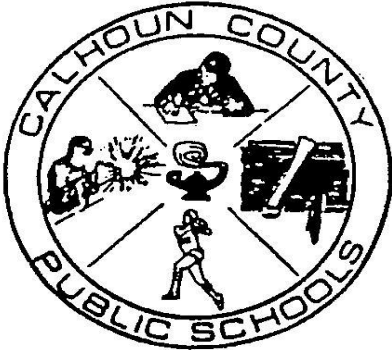


Calhoun County School District Employee Handbook 2022-2023



Dear Employees:

The Office of Human Resources is pleased to offer an employee manual which will answer many of your questions.

We have prepared this manual to assist you in understanding the policies, procedures and administrative rules in the School District of Calhoun County. We have ensured that rules and procedures in this manual have been established in accordance with Board Policy.

Employees are encouraged to check the district's website (www.ccpsonline.net) for periodic updates and look up policies not included in the manual. You are responsible for familiarizing yourself with and abide by policies in order to carry out your assigned responsibilities.

Finally, the Office of Human Resources is committed to serve and continuous improvement. Feel free to contact us at 803-655-7310 whenever needed.

Sincerely,

George Kiernan Ed.S
Chief of Human Resource

Calhoun County School District Board of Trustees

Mr. Gary Porth, Chairperson

164 Haigler Circle
Cameron, SC 29030
Telephone: (803)823-2500

Mrs. Debra Fredrick

114 Herlong Avenue
St. Matthews, SC 29135
Telephone: (803)456-4114

Mr. Kevin Jenkins, Vice-Chair

185 Copperhead Road
St. Matthews, SC 29135
Telephone: (803)874-1054

Mr. Ned Nelson

2004 Bridge Street
St. Matthews, SC 29135
Telephone: (803)874-1259

Mrs. Sandra Tucker

329 Old Sandy Run Road
Gaston, SC 29053
Telephone: (803)796-2192

**Mrs. Pam Kennedy,
Recording Secretary**

2673 Riley St. NE
Orangeburg, SC 29118
Telephone: (803)655-7310

Dr. Ferlondo Tullock, Superintendent

Telephone: (803)655-7310 (W)
Fax: (803)655-7393

SCHEDULED DISTRICT BOARD MEETINGS

The Board of Trustees shall meet on the third Monday of every calendar month at 7:30 p.m. The date and/or time of the meeting may be changed upon the request of any member and the concurrence of the full membership. Unless decided by prior agreement, the meeting will be held at a designated site each month.

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

Calhoun County School District does not discriminate on the basis of race, color, national origin, sex, disability, religion, or age in its programs and activities. The following people in the District have been designated to handle inquiries regarding the non-discrimination policy: The Director of Human Resources, Mrs. Everleen K. McFadden, should be contacted for all non-student and/or employment-related issues at 803-655-7310 or at P. O. Box 215, St. Matthews, SC 29135. The Deputy Superintendent, Mr. Ferlondo Tullock, should be contacted for all student issues including those related to Title II of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 at 803-655-2624, or at P.O. Box 215, St. Matthews, SC 29135. Inquiries concerning discrimination can also be made to the United State Department of Education's Assistant Secretary for Civil Rights, Washington, DC.

Role of the School Board

The School Board is comprised of 5 members elected by voters to serve single member districts. School board members serve a four-year term. The school board is legally responsible for the education of children from kindergarten through grade 12 who live within the county boundaries. It is a policy making body whose primary function is to establish rules and regulation concerning organization, policies, major plans and procedures for its public schools. The board appoints and hires a superintendent to manage the budget, supervise the staff and students and make recommendations about school operations.

PREFACE

Calhoun County School District developed this handbook in order to provide information that is readily available to its employees. While the employee handbook contains much of the pertinent information about the operations of the district, it does not contain everything one needs to know. Calhoun County School District policies are available on the district's website at www.ccpsonline.net.

The Employee 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 the district and an overview of its policies and rules.

We hope that you will find the information contained in the 2022-23 Employee Handbook helpful to you as an employee of Calhoun County Public Schools. If you need additional information or clarification pertaining to personnel matters, contact the Office of Human Resources.

Beliefs

- ✓ Learning is a lifelong process.
- ✓ All people have equal, inherent worth.
- ✓ A sense of spiritual well-being enhances learning.
- ✓ Progress requires change.
- ✓ Excellence is achievable.
- ✓ Diversity creates the opportunity for understanding.
- ✓ The family is the most important element in the development of a human being.
- ✓ Education is the responsibility of all people.
- ✓ Our children are the most important resource in the community.
- ✓ The use of technology will enhance the productivity of daily life.
- ✓ All children can learn.
- ✓ Character development enhances a productive community.
- ✓ We support the development of learning communities.

Calhoun County School District

Our Vision

We envision a school district where everyone works harmoniously in a safe and caring environment to help all students reach their maximum potential.

Our Mission

The mission of Calhoun County Public Schools, in unity with parents and community, is to provide an environment conducive to learning that challenges all students to reach their maximum potential for success in a rapidly changing global society.

DIRECTORY OF SCHOOLS

St. Matthews K-8 School



**135 Saints Avenue
St. Matthews, SC 29135
(803)655-2750 – Fax: (803)874-3273**

Principal: Dr. Treda Keith

Assistant Principal: Mr. Fred Mack

Grades: Pre-K – 8

Mascot: Cardinals

Colors: Red and Black

Hours of Operation

- M/W/TH/F: 8:00am – 3:00pm
- Tues: 8:00am – 2:00pm

Sandy Run K-8 School



**450 Old Swamp Road
Swansea, SC 29160
(803)655-2746 – Fax: (803)791-8975**

Principal: Mr. Chris Mack

Assistant Principal: Mrs. Michelle Bradley

Grades: Pre-K – 8

Mascot: Gators

Colors: Teal and Silver

Hours of Operation

- M/W/TH/F: 8:00am – 3:00pm
- Tues: 8:00am – 2:00pm

Calhoun County High School



**150 Saints Avenue
St. Matthews, SC 29135
(803)874-3071 – Fax: (803)655-5948**

Principal: Mr. Milton Howard

Assistant Principal: Ms. Sharice Walker

Grades: 9-12

Mascot: Saints

Colors: Red, Black, and White

Hours of Operation:

- M/W/TH/F: 8:00am – 3:00pm
- Tues: 8:00am – 2:30pm

Benefits and Health Information

Policy GBC Staff Compensation

Issued 2/96

Purpose: To establish the basic structure for compensating district staff.

Professional staff

The board will attempt to pay its professional employees at a level that will attract and hold personnel dedicated to education.

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

Classified staff

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

The effective date for all salary changes as determined by the salary schedule or by action of the board is the anniversary of employment.

Adopted 2/19/96

Legal references:

S.C. Code, 1976, as amended:

Section [59-20-50](#) - Minimum salary schedule.

Section [59-23-710](#) - Salary complaints.

Section [59-67-470](#) - School bus drivers to be employed by the board of trustees.

Section [59-67-480](#) - Salaries of school bus drivers to be fixed annually by General Assembly.

CALHOUN COUNTY PUBLIC SCHOOLS

Policy GBGD Workers' Compensation

Issued 2/96

Purpose: To establish the basic structure for employee assistance through workers' compensation insurance.

The board of trustees provides workers' compensation insurance coverage through the South Carolina School Boards Insurance Trust for all district employees. School bus drivers who are covered by the state and volunteers who are not employees are exceptions to this policy.

The South Carolina Workers' Compensation Law is designed to provide medical and monetary benefits for an employee who is injured while at work and as the result of an 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 employee's disability, and, in case of death, compensation for the deceased employee's dependents.

Under the Workers' Compensation Law it is the responsibility of the school district to provide medical treatment for employees injured on the job. School employees must use those providers specified by the employer. Designation of medical treatment providers will be made by the school district in consultation with and upon the recommendation of the worker's compensation insurance carrier. The refusal of an employee to accept any medical, hospital, surgical or other treatment when provided by the employer will bar such employee from further compensation until such refusal ceases unless, in the opinion of the South Carolina Industrial 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 employment, available sick leave and annual leave and workers' compensation benefits will be coordinated to the extent that such leave and benefits are available.

Every injured employee 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 a notice of the accident.

Adopted 2/19/96

Legal references:

S.C. Code, 1976, as amended:

Section [42-1-10 et seq.](#) - The South Carolina Workers' Compensation Law.

CALHOUN COUNTY PUBLIC SCHOOLS

Policy GCBD Professional Staff Fringe Benefits

Issued 2/96

Purpose: To establish the basic structure for the provision of fringe benefits to professional staff.

The district provides fringe benefits as required by South Carolina law. These benefits include the following.

- Worker's Compensation Insurance
- health insurance
- retirement program
- leave benefits

Adopted 2/19/96

Policy DKB Salary Deductions

Issued 5/96

Purpose: To establish the basic structure for deductions from employees' salaries.

All deductions from salary, except for deductions required by law, are subject to board approval and are voluntary on the part of the individual employee. The district requires that voluntary deductions be authorized in writing by the employee on a form supplied by the district.

The following payroll deductions are required by law.

- Social Security
- state and federal income tax
- state retirement

The following additional payroll deductions are allowed by law and are approved by the school board.

- extended family benefits for health insurance
- tax sheltered annuity plans which meet board established criteria
- employee credit unions
- deductions for state-authorized group survivor monthly income insurance programs and term life insurance

The district will consider deductions for charitable organizations only after each organization submits evidence that it has a current 501(c)(3) classification with the Internal Revenue Service.

The district will not make deductions for any organization which is chartered by Section 501(c)(4)(5) or (6) of Title 26 U.S. Code.

The district will not make deductions for any organization which has a parent or subsidiary organization which fails to meet the requirements herein.

The district will not make any deductions if the proceeds of the deduction would be for the benefit of a labor organization.

Adopted 10/15/84; Revised 8/6/86, 5/20/96

Legal references:

S.C. Code, 1976, as amended:

Section [8-11-91](#) - Deductions for charitable contributions.

Section [8-11-92](#) - Qualifying criteria for charitable organizations.

Section [8-11-93](#) - Minimum level of employee participation required (lesser of 10% or 200 employees).

Section [8-11-98](#) - Deductions for payment to credit union.

Health and Dental Insurance

The South Carolina Employee Insurance Program (EIP) provides health and dental insurance plan options. There are four health insurance plans and two dental insurance plans.

Life Insurance

Employees are eligible for \$3,000 coverage as a state health insurance plan participant. Employees also have the equivalent of 1 x their annual salary through the SC Retirement System. Payroll deduction life insurance is also available for employees, spouses and children.

State Retirement (Mandatory)

All school district employees in South Carolina participate in the State Retirement Program. Employees may choose between the SC Retirement System and the Optional Retirement Plan. The program can provide benefits for retirement, disability, and death and survivor benefits. Estimated retirement benefits can be calculated by accessing the [SCRS web site](#). (Optional membership is available to bus drivers, temporary employees and substitutes.)

Basic Long-Term Disability (BLTD)

After a 90-day waiting period, a health plan participant is eligible for disability coverage equal to 62.5% of pre-disability earnings. The maximum benefit is \$800 per month. BLTD is coordinated with Social Security Disability, Worker's Compensation, State Retirement Disability, and other disability benefits.

Supplemental Long-Term Disability (SLTD)

As a health plan participant, you may elect additional disability protection through payroll deduction. After a 90- or 180-day waiting period, employees are provided coverage equal to 65% of pre-disability earnings. The minimum benefit is \$100 per month and the maximum benefit is \$8000 per month. SLTD is coordinated with sick leave, salary continuation, Social Security benefits, Workers' Compensation, BLTD, State Retirement Disability, and other disability benefits.

Other Benefits Available

- ◆ **Money Plus** - This program allows payroll deductions prior to the calculation of income taxes for health/dental premiums and day care fees. Unreimbursed medical expenses are eligible after a one-year waiting period. Money Plus participation reduces taxable wages, federal/state tax withholding amounts and the impact of premiums on net pay.
- ◆ **Long Term Care Insurance** - Employees may purchase coverage for long term care. Employees choose the level of coverage and pay age-based premiums out of pocket.
- ◆ **Critical Illness/Cancer Insurance/Universal Life Insurance/Short Term Disability** - Employees may purchase coverage which is in addition to other health insurance.
- ◆ **Worker's Compensation** - Employees are provided coverage in case of accidents and illness which are job related.
- ◆ **Sick Leave** – Nine and ten-month employees receive 7 sick days per year accrued at a rate of 0.35 per pay period. The maximum number of days that can be accrued is 102. Twelve-month employees receive 10 sick days per year accrued at a rate of 0.42 per pay period. The maximum number of days that can be accrued is 105. Sick days may be used for personal sickness or family members' sickness. Sick leave transfers within the public employers in the state.
- ◆ **Other Leave** - Employees are provided leave for jury duty, military duty, professional development, religious observances, and bereavement.
- ◆ **Vacation** - Vacation for 12-month employees is based on years of experience and accrues each paycheck. The annual number of days are as follows:

0–19 years' experience: 10 days

20 + years' experience: 15 days

Contact the following individuals regarding health and benefits questions:

Mrs. Amy Williams, Benefits Administrator

Mrs. Phalya Donaldson, Payroll Accountant

(803) 655-7310

Family and Medical Leave Act

The FMLA entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave. Eligible employees are entitled to:

- Twelve workweeks of leave in a 12-month period for:
 - the birth of a child and to care for the newborn child within one year of birth;
 - the placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement;
 - to care for the employee's spouse, child, or parent who has a serious health condition;
 - a serious health condition that makes the employee unable to perform the essential functions of his or her job;
 - any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty;" **or**
- Twenty-six workweeks of leave during a single 12-month period to care for a covered service member with a serious injury or illness who is the spouse, son, daughter, parent, or next of kin to the employee (military caregiver leave).

With regard to insurance premiums for an employee who is on unpaid FMLA leave, the employee is responsible for paying the employee's portion of his/her health insurance on a monthly basis. Should the employee fail to make the required payments, the health coverage will be dropped within 30 days.

**CALHOUN COUNTY SCHOOL DISTRICT
REQUEST FOR FAMILY AND MEDICAL LEAVE**

EMPLOYEE: Please fill out this section and take this form to your health care provider.

Employee Name: _____
 Social Security Number: _____ Date of Hire: _____
 Address: _____
 School/Location: _____ Position: _____
 Type of Leave: Continuous Intermittent Expected Return Date: _____

Reason for Leave (choose one):

Employee Medical Leave: Birth of child Serious health condition of employee

Family Medical Leave: Serious health condition of Spouse Child Parent

Family Leave: Placement of a child by foster care or adoption

The Employer's share of the insurance premiums will be paid by the district for a maximum of 60 (sixty working days (including paid leave days and leave without pay days) for family or medical leave.

Employees' statement of Family Member Care:

When Family Leave is needed for a seriously is family member, the employee shall state the care he/she will provide and an estimate of the time period during which this care will be provided, including a schedule of leave if Family Leave is to be taken intermittently.

Patient (if other than employee): _____ Relation to employee: _____

Last Working Day: _____

Beginning day of Family & Medical Leave: _____ Return Date: _____

Employee Signature: _____ Date: _____

CERTIFICATION OF HEALTH CARE PROVIDER

HEALTH CARE PROVIDER: Please fill out this section and return as shown below.

Does the patient have a serious health condition? Yes No (If yes, please check reason):

- 1. Hospital Stay Diagnosis: _____
- 2. Incapacity plus Treatment – condition that causes 3 days of incapacity
- 3. Pregnancy – any period of incapacity due to pregnancy or prenatal care
- 4. Chronic Serious Health Condition
- 5. Permanent or Long-Term Conditions – requiring medical supervision
- 6. Multiple Treatments for Non-Chronic Condition

Date serious condition commenced: _____

Probable duration of condition: _____

If the level is to care for a family member, is the employee's presence necessary or would it be beneficial to the patient? Yes No

Name and Type of Practice: (Please Type or Print): _____

Signature of Health Care Provider: _____ Date: _____

EMPLOYEE RETURN THIS FORM TO: Calhoun County School District – Human Resources

P.O. Box 215
St. Matthews, South Carolina 29135

REV. 11/2009

GENERAL INFORMATION

SECTION 1: REGULATIONS

R 43-50 PERSONS REQUIRED TO HOLD A TEACHING CERTIFICATE

Each individual employed in an instructional, classroom teaching position or who serves in a position designed for the support of the instructional program in a public school of this state must hold an appropriate South Carolina teaching credential. The licensing of related educational professionals in the areas of Audiology, Nursing, and Social Work is remanded to the established licensing boards effective July 1, 2000. Individuals employed as trade and industrial teachers are required to meet all general certification requirements except where specified otherwise.

NOTICE

The required initial application fee for a South Carolina teaching license is \$105.00. The non-refundable fee can be paid online by credit card or by sending a check or money order payable to “South Carolina Department of Education” at the following address.

**Office of Educator Certification Landmark II Office Building
3700 Forest Drive, Suite 500 Columbia, South Carolina 29204**

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

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

Explanation of Teacher Contract Levels and ADEPT Processes

Induction contracts are issued to teachers who hold valid South Carolina teaching certificates and have less than one year of teaching experience. During this induction year, beginning teachers participate in activities designed to facilitate their successful transition into professional practice. Novice teachers also receive support, assistance, and feedback from mentors, building administrators, and other experienced and novice teachers.

Provisional contracts were phased out during the 2004–05 school year and replaced with diagnostic assistance during an annual-contract year, per the amended ADEPT statute (S.C. Code Ann. § 59-26-40).

Annual contracts are issued to teachers who have completed an induction-contract year. Teachers may have up to four annual contracts. The following ADEPT processes apply to annual-contract teachers:



Formal evaluation. During the formal (summative) evaluation process, districts must adhere to standardized procedures (e.g., multiple evaluators; multiple sources of data; collection of data over time; documentation of evidence; maximum validity, reliability, and freedom from bias) in order to make summative, consensus-based judgments about teachers' performance with regard to the state's professional teaching standards (i.e., ADEPT Performance Dimensions).

Teachers must successfully complete a formal evaluation at the annual-contract level in order to be eligible to advance to a professional teaching certificate.

Teachers who fail formal evaluation for the second time at the annual-contract level are automatically suspended from teaching in any public school in this state for a minimum of two years. Additionally, these teachers must complete a state-approved program of remediation in order to have their teaching certificates reinstated.



Diagnostic assistance. Annual contract teachers are eligible to receive one year of diagnostic assistance, if needed. The purpose of diagnostic assistance is to support promising teachers who require additional help either after their

induction year or after their first unsuccessful formal evaluation. Additionally, teachers from out of state or from a nonpublic school setting who have more than one year of teaching experience are eligible to receive a year of diagnostic assistance, at the discretion of the school district, in order to become familiar with the district and/or the ADEPT system prior to their formal evaluation. During the diagnostic assistance year, mentors, administrators, and peers provide support, assistance, and/or feedback tailored to meet the specific needs of each teacher.

- ◆ *Informal evaluation—also known as goals-based evaluation, or GBE.* During the GBE process, teachers collaborate with administrators to develop, implement, and evaluate individualized goals and professional development plans. At the annual-contract level, GBE applies primarily to alternative certification (PACE) teachers, career and technology education (CATE) teachers, and international teachers who have successfully completed a formal evaluation during a previous annual-contract year but who have not yet completed all other requirements for a professional teaching certificate.

Continuing contracts are issued to teachers who have successfully completed all requirements for a professional teaching certificate. Teachers at the continuing-contract level have full procedural due process rights relating to employment and dismissal. All teachers employed under continuing contracts must be evaluated on a continuous basis; the evaluation may be formal or informal (refer to the explanations above), at the discretion of the district, based on each teacher's needs and previous performance.

REQUEST FOR CHANGE/ACTION

South Carolina Department of Education
Division of Educator Quality and Leadership – Office of Educator Certification – www.scteachers.org
3700 Forest Drive, Suite 500
Columbia, South Carolina 29204

Directions

- ❖ To initiate action, please complete and submit this form along with support documentation to above address.
- ❖ Requests may be submitted by mail, fax (803-734-2873), or hand-delivery. Requests will be processed in the order they are received, regardless of the method of submission.

SSN	_____	Certificate #	_____	District Employed	_____
Name	_____	_____	_____	_____	_____
	Last	First	MI	Former Name	
Address	_____	_____	_____	_____	_____
	Street	City	State	Zip	
E-Mail	_____	Home Ph.	()	Work Ph.	()
Are you currently applying for or participating in PACE (alternative certification)? <input type="checkbox"/> Yes <input type="checkbox"/> No					

Please indicate the nature of your request in the area below.

- 1. Evaluate my transcripts for the alternative certification program (PACE) in the subject of _____.
- 2. Advance my PACE certificate to a professional certificate. All required documentation has been submitted.
- 3. Evaluate my file for adding the certificate area of _____.
- 4. Evaluate my file for eligibility for the *master's plus 30* credential in the certificate area of _____.
- 5. Add the following certificate area(s) for which *all* requirements have been met: _____.
- 6. Add a one-year extension to my professional certificate.
- 7. Renew my professional certificate. All required documentation has been submitted or is enclosed.
- 8. Advance my initial certificate to a professional certificate *prior* to the automatic processing date (June 30). All requirements have been met. (Teachers who are eligible to advance to a professional certificate and who wish to wait until the June 30 automatic processing date do *not* need to submit this request form.)
- 9. Advance my temporary certificate to the initial or professional level.
- 10. Advance my certificate to the *bachelor's plus 18* level. Official *graduate* transcripts have been submitted.
- 11. Advance my certificate to the *master's degree* level. Official *graduate* transcripts have been submitted.
- 12. Advance my certificate to the *master's plus 30* level in the area of _____.
- 13. Advance my certificate to the *doctorate degree* level. Official *graduate* transcripts have been submitted.
- 14. Approve the following course _____ (*PACE teachers check the Web site for procedures.*) from _____ for the purpose of _____. A course description is attached.
- 15. Change my name and/or address, as listed above.
- 16. Add additional year(s) of teaching experience. Verification forms are on file or enclosed.
- 17. Send me a duplicate certificate. The \$5.00 fee is enclosed. (*check or money order only*)
- 18. Other _____

Signature

Date

Effective Date of Credential

If the State Department of Education (SDE) receives the educator's request and all required documentation between

- ❖ May 1 and November 1: The change in status, if approved, will be effective July 1 of the same calendar year.
- ❖ November 2 and April 30: If the educator submitted the request within 45 days of fulfilling the requirements, the change in status, if approved, will be effective on the date that all requirements were satisfied.
- ❖ November 2 and April 30: If the educator submitted the request more than 45 days *after* fulfilling the requirements, the change in status, if approved, will be effective on the date that all information was received by the SDE.

Quick Facts about South Carolina's Teacher Requirements



Who?

Who must be certified?

All teachers in all schools who provide the primary instruction in core academic subjects must be certified. All teachers hired for the purpose of reducing class size, whose salaries are paid through the No Child Left Behind Act's *Improving Teacher Quality Grant* funds must be certified.



What?

What are the core academic subjects?

The core academic subjects are: English, reading or language arts, mathematics, science, foreign languages, civics, government, economics, history, geography, dance, art, and music.

What are the criteria for being certified?

A certified teacher must 1) have earned at least a bachelor's degree, 2) demonstrate content knowledge in each core content area he or she teaches, and 3) have full state certification appropriate for the teaching assignment.

What types of certifications are acceptable?

The Office of Educator Certification (OEC) issues six types of teaching certificates that meet the highly qualified requirements for full state certification. They are as follows:

- Initial,
- Critical Need (PACE),
- International,
- Internship,
- Professional (includes Regular Grade A issued prior to 1970), and
- Restricted Alternative Certificate (RAC).

The OEC phased out the issuance of unacceptable certifications for teachers of core academic subjects July 1, 2006. Descriptions are available at the Web site: <http://www.scteachers.org/titleii/certdesc.cfm> .

What are the current certification levels?

South Carolina's certification levels are as follows:

Early Childhood PK-3

Elementary 2-6

Middle Level 5-8

Secondary 9-12

Special Education P-12

Special Subjects P-12 foreign languages, music, art, dance and reading)

What certificates are required for teaching specific classes?

A teacher is only highly qualified if the educator’s certification is appropriate for the assigned classes. The Required *Credentials for Professional Staff Members in the Professional Programs of South Carolina’s Public Schools* document is available through the link:

ed.sc.gov/agency/Accountability/Federal-and-State-Accountability/Accreditation/AccreditationofSchoolsandDistricts.html

What identifies a teacher as new or veteran?

A teacher who has less than one year of teaching experience is considered to be new. Teachers with at least one year of teaching experience are considered to be veterans. Only veteran teachers have the option of HOUSSE to demonstrate content knowledge.



How?

<p>How can new or veteran early childhood, Options elementary, or special education teachers Knowledge demonstrate knowledge in each core content subject they instruct?</p>	<p>for Demonstration of Content Knowledge demonstrate knowledge in each</p>
<p>Certification Area</p> <p>Elementary Education (2-6)</p>	<p>(New or Veteran Teachers) NTE: <i>Education in the Elementary School</i>, or Praxis II: <i>Elementary Education: Curriculum, Instruction, and Assessment</i> (#0011), or Praxis II: <i>Elementary Education: Content Area Exercises</i> (#0012)</p> <p><i>Reciprocity for comparable out-of-state exams</i> (Veteran Teachers Only)</p> <p>Math, Science, Social Studies, and Language Arts or Multi-Subject</p>

	<p><i>OR- Alternative pathways program</i></p>
<p>Early Childhood Education (PK-3)</p>	<p style="text-align: center;">or</p> <p style="text-align: center;">National Board of Professional Standards for Teachers (NBTPS) Certification for the appropriate age and area</p> <p style="text-align: center;">(New or Veteran Teachers)</p> <p>Either of the above Praxis exams (#0011 or #0012),</p> <p style="text-align: center;">or</p> <p><i>NTE: Education in the Elementary School</i></p> <p style="text-align: center;">or</p> <p>Praxis II or NTE in Early Childhood Education (#0020)</p> <p style="text-align: center;">or</p> <p>Education of the Young Child (#0021) <i>Reciprocity for comparable out-of-state exams</i></p> <p style="text-align: center;">Or – Alternative Pathways Program</p> <p>Math, Science, Social Studies, and Language Arts</p> <p style="text-align: center;">—</p> <p style="text-align: center;">or</p> <p style="text-align: center;">National Board of Professional Standards for Teachers (NBTPS) Certification for the appropriate age and area</p>



When?

When do teachers have to be certified?

All teachers must be certified. (This is based on an official state license)



Where?

In which schools do the teachers have to be fully certified?

All schools.

Please remember that certification criteria is subject to change through the state department. It is imperative that you contact the Human Resources office with questions or concerns.

Obtaining Renewal Credits

Educators are responsible for ensuring that all renewal options and activities meet the following guidelines.

An individual who is employed in a position that requires South Carolina educator certification and is employed in a South Carolina public school district must earn renewal credits through professional development activities that

- directly relate to the educator's professional growth and development plan;
- support the goals of the employing public school district; and
- promote student achievement, as required by State Board of Education Regulation 43-205.1, Assisting, Developing, and Evaluating Professional Teaching (ADEPT), and Regulation 43-165.1, Program for Assisting, Developing, and Evaluating Principal Performance (ADEPP).

Submitting Renewal Credits

An educator who is employed in a South Carolina public school district or State Department of Education-approved Renewal Credit Plan agency and holds a position that requires South Carolina educator certification must

- earn a minimum of **120** renewal credits that meet the appropriate eligibility criteria for each certificate renewal option/activity, as specified in the renewal credit matrix;
- maintain all required verification, as described in the renewal credit matrix;
- adhere to all district/educational agency policies related to pre-approval and processing of renewal credit; and
- submit necessary verification to the designated district/agency administrator for review, approval, and signature.

Note: Any educator who has not earned a master's degree must earn at least sixty renewal credits (three semester hours) in graduate-level coursework to renew his or her current certificate. Educators who hold Career and Technology Education Work-Based Certification exclusively are not required to fulfill the graduate-level coursework requirement. These credits must be earned from a national or regionally accredited college or university or through a college or university that has *graduate* programs approved for teacher education by the State Board of Education.

All administrators employed in a South Carolina public school district must complete minimum of twenty (20) renewal credits (of the required 120 renewal credits) during each five-year validity period in professional development activities that are designed to enhance their skills in supporting and encouraging teachers as professionals.

Renewal Credit Matrix

		MAXIMUM CREDITS allowed for this option	Credit Equivalency	DOCUMENTATION Required
	OPTION			
1	College Credit	120	1 semester hour = 20 credits	Transcript
2	State Department of Education Course	120	1 semester hour = 20 credits	Appropriate certificate
4	Publications	60	Type of work determines credit	Verification of publication
5	Instruction	60	Formula for type of class	Copy of schedule or agenda
6	Professional Training	120	1 hour = 1 credit 1CEU = 10 credits	Certificate or letter
7	Professional Assessor/Evaluator	60	ADEPT Team max = 30 credits 1 hour = 1 credit	District documentation
8	Mentorship, Supervision, or Instructional Coaching	60	Formula for type of activity	Documentation from college/district
9	Educational Project, Collaboration, Grant, or Research	60	30 credits max for <i>each</i> activity	Documentation from <i>each</i> activity
10	Professional Development Activity	60	1 hour = 1 credit 1 CEU = 10 credits	Official documentation from sponsor
11	Professional Development Activity	120	1 IACET CEU = 10 credits	Documentation from sponsor with IACET logo

RECERTIFICATION FAQ

Why change the recertification model?

The Renewal Credit Plan enables educators to use quality professional development opportunities toward the renewal of the SC professional educator's certificate. This plan promotes growth for the educator based on his or her professional growth and development plan which will result in enhanced teaching skills and ultimately increased student achievement.

Will educators be allowed to choose from any of the options on the Renewal Credit matrix for renewal credit work?

All educators employed in a SC public school district can utilize all matrix options provided they correspond with his or her professional growth and development plan, and the employing district's policy. All other educators will continue to earn renewal credit in college/university work or SDE recertification courses in that educator's certification area, technology, Special Education or a new area of certification.

What does an educator do with renewal credit verification?

If the educator is currently employed in a SC district, he or she will follow the district plan and turn in renewal credit verification to the District Coordinator or school designee. An educator must keep a copy of verification used for renewal. If the educator is not employed in a district, the educator will work directly with the State Department of Education, Division of Educator Quality & Leadership, Office of Educator Certification. These educators will send the DEQL - OTC an official transcript of completed course work in the area of certification or Special Education or technology from an accredited college or university or certificate from a SDE course.

Does an educator work through his or her district to add on certification and/or a change in certification status?

No. Districts will process only direct renewal of a SC professional educator's certificate. For any other certification request or inquiries, the educator will work directly with the SDE - Office of Educator Certification.

Who is responsible for maintaining an educator's renewal credit?

The educator must keep verification for all renewal work. Educators employed in a district must follow the district's process for submitting the renewal credits.

Why would a district refuse renewal credit for an activity an educator completed?

The renewal credit work *must* support the educator's professional growth and development plan. The credit work cannot be a part of the educator's contracted duties. Pre-approval policy within a district, must be followed. The verification must meet the credit matrix description.

If an educator leaves a district, what happens to his or her renewal credit?

An educator is responsible for processing all completed renewal work with his or her current district coordinator for approved, completed renewal work to be credited to the educator's records. That district will post the credit in the SDE Certification Portal System. Credit that is posted on the SDE - CPS automatically is accepted by the district where the educator relocates. Any renewal credit work that has not been completed may be presented for review to the district coordinator or designee of the district where the educator has relocated if in SC.

Who determines which option will be used for the renewal credit work?

The district coordinator or designee will determine the most appropriate option for credit.

How can I renew an Initial Certificate?

An **initial certificate** is valid for three years. Beyond the initial three-year validity period, teachers who do not yet meet the requirements for professional certification, but who are employed by a public school district at the provisional or annual contract level, as defined in S.C. Code Ann. Section 59-26-40, may have their certificates renewed annually at the request of the employing school district.

Teachers who hold initial certificates and are employed in a non-public school educational setting may have their certificates renewed annually for an indefinite period at the request of the educational entity, provided that certificate renewal requirements, as specified in R 43-55 (Renewal of Credentials) are met every five years.

Teachers who hold initial certificates but who are not employed by a public school district in a position requiring certification at the time the initial certificate expires, and who have not otherwise met the requirements for professional certification, may reapply for an initial certificate at such time as they become employed by a public school district or private school, subject to the requirements for initial certification in effect at the time of reapplication. To qualify for an initial certificate, the applicant must fulfill the following requirements:

- Earn a bachelor's or master's degree either from an institution that has a state-approved teacher education program and is accredited for general collegiate purposes by a regional accreditation association, or from a South Carolina institution that has programs approved for teacher education by the State Board of Education, or from an institution that has programs approved for teacher education by the National Council for Accreditation of Teacher Education (NCATE). Professional education credit must be earned through an institution that has a teacher education program approved for initial certification.
- Submit the required teaching area examination score(s) as adopted by the State Board of Education for purposes of certification. Effective July 1, 2006, the required score on the examination of general professional knowledge (pedagogy) as adopted by the State Board of Education for purposes of certification will be required for initial certification. Until that date, the general professional knowledge (pedagogy) exam will be required only for professional certification.

- Undergo criminal records check by the South Carolina Law Enforcement Division and a national criminal records check supported by fingerprints conducted by the Federal Bureau of Investigation. If the applicant does not complete the initial certification process within eighteen months from the original date of application, the FBI fingerprint process must be repeated. Eligible applicants who have prior arrests and/or convictions must undergo a review by the State Board of Education and be approved before a certificate may be issued. Background checks from other states or agencies are not transferable to South Carolina.

Summary Information

- To qualify for an Initial Certificate, the applicant must:
 - Earn an appropriate degree in an approved teacher education program
 - Submit the required teaching area examination score(s) and appropriate PLT [examination](#)
 - Undergo a criminal records check
- Initial Certificates can be renewed at the request of a public school district or educational entity annually, after the initial three-year validity period.
- Teachers who hold Initial Certificates but who are not employed by a public school district must meet renewal requirements, as specified in R 43-55 (renewal of credentials).
- Teachers who hold an Initial Certificate and are not employed, and who have not met the requirements for professional certification, may reapply for an initial certificate at such time they become employed by a public or private school. They would be subject to the requirements for initial certification in effect at the time of reapplication.

Paraprofessionals

Requirements for Paraprofessionals

According to the Title I of the Elementary and Secondary Education Act (ESEA), all instructional paraprofessionals in Title I schools or targeted assistance programs must complete at least one of the following three requirements:

- At least two years of study (60 semester hours) at an accredited institution of higher education; or
- An associate's degree (or higher); or
- An approved state or local academic assessment that measures the paraprofessional's knowledge of and ability to assist in instruction of the following subjects at the appropriate level:
 - reading, writing and mathematics; or
 - reading readiness, writing readiness, and mathematics readiness.

To meet this assessment requirement, paraprofessionals may choose one of the following state approved tests:

- [ParaPro Assessment](#) (ETS). The minimum passing score on this test is 456. ○ [WorkKeys](#) (ACT). The following four areas are required: reading, writing, mathematics, and an inventory survey. The minimum passing score on the required assessments are as follows. Applied Mathematics - 4
Reading for Information - 4 Writing or Business Writing - 3
Instructional Support Inventory - 3

Community Involvement

The administration supports volunteer programs which are professionally organized and promote better educational opportunities for students.

The goal of community involvement is to enhance the learning environment through a strong support base for each school by capitalizing on community resources and working with other support groups already in existence.

In accordance with the district's policy, all volunteers and chaperones that assist in the School District of Calhoun County on an interim or regular basis are required to have a criminal background record and national sex offender's registry check performed.

The following are representative of some of the volunteer roles in Calhoun Schools:

Classroom Volunteer

Works under the supervision of the classroom teacher to reinforce students' skills. Classroom volunteers may support the teacher in instructional, related arts, and extra-curricular activities.

School Support Volunteer

Provides support to the school clerical staff, cafeteria, parking lot, playground, halls, and school crossings.

Mentors

Mentors are expected to devote a specific amount of time to a student. This is a role model, advocate, motivator, resources and helper.

Tutors

Tutors are expected to be consistent in devoting their time. Students become to rely on their tutors to assist with lessons, homework and one to one support. Tutors always work under the direction of the classroom teacher.

Calhoun County Public Schools Volunteer Application

P.O. Box 215, St. Matthews, South Carolina 29135 (803) 655-7310 (phone) (803) 655-7393 (fax)

www.calhoun.k12.sc.us

About the Information Requested

Prior to applicant's approval of volunteer service, the District will request a criminal background check of past actions. For this reason, information about date of birth, gender, and race is requested as a part of the application process.

Applicant Information

Please Print

Full Legal Name	
Maiden Name	
Street Address	
City ST ZIP Code	
Home Phone	
E-Mail Address	
Social Security # (optional)	
Date of Birth	
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female
Ethnicity	<input type="checkbox"/> Black <input type="checkbox"/> White <input type="checkbox"/> Asian <input type="checkbox"/> Hispanic <input type="checkbox"/> Other: _____
Have you ever been convicted of a crime?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain: _____ (Use separate sheet , if necessary)

Availability

During which times are you available for volunteer assignments?

- | | |
|-------------------------------------|---|
| <input type="checkbox"/> Mornings | <input type="checkbox"/> Once a month |
| <input type="checkbox"/> Afternoons | <input type="checkbox"/> Once a week |
| <input type="checkbox"/> Full days | <input type="checkbox"/> Special events/as needed |

Location

Select the location(s) where you would like to volunteer:

St. Matthews K-8 School

Alternative Program

Sandy Run K-8 School

District Office

Calhoun County High School

Person to Notify in Case of Emergency

Name	
Home Phone	
Work / Mobile Phone	
Relationship to you	

Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Name (printed)	
Signature	
Date	

Our Policy

It is the policy of this organization to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability.

Thank you for completing this application form and for your interest in volunteering with us.

**Calhoun County School District
TUITION REIMBURSEMENT GUIDLELINES 2020-2021**

The intent of the Tuition Reimbursement Program is to assist educators in obtaining recertification in their areas of certification and assignment; to assist special education teachers to become certified in their area of assignment; and to assist classified employees in obtaining certification as teachers or meeting other career goals. The amount of reimbursement is limited and will not exceed \$800.00 per employee per course. The amount for each online course is \$500.00, which is subject to pre-approval. Courses already subsidized by the District (such as those offered through the Professional Development Center) are not eligible for tuition reimbursement. **Only courses completed during the fiscal year of July 1 through June 30, present year are eligible for reimbursement.** Both certified and classified employees may be reimbursed for one course per semester, **with a maximum of two reimbursements during the fiscal year period as the budget will allow. Limited funds are allocated per semester. Approvals will be on a first-come, first-serve basis until funds for that semester are exhausted.**

In order to be eligible as a ***certified employee***, a course must meet **one** of the following requirements in addition to number 1:

1. Must be a full-time employee, have completed a minimum of one year of service with the District, and not currently on an improvement plan.
2. The course must be for recertification in the employee’s area of certification and assignment.
3. The course must be for certification in an area in which a special education teacher is teaching on a permit and will continue to teach at least one more year.
4. The course must be a required course in a state approved accredited teacher education program at a South Carolina public or private college or university.
5. Employee must pass the course with a minimum of a grade of “C” or better to qualify.

In order to be eligible as a ***classified employee***, a course must meet the following requirements:

1. Must be a full-time employee, have completed a minimum of one year of service with the District.
2. Employee must apply for coursework or training that is designed to improve current job knowledge and skills, to prepare for a promotion or licensure, or to teach them job skills that can be utilized by the District.
3. Employee must pass the course with a minimum of a grade of “C” or better to qualify.

The deadlines for submitting a Tuition Reimbursement Request Form are as listed and are strictly adhered to:

<u>Semester</u>	<u>Dates</u> (Approximations)	<u>Deadline for Requests</u>
Fall, 2023	August 13, 2022- December 31, 2022	September 28, 2022
Spring, 2023	January 2, 2023- May 10, 2023	February 24, 2023

The employee must submit the following to the Office of Human Resources:

1. A completed **Tuition Reimbursement Request** with immediate supervisor’s signature.
2. An original fee receipt showing the actual amount of tuition paid for the course for which reimbursement is requested. **A student loan for payment of tuition will not be considered unless proof that repayment in the amount requested, up to \$800, has already been paid to your loan company before reimbursement can receive final approval. No request will be processed without an original fee receipt.**
3. A letter confirming official acceptance into a teacher education program and some documentation that the specific course being taken is a required part of that program.
4. A grade report or transcript showing successful completion of the course. These items will be kept on file with the approval forms for audit purposes.

Requests received in the Office of Human Resources will be acknowledged with a letter within a reasonable time period. Reimbursement checks should be issued in a timely manner after receipt of Reimbursement Request Form.

Feel free to call Amy Williams in the Office of Human Resources at 803-655-2604 with questions. THIS FORM SUPERCEDES ANY PREVIOUS GUIDELINES. ADDITIONAL FORMS ARE AVAILABLE ONLINE ON THE DIVISIONS ACCOUNTING SYSTEM

**Calhoun County School District
TUITION REIMBURSEMENT REQUEST 2020-2021**

Date: _____ Certified employee Classified employee
*Date of employment (Required) _____

Name _____ SS No. _____

Home Address _____ City _____ State _____ Zip _____

Work Location & Assignment _____

Are you currently teaching on an out-of-field permit? _____ Yes _____ No

PLEASE APPROVE THE FOLLOWING COURSE FOR TUITION REIMBURSEMENT

Course Title _____ Course No. _____

Actual Date of Enrollment _____ Actual Date of Completion _____

College/University _____ (check one) Online _____ Seat Time _____

Credit hours _____ Tuition \$ _____

SUPERVISOR: (Request will not be processed without this signature)

I certify that the above assignment information is correct. If classified employee, I certify that this course will improve current job skills, or prepare for promotion.

Principal/Department Head's Signature** _____

****By signing here, you are verifying that this employee is not on an improvement plan.**

Return form and required documentation to the Office of Human Resources.

HUMAN RESOURCES USE ONLY FOR CHECK DISBURSEMENT

Employee Name: _____ Date: _____

Work Location: _____

I acknowledge receipt of a tuition reimbursement check in the amount of \$ _____. I certify that the reimbursement being received does not exceed the actual tuition paid for the course. I am accepting this check acknowledging successful completion of my course.

Employee Signature: _____

DO NOT WRITE BELOW THIS LINE--This section will be detached and response returned. -----

Date Tuition Reimbursement Request Received in the Office of Human Resources: _____

Employee's Name: _____

Approved _____ Denied _____

If denied, reason _____

Signature _____ Date: _____

THIS FORM SUPERCEDES ANY PREVIOUS FORMS

Selected Personnel Policies, Regulations, and Procedures

The following is a group of personnel policies which employees frequently refer. Please refer to www.ccpsonline.net for other policies.

Policy GBEB Staff Conduct

Issued 9/15

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

District employees are expected to set the kind of example for students which will serve students well in their own conduct and subsequently contribute to an appropriate school atmosphere.

To that end, in dress, conduct, including conduct communicated or performed in person, in writing and electronically, and interpersonal relationships, all staff should recognize that they are being continuously observed by students, other employees, parents/legal guardians, and community members and that their actions and demeanor may impair their effectiveness as employees.

The personal life of an employee, including his/her personal use of non-district-issued electronic equipment outside working hours (such as through social networking sites and personal portrayal on the Internet), will be the concern of the administration if it impairs the employee's ability to effectively perform his/her job responsibilities or if it violates local, state law, federal law, or contractual agreements. Unprofessional conduct may subject the employee to disciplinary actions consistent with state law, federal law, and/or board policy.

All employees must maintain a strictly professional relationship with students/staff at all times, both inside and outside of school. No employee may engage in inappropriate conduct of a sexual nature with a student/staff member at any time. This includes any action or conduct communicated or performed in person, in writing, or electronically through telephones, personal data assistants, or other telecommunication devices; through computers, laptops, or other mobile computing devices; and/or through email, text messaging, social networking, etc.

While on duty and/or in the presence of students, employees will not use profanity, tobacco in any form, abuse prescription drugs, or consume or be under the influence of intoxicating beverages. Illicit drug use or trafficking by employees at any time is unacceptable.

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

No district employee will possess any type of weapon prohibited under state law on district or school property.

Violations of this policy will be grounds for placing an employee on administrative leave, with or without pay, pending an investigation and possible recommendation for termination of employment consistent with district policies and state law. In such cases, an employee will be informed of his/her rights to a hearing.

Arrest of an Employee

Should an employee be arrested, he/she must promptly notify his/her principal and the director of human resources and keep them apprised of the continued status of the criminal case. The district will take appropriate employment action with regard to an employee who has been arrested, consistent with state law.

Adopted 2/19/96; Revised 12/09, 4/27/15, 9/21/15

Legal references:

S.C. Code, 1976 as amended:

[Section 16-23](#)-420 and 430 - Concealed weapons, school property exception.

Calhoun County Public Schools

Policy **GBEBB** Staff Conduct With Students

Issued 10/18

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

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

All employees are expected to exercise good judgement and maintain professional boundaries when interacting with students, in all curricular and extracurricular activities, both on and off school property.

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

Sexual Misconduct

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

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

Reporting

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

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

Staff members are expected to use good judgment 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, 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.
- All social media communications between staff and students must be related to school activities only – coursework, school events, athletic activities, etc.
- All social media communications between staff and students must include another adult (parent/legal guardian, other school staff, etc.)
- Staff members are prohibited from “friending” or otherwise connecting with individual students on social media sites or platforms.
- Unsolicited communications from students that do not relate to legitimate school matters must be reported to superiors in the district.
- Staff use of social media must be kept completely separate from employment-related social media use.
- Texting with students is discouraged except when absolutely necessary and should always include third-party adults.
- Social media posts intended for students should be formal and professional in tone and language and should not include photos or images unrelated to the professional purpose of the communication.

- Social media communications may never include confidential information about other students or staff.

Cf. [AC](#), [GBAA](#), [GBEB](#), [GCQF](#), [JB](#), [JI](#), [JLF](#)

Adopted 12/13/10; Revised 10/15/18

Legal References:

Federal Law:

Title IV of the Civil Rights Act of 1964, [42 U.S.C.A. Section 2000c-6](#) - Prohibits discrimination on the basis of race, color, religion, sex, or national origin by public elementary and secondary schools.

Title IX of the Education Amendments of 1972, [20 U.S.C.A. Sections 1681](#), *et seq.* - Prohibits discrimination on the basis of sex.

S.C. Code, 1976, as amended:

[Section 1-13](#)-10, *et seq.* - Prohibits discrimination on the basis of race, religion, color, sex, age, national origin, or disability.

[Section 16-3](#)-655 - Criminal sexual conduct with a minor.

[Section 16-3](#)-755 - Sexual battery with a student.

[Section 16-3](#)-800, *et seq.* - Sexual performance by children.

Calhoun County Public Schools

Policy GBB Staff Involvement In Decision Making

Issued 2/96

Purpose: To establish the basic structure for staff involvement in making the decisions under which the district operates.

The board believes that a school system functions best when all personnel are informed of the organization's major activities and goals. The board encourages recommendations and suggestions from all employees of the district on any phase of the district's operation. A free exchange of ideas designed to improve the district system creates an atmosphere which allows the board to seek the best ideas from everyone involved in the district's schools.

In the development of policies affecting the system, the board should seek the judgment and counsel of appropriate personnel before adopting such policies.

Personnel participation in decision making may include items listed below as they are appropriate to areas, programs and schools.

- policy development
- administrative rules development
- budget planning
- facilities planning
- strategic planning

When developing rules, regulations and arrangements for the operation of the district, the superintendent will attempt to include at the planning stage, those employees affected by such provisions.

Adopted 2/19/96

CALHOUN COUNTY PUBLIC SCHOOLS

Policy **GBEBA** Staff Dress Code

Issued 9/16

Purpose: To establish the basic structure regarding appropriate attire for staff.

In order to provide a professional atmosphere that enhances learning, instills discipline, prevents disruption, avoids safety hazards, sets an example for students, and improves student behavior, the Calhoun County Board of Trustees requires all persons to dress in a professional manner.

The building principal is responsible for setting the standard at his/her school.

All personnel are to dress appropriately for the position they hold.

The following attire is considered unprofessional:

- flip flops
- jean-style denim material pants or slacks with holes or those that have frayed ends
- t-shirts - except school t-shirts
- tank tops
- leggings
- mini skirts/mini dresses
- sweat suits - except for PE teachers during physical activity
- visible body piercings that serve as a distraction in the judgement of the principal or immediate supervisor
- tattoos that display inappropriate language or images; the principal's decision is final

Adopted 2/20/06; Revised 9/26/16

Calhoun County Public Schools

Policy GBEBDA* Criminal Record Checks

Issued 8/10

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

The district will require appropriate state criminal background checks as outlined in law on any individual recommended to be employed in a paid or volunteer position.

The cost of the background checks will be paid by the district as funds allow. 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 check

The district will obtain a name-based criminal record history check from SLED on all new employees prior to their initial employment. The district will consider the results of all criminal record history checks on an individual basis. In determining how the information obtained impacts the individual's ability to be an effective employee, the district will consider such things as severity of offense, age of the individual, direct impact of the offense on children, length of time since conviction or plea, restitution, conduct or remedial actions during probation, and participation in pre-trial intervention and/or expungement.

The district will not employ an individual who has been convicted of or plead guilty to a violent crime as outlined in law. Also, when making employment decisions, the district will carefully consider information relative to felony convictions as well as information that could result in the revocation or suspension of a professional certificate "for cause" as outlined in law.

The results of the name-based check will be presented to the board concurrent with the recommendation for employment.

National Sex Offender Registry check

The district will perform a National Sex Offender Registry check on all new employees, whether employed on a full-time, part-time, regular, interim or temporary basis, and all volunteers who work in a school on an interim or regular basis as mentors, coaches, chaperones or any other capacity resulting in direct interaction or contact with students.

The district will not permit individuals whose names appear in the National Sex Offender Registry or individuals who have been required to register as sex offenders pursuant to state law to work or serve in the district in any capacity.

If an individual is denied employment in the district as a result of information appearing on the name-based background check, the person may be given an opportunity to respond to the reasons.

(Cf. [GCF](#), [GCFB](#), [GDF](#), [GCG](#), [IJOA](#), [IJOB/IJOC](#))

Adopted 8/10

Legal references:

S.C. Code, 1976, as amended:

[Section 16-1](#)-60 - Violent crimes defined.

[Section 23-3](#)-115 - Fees for criminal record searches conducted for charitable organizations.

[Section 23-3](#)-130 - Determination of information to be supplied and methods of evaluation and dissemination; promulgation of rules and regulations.

[Section 23-3-430](#) - Sex offender registry; convictions and not guilty by reason of insanity findings requiring registration.

[Section 59-19-117](#) - Background checks.

[Section 59-25-150 and 160](#) - Revocation or suspension of certificate; “just cause” defined.

CALHOUN COUNTY PUBLIC SCHOOLS

Policy GBEC Drug-Free Workplace

Issued 2/96

Purpose: To establish the basic structure for a drug-free working environment for the school district.

No employee will unlawfully manufacture, distribute, dispense, possess or use any drug on or in the workplace. "Drug" means any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance as defined by the act and regulation cited below.

"Workplace" means the site for the performance of work done. That includes any school buildings 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 school district and work on a federal grant is performed.

As a condition of employment, each employee will notify his/her supervisor of his/her conviction of any criminal drug statute for a violation occurring in the workplace as defined above. The employee must notify the supervisor no later than five days after such conviction.

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

An employee who violates the terms of this policy will satisfactorily participate in a drug abuse assistance or rehabilitation program approved by the board. An employee who fails to satisfactorily participate in such program will be subject to disciplinary action, including, but not limited to nonrenewal, suspension or termination at the discretion of the board. The board will take such action in accordance with district policies and regulations as well as applicable state and federal law.

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

(Also [ADB](#))

Adopted 10/21/91; Revised 11/21/94, 2/19/96

Legal references:

Federal statutes:

Drug-Free Workplace Act - 102- Statutes 4305-4308.

Controlled Substances Act ([21 U.S.C. 812](#)) - Schedules I through V of Section 202.

Federal regulations:

54 F.R. 4946 (1/31/89) - Relating to the Drug-Free Workplace Act.

[21 CFR 1300.11 through 1300.15](#) - Defining controlled substances.

Policy ►GBJ ◄Personnel Records and Files

Issued 2/96

Purpose: To establish the basic structure for maintenance of and access to personnel files.

Maintenance of records

The superintendent will maintain a personnel file on each employee.

The personnel file will include all records and documents collected by the district concerning the employee. It will include any of the following records that are retained by the district.

- evaluation reports made by the administration
- commendations for, and complaints against, the employee made by the administration
- written suggestions for corrections and improvements made by the administration
- teaching credentials
- transcripts
- pre-employment references
- application records
- all other records kept about an employee

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

Additions to the personnel file

No evaluation, complaint or suggestion may be placed in the personnel file unless it meets the following requirements.

The comment must be signed and dated by the person making the evaluation, complaint or suggestion.

The employee must have an opportunity for inspection of the information prior to placement in the employee's personnel file.

The employee will sign or initial the evaluation, complaint or suggestion 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 personnel file to the following persons without consent of the employee about whom the file is maintained.

- those school officials involved in the evaluation process of the individual
- the school board if its examination of the file relates to the duties and responsibilities of the board regarding promotion, demotion, suspension or dismissal of an employee

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

- when the employee gives written consent to the release of his/her records. (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 superintendent will have the overall responsibility for maintaining and preserving the confidentiality of a teacher's personnel files. The superintendent may, however, designate another school official to perform these duties for him/her.

The superintendent or his/her designee is responsible for granting or denying access to records on the basis of this policy.

Personnel records/information for payroll purposes

The district keeps information, records and documents collected by the district to handle an employee'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.

Required immigration form

The Immigration Reform and Control Act of 1986 prohibits employers from hiring aliens not legally eligible to work in the United States. The district will comply with the provisions of the Immigration and Naturalization Service (INS) Regulations under the Act by requiring employees of the district to complete an INS Form I-9.

All newly hired employees must complete the form no later than three business days following their first working day. If an individual is unable to provide the required document or documents to complete the Form I-9 within the three-day period, the individual must present a receipt for the application of the document or documents within three days of the hire and present the required document or documents within 21 days of the 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 days' notice prior to inspection of Form I-9 by an authorized service officer.

The district will retain 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.

Adopted 2/6/78; Revised 11/6/78, 2/19/96

Legal references:

Code of Federal Regulations:

Final regulations issued by INS in response to passage of the Immigration Reform and Control Act of 1986 (P.L. 99-603) [Federal Register, May 1, 1987].

S.C. Code, 1976, as amended:

Section [30-4-10 et seq.](#) - Freedom of Information Act, especially Sections 30-4-20 and 30-4-40.

State Board of Education Regulations:

[R-43-202](#) - Personnel records.

Policy **GBK** Staff Concerns/Complaints/Grievances

Issued 9/21

Purpose: To establish the basic structure for orderly and expeditious resolution of staff concerns, complaints, and 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 a work situation in which an individual or group of individuals believes an injustice has been done due to one of the following reasons:

- lack of policy
- unfair policy
- deviation from a policy
- misapplication of interpretation 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.

If and when the board, or member(s) of the board, receives a concern/complaint from an employee that has not been addressed with his/her immediate supervisor, the board will exercise its "Listen w/o Committal" strategy with the complainant. If after the immediate supervision has heard the concern/complaint and the complainant believes no relief was granted, the strategy should be continued until each supervisory member of the chain of command has addressed the concern/complaint prior to complainant's file for grievance to the board, if necessary. This is in line with the board encouraging employees to discuss their concerns or complaints informally with their supervisors.

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 superintendent is responsible for maintaining administrative procedures which will facilitate this policy.

Adopted 2/6/78; Revised 8/6/86, 2/19/96, 9/20/21

Calhoun County Public Schools

Issued 2/96

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

Purpose

The purpose of this procedure is to settle, at the lowest possible administrative level, employee complaints relating to 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 at all levels of procedure.

Definition

A grievance is a claim by an employee of a violation, misinterpretation or misapplication of a provision of school board policies and administrative procedures or rules and regulations as they affect the employment or work of such employee.

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

Joint grievances

The district may allow employees to 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.

Definition of supervisor

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

Definition of Day

A "day" is any day on which the administrative office is open.

Grievance procedure

Step One

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

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

The appropriate supervisor will arrange a meeting with the employee within five days of receipt of the grievance. The supervisor will provide the employee with a written response to the grievance within five 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 days.

Step Two

The grievance may be appealed through each supervisory or administrative level to the superintendent. At each level, the procedure set out above will be followed. The original grievance and the supervisor's response will serve as the basis of the meeting. The employee and the supervisor at the preceding level may summarize the facts previously presented.

On appeals to the superintendent, the superintendent will arrange a meeting within five days of receipt of the grievance and will respond in writing to the employee within five 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 witness and evidence directly.

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

Appeal to the board of trustees

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

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

The board will notify the employee of its decision (whether or not to meet with the grievant to discuss the grievance) within 10 days. Should the board decide to discuss the grievance with the grievant, said discussion will be informal and non-adversarial for the discussion of employment as allowed under S.C. Code, Section [30-4-70](#) (Supp. 1984).

Procedure for appeal of termination of classified personnel

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

Civil rights grievances

The district will use the grievance procedures set forth above to process employee complaints based on alleged violations of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973 and Titles I and II of the Americans with Disabilities Act of 1990 (referred to as "civil rights grievances").

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

If the employee files an appeal, the civil rights coordinator will investigate the claim as appropriate. He/She will conduct a hearing within five days following any investigation. All interested persons and their

representatives, if any, will have an opportunity to submit evidence relevant to the complaint. The civil rights coordinator will render a decision on the matter within five days after receipt of the grievance or, if a hearing is conducted, within five days after the conclusion of the hearing. The decision and any description of the resolution will be in writing and a copy forwarded to the grievant.

After appeal to the civil rights coordinator, the grievant may follow the procedures described above beginning with appeal to the superintendent.

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

Issued 2/6/78; Revised 8/6/86, 2/19/96

CALHOUN COUNTY PUBLIC SCHOOLS

Policy **GCC** Professional Staff Leaves and Absences

Issued 2/21

Purpose: To establish the basic structure for all types of 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 (190 days), 13 days for 10 months (210 days), 14 days for 11 months (220 days), and 15 days for 12 months (240 days). A staff member may accumulate up to ninety (90) days of sick leave which is accrued but not used provided that such staff member does not violate his/her respective contract.

For the purposes of this policy, a full-time staff member will mean any person employed in a position for which certification is required by the South Carolina Department of Education or a person who has been employed in the school district for five (5) months and works at least thirty (30) hours per week.

Use of sick leave for absences

A staff member may use sick leave for absences caused by personal illness or bereavement in the immediate family, not to exceed three (3) days.

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

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 exceed ninety-one (91) workdays in any school year and is not to 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.

Termination

The district may terminate the employment of 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 sick 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 ninety-one (91) workdays.

Transfer of Sick Leave

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.

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 twelve (12) workweeks of unpaid family and medical leave in any 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 same or similar position after the termination 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/Bereavement Leave

Personal leave

All full-time personnel employed by the district may use up to five (5) days of accrued and available sick leave each year for unexplained personal use. The district will deduct a full day's salary for each day's absence for personal convenience after the exhaustion of personal leave.

All days allocated for personal leave that remain unused revert to sick leave.

No personal or vacation leave can be taken immediately before or after a holiday.

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.

Legal absence

The district will grant a staff member leave without loss of pay when he/she is summoned for jury duty or subpoenaed. If a staff member must appear in court for any reason other than the above, the district will deduct substitute pay from his/her salary. Whenever a staff member is dismissed the end of the working day, he/she will return to his/her official duties.

Bereavement leave

Personnel may use sick leave for bereavement purposes in the immediate family, not to extent three (3) days.

The district will grant staff members minimal release time during the school day to attend the funeral of a student, colleague, friend, or family member provided arrangements for substitutes can be made by the building principal or immediate supervisor.

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 fifteen (15) workdays in one year. Saturdays, Sundays, and state holidays may not be included in these fifteen (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 thirty (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 thirty (30) days prior to the pre-arranged military activity.

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.

Adopted 6/2/75; Revised 2/6/78, 2/17/86, 3/18/91, 2/19/96, 10/21/02, 2/03, 6/22/20, 2/15/21

Legal References:

United States Code of Laws, as amended:

Americans with Disabilities Act of 1990, [42 U.S.C.A. Section 12101](#), *et seq.*

Family and Medical Leave Act, [29 U.S.C.A. Section 2601](#), *et seq.*

Uniformed Services Employment and Reemployment Rights Act, [38 U.S.C.A. Section 4301](#), *et seq.*

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

[Section 8-7-20](#) - Requires granting of military leave, without pay, up to five years.

[Section 8-7-90](#) - Requires 15 days per year of leave with pay for members of National Guard and Reserve Units of the various Armed Forces; grants an additional 30 days of leave with pay in emergency situations.

[Section 8-11-65](#) - Organ donor leave.

[Section 14-1-190](#) - Compensation received for jury duty deemed to be expense money.

[Section 14-7-845](#) - Relating to optional postponement of jury service for students and staff members.

[Section 25-1-2250](#) - Staff members entitled to leave with pay when serving in National Guard.

[Section 59-1-400](#) - Sick leave accrual and use.

[Section 59-25-47](#) - Unused leave payments authorized.

Calhoun County Public Schools

Policy GCD Professional Staff Vacations and Holidays

Issued 2/04

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

School-year personnel

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

Administrators and year-round personnel

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

Vacations

All district employees who are 12-month employees accrue leave at the rate of 5/6th day per month for a total of 10 days per year.

After 20 years of continuous service, the district will grant 12-month district employees 15 days of paid vacation each year earned at 15/12 days per month.

Employees must obtain the prior approval of the superintendent before using accrued leave.

Employees may accumulate up to 30 vacation days.

Employees are not eligible for payment for unused vacation days when leaving the district.

No employee will take vacation the first two weeks of the beginning of school. This will assist in getting school off to a good start.

A request for leave the first week and last week of school or the day before and after a holiday must be pre-approved by the superintendent. This request will be in writing through the employee's immediate supervisor to the superintendent at least five days prior to the date of leave. Approval will be granted upon the submission of compelling reasons.

Holidays

New Year's Day (January 1)

Martin Luther King Day

Friday before Easter or Monday after Easter

July 4th

Labor Day

General Election Day (even-numbered years) (1st Tuesday in November)

Thanksgiving Day and day after (4th Thursday in November)

Christmas (3 days) (December 24, 25 and 26)

Administrative personnel and district office level personnel who are 12-month employees will observe the school calendar holidays.

Adopted 9/15/86; Revised 9/19/88, 6/17/91, 3/15/93, 11/22/93, 2/19/96, 10/21/02, 2/4/04

Policy **CGG** Part-Time and Substitute Professional Staff Employment

Issued 4/16

Purpose: To establish the basic structure of the employment of part-time and substitute professional employees.

Substitute teachers serve in the absence of regular teachers. To as great an extent as possible, substitute teachers should possess the training and experience to ensure that students will receive uninterrupted instruction when the regular teacher has to be absent. Requirements include the following:

- Although a certified teacher is preferred, a high school diploma from an accredited high school will meet the minimum educational requirements.
- Applicant will provide statements from reliable references which attest to the acceptability of the candidate's character and dependability.
- Applicant will have a willingness to be available for substitute work and to respond on short notice.
- Applicant must be either 21 years of age or a college graduate if younger than 21.
- Applicant must successfully pass an appropriate criminal background investigation.
- Only applicants who are approved by the substitute supervisor and whose names are entered into the district's automated substitute calling system may work in the schools as substitute teachers.
- Applicant will have attended an orientation or in-service provided by the district. This requirement is waived for persons with a valid teaching certificate.
- Applicant will comply with South Carolina Department of Health regulations.

The district will pay substitute teachers at a rate set by the board.

The board may pay long term substitutes (10 or more consecutive days) who are fully certified as professional teachers at a higher daily rate not to exceed the daily rate of pay as per certificate requirements.

The superintendent or his/her designee must approve any substitute paid at a rate higher than the board approved regular rate prior to employment.

S.C. Law Enforcement Division Background Checks

The district will obtain a name-based criminal record history check on all new employees and substitute employees from the S.C. Law Enforcement Division (SLED) prior to their initial employment. The costs for the background checks for new employees and substitute employees will be paid by the state and/or the district.

The district will consider the results of all criminal record history checks on an individual basis and will determine how the information obtained impacts the individual's ability to be an effective employee or substitute employee. When determining the appropriateness of offering employment to an individual, the administration will give consideration to such things as severity of the offense, age of the individual, direct impact of the offense on children, length of time since conviction or plea, restitution, conduct or remedial actions during probation, and participation in pre-trial intervention and/or expungement.

At a minimum, the district will not employ individuals who have been convicted of or who plead guilty to a violent crime as defined in S.C. Code Ann. [Section 16-1-60](#). Additionally, when making employment decisions, the district will carefully consider information that could result in the revocation or suspension of a professional certificate "for-cause" as defined in S.C. Code Ann. [Section 59-25-160](#).

National Sex Offender Registry Checks

The district will perform a background check on the National Sex Offender Registry, which may be accessed online at no charge, on all new employees and substitute employees, whether employed on a full-time, part-time, regular, interim, or temporary basis, and on all volunteers, including coaches, mentors, chaperones, and those serving in any other capacity resulting in direct interaction or contact with students.

Individuals whose names appear on the National Sex Offender Registry will not be permitted to serve in the district in any capacity. Additionally, the district will not employ individuals or allow individuals to coach or volunteer in any capacity, who have been required to register as sex offenders pursuant to S.C. Code Ann. [Section 23-3-430](#). Should an individual whose name appears on the National Sex Offender Registry wish to provide additional information relevant to his/her designation on said registry, the district will consider the matter on a case by case basis.

The principal/director has the responsibility for evaluating the effectiveness of each substitute teacher employed in his/her school.

The director of classified personnel and employee services must approve any requests for a departure from the guidelines listed in this policy.

Adopted 2/6/78; Revised 11/6/78, 10/18/81, 8/6/86, 6/21/93, 2/19/96, 7/21/97, 4/18/16

Legal references:

S.C. Code, 1976, as amended:

[Section 16-1-60](#) - Violent crimes defined.

[Section 23-3-115](#) - Fees for criminal record searches conducted for charitable organizations.

[Section 23-3-130](#) - Determination of information to be supplied and methods of evaluation and dissemination; promulgation of rules and regulations.

[Section 23-3-430](#) - Sex offender registry; convictions and not guilty by reason of insanity findings requiring registration.

[Section 59-19-117](#) - Background checks.

[Section 59-25-150](#) and [160](#) - Revocation or suspension of certificate; "just cause" defined.

AR GCK-R Professional Staff Assignments and Transfers

Issued 4/19

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 the district level).
- The person must then write a letter of request to the superintendent or his/her designee no later than February 15th stating the reason for requesting a transfer and giving the name of the school to which, the transfer is desired.
- Upon receipt of the request, the superintendent or his/her designee will set a time for the person 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 person requesting the transfer that the request has been either approved or disapproved. The staff member must be recommended by the principal/director of the 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 of the school to which transfer is being contemplated.
- The superintendent or his/her designee will then talk with the person 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.

Issued 2/19/96; Revised 4/15/19

Policy GCQA/GCQB Instructional Staff/ Administrative Staff Reduction in Force

Issued 8/10

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

Procedure

Once the superintendent has determined that elimination of certified positions is desirable or necessary, he/she will determine what position(s) must be eliminated and which individual(s) are to be terminated under a reduction in force, and present the recommendations to the board for approval. Certified staff positions may need to be eliminated because of such things as decreases in student enrollment, changes in curriculum, district reorganization, financial exigency or other circumstances as determined by the superintendent and board.

Prior to commencing action to terminate certified employees under this policy, due consideration will be given to the ability to achieve position elimination and/or reduction in staff by voluntary retirement or resignation, reassignment and part-time employment.

The following is the only procedure that may be used to affect a certified staff reduction in force.

- Reduction in force terminations will be on a system-wide basis; therefore, the superintendent will not be limited to considering only those employees in the particular school, area or program in which the loss of enrollment, reorganization, curriculum change, financial exigency or other circumstance has occurred.
- The recommendation concerning specific employees to be terminated under a reduction in force will be based upon the following considerations.
 - professional experience
 - areas of certification
 - educational levels
 - performance evaluations, oral or written
 - attendance record
 - experience in other areas of certification
 - principal or supervisor's recommendation
 - type of contract
 - extracurricular needs of the schools
 - length of service in the district
 - "Highly qualified" status as defined by the No Child Left Behind Act
 - any other factor considered appropriate by the superintendent

The superintendent will determine the appropriate weight to give these factors depending upon the needs and circumstances of the district.

Notice to individual employee

Written notice of district action to terminate pursuant to this policy will be sent to the affected employee(s) by certified mail, return receipt requested, and regular US Mail. The notice will include a statement of the conditions requiring termination of employment and a general description of the procedures followed in making the decision.

Review of individual terminations

Within 15 calendar days of the date of the termination notice under this policy, an employee may request a hearing on the matter before the board. Any such request will be in writing and addressed to the board chairman with a copy to the superintendent. The request for review will specify the grounds on which it is contended that the decision to terminate was arbitrary, discriminatory or otherwise improper and must include a short, plain statement of facts that the employee believes supports his/her contention. The hearing will be held within 30 calendar days after the request is received.

The hearing will be conducted in an informal manner as determined by the board. The employee may be accompanied by legal counsel and will be required to satisfy the board by clear and convincing evidence that the decision to terminate was arbitrary, discriminatory or otherwise improper. The employee will be notified within 10 calendar days following the hearing of the board's decision.

Obligation with respect to reemployment

For two years after the effective date of a reduction in force termination, the board will not replace the certified staff member whose employment has been terminated without first giving due consideration towards the reemployment of the employee who was reduced in force. The district will make the offer by certified mail, return receipt requested, and regular US Mail. The administration will advise the individual that he/she must submit **written** acceptance within 15 calendar days of the date of the offer. Failure to make written acceptance within the 15 calendar days or rejection of the offer eliminates all reemployment rights of the former certified staff member.

Any employee who has been terminated under this reduction in force policy but who is recalled to employment within two years will have restored to him/her all legally permissible leave.

Adopted 2/6/78, Revised 1/18/82, 1/16/84, 2/19/96, 4/28/03, 8/10

Legal references:

S.C. Code, 1976, as amended:

Section [59-25-415](#) - Rehiring of employees terminated for economic reasons.

CALHOUN COUNTY PUBLIC SCHOOLS

Policy GCQE Retirement of Professional Staff

Issued 3/11

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

Any school district employee who is a member of the South Carolina Retirement System may retire with full benefits if the member has reached the age of 65 or has 28 or more years of creditable service. Any member who has reached age 60 may retire with reduced benefits.

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

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

An eligible employee wishing to retire during the course of the school year and to continue his/her employment as a retired employee must adhere to the current state statutes at the time of retirement.

Teacher and Employee Retention Incentive (TERI) program

School district employees who desire to participate in the TERI program should consult the South Carolina State Retirement System or the district's benefits coordinator in order to ascertain current governing rules and regulations. Employees under TERI are retired for retirement benefit purposes and retain full employment rights and benefits.

Sick leave benefits at the time of TERI retirement may be credited for retirement benefit calculations. Any remaining balance will be brought forward into the TERI term of employment. Any such entitlements are to be determined by reference to the school district's leave policy. TERI participants are eligible for cumulative leave.

Vacation leave benefits are the same as for non-retired employees.

Adopted 11/9/90; Revised 6/21/93, 2/19/96, 3/28/11

Legal references:

Federal Law:

[29 U.S.C. 621 et seq.](#) - Age Discrimination in Employment Act of 1967.

S.C. Code, 1976, as amended:

Section [9-1-10](#) - Teachers are members of the state retirement system.

Section [9-1-1510](#) - Members may retire at age 60 or after 30 years of creditable service.

Section [9-1-1515](#) - Early retirement.

Section [9-1-1550](#) - Service retirement allowances.

Section [9-1-2210](#) - Teacher and Employee Retention Incentive Program.

CALHOUN COUNTY PUBLIC SCHOOLS

Policy GCR Non-school Employment of Professional Staff

Issued 2/96

Purpose: To establish the basic structure for the non-school employment of professional staff.

The board prohibits a professional staff member from engaging in any employment that would have the following effect.

Impair the individual's usefulness as an employee in the district.

Make time and/or energy demands upon the individual which could interfere with his/her effectiveness in performing regular assigned duties.

Compromise or embarrass the school system.

Adversely affect the individual's employment status or professional personnel standing.

Conflict with assigned duties in any way.

An employee will not engage in any other employment or in any private business during the hours necessary to fulfill appropriate assigned duties.

An employee who wants to hold a job in addition to that for which he/she is employed must submit a written request to the superintendent. The superintendent will have a conference with the employee to determine if such additional employment will interfere with the individual's assigned duties in the district. The superintendent will send to the individual a written statement of approval or disapproval of such request. If an employee engages in other employment without the approval of the superintendent, the superintendent will consider the conduct as an act of gross insubordination and treat it accordingly.

Adopted 2/6/78; Revised 2/19/96

CALHOUN COUNTY PUBLIC SCHOOLS

Policy **GDC** Support Staff Leaves and Absences

Issued 2/21

Purpose: To establish the basic structure for all types of 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 (190 days), 13 days for 10 months (210 days), 14 days for 11 months (220 days), and 15 days for 12 months (240 days). A staff member may accumulate up to ninety (90) days of sick leave which is accrued but not used provided that such staff member does not violate his/her respective contract.

For the purposes of this policy, a full-time staff member will mean any person employed in a position for which certification is required by the South Carolina Department of Education or a person who has been employed in the school district for five (5) months and works at least thirty (30) hours per week.

Use of sick leave for absences

A staff member may use sick leave for absences caused by personal illness or bereavement in the immediate family not to exceed three (3) days.

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

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 exceed ninety-one (91) workdays in any school year and is not to 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.

Termination

The district may terminate the employment of 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 leave of absence is desired or on the basis of which sick 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 ninety-one (91) work days.

Transfer of Sick Leave

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.

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 twelve (12) workweeks of unpaid family and medical leave in any 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 same or a similar position after the termination 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 [GDC-R](#).

Personal/Emergency/Legal/Bereavement Leave

Personal leave

All full-time personnel employed by the district may use up to five (5) days of accrued and available sick leave each year for unexplained personal use. The district will deduct a full day's salary for each day's absence for personal convenience after exhausting personal leave.

No personal or vacation leave can be taken immediately before or after a holiday.

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.

Legal absence

The district will grant a staff member leave without loss of pay when he/she is summoned for jury duty or subpoenaed. If a staff member must appear in court for any reason other than the above, the district will deduct substitute pay from his/her salary. Whenever a staff member is dismissed before the end of the working day, he/she will return to his/her official duties.

Bereavement leave

Personnel may use sick leave for bereavement purposes in the immediate family, not to exceed three (3) days.

The district will grant staff members minimal release time during the school day to attend the funeral of a student, colleague, friend, or family member provided arrangements for substitutes can be made by the building principal or immediate supervisor.

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 (1) or more periods not exceeding a total of fifteen (15) workdays in one (1) year. Saturdays, Sundays, and state holidays may not be included in these fifteen (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 thirty (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 thirty (30) days prior to the pre-arranged military activity.

Conferences/Training Workshops

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

Adopted 6/2/75; Revised 2/6/78, 2/17/86, 3/18/91, 2/19/96, 10/21/02, 6/22/20, 2/15/21

Legal References:

United States Code of Laws, as amended:

Americans with Disabilities Act of 1990, [42 U.S.C.A. Section 12101](#), *et seq.*

Family and Medical Leave Act, [29 U.S.C.A. Section 2601](#), *et seq.*

Uniformed Services Employment and Reemployment Rights Act, [38 U.S.C.A. Sections 4301](#), *et seq.*

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

[Section 8-7-20](#) - Requires granting of military leave, without pay, up to five years.

[Section 8-7-90](#) - Requires 15 days per year of leave with pay for members of National Guard and Reserve Units of the various Armed Forces; grants an additional 30 days of leave with pay in emergency situations.

[Section 8-11-65](#) - Organ donor leave.

[Section 14-1](#)-190 - Compensation received for jury duty deemed to be expense money.

[Section 14-7](#)-845 - Relating to optional postponement of jury service for students and staff members.

[Section 25-1](#)-2250 - Staff members entitled to leave with pay when serving in National Guard.

[Section 59-1](#)-400 - Sick leave accrual and use.

[Section 59-25](#)-47 - Unused leave payments authorized.

Calhoun County Public Schools

Policy **GDD** Support Staff Vacations and Holidays

Issued 6/16

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

School-Year Personnel

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

Administrators and Year-Round Personnel

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

Vacations

- All district employees who are 12-month employees accrue leave at the rate of 5/6th day per month for a total of 10 days per year.
- After 20 years of continuous service, the district will grant 12-month district employees 15 days of paid vacation each year earned at 15/12 days per month.
- Employees must obtain the prior approval of the superintendent, his/her immediate supervisor in writing, and through the automated computer system before using accrued leave.
- Employees may accumulate up to 30 vacation days.
- Employees are not eligible for payment for unused vacation days when leaving the district.
- No employee will take vacation the first two weeks of the beginning of school. This will assist in getting school off to a good start.
- A request for leave the first week and last week of school or the day before and after a holiday must be pre-approved by the superintendent. This request will be in writing through the employee's immediate supervisor to the superintendent at least five days prior to the date of leave. Approval will be granted upon the submission of compelling reasons.

Holidays

- Veteran's Day
- Memorial Day
- New Year's Day (January 1)
- Martin Luther King Day
- Friday before Easter or Monday after Easter
- July 4th
- Labor Day
- General Election Day (even-numbered years) (first Tuesday in November)
- Thanksgiving Day and day after (fourth Thursday in November)
- Christmas (three days) (December 24, 25, and 26)

Adopted 9/15/86; Revised 9/19/88, 6/17/91, 3/15/93, 11/22/93, 2/19/96, 10/21/02, 2/4/04, 6/20/16

Policy »GDK «Classified Personnel Time Schedules

Issued 5/04

Purpose: To establish the basic structure for classified personnel time schedules.

Sign in

All classified personnel will sign in and out each day in the assigned school, district office or other workplace. Both the building principal and the superintendent or his/her designee will verify all time sheets for classified personnel.

Length of school year

The length of the annual contract of employment for all teacher/support aides and lunchroom personnel will be 185 days; maintenance and custodial personnel, 242 days; and other classified personnel as determined by responsibility.

Daily time schedules

The minimum daily time schedules for classified personnel will be as follows.

- teacher/support aides, 7.75 hours daily equivalent thereof, as determined by the building principal
- classified school office personnel, 7 hours daily equivalent thereof as determined by the building principal
- classified district office personnel, 7 hours - one hour lunch
- maintenance personnel, 8 hours - 30 minutes lunch
- lunchroom personnel, 7.5 hours - 30 minutes lunch
- custodial personnel, 8 hours - 30 minutes lunch
- bus drivers/bus aides, as assigned

Substitutes for classified personnel will work the same hours as absent employees. Staff development/work day schedules will be set by the superintendent.

Office hours

District office hours will be from 8:00 a.m. - 4:00 p.m. when school is in session. Summer district office hours will be determined by the superintendent on an annual basis. Any required Saturday office hours will be set by the superintendent. The district office will be closed during spring break, winter holidays and for all school holidays as listed in the annual school calendar.

Each school will set its own office hours on an annual basis.

Adopted 7/31/90; Revised 6/17/91, 3/15/93, 11/22/93, 2/19/96, 5/17/04

CALHOUN COUNTY PUBLIC SCHOOLS

Policy GDQA Support Staff Reduction In Force

Issued 8/10

Purpose: To establish the basic structure for any needed reduction in support staff.

Procedure

Once the superintendent has determined that elimination of support staff positions is desirable or necessary, he/she will determine what position(s) must be eliminated and which individual(s) are to be terminated. Support staff positions may need to be eliminated because of such things as decreases in student enrollment, changes in curriculum, district reorganization, financial exigency or other circumstances as determined by the superintendent and board.

Prior to commencing action to terminate support staff members under this policy, due consideration will be given to the ability to achieve position elimination and/or reduction in staff by voluntary retirement or resignation, reassignment and part-time employment.

The following is the only procedure that may be used to affect a support staff reduction in force.

- Reduction in force terminations will be on a system-wide basis; therefore, the superintendent will not be limited to considering only those employees in the particular school, area or program in which the loss of enrollment, reorganization, curriculum change, financial exigency or other circumstance has occurred.
- The recommendation concerning specific employees to be terminated under a reduction in force will be based upon the following considerations.
 - professional work experience
 - education level
 - performance evaluations oral or written
 - attendance record
 - principal or supervisor's recommendation
 - length of service in the district
 - "Highly qualified" paraprofessional status as defined by the No Child Left Behind Act
 - any other factor considered appropriate by the superintendent

The superintendent will determine the appropriate weight to give these factors depending upon the needs and circumstances of the district.

Notice to individual employee

The superintendent or his/her designee will meet with the employee whose employment will be terminated as a result of the reduction in force. Written notice of district action to terminate pursuant to this policy will be sent to the affected employee(s) by certified mail, return receipt requested, and regular US Mail. The notice will include a statement of the conditions requiring termination of employment and a general description of the procedures followed in making the decision.

Review of individual terminations

Within 15 calendar days of the date of the termination notice under this policy, an employee may request a hearing on the matter before the board of trustees. Any such request will be in writing and addressed to the

superintendent. The request for review will specify the grounds on which it is contended that the decision to terminate was arbitrary, discriminatory or otherwise improper and must include a short, plain statement of facts that the employee believes supports his/her contention. The superintendent will forward the employee's petition to be heard, along with the documentation supporting the reduction in force termination decision, to the board for its review.

Within 30 calendar days after the request is received, the board will notify the employee of its decision whether to hear the matter or not. Should the board grant the request for a hearing, it will be conducted in an informal manner as determined by the board. The employee may be accompanied by legal counsel and will be required to satisfy the board by clear and convincing evidence that the decision to terminate as a part of a reduction in force was arbitrary, discriminatory or otherwise improper. Should the board deny the request for a hearing, this concludes the review.

Adopted 2/19/96; Revised 8/10

CALHOUN COUNTY PUBLIC SCHOOLS

Policy GDQC Retirement of Support Staff

Issued 3/11

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

Any employee who is a member of the South Carolina Retirement System may retire with full benefits if the member has reached the age of 65 or has 28 or more years of creditable service. Any member who has reached age 60 may retire with reduced benefits.

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

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

An eligible employee wishing to retire during the course of the school year and to continue his/her employment as a retired employee must adhere to the current state statutes at the time of retirement.

Teacher and Employee Retention Incentive (TERI) program

School district employees who desire to participate in the TERI program should consult the South Carolina State Retirement System or the district's benefits coordinator in order to ascertain current governing rules and regulations. Employees under TERI are retired for retirement benefit purposes and retain full employment rights and benefits.

Sick leave benefits at the time of TERI retirement may be credited for retirement benefit calculations. Any remaining balance will be brought forward into the TERI term of employment. Any such entitlements are to be determined by reference to the school district's leave policy. TERI participants are eligible for cumulative leave.

Vacation leave benefits are the same as for non-retired employees.

Adopted 11/9/90; Revised 6/21/93, 2/19/96, 3/28/11

Legal references:

Federal Law:

[29 U.S.C. 621 et seq.](#) - Age Discrimination in Employment Act of 1967.

S.C. Code, 1976, as amended:

Section [9-1-10](#) - Teachers are members of the state retirement system.

Section [9-1-1510](#) - Members may retire at age 60 or after 30 years of creditable service.

Section [9-1-1515](#) - Early retirement.

Section [9-1-1550](#) - Service retirement allowances.

Section [9-1-2210](#) - Teacher and Employee Retention Incentive Program.

CALHOUN COUNTY PUBLIC SCHOOLS