p><b>JANUARY '23</b></p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					<p><b>2</b> New Year's Holiday  <b>3</b> Teacher Workday 6  <b>16</b> MLK Holiday</p>							
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## Florence School District Five

### **MISSION**

**The mission of Florence County School District Five is to develop responsible and productive life-long learners by providing challenging, developmentally appropriate opportunities which maximize the talents and abilities of students in a safe, supportive environment.**

### **VISION**

**Every student, every day.**

2022-2023 Theme

Passport to Success

P-Professionalism

A-Academic Engagement

S-Structure and Stability

S-Safety and Security

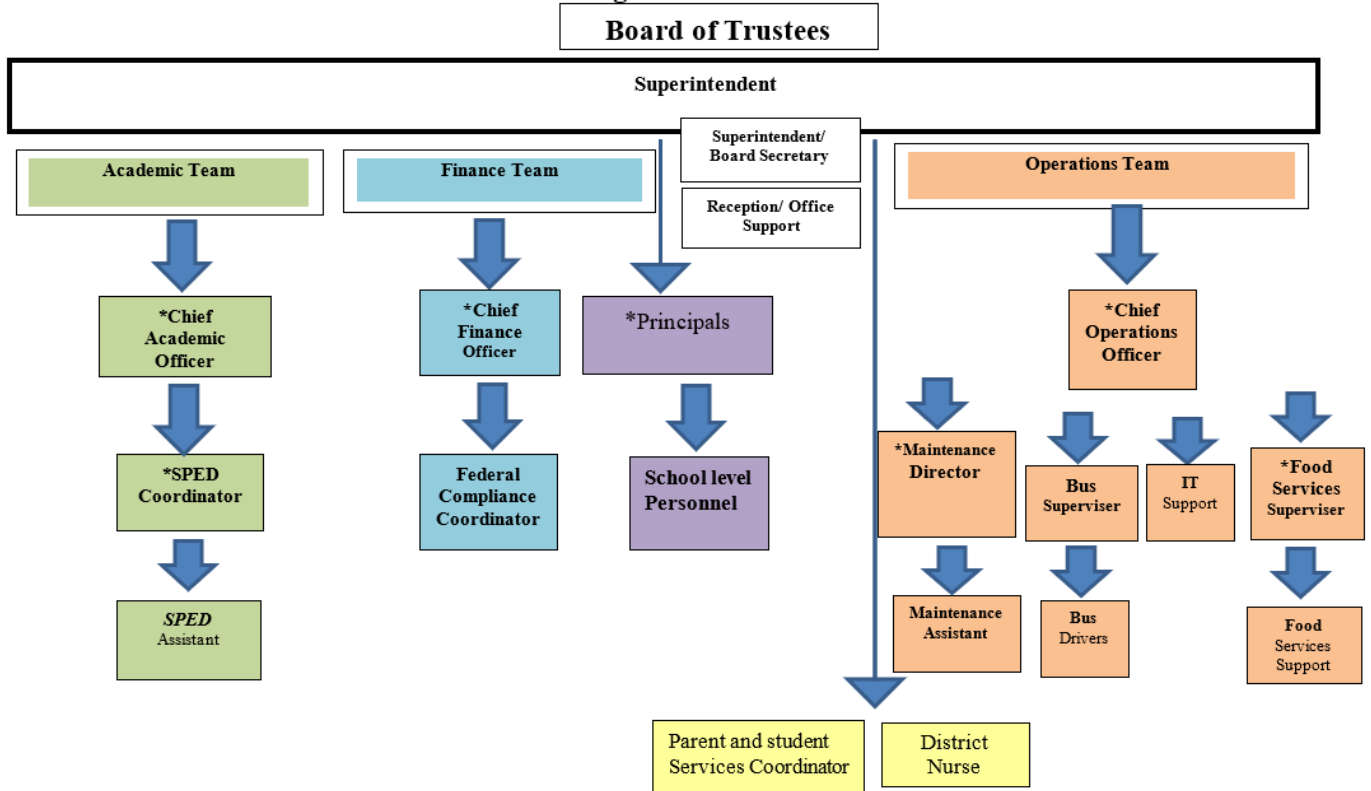
P-Parental Involvement

O-Opportunity and Accountability

R-Relationships

T-Teacher and Admin Quality

# Florence School District Five Organization Chart



## DISTRICT DEPARTMENT ROLES

Superintendent's Office	Academics	Operations	Finance
<b>Allana Prosser</b> Tina Williams Brittany Stalvey	<b>Brian Goins</b> Chrissy Shutter (SPED) Wanda Moore (SPED) Brenda Hannah	<b>Adam Kennedy</b> Robin Altman (Food Services) Boo Boo Powell (Maintenance) Paul Amann (Technology)	<b>Wanda Willis</b> Lauren Williams
Personnel Issues Board of Trustees Accreditation Shared Services PADEPP Legal Issues Press Release Leadership	Special Education Certification/ Evaluation Instruction Curriculum MTSS/ Mental Health Testing Attendance/ Truancy Induction Textbooks	Technology Food Services Facilities Safety/ Security Work Orders Email/ Phones Social media Powe school Schoolology	Benefits Payroll Budget Expenditures Leave Retirement FMLA Federal Grants

## FSD5 School Leadership

### Johnsonville Elementary School

Principal-Lacinda Burrows

Assistant Principal- Brandon Carter

843-386-2955

### Johnsonville Middle School

Principal- Mirandi Squires

Assistant Principal- Al Calcutt

843-386-2066

### Johnsonville High School

Principal- Sam Tuten

Assistant Principal- Bridgett Brown

883-386-2077

## ACADEMICS

### **Adult Education**

Through adult education programs, residents 17 years of age or older may complete studies to prepare for the high school equivalency exam or acquire a high school diploma. Students less than 17 years of age must have special permission from the school superintendent in order to attend adult education classes. Classes are provided through an agreement with Florence District One.

### **Field Trips (Policy IJOA)**

The board defines a field trip as any learning activity which a school sponsors, approves and supervises and which requires the student(s) to leave the school grounds. Regularly scheduled academic, athletic and band events do not follow the procedures outlined in this policy. The principal will approve schedules for all athletic and band events.

Instructional staff may request that field trips which directly relate to concepts and objectives of the approved curriculum for the particular subject area, club or grade level be scheduled as part of the instructional day. Field trips, like any other instructional activity, must be wisely chosen, thoroughly planned and carefully conducted. Sponsors of field trips must give special attention to clarifying the purposes and objectives of a field trip and to providing meaningful follow-up discussion and activities after the trip. Overnight field trips must have board approval and thus must be requested on appropriate form at least one month in advance.

### **Gifted and Talented Programs (Policy IHBB)**

The district strives to meet the educational needs of all students. In supporting this concept, the district recognizes the unique characteristics of gifted children. The district further recognizes the need to develop special programs to respond to their individual abilities and competencies. The board, therefore, directs the administration to establish educational standards and develop a special program for gifted and talented students to cultivate these students' unique talents.

Gifted and talented students are those in grades three through 12 identified as having demonstrated or potential abilities for high performance in academic or artistic areas. These students require services or programs beyond that normally provided by the regular school program.

The district will use the criteria developed by the state board of education in the screening, referral, assessment and placement of candidates for the gifted and talented program.

### **Homebound Instruction (see Policy IHBF)**

Students who are unable to attend school due to physical disabilities may be assigned a teacher for instruction at home or in the hospital. A physician must certify on a state-approved form that the student is physically unable to attend school and would benefit from homebound instruction. Application for homebound instruction should be made through the principal to the district



superintendent. Services can begin as soon as the certification is received from the attending physician and approved by the superintendent. Once homebound instruction begins, the student is classified as a homebound student for the purpose of attendance. The principal at the student’s school is to make all attempts to locate an in-house homebound instructor.

**Instructional Protocol**

Just because we teach it does not mean the students are learning it.

**Purpose-** To establish instructional delivery protocol that not only engages students but ensures that students master the content previously aligned to assessment expectations.

<b>Planning</b>	<b>Implementation</b>
Clear Objectives/Essential Question/Learning Targets	Unpack the standard and ensure the objective is aligned to the standard.
Warmup/Bell Ringer/Spiral Review	Utilize Warmups/Bell Ringer to "spiral" standards in small does through the entire school year – "If they don't use it, the lose it."
Activating Strategy	The activating strategy gets students thinking about what you want them to learn. It motivates students to want to learn. This is the hook for the upcoming concept/lesson.
Teacher Model/Direct Instruction	The teacher provides students with a clear model of a skill or concept. The teacher should model his/her thought process.
Guided Practice	Allow students to apply what they have learned using a release model. Feedback is key to mastery learning.
Small Group/Differentiation/	
Collaboration	Students work collaboratively, students assist one another, and teacher provides Tier 2 support.

**MTSS Process**

All students receive Tier 1 instruction. This is rigorous, on grade level core instruction.

If the student is below expected levels and you have collected evidence to support, refer student through the Intervention Coach for Tier 2. If the student qualifies for Tier 2, the Coach will do the Tier 2 Support Plan and add the student to the MTSS monitoring list.

Tier 2 Support includes targeted interventions in the classroom using assigned digital intervention programs and small group instruction. These interventions will continue for 8 to 10 weeks while progress is monitored and recorded on the Student Intervention Log.

At the MTSS meetings, documentation and data will be reviewed to determine if the Tier 2 interventions are working and make one of the following decisions based on the data.

- 1) Move the student back to Tier 1.
- 2) Keep the student longer in Tier 2.
- 3) If the interventions are not working- Refer the student for Tier 3.

The monitoring plan should reflect the data used to support the decision.

The coach will complete the MTSS Referral Form and attach *evidence*. The MTSS team will review/ approve the move. If approved, a TIER 3 Letter will be sent to the parent. The Student Support Plan will be updated and the student will be added to the Tier 3 Progress Monitoring list and Individual Learning Plans will be set up with the interventionist/ tutor.

At the MTSS meetings, documentation and data will be reviewed to determine if the Tier 3 interventions are working and make one of the following decisions based on the data.

- 4) Move the student back to Tier 2 or Tier 1.
- 5) Keep the student longer in Tier 3.
- 6) If the interventions are not working- Refer the student for testing completing the appropriate paperwork and attaching the evidence used to support the decision.

### **Special Services (see IHBA)**

In keeping with its responsibilities to educate all children in the district, the board will provide special education programs for those children with various disabilities. The board believes that students with exceptional educational needs should be served in regular classrooms whenever possible. To this extent, the board views special education as an integral part of the general education program offered to all students.

Every child has a right to an appropriate educational program in which he/she can experience success. If a child has a disabling condition, this success may be contingent upon an adjustment of the techniques and materials of instruction to meet his/her individual needs. The district will provide special programs in accordance with the provisions of the state and federal laws and regulations.

Any student thought to have any type of learning or handicapping disability may be referred to the MTSS coordinator and/or the guidance counselor. The MTSS process will be followed if appropriate before making the referral, unless the severity of the disability warrants a testing referral without MTSS interventions. State and federal regulations are followed in the evaluation and placement of all disabled students.

### **Testing**

Students participate in state testing programs as required by state and federal law. Interim assessments are required for students in grades K-8 to be conducted three times per year to measure individual growth.

State mandated tests for 22-23 include:

4K- PALS, myIGDIs- (during first 45 days of school)

5K- KRA (during first 45 days of school)

Grade 2 (gifted and talented)- CogAT and Iowa (test window- 10/10/22- 10/28/22)

Grade 2-5- PTA (test window- 2/21/23- 3/17/23)

K-12 ELL- ACCESS for ELLs (test window 2/21/23-3/17/23)

Grades 3-8- SC Ready (last 20 days of school)

Grades 4 and 6- SCP PASS (last 20 days of school)

8<sup>th</sup> grade PSAT- Junior Scholars program- 10/12/22

High School- EOCEP- Algebra 1, English 2, US History, Biology 1 (test window- last 15 days of the semester)

SPED- SC Alt- (Test window- 3/6/23-4/21/23)

Grade 10- PSAT- 10/12/22 (Sat test day- 10/15, alt test day- 10/25)

Pre ACT- (schools choose window between 9/1/22 and 6/1/23)

Grades 11-12- Career Readiness Assessment (12<sup>th</sup>- 10/10/22-10/20-22, 11<sup>th</sup>-12<sup>th</sup>- 3/27/23- 4/14/23)

11<sup>th</sup> grade- ACT- Fall Paper test dates- 10/4/22, 10/18/22, 11/1/22 Spring Paper and online test dates- 3/7/23, 3/21/23, 4/11/23

SAT- Fall test dates- 10/12/22, 10/27/22 Spring test dates- 3/1/23, 3/22/23, 4/12/23, 4/25/23

NAEP National Field tests (grades 4,8, and 12)- 3/20/23- 4/14/23

### **Uniform Grading Scale (Policy IKA)**

The school will follow the statewide uniform grading scale as approved by the State Board of Education. This uniform grading scale and the system for calculating grade point averages (GPAs) and class rank will apply to all courses carrying Carnegie units, including units earned at the middle/junior high school level.

The uniform grading scale is as follows:

A 90 - 100 (Honor Roll 90-94/ Principal's Honor Roll 95-100)

B 80 - 89

C 70 - 79

D 60 - 69 F 59 and below

All report cards and transcripts will use numerical grades for courses carrying Carnegie units.

# OPERATIONS

## Emergency Closings

### How a Decision is Made to Open, Delay, Close, or Release Early

District personnel will be in contact with the S.C. Department of Transportation, weather officials, local law enforcement, Florence County Emergency Management, and the S.C. Highway Patrol to monitor weather conditions. Once information has been shared, the Superintendent will make the decision to open, close early, cancel school or have a delayed opening. If the Superintendent is not available, the decision will be made by the Chief Operations Officer.

The ability to safely operate school buses will also be a part of the decision-making process. If the buses cannot safely operate within the guidelines of the SCDE and SCDOT then this will be the baseline for decisions to open, delay, close, or release early. If it is not safe for the buses to run and we must delay or release early to fall in the safe guidelines for buses, then this will be the baseline for all activities. *(Ex. If buses cannot run in the morning due to inclement weather, then this will constitute a delay. If buses cannot run in the afternoon due to inclement weather, then this will constitute an early release and cancellation of after school programs, activities, and sports practices/games unless it is safe to have the games later in the evening).*

### Safety First

Parents are encouraged to have a plan in place if school closes early or is delayed. The plan should avoid leaving young children at home unsupervised. It is also the responsibility of parents and employees to determine if conditions are safe enough to travel to school or work along their commuting route. If school is held in inclement weather and parents decide to keep their child at home, the absence will be excused. If school is on a delayed schedule and parents must drop off their children before school is scheduled to begin, parents must accompany their child into the building to ensure that the school is open, and supervision is available.

### Early Dismissal

- If a decision is made to close early, telephone calls will be made to individual schools by district office personnel and announcements will be made to students and staff.
- Parents/guardians will be notified via the district's Bright Arrow Notification System. The district will post information on district and school websites ([www.fsd5.org](http://www.fsd5.org)), on Facebook and Class Dojo.
- Afternoon and evening classes, programs such as JES After School, Adult Education, extracurricular activities, and sports practices or games will not be held.

- School employees will be dismissed at the discretion of the principal. However, principals will need the help of employees to provide for adequate supervision of students left at school until they are released to their parents/guardians.
- Twelve-month employees will be expected to remain at work until dismissed by their supervisor.

### **Cancellation of School**

- Every effort will be made to make the decision by 4:30 a.m. Parents and employees will receive an automated telephone message beginning at 5:00 a.m.
- When possible, decisions will be made the evening before to allow parents and employees as much advance notice as possible. Notification will include an electronic telephone message.
- Parents and employees will also be notified through the on district and school websites ([www.fsd5.org](http://www.fsd5.org)), on Facebook and Class Dojo. Local news media, such as WPDE, WBTW, WMBF, Florence Morning News, will be notified.

### **Delayed Openings**

- When the decision is made to delay the opening time for school, the district will use the same channels of communication in notifying parents and employees as in the "Cancellation of School."
- Breakfast may or may not be served, but lunch will be provided.
- Employees will be expected to arrive at school at the usual but safest time. Some parents will bring their children early, and administrators will need assistance from their staff in providing supervision for students as they arrive.
- Non-certified salaried employees must make up time missed, or they must charge time missed to personal or vacation leave, if available. A minimum of two hours will be deducted.
- Non-certified hourly paid employees may make up time missed due to a delayed opening within the same work week at the direction of their supervisor.

### **Making Up Time Missed for Students and Staff**

- Make-up dates are listed on the district's master calendar which can be located on the district's website.

### **Authority and Approval**

This Standard Operating Procedure (SOP) supersedes any previously used procedures. Authority for this SOP is given through Florence School District Five Board Policy, *EBCE – School Closings and Cancellations*. This SOP was authored and approved by the undersigned.

## **Fundraising**

All fundraising projects by any club, organization, or class must have the approval of site administration and the Superintendent before being implemented. A request giving the essential information about the project must be submitted for approval. Money raising activities are not to be conducted during regular class hours and must be financially sound. Please refer to the Wellness plan.

## **Internet USE**

As an Instructional Tool:

### **• User Name IDs, Account Numbers, and Passwords:**

User names, account numbers, and passwords issued to staff members must remain confidential. Any staff member violating this policy will be subject to disciplinary action

### **• Electronic communications:**

Employees are expected to communicate in a professional manner consistent with state and federal laws, including federal guidelines regarding the use of copyrighted materials. The use of electronic communications to display, send, or receive offensive messages or pictures; the harassment, insult, or attack of others via electronic communication; and the use of electronic communications for commercial purposes are strictly prohibited.

### **• Independent navigation on the Internet by Faculty and Staff:**

Employees are encouraged to explore online resources. Clearly, such explorations should be for educational purposes. Downloading and/or printing files and images containing content that is inappropriate for a K-12 setting is prohibited. Staff members are expected to employ professional judgment in the determination of inappropriate content.

### **• Teacher-led exploration of the Internet:**

Faculty who are exploring Internet sites with a class do not need special parental permission if the faculty member is in control of the navigation and/or is directing the students to known educational sites. A student who is navigating the internet at the teacher's direction is not considered to be independently using the Internet; this circumstance does not require parent permission. Students should not be directed to an Internet site that the teacher has not previewed.

### **• Independent Navigation of the Internet by Students:**

Independent navigation of the Internet by students requires both the student's signature and parental permission on the Student Assurances Form. The intent of the permission is not to discourage independent research on the Internet; however, constant teacher supervision under these circumstances will not be possible. Students are not permitted to search for, download, or print any objectionable, vulgar, or offensive material. Unsupervised participation in group discussion chats or newsgroups is not permitted. The signed permission form should be maintained by the school and should be obtained prior to assigning independent research on the

Internet. Students utilizing the computer lab or 1-to-1 devices before and/or after school for Internet activities of their own choice should also have assurances on file at the school.

## **Keys**

Keys to all facilities will be issued by the office. Keys are not to be copied or transferred without administrative approval. Guard your keys! In unauthorized hands, keys can cause tremendous losses and other problems.

Employee ID's will be printed and digital key fobs. These fobs allow entry into the building during the school day. The fobs will be programmed for employees from 6:00 am until 8:00 pm.

## **Length of School Day**

For Students:

JES: Begins at 7:50 a.m. and ends at 2:20 p.m.

JMS: Begins at 8:15 a.m. and ends at 3:20 p.m.

JHS: Begins at 8:10 a.m. and ends at 3:25 p.m.

For Teachers:

Teachers are professional, exempt employees, not hourly workers; they are contracted for a job and completion thereof. Teachers should be available for lunch duty, parent conferences, and staff meetings that are part of their responsibility and may take more than the specific hours listed.

The following is the work window for teachers:

JES: 7:15– 3:15

JMS: 7:30- 3:30

JHS: 7:40- 3:40

## **Maintenance Requests**

A Maintenance Request must be completed in our One-to-One digital program when maintenance repairs are needed in your classroom or work station. All staff should submit their requests after approval from administration in the work order system. These work orders will be completed in order of priority.

## **Tobacco-Free Schools and Campuses**

FSD5 prohibits the use of all tobacco products or paraphernalia including cigarettes, e-cigarettes, cigars, pipes, smokeless tobacco, snuff, and alternative nicotine products to include any vaping product, whether or not it contains nicotine. This policy applies to all district facilities, vehicles, and grounds. This includes any building, facility, and vehicle owned, operated, leased, rented, or chartered by the district and applies to all school-sponsored or school-related events, on or off

school grounds. The restriction applies to employees and non-employees. Violation of this policy will lead to disciplinary actions that include, but are not limited to, verbal or written reprimand, or suspension.

### **Transportation**

School bus transportation is provided for students living one and one-half miles from their schools. The transportation supervisor is responsible for the safe operation of the district school bus system. Each principal is responsible for the safe loading and unloading of students at his/her school.

### **OSHA Standards- Employee Responsibility**

In an effort to minimize and eliminate employee accidents and exposure to chemical and biological hazards, FSD5 has established policies and procedures to assure compliance with specific OSHA-regulated standards. Each employee is responsible for completing the required training and adhering to the policies and procedures regarding these standards. Principals and Supervisors shall institute procedures to assure compliance with all district policies and procedures. It is the responsibility of all employees to attend the required educational training sessions concerning these regulations as designated.

### **Use of Facilities**

Responsible and properly organized community groups are allowed to use school facilities. Application is made to the superintendent, and fees are charged.

## **Employment**

### **Equal Employment Opportunity Statement and Policy of Non-Discrimination on the Basis of Disability**

Florence County School District 5 does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability or handicap in employment or the provision of service.

### **Assignment (see Policy GCK)**

The Superintendent is empowered with the authority to assign and transfer all staff within the District. Staff members with an employment contract are not guaranteed a specific school site, grade level or subject matter assignment, but are deployed based on the staffing requirements of the District's schools.

### **Attendance by Employees Children (who live out of district)**

District employees living in other school district zones may enroll their children in the district according to provisions in the board policy (JBCB "Nonresident Students")



## **At-Will Employees**

Classified employment with FSD5 is "at will" and entered into voluntarily. Classified employees are free to resign at any time, for any reason, with or without notice. Similarly, FSD5 is free to conclude the employment relationship at any time with or without cause.

## **Certification**

Each certified employee is responsible for maintaining a valid teaching certificate from the SCDE. The district, when possible, will assist teachers and professional staff with acquiring their certificate. However, the certification status is the responsibility of each individual. If a professional staff member earns an advanced degree or completes a specified amount of graduate study, he/she may secure a new teaching credential to reflect this change in his/her educational attainment. The staff member must present an updated certificate to the FSD5 Chief Academic Officer to document payroll changes. The change will be effective according to the validity dates on the certificate. A Request for Change/Action form must be submitted to the South Carolina Department of Education (SCDE) Office of Educator Services before any changes will be made to the educator's certificate. This form is located on the SCDE website.

- **Certification Requirements**

Any advancement of certificates for compensation must be reported to the Chief Academic Officer when attained. Years of experience are determined by the Office of Educator Services at the SCDE. In order to earn a year of teaching experience, a teacher must work at least 152 days per year. Years of experience are calculated only in whole numbers, partial years can be added together to create a full year of experience. Current educator's years of experience are submitted to the State Department of Education by the school district at the end of each fiscal year. It is the responsibility of certified personnel to ensure that a copy of the current teaching certificate is in the Superintendent's Office. The SCDE updates to an educator's certificate occur usually in mid-July. SCDE contact information – <http://ed.sc.gov/>, or 1-803-896-0325, or [certification@ed.sc.gov](mailto:certification@ed.sc.gov) CERTIFICATE RENEWAL

- **Induction Contract Educators**

Should the educator's Initial Certificate expire prior to meeting all requirements for a Professional Certificate, FSD5 will request an extension on behalf of the educator. Induction Educators with an Alternative Certificate will need to request a Confirmation of Employment (COE) each year be sent from FSD5 to the SCDE.

- **Annual Contract Educators**

Educators meeting all of the requirements for a Professional Certificate at the end of their formal evaluation year will have their certificate moved from initial to professional automatically by the SCDE during the following summer. Should the educator's Initial Certificate expire prior to meeting all requirements for a Professional Certificate, FSD5 will request an extension on behalf of the educator.

Educators with an Alternative Certificate will need to request a Confirmation of Employment (COE) each year be sent from FSD5 to the SCDE.

- **Renew a Professional Certificate**

The Renewal Credit Plan guidelines apply to any person who holds a South Carolina educator's Professional Certificate. Renewal Eligibility A South Carolina educator's Professional Certificate is valid for five years and expires on June 30 of the expiration year. In order to be eligible for certificate renewal, the educator must earn a minimum of 120 renewal credits, as described in the renewal credit matrix, during the five-year validity period of the certificate. Also, see Read to Succeed Requirements listed below.

- **Credit Validity**

Credits cannot be more than five (5) years old at the time an educator applies for renewal. Renewal credit that is more than five (5) years old will not be accepted for renewal purposes, even if the credit was earned within the validity period of an already expired certificate.

- **Expired Certificates**

Professional educator certificates remain eligible for renewal up to ten (10) school years beyond their expiration. If a professional certificate has been expired for ten (10) school years or more, the educator must either reapply for an Initial certificate under the current requirements, or the educator must satisfy current reciprocity requirements.

- **Continuing Contract Educators**

Renewal credits must be earned during the validity dates on an educator's certificate.

- **Official transcripts:**

If the transcript is for renewal only, the administrator may open it. If it is for an add-on or change, it must be sent directly from the college/university to the SC Department of Education(SCDE).

- The educator must complete and sign the Request for Change/Action form
- Make photocopies of all forms, transcripts, and documentation

An educator without a Master's degree is no longer required to earn a minimum of sixty (60) renewal credits in undergraduate {change for 2020-2021} or graduate-level coursework to renew the current certificate.

\* **Educators who only hold a Career and Technology Education**

1. Work-Based Certificate are not required to fulfill the graduate-level coursework requirement.
2. An educator with a Master's degree may earn 120 renewal credits in any combination of the options. College credit may be taken but is not required for any of the 120 credits.

3. All administrators must complete a minimum of twenty (20) of their renewal credits in professional development activities that are designed to enhance their skills in supporting and encouraging teachers as professionals

4. A certificated educator who is employed by FSD5 in a position that does not require South Carolina Certification but who wishes to maintain a current certificate must earn renewal credits through professional development coursework and must work with the SCDE-Division of Educator Effectiveness to maintain their certificate.

The Read to Succeed (R2S) Act requires that all certified educators earn the appropriate R2S Endorsement(s) for their field(s) as part of their regular Professional certificate renewal cycles. The goal of the R2S Act is to ensure that every educator at every grade level in every school and subject area is committed and able to support the reading development of the South Carolina students they serve. This must be added to your certificate prior to certificate renewal. For more information, please go to: <https://ed.sc.gov/educators/certification/r2s/>

### **Contracts (Policy GCB)**

Upon recommendation of the superintendent, the board will notify teachers in writing of their employment status before May 1 for the following school year. This includes both the issuance of employment contracts and notice of decisions of the superintendent's recommendation not to renew employment contracts. Teachers must give written acceptance of their contracts to the superintendent before May 11. Failure to give such notification constitutes contract rejection.

The board will award administrative contracts on the recommendation of the superintendent. An administrator employed by the district on a contract will retain his/her rights as a teacher under state law. However, state law does not grant these rights to the position or salary of an administrator (for example, if he/she is returned to the classroom).

### **Payroll Services and Employee Benefits**

Pay Day Schedule Employees of FSD5 are paid on a semi-monthly payroll on the 10th and 25th of each month unless it falls on a weekend date, then payroll is distributed on the preceding Friday. Payroll dates during holidays may vary. Employees who have questions about their salary or deductions should call the District Office.

THERE WILL BE NO EARLY RELEASE OR ADVANCEMENT OF PAYROLL CHECKS TO EMPLOYEES.

### **Overtime**

All overtime, without exception, must be pre-approved by the Chief Financial Officer.

### **Direct Deposit**

All FSD5 employees must sign up for automatic deposit of their pay into checking and/or savings accounts. The authorization form is available in the district payroll department. Deposits

may be made to any bank. You will need to contact Finance for any changes in your bank or your accounts.

**Payroll Deductions**

The Board has authorized the following specific payroll deductions: state and federal taxes, social security, S.C. state retirement or optional retirement, group insurance, tax-sheltered annuities. Tax sheltered annuity payroll deductions may also be available for part-time/temporary employees if they meet the criteria established by the IRS guidelines. The mandatory withholding of income tax is based upon schedules of the S.C. Tax Commission and the U.S. Internal Revenue Service. The amount deducted from an employee’s paycheck is based on the withholding certificate (W-4) completed and signed by the employee which is on file in the Finance Office. A new withholding certificate should be completed, signed and sent to the Finance office for any changes to withholding allowances.

**Reduction in Force** (see Policy GCQA/GCQB)

From time to time, FSD5 may need to have a reduction in force of both certified and classified personnel. The best interest of the school system will be the determining factor as to the reduction and the effected employee.

**Solicitation by Staff Member**

In the interest of preserving a completely professional relationship between district employees and those whom they serve, it is the policy of the Board not to permit school employees to sell on school premises for personal profit products of any kind to students or patrons of the school in which they teach. No organizations may solicit funds of staff members within the schools, nor may they distribute flyers or other materials related to fund drives through the 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 schools without such activity having the Superintendent’s approval.

**Staff Leaves and Absences** (Policy GCC) (see GDC for support staff leaves and absences)

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

**Sick leave/ Accrual of sick leave**

All full-time employees of the district will receive all sick leave on the first day of employment of each new school year as follows:

- 12 days for 9 months (190 days),
- 13 days for 10 months (210 days),
- 14 days for 11 months (220 days)

and 15 days for 12 months (243 days).

An employee may accumulate up to 90 days of sick leave which is accrued but not used provided that such employee does not violate his/her respective contract. If an employee terminates employment during a school year, his/her sick leave days will be adjusted at a rate of one and one-fourth days per month of active service. For the purposes of this policy, a full-time employee will mean any person employed in a position for which certification is required by the South Carolina State Department of Education or a person who has been employed in the school district for five months and works at least 30 hours per week.

#### **Use of sick leave for absences**

An employee may use sick leave for absences caused by personal illness. Use of accrued leave for illness or death in the immediate family Accrued sick leave days, up to a maximum of 90 days, may be used for serious illness in the employee's immediate family or for the death of a member in the employee's immediate family which requires the employee to provide care. An employee who anticipates requiring extended leave to provide care for a family member should submit a written request on the appropriate district form to 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 employee will be needed to provide care for a family member. The request must be approved by the superintendent or his/her designee.

The term "immediate family" includes the following. spouse son, son-in-law, stepson daughter, daughter-in-law, stepdaughter mother, mother-in-law, stepmother father, father-in-law, stepfather brother, brother-in-law, stepbrother sister, sister-in-law, stepsister grandparents, guardian and ward or other relative living in the household at the time of illness.

Sick leave is to be used for personal illness or illness within the household. Illness within the household is defined as any person dependent upon and residing full time with the employee. Personnel may use accumulated sick leave entitlements for all forms of disability, including disability due to pregnancy and recuperation from the physical effects of childbirth.

In addition, sick leave may be used for personal business of the employee not to exceed three days per year.

When the employee makes a request in writing, the superintendent may grant an employee leave without pay for personal illness following the exhaustion of all accrued sick leave. Leave with and without pay will not extend beyond the immediate school year. Personnel who are absent due to illness beyond their accumulated leave will have a full day's pay deducted for each additional day of absence. The district will assign an employee who returns to work the same or similar duties which he/she performed prior to going on leave, if such assignment is in the best interest of the district. If the administration does not consider it to be in the best interest of the district to assign the employee to the position he/she had prior to going on leave or to a similar position, the district will offer the employee a position for which he/she is qualified. The district will place the employee on the payroll at his/her pre-leave salary status. Extended leave of absence Personnel who are absent due to illness beyond their accumulated leave will have a full

day's pay deducted for each additional day of absence. Personnel who have earned sick leave and who are using it in compliance with this policy will not be terminated during a continuing sick leave of less than 91 days. An employee will notify his/her immediate supervisor as early as practicable when it is necessary for him/her to be absent. When an employee knows that he/she will be absent for a period longer than five days, he/she should complete and file a request for leave of absence.

A pregnant employee, or other employee who anticipates taking an extended leave of absence, should submit the request for leave to their supervisor at least 30 calendar days prior to the effective date of the leave. The leave request must include a statement from a licensed medical doctor giving the expected delivery date or stating the anticipated length of convalescence.

#### **Organ donor leave**

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

An employee seeking leave to be an organ donor must forward a written request, including the appropriate documentation from the attending physician verifying that the employee is the donor, to the superintendent prior to the leave.

#### **Termination**

The district may terminate the employment of any employee who fails to comply with the requirements of this policy and accompanying administrative rule, who fails to report to work at the expiration of authorized leave or who fails to obtain an extension of leave. An employee is subject to termination from employment with the district for misstatements of fact and/or misrepresentations of purpose for which leave of absence is desired or on the basis of which sick leave is obtained. The district will not terminate from employment those employees under this policy who have accrued sick leave and who are using it in compliance with this policy. The district must not terminate from employment any such employee during a continuing sick leave of less than 91 work days. Termination of the employee cancels accumulated sick leave. A former employee who is subsequently reemployed will earn and accumulate sick leave in the same manner as any new employee.

#### **Transfer of sick leave**

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

#### **Family and Medical Leave Act (FMLA)**

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

For further information, please refer to [administrative rule GCC-R](#).

### **Personal/Emergency/Legal leave**

#### **Personal leave**

The board recognizes that employees must sometimes take a day of personal leave. However, the board believes that the needs of students are better served by the regular employee than by a substitute. Therefore, it is the desire of the board that employees exercise discretion based upon professional integrity when taking personal leave.

Full-time certified employees may use a maximum of three sick leave days per year for personal leave. This leave is not cumulative and should be used for personal matters that cannot be attended to on non-school days or after school hours. A written request must be submitted for personal leave. Permission from the employee's immediate supervisor must be obtained prior to the time the leave is taken. Personal leave will not be granted on in-service days with scheduled professional development, on the last day before or the first day after a holiday, or on the first or the last day of school, except in extenuating circumstances and with the principal/supervisor's recommendation and the superintendent's approval.

#### **Emergency leave**

For emergencies and unusual situations not covered by the leave policies of the district, an employee may request the superintendent's authorization for use of sick leave days. The employee must submit the request in writing through the principal/supervisor to the superintendent.

#### **Legal absence**

The district will grant an employee leave without loss of pay when he/she is summoned for jury duty or subpoenaed in the line of duty to represent the district as a witness or defendant. An employee will be allowed to keep jury duty compensation. If an employee must appear in court for any reason other than the above, the district will deduct substitute pay from his/her salary. Whenever a prospective juror is dismissed before the end of the working day, he/she will return to his/her official duties. When selected for jury duty, teachers, certified personnel at the building

level or bus drivers may request a postponement to a date that does not conflict with the school term.

### **Maternity/Paternity leave**

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

### **Military leave**

Employees may take military leave without loss of pay, seniority or efficiency rating for one or more periods not exceeding a total of 15 workdays in one year. Saturdays, Sundays and state holidays may not be included in the 15 days unless the Saturday, Sunday or holiday is a regularly scheduled workday for the employee. This leave may be taken when the employee is engaged in training or other duties ordered by the governor, the department of defense, the department of the army, the department of the air force, the department of the navy, the department of the treasury, or any other department or agency of the government of the United States having authority to issue lawful orders requiring military service. This leave applies to employees who are either enlisted or commissioned members of the South Carolina National Guard, the United States Army Reserve, the United States Air Force Reserve, the United States Naval Reserve, the United States Marine Corps Reserve or the United States Coast Guard Reserve. In the event an employee is called upon to serve during an emergency, he/she will be entitled to such leave of absence for a period not exceeding 30 additional days. The board expects employees to request their training for a period when school is not in session. An employee seeking leave for 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**

Employees 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 (reemployment, benefits, etc.). However, the district is not required to maintain employee 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 an employee for the purpose of attending activities designed to improve employee competency or to improve the instructional or service programs of the district. The superintendent may authorize professional leave for attending state, regional and national meetings, workshops and conferences (including observing in other schools) without pay deduction. The employee must apply for prior approval through his/her supervisor. The superintendent will determine the number of absences allowable



for professional leave. Absences will also be subject to budget limitations for employing substitutes and reimbursement for travel, meals and lodging.

**Bereavement:**

The district will grant an employee three days bereavement leave following the notification of the death of a member of his/her immediate family (spouse, children, grandchildren, parents, grandparents, brothers, sisters, and in-laws to the same degree). The three days are exclusive of Saturdays, Sundays, and holidays.

**Absence of five or fewer consecutive workdays:**

A “standard sick leave absence” of five or fewer consecutive workdays must be accompanied by a statement signed by the employee stating the reason for the absence. The district may require the written statement of a physician attesting to the employee’s physical and emotional fitness to resume employment duties.

**Absence of more than five, but fewer than eleven consecutive workdays:**

A “standard sick leave absence” of more than five but less than eleven consecutive workdays must be supported by a statement signed by a licensed physician that identifies the nature of the illness/disability and attests to the employee’s physical and emotional fitness to resume employment duties. The district may require the written statement of a physician attesting to the employee’s physical and emotional fitness to resume employment duties.

**Absence of more than ten consecutive workdays:**

A sick leave absence that is expected to exceed ten consecutive workdays must, upon reaching the fifth consecutive day of absence, be supported by a licensed physician’s written statement of diagnosis and prognosis which contains a projected date of return to active work. The district may require a written statement of a physician attesting to the employee’s physical and emotional fitness to resume employment duties. Please see FMLA (Family and Medical Leave)

**Absence of more than twelve accrued workdays:**

Employees who have accrued more than twelve absences in a school year due to illness, may be required to submit a licensed doctor’s statement for each absence after absence number twelve.

**Substitution for paid leave**

An employee using “FMLA” leave shall be required to substitute and exhaust any accrued paid vacation leave, personal leave, or sick leave of the employee in the exercise of “FMLA” leave. If such accrued paid leave is not sufficient to cover the “FMLA” leave entitlement, the additional days of leave necessary to satisfy the “FMLA” entitlement shall be without compensation. The limit for use of accrued paid sick leave for adoption, foster placement, or birth and first-year care of a child, will be thirty (30) days or the actual number of accrued days credited to the employee if less than thirty (30). Days beyond thirty (30) or the actual number will be unpaid.

### **Foreseeable leave**

When “FMLA” leave is foreseeable, the employee must provide at least thirty (30) days notice of the date when leave is to begin - unless circumstances dictate otherwise. In addition, with respect to family or employee medical treatments which are foreseeable, the employee shall make a reasonable effort to schedule treatment (including intermittent and reduced hour leave) so as not to disrupt unduly the operation of the district.

### **Certification to take leave**

The district requires the employee to provide timely certification from his/her health care provider, or a family member’s health care provider as to (a) the date that the condition commenced, (b) the duration, (c) the necessity for the employee’s leave, (d) the employee’s inability to perform his/her job functions, or (e) Form WH-384 or WH-385, as applicable. Where doubt exists as to the certification, the district, at its own expense, may designate a second health care provider (other than a district employee) to provide a second opinion - with the opinion of a third health care provider, if necessary, to be binding.

### **Certification to continue leave**

The district may require certification from the health care provider that a serious medical condition of the employee or family member continues to prevent the employee from returning

### **Certification to return from leave**

Upon return to work, the district requires the employee to provide certification by his/her health provider that the employee is able to resume work. Furthermore, if state or local law requires a public health official to examine an employee as a condition for returning to work, the employee must fulfill that requirement in order to return to work. Failure to return from leave/recovery of health premiums If an employee fails to return to work after the leave period has expired (other than family or personal illness or other circumstances beyond his or her control), the employer may recover the premium expenditures extended during the leave period.

### **Sick Leave Bank**

A sick leave bank for catastrophic illness and/or accident for full-time employees will be established at each school and at the district office. This leave bank will be established by employees of each school and the district office voluntarily donating a day or specific number of days of their sick leave to the bank and thereby establishing their eligibility to participate in the bank should they qualify at some subsequent time.

All members who elect to participate must contribute an equal number of days. After leave days have been contributed, these days may not be reclaimed by the donor. However, if all leave days are awarded to an applicant or applicants, the committee will issue a call for an additional contribution of a specific amount of leave by employees at the school or district office. Failure to contribute within the specified time period will automatically disqualify an employee from eligibility to participate in the sick leave bank program.

The administration of the bank will be under the direction of a committee composed of the principal, the school's elected representatives to the district's teacher advisory council, and a supportive staff member appointed by the principal. A committee will administer the bank for employees of the district office.

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

- be a contributing member of the bank
- suffer from a catastrophic illness or accident (self or immediate family)
- be absent from his/her official duties for a minimum of 20 cumulative work days and have exhausted all of his/her otherwise available leave
- present certification by a licensed physician that he/she is unable to report to work

Sick leave bank credits are available for a maximum of 20 days (in 10-day increments) in any school year and only in the context of an illness or accident of 90 consecutive days or less. If eligible to participate, the employee will make application on an approved form to the appropriate school or district committee. The committee's approval or disapproval will be final. No committee will be authorized to grant leave beyond the amount credited to the sick leave bank by the employees of that particular school or district office. **(Policy GCAA)**

## **Professional Personnel Transfers**

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

### **Voluntary Transfer**

- The person who wants a transfer for the next academic year must discuss his/her desire with his/ her Principal/ Director (if in a school) or with his/her immediate Supervisor (if on a district level)
- The person must make the request in writing to his/her immediate supervisor for transfer no later than March 31 stating his/her reason for requesting the transfer and giving the name of the school/department to which the transfer is desired.

The supervisor will submit the request and his or her recommendation to the Superintendent for approval.

- Upon receipt of the request, the Superintendent will consider this request based upon the recommendation of the receiving Supervisor and reject or approve the transfer request.

### **Involuntary Transfer- Considered Re-Assignment**

## **Title IX**

Title IX Coordinator: Brian Goins

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance. On May 6, 2020, the “Final Rule” was established to include precise legal compliance requirements.

Title IX is:

- Federal law
- Enforced by the Office of Civil Rights (OCR)

Prohibits discrimination based on sex Title IX may additionally include the following:

- Discrimination based on gender
- Sexual harassment
- Pregnancy discrimination
- Retaliation
- Bullying/cyber-bullying when it involves sexual misconduct
- Hazing when it involves sexual misconduct

## **Travel Mileage Reimbursement**

Mileage reimbursement is available in some instances. Please check with your site administrator. If there is more than one employee attending the same conference, the employees are asked to travel together to avoid costly travel fees for the district. A district car may be requested at least two weeks in advance for a number of riders.

Travel Requests/Reimbursements

Conferences **MUST** be requested a minimum of three (3) weeks in advance of conference date. If an “early bird” registration is possible, please be sure to submit your requisition at least four (4) weeks in advance so we can take advantage of the least expensive fee. If a check is needed (i.e., the conference does not accept Purchase Orders), please allow additional days for processing.

Upon completion of a conference or trip, this form must be completed for REIMBURSEMENT. All required receipts must be attached.

All overnight stays must be approved by the Superintendent.

## **Unemployment Compensation**

All employees are covered by the provisions of the SC Employment Security Commission Laws. Employees are not eligible for unemployment benefits during any holidays or breaks designated on the district calendar.

## **Employee Expectations**

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

## **Administrative Staff meetings**

Administrative staff meetings are held at various points throughout the year. School principals and designated district office personnel are required to attend unless excused by the superintendent.

## **Attendance Guidelines**

Employees are expected to be at work on time each day they are scheduled to work. Failure to call in to request an absence approval may result in termination. It is your obligation to notify your supervisor immediately when you will be late or absent, to state the reason for such lateness or absence, and to advise when you expect to return to work. If your supervisor is not available when you call, you must leave a message. If you are physically unable to make a personal call, you must have someone call for you. Failure to comply with these steps can result in an immediate disciplinary notice, and make you ineligible to use sick leave to cover your absence.

Chronic, habitual, or excessive absenteeism will result in administrative leave without pay and/or discharge. Chronic, habitual, or excessive absenteeism shall be defined as either six or more

absence occasions within a ninety (90) day period, or more than two absence occasions within a thirty (30) day period. These attendance guidelines **do not apply** in the case of a pre-approved absence. An absence of three (3) consecutive workdays without notification is considered voluntary resignation and job abandonment. (see employee leave portion of the handbook for attendance details).

### **Attendance at school functions** (see Policy GBH)

Employees have a professional responsibility which extends beyond the work site and hours of service. Employees should plan to attend various functions in an effort to support students in their extra-curricular activities and to help supervise students when needed.

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

### **Duty Assignments**

Extra duty assignments are made at the discretion and by the authority of the principal. Duty assignments are part of an employee's contractual agreement and are legally binding.

### **Employee Dress Code**

Florence School District Five is responsible for educating children to prepare them for successful and useful roles in our society. It's the responsibility of all employees to serve as role models for students and present a positive, professional image in attitude, language, behavior, grooming, and dress. Appropriate dress is a rational means of promoting respect for authority, traditional values, and discipline.

The following is **not considered appropriate** dress for FSD5 faculty and staff

- 1) Dresses/skirts that are too short (no shorter than 2 inches above the knee).
- 2) Any revealing clothing (thin straps, low necklines, without straps, tube tops, midriff showing, holes in clothing).
- 3) Blue jeans except on Fridays (colored jeans are acceptable).
- 4) T-shirts/ sweatshirts that have any screen print on them except on Fridays (Principals may approve appropriate t-shirt/ sweatshirt days for school events).
- 5) Leggings- unless they are worn with appropriate coverage such as a long tunic or dress.
- 6) Shorts, yoga pants, sweatpants, or jogging pants (unless you teach PE).

\*These guidelines apply during the normal school day working hours in which students are present. If you have question about whether a garment meets dress code, please consult with your principal.

**District level employees and administrators are in the public view and are expected to carry themselves in a professional manner (Jeans, t-shirts and sweatshirts are not permitted unless approved by supervisor). Employees should represent FSD5 at off campus meetings in a professional manner at all times.**

Employees working in special areas such as art, physical education, lunchroom, nursing, transportation, and maintenance are to dress as specified by their supervisor and in compliance with federal or state law to maintain optimum safety and security of students and employees.

The enforcement of the prescribed dress code will be the responsibility of a school or office administrator. For additional clarification about appropriate dress, employees should consult their school administrator. However, a good rule of thumb for employees to follow would be: *If the thought crosses your mind that your dress may not be appropriate, it probably isn't.*

## **Enforce Rules and Policies**

Faculty members are expected to consistently enforce all of the rules and policies of the school/district.

## **Evaluations (see Policy GCOA)**

Principal evaluations will be conducted according to the State Department of Education's PADEPP standards. Teacher evaluations will be conducted according to the State Department of Education's ADEPT teaching standards. (SCTS 4.0) Using a board-approved evaluation instrument, classified personnel will be evaluated annually.

The elements of the performance evaluation program are as follows.

- Every employee is informed of the criteria by which his/her performance is evaluated.
- Every employee has the right to be informed of his/her performance evaluation.

## **Faculty Meetings**

Faculty meetings are held at the discretion of the principal. All teachers should attend except those specifically excused by the principal for emergency situations. Please know that coaches are not excused from faculty meetings. Certified teachers who coach are educators first and should attend required meetings. Practices should be scheduled around meetings or started by staff members or assistants not required to attend scheduled faculty meetings. The principal may require coaches to attend make up meetings.

## **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 employees and between employees and administrators.

A grievance is a disagreement involving the work situation in which an individual or group of individuals believes an injustice has occurred due to one of the following reasons.

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

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

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 employee to discuss a grievance with any appropriate member of the administration. Such grievance may be adjusted without formal proceedings, provided the adjustment is consistent with board policy and existing administrative rules and regulations.

The board does not consider actions which are subject to the Teachers Employment and Dismissal Act, S.C. Code of Laws 1976, as amended, Section 59-24-410, et seq, Section 59-26-40 (Rev. 1998) or employment decisions implemented under the district's reduction in force policy to be grievances under this procedure. The superintendent is responsible for maintaining administrative procedures that will facilitate this policy. (Policy GBK)

### **Staff Conduct (Policy GBEB)**

The board reaffirms one of the oldest beliefs in education, which is "One of the best methods of instruction is that of setting a good example." The board expects the staff of the district to strive to set the kind of example for students that will serve them well in their own conduct and behavior and subsequently contribute to an appropriate school atmosphere. To that end, in dress, conduct, including conduct communicated or performed in person, in writing and/or electronically, and interpersonal relationships, all staff should recognize that they are being continuously observed by students, other employees, parents/legal guardians and members of the community and that their actions and demeanor may impair their effectiveness as employees.

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

No employee will commit or attempt to induce students or others to commit an act or acts of immoral or criminal conduct which may be harmful to others or bring discredit to the district. If it appears an employee may have violated the law, the district will cooperate with law enforcement agencies.



Employees of the district, while on duty and in the presence of students, will not use profanity, will not use tobacco in any form, and will not consume or be under the influence of intoxicating beverages. Employees will not be involved in drug abuse or drug traffic. Violations of this policy by employees will be grounds for immediate suspension and possible termination of employment consistent with district policy and state law. In such cases, an employee will be informed of his/her right to any hearing or due process procedure that may be applicable under state or federal law or district policy.

The following list includes some of the actions that are considered misconduct while on duty on or off district premises.

- possessing, using, selling, manufacturing, distributing or dispensing any illegal drugs or alcohol while on duty or off district property
- fighting or deliberately harming another
- being absent without approval
- refusing to follow a supervisor's instructions and directions
- failure to adhere to safety and health rules as established by state law and the district
- destroying school property intentionally
- using obscene language which is unsuitable in the school setting
- having any interaction/activity of a sexual nature or intent with a student
- possessing weapons on school property (unless otherwise authorized by law)
- using school property without proper authorization
- behaving in any inappropriate manner to the extent of adversely affecting the employee's ability to perform his/her work and/or disrupting the educational environment
- harassment, intimidation or bullying of a student or staff member

#### Arrest of an employee

The board delegates specific authority to the superintendent to take appropriate employment action with regard to an employee who has been arrested. Employees arrested for a misdemeanor offense which would indicate no danger or appearance of danger to students, co-employees or the district will normally not be subject to any employment action.

Employees arrested for a misdemeanor offense which would indicate a possible danger or appearance of danger to the school district, co-employees or to pupils will normally be suspended with pay pending adjudication. Employees arrested for a misdemeanor offense which would indicate a possible danger or appearance of danger to pupils but not to the school district or co-employees will normally be reassigned to different responsibilities away from pupils within the district pending adjudication.

Employees arrested for a felony offense will normally be suspended with pay pending adjudication. In certain circumstances, other employment action may be taken

## **Staff conduct with students (Policy AR GBEBB-R)**

Staff members are expected to use good judgement in their relationships with students both inside and outside of the school context including, but not limited to, the following guidelines.

- Staff members will not make derogatory comments to students regarding the school and/or staff.
- The exchange of purchased gifts between staff members and students is discouraged.
- Staff-sponsored parties, at which students are in attendance, unless they are a part of the school's extracurricular program and are properly supervised, are prohibited.
- Staff members will not fraternize, written, verbally or electronically, with students except on matters that pertain to school-related issues.
- Staff members will not use insults or sarcasm against students as a method of forcing compliance with requirements or expectations.
- Staff members will maintain a reasonable standard of care for the supervision, control and protection of students commensurate with their assigned duties and responsibilities.
- Staff members will not send students on personal errands.
- Staff members will not give rides to students in their personal vehicles, unless approved by the appropriate administrator.
- Staff members will not sign students out of class except for school-related reasons.
- Staff members will, pursuant to law and board policy, immediately report any suspected signs of child abuse or neglect.
- Staff members will not attempt to counsel, assess, diagnose or treat a student's personal problem relating to sexual behavior, substance abuse, mental or physical health and/or family relationships but, instead, should refer the student to the appropriate individual or agency for assistance.
- Staff members will not disclose information concerning a student, other than directory information, to any person not authorized to receive such information. This includes, but is not limited to, information concerning assessments, ability scores, grades, behavior, discipline, mental or physical health and/or family background.
- Dating between staff members and students is prohibited.
- Staff members will not associate with students at any time in any situation or activity which could be considered sexually suggestive or involve the presence or use of tobacco, alcohol or drugs.
- Sexual relations with students, regardless of age and/or consent, are prohibited and will result in dismissal in accordance with state and federal law and board policy.

## **Tutoring for Pay (Policy GCRD)**

A teacher may enter into an agreement with parents/legal guardians for tutoring students for a fee. This practice must be limited to students other than those for whom the teacher is currently exercising teaching, administrative or supervisory responsibility. These restrictions are to assure all students reasonable assistance without charge from their own teachers, as well as to avoid placing a teacher in a position where he/she may have a conflict of interest. A teacher may not tutor any student for pay during his/her regular working hours or on school premises. These

agreements are between the parents/legal guardians and the teachers and the district assumes no responsibility for monitoring these activities.