



# CALHOUN COUNTY PUBLIC SCHOOLS



# EMPLOYEE HANDBOOK

2025-2026



Dr. Ferlondo Tullock  
SUPERINTENDENT



## HUMAN RESOURCES

People. Purpose. Possibilities.

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 of Calhoun County Public School. 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](http://www.ccpsonline.net)) for periodic updates and look up policies not included in the manual. You are responsible for familiarizing yourself with and abiding by policies in order to carry out your assigned responsibilities.

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

Sincerely,

*Frances T. Keller*

Frances T. Keller  
Director of Human Resources



EMPOWER



COMPETE



SUCCEED



# Calhoun County Public Schools

SCHOOL  
BOARD  
MEMBERS

## Board of Trustees

Leadership • Governance • Service



**Mr. Gary Porth**

**Chairperson**

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



**Mrs. Debra Fredrick**

**Board Member**

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**

**Board Member**

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



**Mr. Michael Diaz**

**Board Member**

207 Cherry Laurel Lane  
Swansea, SC 29160  
Telephone: (803) 238-6304



**Dr. Ferlondo Tullock**

**Superintendent**

Telephone: (803) 655-7310 (W)  
Fax: (803) 655-7276

**Mrs. Pam Kennedy | Recording Secretary**

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

### 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.

### 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 regulations 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.

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

Calhoun County Public Schools 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, Ms. Frances Keller, 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 Chief of Operations, Mr. George Kiernan, 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 803-655-2610, or at P.O. Box 215, St. Matthews, SC 29135. Inquiries concerning discrimination can also be made to the United States Department of Education's Assistant Secretary for Civil Rights, Washington, DC.

# Preface

Calhoun County Public Schools 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 Public Schools policies are available on the district's website at [www.ccpsonline.net](http://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 2025-26 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.

# Calhoun County Public Schools

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## Our Mission

The mission of Calhoun County Public Schools is to empower all students to compete and succeed in an ever-changing global society.

**Empower. Compete. Succeed.**

## Our Vision

Our vision is to be a premier, competitive school district recognized globally for embracing the needs of each student in a safe and nurturing environment.

## Beliefs

**We believe...**

- In establishing and maintaining high expectations for all students in a safe and nurturing environment.
- In providing challenging and rigorous experiences to develop confident and competent students.
- In fostering cooperation and collaboration among stakeholders to promote engaging learning experiences.
- In creating an environment that encourages all to appreciate diversity.
- In every student being responsible for his or her choices and actions.
- In change that provides opportunities for academic, social, emotional, and personal growth.
- That technology is an integral part of our learning communities for success in a global society.

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**Empower. Compete. Succeed.**

# Directory of Schools



**St. Matthews**

K-8 SCHOOL



**Sandy Run**

K-8 SCHOOL



**Calhoun County**

HIGH SCHOOL

# St. Matthews K-8 School



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

**Principal:** Dr. Melissa Peeples

**Assistant Principal:** Mrs. Jacqueline Myrick

**Grades:** Pre-K - 8

**Mascot:** Cardinals

**Colors:** Red and Black

## **Hours of Operation**

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

Tues: 8:00 am - 1:00 pm

# Sandy Run K-8 School



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

**Principal: Mr. Floyd Dinkins  
Assistant Principal: Krystal Zeigler**

**Grades: Pre-K-8  
Mascot: Gators  
Colors: Blue and Green**

**Hours of Operation  
M/W/TH/F: 8:00 am - 3:00 pm  
Tues: 8:00 am - 1:00 pm**

# Calhoun County High School



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

**Principal: Mr. Milton Howard  
Assistant Principal: Mrs. Sophia Brown**

**Grades: 9-12**

**Mascot: Saints**

**Colors: Red and White**

**Hours of Operation:**

**M/W/TH/F: 8:00 am - 3:00 pm**

**Tues: 8:00 am - 1:30 pm**



# Benefits and Health Information

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# Policy DKB Salary Deductions

*Issued 9/25*

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 that 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 that has a parent or subsidiary organization that 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, 9/15/25

Legal References:

S.C. Code of Laws, 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.

# Policy GBC Staff Compensation

*Issued 3/25*

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; Revised 3/17/25

## Legal References:

S.C., 1976, as amended:

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

Section

[Section 59-25-710](#), - 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 the General Assembly.

Calhoun County Public Schools

# Policy GBGD Workers' Compensation

*Issued 3/25*

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 a 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 workers' 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; Revised 3/17/25

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 3/25*

**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; Revised 3/17/25

Calhoun County Public Schools

# Policy GCC Professional Staff Leaves and Absences

*Issued 11/25*

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 that 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 105 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 months and works at least 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 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, grandchildren
- 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 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 that 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.

The district will not pay for any unused sick leave when an employee leaves the district.

### **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 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 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 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 the administrative rule GCC-R.

### **Personal/Emergency/Legal/Bereavement Leave**

#### *Personal leave*

All full-time personnel employed by the district may use up to five 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 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 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 15 workdays in one year. Saturdays, Sundays, and state holidays may not be included in these 15 days unless the Saturday, Sunday, or holiday is a regularly scheduled workday for the staff member.

This leave may be taken when the staff member is engaged in training or other duties ordered by the Governor, the Department of Defense, the Department of the Army, the Department of the Air Force, the Department of the Navy, the Department of the Treasury, or any other department or agency of the government of the United States having authority to issue lawful orders requiring military service. This leave applies to staff members who are either enlisted or commissioned members of the South Carolina National Guard, the United States Army Reserve, the United States Air Force Reserve, the United States Naval Reserve, the United States Marine Corps Reserve, or the United States Coast Guard Reserve.

In the event a staff member is called upon to serve during an emergency, he/she will be entitled to such leave of absence for a period not exceeding 30 additional days.

The board expects staff members to request their training during a period when school is not in session.

A staff member seeking leave for annual active duty training must forward a written request, including the appropriate verifying data, to the superintendent no later than 30 days prior to the pre-arranged military activity.

## 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 the staff member's 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, 12/13/21, 4/25/22, 11/17/25

### 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 the National Guard.

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

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

## **AR GCC-R Professional Staff Leaves and Absences**

*Issued 11/25*

### **Procedures Regarding Absences**

An absent staff member must furnish a signed statement setting forth the specific reason(s) for his/her absence. The statement must be turned in to the staff member's supervisor within two (2) days after the staff member returns to work.

A staff member will notify his/her immediate supervisor as early as practicable when it is necessary for him/her to be absent. When a staff member knows that he/she will be absent for a period longer than five (5) days, he/she should complete and file a request for a leave of absence.

A staff member who anticipates taking an extended leave of absence should submit the request for leave to his/her supervisor at least thirty (30) calendar days prior to the effective date of the leave. The leave request must include a statement from a licensed medical doctor giving the expected delivery date or stating the anticipated length of convalescence.

Any staff member returning from an extended leave of absence must present a statement from the attending physician certifying the staff member's ability to return to a normal work schedule.

When the staff member makes a request in writing, the superintendent may grant the staff member leave without pay for personal illness following the exhaustion of all accrued sick leave. Leave with and without pay will not exceed ninety-one (91) workdays in any school year and is not to extend beyond the immediate school year.

### **Verification and Use of Sick Leave**

The use of sick leave may be subject to verification. Specifically, the district reserves the right to require that a staff member submit a doctor's statement verifying an illness, along with an absence report form, when the staff member has been on sick leave for more than three (3) consecutive working days. The building principal or staff member's immediate supervisor has the discretion to request such a statement.

If a staff member's use of sick leave forms a pattern and abuse is suspected, the principal/ supervisor may also require a doctor's statement.

In order for the district to provide for the continuity of the educational programs and plan for adequate substitutes, a staff member who is absent for more than ten (10) continuous workdays must provide a physician's statement of diagnosis and prognosis so that the district may determine the earliest possible date of return. The staff member's immediate supervisor will notify him/her in writing that he/she must provide the physician's statement.

If the staff member does not provide the physician's statement within five (5) workdays following the written notification, the district may terminate his/her employment.

### **Exception for Catastrophic Absence**

When a staff member or a member of his/her immediate family experiences a catastrophic illness or accident requiring a prolonged continuous absence of not less than ten (10) days or more than ninety (90) days, the staff member may appeal in writing to the superintendent for special consideration. This request should include an explanation of the nature of the catastrophe and the reasons for special consideration.

A committee made up of the superintendent, an administrator appointed by the superintendent, and one member of the board appointed by the chairman will decide each case on its merits. Once the staff member receives approval for special consideration, the business office will deduct \$30 per day or the cost of a substitute, whichever is greater, for each day the staff member is absent.

### **Salary Deductions After Exhaustion of Sick Leave**

The business office will deduct a full day's pay or the applicable portion for each absence beyond an employee's accumulated sick leave.

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

The following administrative rules apply only to the Family and Medical Leave Act.

#### *Eligibility*

A staff member who has worked for the district for at least twelve (12) months is eligible for twelve (12) workweeks of FMLA leave during a 12-month period, provided the staff member worked at least 1,250 hours in the twelve (12) months preceding the beginning of the leave.

For purposes of FMLA leave, a 12-month period is the district's fiscal year, July 1<sup>st</sup> through June 30<sup>th</sup>.

The 12 months of employment need not be consecutive months.

#### *Types of leave*

An eligible staff member may take FMLA leave for the following:

- birth and first-year care of a child
- adoption or foster placement of a child
- serious illness of a staff member's spouse, parent, or child
- staff member's own serious health condition that keeps the staff member from performing the essential functions of his/her job

A serious health condition is one involving continuous treatment by a healthcare provider that results in a period of incapacity of more than three (3) consecutive calendar days and involves extensive treatment. Such conditions as asthma and diabetes are included in this definition.

A staff member may elect, or the district may require, a staff member to use accrued paid vacation, personal, or family leave for purposes of a family leave. A staff member may elect, or the district may require a staff member to use accrued vacation, personal, or medical/sick leave for purposes of a medical leave. A staff member cannot compel the district to permit the staff member to use accrued medical/sick leave in any situation under which the leave could not normally be used.

#### *Spouses employed by the school district*

If a husband and wife eligible for leave are employed by this school district, their combined amount of leave for the birth, adoption, foster care placement, and parental illness may be limited to twelve (12) weeks. A staff member may not take FMLA leave to care for a parent-in-law.

### *Intermittent and reduced leave*

Intermittent leave is leave taken in separate blocks of time due to a single illness or injury.

Reduced leave is a leave schedule that reduces a staff member's usual number of hours per workweek or hours per workday.

Intermittent or reduced leave is available only for the staff member's own serious health condition or to care for a seriously ill spouse, child, or parent. Such leave may not be used for the birth or adoption/placement of a child.

The staff member who wishes to use intermittent or reduced leave must have the prior approval of the district. Although the district and staff member may agree to an intermittent or reduced leave plan, the staff member who uses family leave is not automatically entitled to use such leave on an intermittent basis or on a reduced leave schedule. The district may provide such leave for medical leave, but the district may transfer the staff member to a position that is equivalent, but more suitable for intermittent periods of leave. The staff member must furnish the district with the expected dates of the planned medical treatment and the duration of the treatment. The superintendent must authorize such leave in writing.

### *Benefits*

The district will maintain the staff member's health coverage under the district's group health insurance plan during the period of FMLA leave. The staff member should make arrangements with the district to pay the staff member's share of health insurance (e.g., family coverage) prior to the beginning of the FMLA leave.

Increases in premiums or deductibles that apply to active staff members also apply to staff members on FMLA leave. An employer may drop coverage for a staff member whose premium payment is late only after providing written notice to the staff member that the payment has not been received. This notice must be mailed to the staff member at least fifteen (15) days before coverage is to end, and will advise that coverage will be dropped fifteen (15) days after the date of the letter unless payment has been received.

The staff member will not lose any other employment benefit accrued prior to the date on which leave began, but is not entitled to accrue seniority or employment benefits during the leave period. Employment benefits could include group life insurance, sick leave, annual leave, educational benefits, and pensions.

### *Notice*

When the FMLA leave is foreseeable, the staff member must notify the district of his/her request for leave at least thirty (30) days prior to the date when the leave is to begin. If the leave is not foreseeable, the staff member must give notice as early as is practical. When the staff member requests medical leave, the staff member must make reasonable attempts to schedule treatment so as not to disrupt the district's operations.

The district may deny the leave if the staff member does not meet the notice requirements.

### *Designation of leave as FMLA leave*

The district must designate the leave as paid or unpaid FMLA leave within two (2) business days of learning that an FMLA reason supports the leave. The district must also provide other written information concerning the staff member's rights and obligations under FMLA. If the district does not make the designation on time or provide appropriate information, the absence will not count against the staff member's FMLA entitlement.

### *Certification*

The district may require the staff member to provide certification from a healthcare provider containing specific information required under the law if he/she requests a medical leave. If there is a question concerning the validity of such certification, a second and, if necessary, a third opinion can be required, both at the expense of the district.

Upon the staff member's return to work, the district will require that the staff member present a fitness statement from the staff member's healthcare provider certifying that the staff member is able to return to work.

### *Restoration*

When the staff member returns from leave, the district will restore the staff member to the same or an equivalent position with equivalent benefits, pay, terms, and conditions of employment in accordance with board policy. The staff member's right to return to the same or an equivalent position is contingent upon the staff member's continued ability to perform all the essential functions of the job. An equivalent position is one that is the same or substantially similar in duties, responsibilities, conditions, privileges, and status as the original position.

Under certain circumstances, the district may deny restoration to a key staff member. The district will comply with the notice requirements of the FMLA in denying restoration. A key staff member is one who is among the highest paid 10 percent of the staff members and whose absence would cause the district to experience a substantial and grievous economic injury.

### *Instructional staff members*

Special leave rules apply to instructional staff members. Instructional staff members are those staff members whose principal function is to teach and instruct students in a small group or an individual setting. This term includes teachers, athletic coaches, driving instructors, and special education assistants, such as signers for the hearing impaired. It does not include teacher assistants or aides who do not have as their principal job actual teaching or instructing, nor does it include auxiliary personnel such as counselors, psychologists, or curriculum specialists. It also does not include cafeteria workers, maintenance workers, or bus drivers.

Limitations apply to instructional staff members who take intermittent or reduced leave. If the leave requested is to care for a family member or for the staff member's own serious health condition and the leave is foreseeable based on planned medical treatment, and the staff member would be on leave for more than 20 percent of the total number of working days over the period the leave would extend, then the district may require the staff member to choose one of the following:

- The staff member may take the leave for a period or periods of a particular duration, not greater than the duration of the planned treatment.
- The staff member may transfer temporarily to an available alternative position for which the staff member is qualified, which has equivalent pay and benefits, and which better accommodates recurring periods of leave than does the staff member's regular position.
- Staff members taking leave, which constitutes 20 percent or less of the working days during the leave period, would not be subject to transfer to an alternative position.

Limitations also apply to instructional staff members who take leave near the end of a semester. When an instructional staff member begins leave more than five (5) weeks before the end of a semester, the district may require the staff member to continue taking leave until the end of the semester under these conditions:

- The leave will last at least three (3) weeks.
- The staff member would return to work during the three-week period before the end of the semester.

When an instructional staff member begins leave for a purpose other than the staff member's own serious health condition during the five-week period before the end of the semester, the district may require the staff member to continue taking leave until the end of the semester under these conditions:

- The leave will last more than two (2) weeks.
- The staff member would return to work during the two-week period before the end of the semester.

When an instructional staff member begins leave for a purpose other than the staff member's own serious health condition during the three-week period before the end of a semester, and the leave will last more than five (5) working days, the district may require the staff member to continue taking leave until the end of the semester.

Leave taken for a period that ends with the school year and begins the next semester is leave taken consecutively, rather than intermittently. Summer and other vacations may not be counted against a staff member's FMLA leave entitlement. An instructional staff member on FMLA leave at the end of the school year must receive normal benefits over the summer vacation.

#### *Failure to return*

The district is entitled to recover healthcare premiums paid during the leave if the staff member fails to return from leave. However, recovery cannot occur if the staff member fails to return because of the continuation, recurrence, or onset of a serious health condition or due to circumstances beyond the control of the staff member.

Issued 8/19/91; Revised 2/19/96, 2/15/21, 11/17/25

Calhoun County Public Schools

# Policy GDC Support Staff Leaves and Absences

*Issued 11/25*

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 that 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 105 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 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, grandchildren
- 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 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 that 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 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 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 15 workdays in one year. Saturdays, Sundays, and state holidays may not be included in these 15 days unless the Saturday, Sunday, or holiday is a regularly scheduled workday for the staff member.

This leave may be taken when the staff member is engaged in training or other duties ordered by the Governor, the Department of Defense, the Department of the Army, the Department of the Air Force, the Department of the Navy, the Department of the Treasury, or any other department or agency of the government of the United States having authority to issue lawful orders requiring military service. This leave applies to staff members who are either enlisted or commissioned members of the South Carolina National Guard, the United States Army Reserve, the United States Air Force Reserve, the United States Naval Reserve, the United States Marine Corps Reserve, or the United States Coast Guard Reserve.

In the event a staff member is called upon to serve during an emergency, he/she will be entitled to such leave of absence for a period not exceeding 30 additional days.

The board expects staff members to request their training during a period when school is not in session.

A staff member seeking leave for annual active duty training must forward a written request, including the appropriate verifying data, to the superintendent no later than 30 days prior to the pre-arranged military activity.

## Conferences/Training Workshops

The district may grant temporary leave to a staff member for the purpose of attending activities designed to improve the staff member's 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, 4/25/22, 11/17/25

## 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 the National Guard.

Section 59-1-400 - Sick leave accrual and use.

Section 59-25-47 - Unused leave payments authorized.

## **AR GDC-R Support Staff Leaves and Absences**

Issued 11/25

### **Procedures Regarding Absences**

An absent staff member must furnish a signed statement setting forth the specific reason(s) for his/her absence. The statement must be turned in to the staff member's supervisor within two (2) days after the staff member returns to work.

A staff member will notify his/her immediate supervisor as early as practicable when it is necessary for him/her to be absent. When a staff member knows that he/she will be absent for a period longer than five (5) days, he/she should complete and file a request for a leave of absence.

A staff member who anticipates taking an extended leave of absence should submit the request for leave to his/her supervisor at least thirty (30) calendar days prior to the effective date of the leave. The leave request must include a statement from a licensed medical doctor giving the expected delivery date or stating the anticipated length of convalescence.

Any staff member returning from an extended leave of absence must present a statement from the attending physician certifying the staff member's ability to return to a normal work schedule.

When the staff member makes a request in writing, the superintendent may grant the staff member leave without pay for personal illness following the exhaustion of all accrued sick leave. Leave with and without pay will not exceed ninety-one (91) workdays in any school year and is not to extend beyond the immediate school year.

### **Verification and Use of Sick Leave**

The use of sick leave may be subject to verification. Specifically, the district reserves the right to require that a staff member submit a doctor's statement verifying an illness, along with an absence report form, when the staff member has been on sick leave for more than three (3) consecutive working days. The building principal or staff member's immediate supervisor has the discretion to request such a statement.

If a staff member's use of sick leave forms a pattern and abuse is suspected, the principal/ supervisor may also require a doctor's statement.

In order for the district to provide for the continuity of the educational programs and plan for adequate substitutes, a staff member who is absent for more than ten (10) continuous workdays must provide a physician's statement of diagnosis and prognosis so that the district may determine the earliest possible date of return. The staff member's immediate supervisor will notify him/her in writing that he/she must provide the physician's statement.

If the staff member does not provide the physician's statement within five (5) workdays following the written notification, the district may terminate his/her employment.

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

The following administrative rules apply only to the Family and Medical Leave Act.

## Eligibility

A staff member who has worked for the district for at least twelve (12) months is eligible for twelve (12) workweeks of FMLA leave during a 12-month period, provided the staff member worked at least 1,250 hours in the twelve (12) months preceding the beginning of the leave.

For purposes of FMLA leave, a 12-month period is the district's fiscal year, July 1st through June 30th.

The twelve (12) months of employment need not be consecutive months.

## Types of leave

An eligible staff member may take FMLA leave for any of the following:

- birth and first-year care of a child
- adoption or foster placement of a child
- serious illness of a staff member's spouse, parent, or child
- staff member's own serious health condition that keeps the staff member from performing the essential functions of his/her job

A serious health condition is one involving continuous treatment by a healthcare provider that results in a period of incapacity of more than three (3) consecutive calendar days and involves extensive treatment. Conditions such as asthma and diabetes are included in this definition.

A staff member may elect, or the district may require, a staff member to use accrued paid vacation, personal, or family leave for purposes of family leave. A staff member may elect, or the district may require a staff member to use accrued vacation, personal, or medical/sick leave for the purposes of medical leave. A staff member cannot compel the district to permit the staff member to use accrued medical/sick leave in any situation under which the leave could not normally be used.

## Spouses employed by the school district

If a husband and wife eligible for leave are employed by this school district, their combined amount of leave for the birth, adoption, foster care placement, and parental illness may be limited to twelve (12) weeks. A staff member may not take FMLA leave to care for a parent-in-law.

## Intermittent and reduced leave

Intermittent leave is leave taken in separate blocks of time due to a single illness or injury.

Reduced leave is a leave schedule that reduces a staff member's usual number of hours per workweek or hours per workday.

Intermittent or reduced leave is available only for the staff member's own serious health condition or to care for a seriously ill spouse, child, or parent. Such leave may not be used for the birth or adoption/placement of a child.

The staff member who wishes to use intermittent or reduced leave must have the prior approval of the district. Although the district and staff member may agree to an intermittent or reduced leave plan, the staff member who uses family leave is not automatically entitled to use such leave on an intermittent basis or on a reduced leave schedule. The district may provide such leave for medical leave, but the district may transfer the

staff member to a position that is equivalent, but more suitable for intermittent periods of leave. The staff member must furnish the district with the expected dates of the planned medical treatment and the duration of the treatment. The superintendent must authorize such leave in writing.

## Benefits

The district will maintain the staff member's health coverage under the district's group health insurance plan during the period of FMLA leave. The staff member should make arrangements with the district to pay the staff member's share of health insurance (e.g., family coverage) prior to the beginning of the FMLA leave.

Increases in premiums or deductibles that apply to active staff members also apply to staff members on FMLA leave. An employer may drop coverage for a staff member whose premium payment is late only after providing written notice to the staff member that the payment has not been received. This notice must be mailed to the staff member at least fifteen (15) days before coverage is to end, and will advise that coverage will be dropped fifteen (15) days after the date of the letter unless payment has been received.

The staff member will not lose any other employment benefit accrued prior to the date on which leave began, but is not entitled to accrue seniority or employment benefits during the leave period. Employment benefits could include group life insurance, sick leave, annual leave, educational benefits, and pensions.

## Notice

When the FMLA leave is foreseeable, the staff member must notify the district of his/her request for leave at least thirty (30) days prior to the date when the leave is to begin. If the leave is not foreseeable, the staff member must give notice as early as is practical. When the staff member requests medical leave, the staff member must make reasonable attempts to schedule treatment so as not to disrupt the district's operations.

The district may deny the leave if the staff member does not meet the notice requirements.

## Designation of leave as FMLA leave

The district must designate the leave as paid or unpaid FMLA leave within two (2) business days of learning that an FMLA reason supports the leave. The district must also provide other written information concerning the staff member's rights and obligations under FMLA. If the district does not make the designation on time or provide appropriate information, the absence will not count against the staff member's FMLA entitlement.

## Certification

The district may require the staff member to provide certification from a healthcare provider containing specific information required under the law if he/she requests a medical leave. If there is a question concerning the validity of such certification, a second and, if necessary, a third opinion can be required, both at the expense of the district.

Upon the staff member's return to work, the district will require that the staff member present a fitness statement from the staff member's healthcare provider certifying that the staff member is able to return to work.

## Restoration

When the staff member returns from leave, the district will restore the staff member to the same or an equivalent position with equivalent benefits, pay, terms, and conditions of employment in accordance with

board policy. The staff member's right to return to the same or an equivalent position is contingent upon the staff member's continued ability to perform all the essential functions of the job. An equivalent position is one that is the same or substantially similar in duties, responsibilities, conditions, privileges, and status as the original position.

Under certain circumstances, the district may deny restoration to a key staff member. The district will comply with the notice requirements of the FMLA in denying restoration. A key staff member is one who is among the highest paid 10 percent of the staff members and whose absence would cause the district to experience a substantial and grievous economic injury.

#### Instructional staff members

Special leave rules apply to instructional staff members. Instructional staff members are those staff members whose principal function is to teach and instruct students in a small group or an individual setting. This term includes teachers, athletic coaches, driving instructors, and special education assistants, such as signers for the hearing impaired. It does not include teacher assistants or aides who do not have as their principal job actual teaching or instructing, nor does it include auxiliary personnel such as counselors, psychologists, or curriculum specialists. It also does not include cafeteria workers, maintenance workers, or bus drivers.

Limitations apply to instructional staff members who take intermittent or reduced leave. If the leave requested is to care for a family member or for the staff member's own serious health condition and the leave is foreseeable based on planned medical treatment, and the staff member would be on leave for more than 20 percent of the total number of working days over the period the leave would extend, then the district may require the staff member to choose one of the following:

- The staff member may take the leave for a period or periods of a particular duration, not greater than the duration of the planned treatment.
- The staff member may transfer temporarily to an available alternative position for which the staff member is qualified, which has equivalent pay and benefits, and which better accommodates recurring periods of leave than does the staff member's regular position.

Staff members taking leave, which constitutes 20 percent or less of the working days during the leave period, would not be subject to transfer to an alternative position.

Limitations also apply to instructional staff members who take leave near the end of a semester. When an instructional staff member begins leave more than five (5) weeks before the end of a semester, the district may require the staff member to continue taking leave until the end of the semester under these conditions:

- The leave will last at least three (3) weeks.
- The staff member would return to work during the three-week period before the end of the semester.

When an instructional staff member begins leave for a purpose other than the staff member's own serious health condition during the five-week period before the end of the semester, the district may require the staff member to continue taking leave until the end of the semester under these conditions:

- The leave will last more than two (2) weeks.
- The staff member would return to work during the two-week period before the end of the semester.

When an instructional staff member begins leave for a purpose other than the staff member's own serious health condition during the three-week period before the end of a semester, and the leave will last more than five (5) working days, the district may require the staff member to continue taking leave until the end of the semester.

Leave taken for a period that ends with the school year and begins the next semester is leave taken consecutively, rather than intermittently. Summer and other vacations may not be counted against a staff member's FMLA leave entitlement. An instructional staff member on FMLA leave at the end of the school year must receive normal benefits over the summer vacation.

#### Failure to return

The district is entitled to recover healthcare premiums paid during the leave if the staff member fails to return from leave. However, recovery cannot occur if the staff member fails to return because of the continuation, recurrence, or onset of a serious health condition or due to circumstances beyond the control of the staff member.

Issued 2/19/96; Revised 6/22/20, 2/15/21, 11/27/25

Calhoun County Public Schools



# General Information

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**Empower • Compete • Succeed**

# 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.

### **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 a 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.

## 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?**

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### **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 on July 1, 2006. Descriptions are available at the website:

<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 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](http://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.



### **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 are subject to change through the state department. It is imperative that you contact the Human Resources office with questions or concerns.**

# *SC Educators*

## **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.

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**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.

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All administrators employed in a South Carolina public school district must complete a 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
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 Formula for type of class	Verification of publication Copy of the schedule or agenda
5	Instruction	60		
6	Professional Training	120	1 hour = 1 credit 1 CEU = 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 each 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 an SC public school district can utilize all matrix options provided they correspond with their 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 an 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 the 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 coursework in the area of certification, Special Education, or technology from an accredited college or university, or a certificate from an 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 the 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 a 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 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.
- or
- [WorkKeys](#) (ACT).

The following four areas are required: reading, writing, mathematics, and an inventory survey.

The minimum passing score on the required assessments is 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 that 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 who 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 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, resource, and helper.

### **Tutors**

Tutors are expected to be consistent in devoting their time. Students come 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) 655-7276 (fax)

### About the Information Requested

Prior to the 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, State, 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 a separate sheet, if necessary)

### Availability

During which times are you available for volunteer assignments?

\_\_\_ Mornings

\_\_\_ Once a month

\_\_\_ Afternoons

\_\_\_ Once a week

\_\_\_ Full days

\_\_\_ 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.



# Selected Personnel Policies And Regulations

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The following is a group of personnel policies that employees frequently refer to. Please refer to [www.ccpsonline.net](http://www.ccpsonline.net) for all policies. In addition, we are in the process of updating policies. Copies can be obtained from the website.

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**Empower • Compete • Succeed**

# **Policy ADB Drug and Alcohol-Free Workplace and Schools**

Issued 1/18

**Purpose:** To establish the basic structure to ensure the board's vision of a school environment free of drugs and alcohol.

The school district is committed to providing a drug and alcohol-free learning environment and workplace. Drug and alcohol abuse at school or in connection with school-sponsored activities, on or off school grounds, threatens the health and safety of our students and our employees, and adversely affects the educational mission of the schools.

## **Employees**

No employee will unlawfully manufacture, distribute, dispense, possess, use, or be under the influence of any drug on or in the workplace.

*"Drug"* means any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, "look-alike" substance, synthetic drug, designer drug, or any other controlled substance as defined by the act and regulation cited below.

No employee will manufacture, distribute, dispense, possess, use, or be under the influence of alcohol on or in the workplace.

*"Workplace"* means the site for the performance of work. That includes any school building or any school premises, and any school-owned vehicle or any other school-approved vehicle used to transport students to and from school or 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 or where 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 may be subject to disciplinary action, including, but not limited to, nonrenewal, suspension, or termination at the discretion of the board. The employee will satisfactorily participate in a drug abuse assistance or rehabilitation program approved by the board. An employee who fails to satisfactorily participate in such a 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 and alcohol-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.

## **Students**

No student, regardless of age, will possess, use, sell, purchase, barter, distribute, or be under the influence of alcoholic beverages or other controlled substances in the following situations:

- on school property (including buildings, grounds, vehicles)
- at any school-sponsored activity, function, or event, whether on or off school grounds (including any place where an interscholastic athletic contest is taking place)
- during any field trip
- during any trip or activity sponsored by the board or under the supervision of the board or its authorized agents

No student will aid, abet, assist, or conceal the possession, consumption, purchase, or distribution of any alcoholic beverage by any other student or students in any of the circumstances listed above.

No student will market or distribute any substance which is represented to be or is substantially similar in color, shape, size, or markings to a controlled substance in any of the circumstances listed above.

All principals will cooperate fully with law enforcement agencies and will report to them all information that would be considered pertinent or beneficial in their efforts to stop the sale, possession, and use of controlled substances.

The administration will suspend students who violate this policy, and the board may expel them. The board intends to expel all students who distribute any controlled substance on school grounds.

Cf. GBEC, JICH

Adopted 7/15/96; Revised 1/29/18

Legal References:

S.C. Constitution:

[Article XVII](#), Section 14 - Must be over 21 to possess distilled liquors.

Federal Law:

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

Drug-Free Workplace Act of 1988, [41 U.S.C.A. Section 8101](#), *et seq.*

S.C. Code, 1976, as amended:

[Section 16-17-530](#) - Students who come to school in an intoxicated condition, or conduct themselves in a disorderly or boisterous manner, could be arrested for a misdemeanor.

[Section 44-49-80](#) - Establishment of drug abuse treatment program in public schools.

[Section 44-53-110](#), *et seq.* - Definitions; lists of illicit drugs.

[Section 44-53-140](#) - Certain communications and observations shall be privileged.

[Section 44-53-160](#) - Manner in which changes must be made to schedules of controlled substances.

[Section 44-53-190](#) - Substances added to Schedule 1 controlled substances.

[Section 44-53-370](#) - Prohibited Acts A; penalties.

[Section 44-53-440](#) - Distribution to persons under 18.

[Section 59-67-150](#) - Drinking alcoholic liquors on a school bus is prohibited.

## Policy **GBB** Staff Involvement in Decision Making

*Issued 6/23*

The board believes that a district functions best when all staff members are informed of the district's major activities, guiding principles, and goals. Communication between the board and district staff is welcome, and the board encourages recommendations and suggestions from all staff on any facet of the district's operation through the appropriate administrative channels. The board reserves the right to make the final decision on any action or policy for which it seeks input.

The superintendent will ensure that there is a process in place to encourage meaningful staff input prior to making recommendations to the board. If feasible, when developing rules, regulations, and arrangements for the operation of the district, the superintendent will attempt to include, at the planning stage, those staff members affected by such provisions. The process should be conducted in a spirit of cooperation, with a clear focus on student learning as the most important function of the district, and with the understanding that staff is collectively responsible for student performance.

Staff participation in decision-making may include the items listed below as they are appropriate in areas, programs, schools, and offices:

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

Any suggestions offered for changes to curriculum, instruction, or the district's educational program should be research-based and include data linking such suggestions to improved student outcomes.

Adopted 6/22/92; Revised 6/24/19, 6/5/23

Legal References:

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

Section 59-19-10 - Power of board to manage and control district.

## **Policy GBEB Staff Conduct**

*Issued 3/25*

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

District employees are expected to set the kind of example for students that 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, 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 or supervisor **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, 3/17/25

Legal References:

S.C. Code, 1976 as amended:

Section 16-23-420 and 430 - Concealed weapons; school property exception.

# Policy GBEBA Staff Dress Code

*Issued 3/25*

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.

Staff members are to be neat, clean, and appropriately dressed for their job responsibilities at all times while at work. Support staff and teachers in special areas will wear clothing appropriate for their instructional or work environment, e.g., physical education, career and technology, special education, transportation, nutrition services, custodial, or maintenance, should dress as needed for their particular work assignments.

The following attire is considered unprofessional and prohibited:

- flip flops
- jean-style denim material pants or slacks with holes or frayed ends
- clothing with political, alcohol, or tobacco messages or advertisements
- 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 judgment 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, 3/17/25

Calhoun County Public Schools

# **Policy GBEBB Staff Conduct With Students**

*Issued 3/25*

**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 judgment 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 a 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 that 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, contact law enforcement officials.

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, 3/17/25

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.

# **Policy GBEBDA Criminal Record Checks**

*Issued 3/25*

**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 Checks**

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

The district will not employ an individual who has been convicted of or pleaded 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; Revised 3/17/25

## **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 GBJ Personnel Records And Files**

*Issued 3/25*

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

## **Maintenance of Records**

The superintendent or his designee 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 with the Director of Human Resources. 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 the 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 or his designee will have the overall responsibility for maintaining and preserving the confidentiality of an employee'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 the 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, 3/17/25

### **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 the interpretation of a policy or contract

Employees should secure an equitable solution to 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 supervisor 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 the complainant's filing a 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 a 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 that will facilitate this policy.

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

**Calhoun County Public Schools**

# Policy GCC Professional Staff Leaves and Absences

*Issued 11/25*

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 that 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 105 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 months and works at least 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 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, grandchildren
- 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 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 that 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.

The district will not pay for any unused sick leave when an employee leaves the district.

### **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 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 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 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 the administrative rule [GCC-R](#).

### **Personal/Emergency/Legal/Bereavement Leave**

#### *Personal leave*

All full-time personnel employed by the district may use up to five 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 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 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 15 workdays in one year. Saturdays, Sundays, and state holidays may not be included in these 15 days unless the Saturday, Sunday, or holiday is a regularly scheduled workday for the staff member.

This leave may be taken when the staff member is engaged in training or other duties ordered by the Governor, the Department of Defense, the Department of the Army, the Department of the Air Force, the Department of the Navy, the Department of the Treasury, or any other department or agency of the government of the United States having authority to issue lawful orders requiring military service. This leave applies to staff members who are either enlisted or commissioned members of the South Carolina National Guard, the United States Army Reserve, the United States Air Force Reserve, the United States Naval Reserve, the United States Marine Corps Reserve, or the United States Coast Guard Reserve.

In the event a staff member is called upon to serve during an emergency, he/she will be entitled to such leave of absence for a period not exceeding 30 additional days.

The board expects staff members to request their training during a period when school is not in session.

A staff member seeking leave for annual active duty training must forward a written request, including the appropriate verifying data, to the superintendent no later than 30 days prior to the pre-arranged military activity.

### **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 the staff member's 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, 12/13/21, 4/25/22, 11/17/25

#### 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 the 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 2/22*

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  $\frac{5}{6}$  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  $\frac{15}{12}$  days per month.

Employees must obtain the prior approval of his/her direct supervisor before using accrued leave.

Employees may accumulate up to 30 vacation days.

All Employees who are eligible for vacation are eligible for a one-time payment of unused vacation days at his/her daily rate when leaving the district or at the time of retirement. Working retirees are not eligible for payment of unused vacation days.

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

A request for leave during 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

Memorial Day

July 4<sup>th</sup>

Labor Day

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

Thanksgiving Day and the 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, 2/14/2022

Calhoun County Public Schools

## **Policy GCG 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 the greatest extent 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 that 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

**Calhoun County Public Schools**

## **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 effect 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 support 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 to 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 a **written** acceptance within 15 calendar days of the date of the offer. Failure to make a 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 12/21*

**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 district employee who is a member of the South Carolina Retirement System (SCRS) is eligible to retire when the employee has met the terms and conditions established for retirement eligibility in state law. Employees should confirm their eligibility with the SCRS.

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.

Adopted 11/9/90; Revised 6/21/93, 2/19/96, 3/28/11, 12/13/21

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 28 years of creditable service.

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

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

Calhoun County Public Schools

## **Policy GCR Non-school Employment of Professional Staff**

*Issued 4/25*

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 effects:

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

Make time and/or energy demands upon the individual that 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 District-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 a 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. Written approval must be secured annually by the first day of the school year or upon acceptance of new employment.

Adopted 2/6/78; Revised 2/19/96, 4/14/25

Calhoun County Public Schools

# Policy GDC Support Staff Leaves and Absences

*Issued 11/25*

**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 that 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 105 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 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, grandchildren
- 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 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 that 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 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 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 15 workdays in one year. Saturdays, Sundays, and state holidays may not be included in these 15 days unless the Saturday, Sunday, or holiday is a regularly scheduled workday for the staff member.

This leave may be taken when the staff member is engaged in training or other duties ordered by the Governor, the Department of Defense, the Department of the Army, the Department of the Air Force, the Department of the Navy, the Department of the Treasury, or any other department or agency of the government of the United States having authority to issue lawful orders requiring military service. This leave applies to staff members who are either enlisted or commissioned members of the South Carolina National Guard, the United States Army Reserve, the United States Air Force Reserve, the United States Naval Reserve, the United States Marine Corps Reserve, or the United States Coast Guard Reserve.

In the event a staff member is called upon to serve during an emergency, he/she will be entitled to such leave of absence for a period not exceeding 30 additional days.

The board expects staff members to request their training during a period when school is not in session.

A staff member seeking leave for annual active duty training must forward a written request, including the appropriate verifying data, to the superintendent no later than 30 days prior to the pre-arranged military activity.

### **Conferences/Training Workshops**

The district may grant temporary leave to a staff member for the purpose of attending activities designed to improve the staff member's 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, 4/25/22, 11/17/25

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 the 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 7/22*

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.
- All Employees who are eligible for vacation are eligible for a one-time payment of unused vacation days at his/her daily rate when leaving the district or at the time of retirement. Working retirees are not eligible for payment of unused vacation days.
- No employee will take a vacation during the first two weeks of the beginning of school. This will assist in getting the school off to a good start.
- A request for leave during 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 1st)

Martin Luther King Day

Friday before Easter or Monday after Easter

Independence Day (July 4th)

Labor Day

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

Thanksgiving Day and the day after (fourth Thursday in November)

Christmas (three days - December 24<sup>th</sup>, 25<sup>th</sup>, and 26<sup>th</sup>)

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, 7/18/22

## **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

## **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 effect 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 support 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.