LEXINGTON
DISTRICT FOUR
LEAD·LEARN·SERVE·EXCEL

Employee Handbook

2026-2027



EMPLOYEE HANDBOOK ACKNOWLEDGMENT FORM

2026-2027 School Year

IMPORTANT EMPLOYMENT DISCLAIMER

NOTHING IN THIS EMPLOYEE HANDBOOK OR IN ANY OTHER POLICY, PROCEDURE, PRACTICE, OR DOCUMENT ISSUED BY LEXINGTON COUNTY SCHOOL DISTRICT FOUR CONSTITUTES OR CREATES AN EXPRESS OR IMPLIED CONTRACT OF EMPLOYMENT. THE HANDBOOK IS PROVIDED AS A GENERAL SUMMARY OF CURRENT EMPLOYEE BENEFITS, POLICIES, PROCEDURES, EXPECTATIONS, AND WORKPLACE RULES. IT DOES NOT ALTER ANY RIGHTS OR OBLIGATIONS ESTABLISHED BY APPLICABLE LAW, BOARD POLICY, OR A DULY EXECUTED INDIVIDUAL EMPLOYMENT CONTRACT.

ACKNOWLEDGMENT

I acknowledge that I have received or been provided electronic access to the Lexington County School District Four 2026-2027 Employee Handbook.

Receipt and responsibility. I am responsible for reading the handbook, remaining familiar with its contents, and complying with the policies, procedures, expectations, and workplace rules that apply to my employment.

Scope and controlling authority. The handbook is a summary and is not exhaustive. If a handbook provision conflicts with applicable law, Board policy, an administrative regulation, or a duly executed individual employment contract, the controlling authority governs.

Revisions and prior editions. The District may interpret, amend, suspend, rescind, or replace any portion of the handbook as permitted by law and subject to Board approval when required. This edition supersedes prior handbook editions and inconsistent District-issued guidance addressing the same subject matter.

Questions. I understand that I should contact my supervisor or the Office of Human Resources if I have questions or need clarification.

By signing below, I confirm receipt or access and acknowledge my responsibility to review the handbook. My acknowledgment does not waive any right provided by law, Board policy, or a duly executed individual employment contract.

EMPLOYEE NAME (PRINTED)	EMPLOYEE ID
POSITION / JOB TITLE	SCHOOL / WORK LOCATION
EMPLOYEE SIGNATURE	DATE

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Benefits and Compensation

Employee Access

The Employee Access portal is a web-based system that enables employees to easily access their employment records, including pay stubs, leave history and tax documents.

Employees connect to Employee Access through the District Links drop-down on the Lexington District Four website.

Fringe Benefits

Social Security

For calendar year 2026, deductions for Social Security occur at the rate of 6.2% for Social Security and 1.45% for Medicare.

Direct Deposit

Employees are strongly encouraged to enroll in Direct Deposit through the district. An employee may have their pay deposited directly into more than one bank account if they choose. Changes may be made any time of year, however, it may take up to 30 days for changes to go into effect. Changes may require pre-notification of account numbers and result in paper checks being issued until accounts are verified.

Tort Liability

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

Withholding Tax (Federal and State)

Employees who have experienced changes in tax exemption status should file a new exemption certificate (W-4). Responsibility for accuracy of exemption certificates lies with employees. Changes are made through Employee Access.

Workers Compensation (Policy GBGD)

The board of trustees provides workers' compensation insurance coverage through the South Carolina School Boards Insurance Trust for all district employees.

The South Carolina Workers' Compensation Law is designed to provide medical and monetary benefits for an employee who sustains an accidental injury arising out of and in the course of his/her employment. The law provides medical care to bring about the earliest possible recovery from the injury, a percentage of wages and salary lost during the injured 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 Workers' Compensation Commission, the circumstances justified the refusal.

When an employee is absent from work as a result of accidental injury arising out of and in the course of his/her employment, available sick leave and annual leave and workers' compensation benefits can 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.

Payment of Salaries

All full-time and regular part-time employees receive their pay on the 10th and 25th of each

month. When a pay date falls on a Saturday or Sunday, that pay date will move to the preceding workday.

For example, if the 10th day of the month falls on a Saturday, the pay date moves to Friday, the ninth day. If the 10th falls on a Sunday, the pay date moves to Friday, the 8th. When the pay date is a holiday, paychecks are issued the last working day before the holiday.

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

Due to the fact that the salary of all regular teachers and nine-month employees is based on 180 to 205 actual working days and not on the calendar year, the actual working days will seldom coincide with the number of days for pay included in each paycheck. This procedure is used for your convenience. Employees who leave during the school year should recognize this in final salary reconciliations.

The Office of Human Resources determines placement on the salary schedule. Salary checks are calculated, prepared and issued by the payroll division of Fiscal Services.

Employees are responsible for reporting any miscalculations or questions about your check to your principal or supervisor immediately.

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

Paychecks Issued

2026		2027	
July 9	July 23	Jan 8	Jan 25
Aug 10	Aug 25	Feb 10	Feb 25
Sept 10	Sept 25	Mar 10	Mar 25
Oct 8	Oct 23	Apr 9	Apr 23
Nov 10	Nov 20	May 10	May 25
Dec 10	Dec 18	June 10	June 24

Support Staff Supplementary Pay/Overtime (Policy GDBC)

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

The district will pay a minimum wage on an hour-by-hour basis to all district employees, either part time or full time, permanent or temporary which is no less than the federal minimum wage, except under designated training and apprenticeship programs exempt under special U.S. Department of Labor certification.

The board also recognizes that it may occasionally be necessary for non-exempt persons to work more than 40 hours during a given work week. Individuals will be paid time-and-a-half (in money or compensatory time off) for each hour of overtime worked. No overtime, as defined by the FLSA, will be required or permitted without authorization from the employee's immediate supervisor.

The district requires all employees who are subject to the provisions of the FLSA to complete a daily time record showing actual hours worked. Failure to maintain or falsification of such records may be grounds for disciplinary action.

The administration will maintain records and establish regulations which are consistent with this policy and the requirements of the Fair Labor Standards Act.

Support Staff Supplementary Pay/Overtime (AR GDBC)

Workweek

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

Each workweek stands alone for the purpose of determining overtime pay for non-exempt employees.

Hours worked

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

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

Travel

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

Leave

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

Part time in different capacity

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

Substitution in same capacity

Employees, at their own option but with the approval of the employer, may substitute during scheduled hours for other employees employed in the same capacity.

In the case of such substitution, the hours involved are credited to the scheduled employee and not to the substitute employee. The employer need not maintain a record that the substitution has taken place.

Overtime hours

Overtime hours will be held to a minimum consistent with the needs and requirements of sound and orderly administration.

All overtime hours worked by non-exempt employees must be scheduled and duly authorized.

With respect to the payment of overtime in money, or in compensatory time, the district will have the discretion to determine which method of payment to choose. The district reserves the right to require employees taking compensatory time to schedule comp time in minimal increments of four hours. This requirement is subject to change by the district upon written notification to all affected employees.
Where an employee in a single workweek works at two or more different types of work for which different straight-time rates have been established, the employee's regular rate for that week is the weighted average of such rates. (That is, the earnings from all such rates are added together.) This total is then divided by the total number of hours worked at all jobs.

Compensatory time off

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

Comp time may be accrued up until 240 hours (160 overtime hours). Overtime work beyond this maximum accrual will be monetarily compensated at the rate of one and one-half times the individual's normal hourly rate of pay.

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

Time off later for working on an official holiday will not be considered compensatory time off but as a delayed holiday. Employees who are required to work on an announced holiday must be given equal time off within the same fiscal year.

Monetary compensation

Non-exempt employees who work in excess of 40 hours per workweek will be paid at one-and-one half times their "regular rate."

Termination

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

Volunteers

A volunteer is defined as an individual who receives no compensation or who is paid expenses, reasonable benefit, or a nominal fee to perform the services for which the individual volunteered and such services are not the same type of services which the individual is employed to perform for the district.

Exclusions

Executive, administrative and professional employees will be considered exempt if they meet all of the following respective duties tests for exemption from coverage under the law as determined by district Human Resource staff.

Highly compensated employees

Employees who perform office or non-manual work and earn a salary of at least $155,000 per year will be completely exempt from coverage in that they regularly and customarily perform at least one of the duties of an exempt executive, administrative or professional employee. The $155,000 compensation can include bonuses and commissions, but not benefits.

Executive

The employee's primary duty consists of the following.

- Management of the enterprise or of a customarily recognized department or subdivision.
- The employee must customarily and regularly direct the work of at least two or more other employees.
- The employee must have the authority to hire or fire other employees; or whose suggestions and recommendations as to the hiring, firing, advancement, promotion or any other change of status of other employees are given particular weight.
- The employee must be paid on a salary basis at a rate of at least $684 a week exclusive of board, lodging or other facilities.

Administrative

The employee's primary duty consists of the following.

- performance of office or non-manual work directly related to the management or general business operations of the employer or the employer's customers
- includes the exercise of discretion and independent judgment with respect to matters of significance
- The employee must be paid on a salary or fee basis at a rate of not less than $684 a week exclusive of board, lodging or other facilities.

Professional

The employee's primary duty consists of the following.

- work requiring advance knowledge (defined as work which is predominately intellectual in character, and which includes work requiring consistent exercise of discretion and judgment) in a field of science or learning customarily

acquired by a prolonged course of specialized intellectual instruction and study
- work requiring invention, imagination, originality or talent in a recognized field of artistic or creative endeavor
- The employee must do work that is predominately intellectual and varied as distinguished from routine mental, manual, mechanical or physical duties.
- The employee must be paid on a salary or fee basis at a rate of not less than $455 a week exclusive of board, lodging or other facilities.

Certified Staff Licensure and Certification

Certificate Renewal

An educator who has advanced to a Professional certificate, typically valid for five school years, must earn 120 renewal credits during that five-year period to renew the certificate.

Options for earning renewal credit depend on an educator's employment status and are outlined in the State Board of Education (SBE) Renewal Credit Matrix. As part of these credits, an educator may also need to meet Read to Succeed (R2S) endorsement requirements and Jason Flatt Act suicide awareness training requirements (middle & high school) that are established in state statute.

The state places the responsibility for license renewal with the license holder. Educators should check the expiration dates of their licenses.

Educators can find the Renewal Credit Matrix and Certificate Renewal Approval Form on the Human Resources page on the district website.

Submitting Renewal Credit

Lexington Four educators must submit completed Certificate Renewal Approval Forms along with evidence defined by the SBE Renewal Credit Matrix to Lexington Four Human Resources for addition to the educator's SDE record.

Adding Fields & Endorsements

Lexington Four educators must submit proper documentation to the State Department of Education through the My SC Educator Portal to add fields or endorsements including the R2S Requirement and/or Endorsement.

Classification Changes

License classification upgrades must be submitted by the educator to the South Carolina Department of Education (SCDE) using the My SC Educator Portal. The educator must submit official transcripts from the accredited college or university at which coursework or degrees were earned.

National Board Certification

Lexington District Four supports teachers who qualify for and/or desire to achieve NBPTS certification. Information on the national certification process is available on the NBPTS website (www.nbpts.org) and the Center for Educator Recruitment, Retention, and Advancement (www.cerra.org).

After a teacher achieves NBPTS certification, the district supplements the salary increase currently provided by the state.

National Board Certified Teachers can renew their certification through the National Board or the state renewal process. If a teacher chooses to use the state renewal process, the 120 points must be earned in the last five-year period of the National Board certificate.

Employee Conduct and Welfare

Line & Staff Relations (Policy CCB)

Each employee of the district will be responsible to the board through the superintendent.

Except as otherwise provided in this policy manual, all personnel will refer matters requiring administrative action to the administrator to whom they are responsible. The administrator

will refer such matters to the next higher administrative authority when necessary.

A clear understanding of responsibilities and relationships between and among school personnel is essential for a smoothly running and efficient school system.

General power and authority of the teacher

Both the law and the board delegate certain powers and authority to the teacher. The teacher must hold pupils accountable while on school property for their conduct during, before and after school. A teacher may remove a pupil from his/her room by referring the pupil to the principal for a final decision.

Teacher's relationship with the superintendent

The board encourages a teacher to work through his/her principal concerning building assignments, teaching loads and general working conditions. A teacher may find it necessary to consult with the superintendent on other problems relating to his/her affiliation with the school. The superintendent may establish a faculty advisory committee (FAC) to meet with the superintendent on a regular and consistent basis.

Teacher's relationship with the principal

The classroom teacher is under the direct supervision of the principal. The principal is responsible for communicating the administrative policies, communications from the board, assignments of duty, work, instruction schedules and courses of study to the classroom teacher. The teacher should direct all problems and requests about work to the principal.

The principal must guide and assist a teacher with problems concerning his/her work with the pupils. The teacher may expect the principal to share his/her disciplinary responsibility. The principal must guide and support the teacher as they work together for the good of the pupils.

Both the principal and the teacher should consult with the superintendent for advice and counsel on specific problems or for interpretations of board policy. The board expects teachers to express their views in general faculty meetings. The board encourages this opportunity for open expression and sharing of responsibility for the successful operation of the school.

Board and principal relations

The school principal has no direct administrative relations with the board. His/Her relations to the board are through the superintendent since the principal is directly responsible to the superintendent. The superintendent will present all matters that require board action to the board.

Board and teacher relations

The relationship of the teacher to the board is indirect. A teacher is directly responsible to the principal and through the principal to the superintendent, and then to the board. However, this does not mean that a teacher does not have access to the superintendent or to the board. Conditions may arise when a teacher may obtain direct access through channels established for grievances.

The board develops policies out of the needs of the schools. Therefore, the board recognizes the value of teachers in formulating effective policies. The board may ask students, citizens, teachers, principals, custodians, etc., to give input into matters dealing with problems which affect them.

Teacher's relationship with other employees

A teacher should strive to work cooperatively with all school staff members. The teacher will direct all work requests for the work of custodians, maintenance workers and others to the principal. The principal will handle any problems arising between the classroom teacher and other school employees as soon as possible.

Support staff interrelationship

Support staff are responsible to the principal when working in his/her school building. In the school setting, the relationship of support staff with the students is minimal. The pupils are the responsibility of the teacher, and the support staff member should assume no authority over

them. However, emergency conditions, such as a fight in the hall or an incident involving destruction of school property, are exceptions to this.

Bus drivers are responsible for the children on their bus unless accompanied by a teacher, in which case the teacher is responsible and the driver should assist the teacher only at the teacher's request.

Confidentiality Agreement

All full and part-time Lexington Four employees must sign a Professional Conduct & Confidentiality Agreement annually.

As professionals, staff members have access to confidential information concerning students to perform their jobs. Confidential information concerning students is disclosed only 1) among professionals, 2) with primary caregivers, or 3) as required by law. Only employees who need information to carry out their assigned duties and who have a legitimate education interest ("need to know") will have access to or may receive information. Professional and ethical behavior warrants that confidential information regarding any student not be shared in any communication format outside the "need to know" stipulation.

Violations of professional conduct to include the confidentiality guidelines could result in civil and/or criminal prosecution and/or dismissal from employment in Lexington District Four.

Sexual Discrimination & Harassment (Policy GBAA)

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

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

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

Confidentiality

To the fullest extent practicable, while ensuring a thorough and impartial investigation, the district will keep reports and the terms of their resolution confidential, including the names of individuals who submit reports, witnesses who provide information regarding reports, and the person against whom the complaint is made. All records generated under the terms of this policy and related administrative procedures will be

maintained with utmost confidentiality to the extent permitted by law, specifically the Family Educational Rights and Privacy Act (FERPA). Confidentiality, however, cannot be guaranteed. All complainants proceeding through the complaint process will be advised that their identities will be disclosed to the party being accused of inappropriate conduct.

Discipline

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

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

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

Notification

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

Sexual Discrimination & Harassment (AR GBAA)

The district has adopted the following procedures to promptly and fairly address reports of sexual harassment and retaliation.

Definitions

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

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

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

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

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

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

- subtle or direct propositions for sexual favors

Note that such harassment does not have to be of a sexual nature and can include offensive remarks about a person's sex, sexual orientation, and/or gender identity or expression.

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

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

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

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

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

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

Dr. Jamal Sanders
Chief Human Resources Officer
607 East Fifth Street
Swansea, SC 29160
Telephone: 803-490-7000 Ext. 10013
Email: jsanders@lexington4.net

Reporting

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

Reports may be made orally or in writing via mail, telephone, electronic mail, or in person meeting at any time, including non-business hours. All reports not made directly to the Title IX coordinator will be memorialized in writing and reported to the Title IX coordinator within two (2) business days.

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

Grievance Process

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

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

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

he/she may be placed on administrative leave during the pendency of the grievance process.

Formal complaint

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

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

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

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

Investigation

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

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

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

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

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

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

Investigations will be conducted in the following manner:

- provide an equal opportunity for the parties to present witnesses and evidence
- not restrict the ability of either party to discuss the allegations under investigation or gather and present relevant evidence
- refrain from requiring, allowing, relying upon, or otherwise using questions or evidence that seeks disclosure of information protected under a legally recognized privilege unless such privilege has been waived
- provide the parties with the same opportunities to have others present during any grievance proceeding
- provide to parties whose participation is requested written notice of the date, time, location, participants, and purpose of all investigative interviews, or other meetings, with sufficient time for the party to prepare to participate
- provide both parties an equal opportunity to inspect and review any evidence directly related to the allegations in the formal complaint
- result in the creation of an investigative report that fairly summarizes relevant evidence - prior to the completion of the investigative report, the investigator will send to each party the evidence subject to inspection and review; all parties will have at least ten (10) days to submit a written response which will be taken into consideration in creating the final report

Determination of responsibility

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

Leslie Hightower, Chief Systems & Accountability Officer, will act as the decision-maker. The decision-maker will receive the final report of the investigation and allow each party ten (10) business days to submit additional questions to be answered by the appropriate party with limited follow-up prior to determining responsibility.

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

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

After a determination of responsibility is made, the Title IX coordinator will work with the complainant to determine if further supportive measures are necessary. The Title IX coordinator will also determine whether any other actions are necessary to prevent reoccurrence of the harassment.

Appeals

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

The request for appeal must be made in writing to the Title IX coordinator within ten (10) business

days of receipt of the decision maker's determination or dismissal of the complaint. The appeal must include the original complaint form, a copy of the report and determination, and a written statement as to the reason for appeal.

Grounds for appeal include the following factors:

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

The appeals officer will review the material submitted and provide both parties five (5) business days to submit a written statement outlining their position. Within fourteen (14) business days of the deadline to receive submissions from the parties, a written decision will be issued simultaneously to both parties stating whether the determination of the decision maker will be upheld, modified, or reversed along with the rationale. The decision of the appeals officer is final.

Informal Complaint Procedure (Mediation)

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

Mediation is only available in those circumstances where the district believes that the allegations are appropriate for resolution through an informal process and both parties voluntarily agree to participate. Mediation is not appropriate in certain cases, such as alleged sexual assaults, even on a voluntary basis.

Participation in mediation does not waive an individual's right to participate in the formal complaint procedure or to pursue other remedies available by law, including the filing of a complaint with state or federal agencies, as appropriate. An individual may request suspension of the informal complaint procedure and initiation of the formal complaint procedure at any time.

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

Retaliation

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

Students found to have engaged in retaliation will be subject to discipline and graduated

consequences, up to and including expulsion, consistent with policy JICDA, Code of Conduct.

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

False Reports

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

Training

The district will provide training for all staff members serving as the Title IX coordinator, investigator, decision maker, or appellate authority for the informal or formal grievance process. Staff members will be trained on the following: definition of sexual harassment; procedures of the grievance process; impartiality required to prevent prejudgment of facts, conflicts of interest, and bias; technology necessary for the grievance process; relevance and summary of evidence; and, determination of responsibility report. Materials used for training purposes may not rely on sex stereotypes, will promote impartial investigations and adjudication, and will be posted online.

Recordkeeping

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

Staff Rights and Responsibilities (Policy GBE)

All staff members have a responsibility to make themselves familiar with, and abide by, federal and state laws as these affect their work and the regulations designed to implement them. The same requirement applies to the policies of the board and related administrative rules and procedures.

The board expects all staff members to carry out their assigned responsibilities with conscientious concern. Essential to the success of ongoing school operations and the instructional program are the following specific responsibilities which the district requires of all personnel.

- faithfulness and promptness in attendance at work
- support and enforcement of policies of the board and administrative rules and procedures in regard to students
- diligence in submitting required reports promptly at the times specified
- care and protection of school property
- concern and attention toward their own and the board's legal responsibility for the safety and welfare of students, including the need to ensure that students are under supervision at all times

In their association with students, all school employees through their manner, dress, courteousness, industry and attitude establish themselves as role models who influence the development of young people. The board expects its staff members to be exemplary models, as well as provide exemplary instruction.

Staff Ethics / Conflicts of Interest (Policy GBEA)

Staff members will not engage in any activity that conflicts or raises a reasonable question of conflict with their responsibilities in the district.

No employee will engage in or have a financial interest, directly or indirectly, in any activity that conflicts or raises a reasonable question of

conflict with his/her duties and responsibilities in the school system.

An employee will not engage in work of any type where information concerning a customer, client or employer originates from any information available to him/her through school sources.

A professional employee will not sell instructional supplies, equipment or reference books in the attendance area served by his/her school nor will the employee furnish the names of students or parents to anyone selling these materials.

Nepotism

Neither a board member nor an employee may participate in an action relating to the discipline of his/her family member.

The district will not place an employee in a position wherein an employee will exercise direct administrative or supervisory authority over a member of his/her family.

No family member of a board member will be employed as a teacher without the written approval of the board. This does not apply to a teacher employed before his/her family member became a member of the board.

State ethics law

A public school employee is under the jurisdiction of the "Ethical Conduct of Public Officials and Employees," Section 8-13-700, et seq. S.C. Code of Laws, and is subject to the rules of conduct of the statute. Such rules include the following.
A public employee must do the following.

- may not use his/her position or office for personal financial gain (Section 8-13-700)
- must report the receipt of anything of value worth $25 or more under certain circumstances (Section 8-13-710)
- may not receive compensation to influence action (Section 8-13-705)
- may not receive additional monies as payment for advice or assistance given in the course of their employment (Section 8-13-720)
- may not receive anything of value for speaking before a public or private group if the employee is acting in an official capacity (Section 8-13-715)
- may not use government personnel, equipment or materials in an election campaign (Section GBEA GBEA 1 of 3 8-13-765)
- may not use or disclose confidential information gained in the course of employment (Section 8-13-725)
- may not cause the employment, appointment, promotion, transfer or advancement of a family member to a state or local office or position in which the public official, public member or public employee supervises or manages (Section 8-13-750)
- may not participate in an action relating to the discipline of the public official's , public member's or public employee's family member (Section 8-13-750)
- may not serve as a member or employee of a governmental regulatory commission that regulates any business with which the employee is associated (Section 8-13-730)
- may not represent another person before a governmental entity (Section 8-13-740)
- may not have an economic interest in a contract if the employee is authorized to perform an official function relating to the contract (Section 8-13-775)
- may not use or disclose confidential information in any way that would affect his/her economic interest (Section 8-13-725)

In cases where an employee is required to take action or make a decision which affects him/herself or other individuals, the employee will take such steps as the Ethics Commission will prescribe to remove him/herself from the potential conflict of interest (Section 8-13-700).

Staff Conduct (Policy GBEB)

The board reaffirms one of the oldest beliefs in education which is "One of the best methods of instruction is that of setting a good example."

The board expects the staff of the district to strive to set the kind of example for students that will serve them well in their own conduct and behavior and subsequently contribute to an appropriate school atmosphere. To that end, in dress, conduct and interpersonal relationships, all staff should recognize that they are being continuously observed by students and that their actions and demeanor will be reflected in the conduct of the students.

The personal life of an employee will be the concern of and warrant the attention of the board only as it may directly prevent the employee from effectively performing assigned functions during duty hours or as it violates local, state or federal law or contractual agreements.

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

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

Violations of this policy by employees will be grounds for immediate suspension and possible termination of employment. In such cases, an employee will be informed of his/her right to any hearing or due process procedure that may be applicable under law or district policy.

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

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

Arrest of an employee

The board delegates specific authority to the superintendent to take appropriate employment action with regard to an employee who has been arrested, consistent with state law. Employees arrested for a misdemeanor offense which would indicate no danger or appearance of danger to students, co-employees or the district will normally not be subject to any employment action. Employees arrested for a misdemeanor offense which would indicate a possible danger or appearance of danger to the school district, co-employees or to students will normally be suspended with pay pending adjudication. Employees arrested for a misdemeanor offense which would indicate a possible danger or appearance of danger to students but not to the school district or co-employees will normally be reassigned to different responsibilities away from students within the district pending adjudication. Employees arrested for a felony offense will normally be suspended with pay pending adjudication. In certain circumstance, other employment action may be taken.

Staff Conduct with Students (Policy GBEBB)

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 at all times, both on and off school property.

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

Sexual misconduct

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

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

Staff Conduct with Students (AR GBEBB)

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

- Staff members will not make derogatory comments to students regarding the school and/or staff.
- The exchange of purchased gifts between staff members and students is discouraged.
- Staff-sponsored parties, at which students are in attendance, unless they are a part of the school's extracurricular program and are properly supervised, are prohibited.
- Staff members will not socialize, 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

Gifts to and Solicitations by Staff (Policy GBEBC)

Purpose: To establish the basic structure regarding solicitation by staff members and the giving of gifts to staff members.

Selling items for personal profit

In the interest of preserving a completely professional relationship between district employees and those whom they serve, it is the policy of the board not to permit school employees to sell on school premises for personal profit products of any kind to students or patrons of the school in which they teach.

Soliciting of staff

No organization may solicit funds from staff members within the schools nor may they distribute flyers or other materials related to fund drives through the schools without the approval of the superintendent. Staff members will not be made responsible or assume responsibility for the collection of any money or distribution of any fund drive literature within the schools without such activity having the superintendent's approval. As a matter of policy, the board expects such activities to be kept to a minimum. The superintendent will seek direction from the board in instances where prior practice has set no policy as to a particular fund drive.

Gifts from staff members to staff members

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

Gifts to staff members

Any good school system expects to employ staff members who are ethical in their relationships with students, parents, other school personnel and all companies with whom the district does business. Staff members may accept no personal gifts, bonuses or gratuities -- consistent with guidelines issued by the State Ethics Commission -- from companies which do business with the district, whether or not companies give such gifts in the hope of increasing the sale of a product or to influence school personnel. Exceptions to this policy are the acceptance of minor items which are generally distributed by the company or organization through their public relations program.

Any gifts received as the result of the district's business, financial or operational affairs will accrue to the school system as a unit. "Gifts" include the "savings stamps" offered by various companies. The board discourages the giving of gifts to staff members by students as well as the exchange of gifts at holiday parties.

Drug Free Schools (Policy GBEC)

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, depressant, stimulant or hallucinogenic drug, amphetamine, barbiturate, marijuana, any counterfeit drug, imitation controlled substance, "lookalike" substance, synthetic drug or designer drug (bath salts and synthetic marijuana) 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 and alcohol-free workplace. An employee who violates the terms of this policy will be subject to disciplinary action including, but not limited to, nonrenewal, suspension or termination at the discretion of the board. Such employee may be required to satisfactorily participate in a drug abuse assistance program or rehabilitation program approved by 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 and alcohol-free awareness program in the district to include information on the dangers of drug and alcohol abuse in the workplace, the district's policy on a drug and alcohol-free workplace, and any drug and alcohol counseling available to employees as well as any available rehabilitation and employee assistance programs.

Tobacco-Free Workplace (Policy GBED)

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

For purposes of this policy: Tobacco product means a substance that contains tobacco and is intended for human consumption, including but not limited to, cigarettes, cigars, chewing tobacco, and snuff. Alternative nicotine product means any vaping product, whether or not it contains nicotine, including but not limited to, electronic smoking devices or products that can

be ingested into the body by chewing, smoking, absorbing, dissolving, inhaling, or by any other means.

The board commits to the following:

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

Notice

This policy will be communicated through a variety of efforts to educate students, staff, parents/legal guardians, contract and other workers, volunteers, visitors, and other members of the public. The policy will be posted on the school website and printed in staff and student handbooks on an annual basis. Tobacco-free signs prohibiting the use of tobacco products and alternative nicotine products on district property will be posted in highly visible areas at facility entrances and throughout school and district grounds, including athletic facilities.

Enforcement

Students, staff, parents/legal guardians, contract and other workers, volunteers, visitors, and other members of the public are required to comply with this tobacco-free policy. The district will enforce this policy through appropriate disciplinary actions for violators, including but not limited to, the following:

Staff

- verbal reprimands
- written notification in personnel file
- suspension
- mandatory enrollment in a tobacco prevention education program
- voluntary enrollment in a cessation program

All staff members are expected to enforce the policy under the direction of the principal or district administrator. Any violation of this policy should be reported to the school or district administration.

Education and Assistance

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

Tobacco Industry Marketing or Sponsorship

The district will not accept any contributions, gifts, money, or materials from the tobacco industry. The district will not participate in any type of services that are funded by the tobacco industry. In addition, any gear, paraphernalia, clothing, etc., that advertises tobacco or alternative tobacco products, or tobacco or alternative tobacco product use, will not be allowed on district grounds or in the possession of students, staff, contract and other workers, volunteers, parents/legal guardians, visitors, and

other members of the public on district property or at district-sponsored events.

Staff Health (Policy GBGA)

Purpose: To establish the basic structure for practices related to staff health and communicable diseases as they apply to district employees.

Health screening

The district will not initially hire any person to work in any public school or kindergarten until that person has been appropriately evaluated for tuberculosis according to guidelines approved by the South Carolina Department of Health and Environmental Control. The district will not require re-evaluation for employment in consecutive years unless otherwise indicated by such guidelines.

Any person applying for a position in any of the district's schools, including kindergarten, will, as a prerequisite to employment, secure a health certificate from a licensed physician certifying that such person does not have tuberculosis in an active stage. The physician will make the aforesaid certificate on a form supplied by the South Carolina Department of Health and Environmental Control.

If the district has questions or concerns regarding the physical or mental capability of an employee to perform the essential functions of his/her position with or without reasonable accommodations, the district may require an appropriate health examination.

Communicable diseases

The board defines a chronic communicable disease as a persistent or recurring infection that may be transmitted to a susceptible person by contact with an infected individual. The U.S. Centers for Disease Control and Prevention (CDC) will be the definitive authority on the identification and transmission of chronic communicable diseases.

It is not the policy of the district to automatically suspend employees with a chronic communicable disease. It is the policy of the district, however, to protect the health of members of the community by implementing a program of education, prevention and reporting with respect to chronic communicable diseases in cooperation with state and local public health agencies.

The district may reassign an employee with a chronic communicable disease to a position that limits student/employee contact. Alternatively, the district may place the employee on medical leave if medical judgment substantiates that said employee poses a significant health threat to students and/or other employees. The school board reserves the right to remove or exclude any employee whose physical condition would interfere with his/her ability to work or would expose other students or employees to infection.

The district will notify other staff and students of the existence of a communicable disease in accordance with regulations and guidelines of the South Carolina Department of Health and Environmental Control.

HIV

Evidence shows that the risk of transmitting human immunodeficiency virus (HIV) is extremely low in school settings when current guidelines are followed. The presence of a person living with HIV infection or diagnosed with acquired immunodeficiency syndrome (AIDS) poses no significant risk to others in school, daycare or school athletic settings.

Employment

The district does not discriminate on the basis of HIV infection or association with another person with HIV infection. In accordance with the Americans with Disabilities Act of 1990, an employee with HIV infection may continue working as long as he/she is able to perform the essential functions of the position, with reasonable accommodation, if necessary. Employees with acquired immunodeficiency syndrome (AIDS) or human immunodeficiency virus (HIV) should be under no work restrictions in the district, unless the employee's physician

advises that medical impairments exist which are so severe as to be a hazard for the employee, district students or other employees. Employees infected with HIV or AIDS present no appreciable infection risk to others under normal school working conditions. If an employee has been removed or excluded as provided above, as a condition for return to work the district may require a satisfactory certificate from the employee's physician that the employee's presence is no longer a risk to the employee or to others at school.

Privacy

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

Infection control

All employees are required to consistently follow infection control guidelines in all settings and at all times, including playgrounds and school buses. Schools will operate according to the standards promulgated by the U.S. Occupational Safety and Health Administration and the Centers for Disease Control and Prevention for the prevention of bloodborne infections.

Equipment and supplies needed to apply the infection control guidelines will be maintained and kept reasonably accessible. The district nurse will implement the precautions and investigate, correct and report on instances of lapse. A school staff member is expected to alert the person responsible for health and safety issues if a student's health condition or behavior presents a reasonable risk of transmitting an infection.

If a situation occurs at school in which a person might have been exposed to an infectious agent, such as an instance of blood-to-blood contact, school authorities will counsel that person (or, if a minor, alert a parent/legal guardian) to seek appropriate medical evaluation.

HIV and athletics

The privilege of participating in physical education classes, athletic programs, competitive sports and recess is not conditional on a person's HIV status. School authorities will make reasonable accommodations to allow students living with HIV infection to participate in school-sponsored physical activities.

All employees must consistently adhere to infection control guidelines in locker rooms and all play and athletic settings. Rulebooks will reflect these guidelines. First aid kits that include personal protective equipment for preventing exposure to bloodborne pathogens must be on hand at every athletic event.
Physical education teachers and athletic program staff should complete an approved first aid and injury prevention course or training that includes implementation of infection control guidelines. Student orientation about safety on the playing field will include guidelines for avoiding HIV infection.

Staff development

All school staff members will participate in a planned educational program that conveys factual and current information about HIV and other bloodborne pathogens; provides guidance on infection control procedures; informs about current law and state, district and school policies; assists staff to maintain productive

parent and community relations; and includes annual review sessions. Certain employees will also receive additional specialized training as appropriate to their positions and responsibilities.

General provisions

On an annual basis, school administrators will notify students, their family members and school personnel about current policies concerning HIV and other bloodborne pathogens and provide convenient opportunities to discuss them. Information will be provided in major primary languages of students' families.

In accordance with the established policy review process or at least every three years, the district nurse will report on the accuracy, relevance and effectiveness of this policy and, when appropriate, provide recommendations for improving and/or updating the policy.

Bloodborne pathogens

The district has prepared and implemented an exposure-control plan for all employees based on the recommendations of the Centers for Disease Control and Prevention (CDC). This plan includes appropriate training for those employees who may be likely to incur occupational exposure to blood or other potentially infectious materials. A copy of the plan is on file in each school office and the district office.

Staff Participation in Political Activities (Policy GBI)

Employee candidacy

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

An employee who wishes to offer for an elective or an appointive position on a governing board or agency must verify in writing to the superintendent that such position will not conflict with state or federal law and/or regulations concerning the employee's right to serve (dual office holding, conflict of interest, etc.).

The employee must notify his/her immediate supervisor in writing at the earliest possible moment. The notice must include the position sought and the employee's intention as to the possibility of continued employment and the conditions of that employment. The immediate supervisor and the employee will meet with the superintendent to discuss obvious and/or implied difficulties which might conflict with the public interest. The superintendent will call this meeting and notify the employee as to the administration's recommendations in the matter. The superintendent will report the data, along with his/her recommendation, to the school board at its next regular meeting. The board will make the final decision as to whether the activities proposed by the employee are consistent with his/her services to the district and in the best interests of education in the district.

In connection with campaigning and/or holding public office an employee must not do the following.

- use school system facilities, equipment or supplies
- discuss his/her campaign with school personnel, children or citizens during the work day
- use any time during the work day for campaigning purposes, either through his/her own activities or through the activities of a colleague

Political activities in schools

The board firmly believes in the democratic process and in those principles which are a part of the heritage of our nation. The board also believes in the exposure of mature students to persons of political prominence as a means

through which students are made aware of current events in their community, state, nation and world along with the effects of these events upon their individual lives. However, the board opposes those actions which transform the schools into arenas for political activity, including advocating any political party or any candidate for public office. Such activity can and does create friction within the school and is thus disruptive to the educational processes and programs of the school.

Therefore, the board directs that no one may distribute cards, flyers, pamphlets, brochures, signs, pins, badges or any other political paraphernalia espousing any political party or candidate at any time GBI GBI 1 of 2 on school property. Further, no employee will, during the school day, on school property or at a school-sponsored event, influence or attempt to influence any student, teacher, parent or other person to vote for or against any candidate. During the school day, on school property or at a school-sponsored event, no employee will contact any student, teacher, parent or other person for the purpose of espousing any candidate or political party or use any district property for the purpose of espousing any candidate or political party.

No school publication will advertise or accept for advertisement any material promoting any political party or any candidate for public office. Nothing in this policy is to be construed as precluding mock elections, debates, conventions or other simulated political activities where the activity is primarily intended as an educational experience.

Staff Welfare/Protection (Policy GBG)

The district is obligated by law to defend employees in legal actions resulting from acts done or omitted in good faith in the course of their employment. This requirement applies to civil or criminal actions or special proceedings in the courts of this state or of the United States.

Any employee needing legal assistance in a legal action arising out of his/her employment must submit a request in writing to the superintendent. The superintendent will bring the request to the board's attention to determine whether legal assistance will be provided to the employee appropriate and consistent with the intent of the law. The S.C. Attorney General has issued an opinion stating that this obligation to defend does not extend to certain actions.

Employee Grievances (Policy GBK)

The board recognizes the need for a procedure providing a prompt and effective means of resolving issues that may arise among employees and between employees and administrators. The district's grievance procedure is available to full-time employees of the district.

Every complaint made by an employee is not a grievance. For an employee concern to be considered a grievance for purposes of this policy, an employee must reference a board policy/administrative rule that the employee believes has been violated, deviated from, misapplied, and/or misinterpreted with regard to the employee's own working conditions. A district employee may not submit a grievance on behalf of another employee, or regarding an issue with in which the employee is not affected.

Employees should seek an equitable solution of grievances at the most immediate administrative level. Employees are encouraged to seek resolution of disputes under the existing grievance regulation and will have the right to do so with complete freedom from reprisal. It is important that grievances be settled as quickly as possible. Therefore, there will be no extension of the prescribed time for moving through the grievance procedure except for a good cause. All appeals for such an extension of time must be to the superintendent, whose decision will be final.

Nothing in this policy limits the right of an employee to discuss a grievance with any appropriate member of the administration.

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

Employee Grievances (AR GBK)

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

Purpose

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

Definition

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

The board does not consider actions which are subject to the Teacher Employment and Dismissal Act, S.C. Code 1976, as amended, Section 59-25-410, et seq., employment decisions implemented under the district's reduction in force policy, the development of a new salary schedule or classified employee suspensions or terminations to be grievances under this procedure. The board also does not consider employee transfers which do not result in a loss of salary to be subject to grievance under policy GBK.

An employee complaint or concern that does not meet the definition of a grievance as set forth in policy GBK will not be processed in accordance with these procedures. District administration will have discretion as to how to handle such complaints or concerns.

Joint grievances

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

Definition of supervisor

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

Definition of day

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

Grievance procedure

Level One

An employee who wishes to file a grievance must complete the prescribed grievance form and present it to his/her direct supervisor no later than 10 days following either the event giving rise to the grievance or the time when the employee reasonably should have gained knowledge of its occurrence. The employee may request a hearing before the direct supervisor.

Should the employee believe that resolution of the grievance requires a decision beyond the supervisor's level or area of authority, the employee will so state such belief upon submitting the grievance form. If the supervisor is

in agreement concerning authority to resolve the grievance, he/she will immediately pass the grievance on to the appropriate supervisor, who will handle the matter as a level one grievance. The direct supervisor may, however, determine that resolution of the grievance is not outside his/her authority and hear the grievance.

If the employee requests a hearing, the appropriate supervisor will set a date for a hearing with the employee within five days of receipt of the grievance. The supervisor will provide the employee with a written response to the grievance within five days after the meeting. If the employee does not request a hearing, the appropriate supervisor will provide a written response to the grievance within five days after receipt of the grievance. The response will include the name of the next level supervisor to whom the grievance may be appealed, provided such appeal is presented in writing within five days. The supervisor will have the discretion whether to permit the employee to call witnesses during the hearing.

Level Two

The grievance may be appealed through each supervisory or administrative level up to the level of the superintendent. At each level, the procedures set forth above will be followed. The original grievance and the supervisor's response will serve as the basis of each hearing.

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

The employee will not have the right to be accompanied by a representative during the grievance process until it reaches the level of the superintendent. At a grievance hearing before the superintendent, the employee may be accompanied by a representative of his/her choice, provided that, if the employee wishes to be accompanied by legal counsel, notice of legal representation must be given to the superintendent no later than three days prior to the hearing before the superintendent.

Appeal to the Board of Trustees

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

The superintendent will, at the next regularly scheduled board meeting, present to the board the request that the grievance be heard, together with copies of all correspondence and responses from the lower administrative levels. The board will notify the employee of its decision (whether or not to meet with the grievant to discuss the grievance) within 15 days following the board meeting. Should the board decide to hear the grievance, said discussion will be informal and non-adversarial for the discussion of employment as allowed under S.C. Code, Section 30-4-70. The board will have discretion whether to permit the parties to call witnesses during the hearing. The employee may be accompanied by legal counsel at a board hearing, provided that the employee gives notice of legal representation no later than five days prior to the board hearing.

Civil rights grievances

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

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

rights coordinator will investigate the claim as he/she determines appropriate. He/She will conduct a hearing within five days following any investigation if he/she believes that a hearing is necessary. All interested persons will have an opportunity to submit evidence relevant to the complaint. The civil rights coordinator will render a decision on the matter within five days after the conclusion of the investigation or, if a hearing is conducted, within five days after the conclusion of the hearing.

After appeal to the civil rights coordinator, the grievant may follow the procedures described above beginning with appeal to the superintendent. The employee's pursuit of other remedies such as the filing of a complaint with the responsible federal department or agency will not impair his/her right to a prompt and equitable resolution of any civil rights grievance.

Employment Policies for All Staff

Open Hiring / Equal Employment Opportunity and Affirmative Action (Policy GBA)

The district provides equal opportunities for employment and advancement of all members of its work force. The district recognizes that it is both culturally and educationally sound to employ persons of diverse backgrounds.

The district will recruit, hire, train, promote, and make other employment decisions on the basis of individual merit and without discrimination because of race, religion, sex (including pregnancy, childbirth, or any related medical conditions), color, disability, age (40 or older), genetic information, national origin, or any other applicable status protected by local, state, or federal law.

The superintendent will establish guidelines for the organization of the teaching, administrative, and other certified staff and will select, hire, and promote all other district employees. The superintendent will direct the work of district employees

Employment Policies for Professional Staff

Professional Staff Recruitment (Policy GCE)

It is the policy of the board to recruit and hire professional personnel on the basis of qualifications and merit. Personnel recruitment and selection are the responsibility of the superintendent. Principals and directors will assist as needed to determine the personnel needs of the individual schools.

The procedure for employing the best qualified professional staff will include an effective recruitment program, prompt action when vacancies occur or new positions are created, and consistent hiring practices. The search for, and recruitment of, highly effective professional staff will include current best practices, extend to a variety of educational institutions and geographical areas, and recognize the importance of having a diverse staff with diverse backgrounds.

Recruitment efforts will not overlook the talents and potential of individuals already employed by the district. Open positions will be posted in sufficient time for current employees to submit applications before positions are filled.

Professional Staff Hiring (Policy GCF)

The superintendent will make recommendations to the board for employment. The superintendent will establish that all persons nominated for employment meet the qualifications set out for the particular position. Principals should be actively involved in the hiring of personnel for their school.

The board will make the final decision regarding employment of professional personnel in the district. The superintendent may use a "Letter of Intent" to assure a prospective employee of a forthcoming recommendation to be hired.

Federal and state laws prohibit employers from hiring aliens not legally eligible to work in the United States. They also require all new employees to present evidence of employment eligibility and require employers to verify that eligibility. The district will utilize the federal work authorization program EVerify for verification of work authorization submitted by an employee. Newly hired employees must complete the required I-9 form no later than three days following their first working day.

Should a vacancy occur in a position during the year, the board authorizes the superintendent to fill such vacancies for the remainder of the school year in which the vacancy occurs pursuant to a letter of agreement, when appropriate. The superintendent or his/her designee may determine whether advertising the vacancy is necessary or whether the position may be filled through some other means.

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

Professional Staff Assignments and Transfers (Policy GCK)

Assignment

The superintendent will assign instructional personnel on the basis of their qualifications, the needs of the district and their expressed desires. When he/she cannot meet all three conditions, the superintendent will assign personnel in this order.

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

The superintendent will annually determine the professional staff to be assigned each school. All personnel are employed by the district, not a particular school. Differences in expected enrollment and the actual enrollment, as well as other district needs, sometimes result in changed assignments.

In the case of vacancies in new or existing positions, the administration will consider qualified applicants from among current staff members. The superintendent is authorized to reassign personnel in the best interests of the district.

Transfer

The transfer of a teacher from one school to another may be initiated by the teacher, by the principal of the school or by the superintendent. In the case of transfers initiated by the teacher and with all other considerations regarding assignment being equal, the administration will grant employee preferences for transfer in order of seniority in the district subject to the approval of the principals involved in accordance with AR GCK.

Professional Staff Assignments and Transfers (AR GCK)

The superintendent may make personnel transfers within the district on a voluntary or involuntary basis. The district will use the following procedures 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 April 15 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.

Instructional Staff Extra Duty (Policy GCMD)

The board expects teachers to assume reasonable duties over and above their regular teaching responsibilities in order to provide students with the most comprehensive program possible. These extra duties may include daily class preparation and attendance at staff meetings.

Professional staff members will assist in the supervision of students as part of their regular duties during the school day. This includes, but is not necessarily limited to, bus, lunchroom and hall duty.

The board expects all teachers to attend functions of their respective schools and, when requested, to assist the principal/director. The board also expects teachers to attend the appropriate parent-teacher meetings of their respective schools.

The board may consider activities and services that make major demands on a teacher's extra time as an extra duty assignment. The board may compensate such assignments in accordance with the board's supplementary pay schedule.

Tutoring for Pay (Policy GCRD)

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

Supervision of Instructional Staff (Policy GCNA)

The school principal is the instructional leader of the school. As such, he/she is responsible for the supervision of instruction and instructional personnel.

The purpose of supervision (and teacher evaluation) is to improve the educational program and the effectiveness of instruction. Thus the school principal is responsible for

guiding teachers in implementing the approved objectives and reviewing teacher plans, observing actual instruction, offering suggestions for the improvement of teaching, and helping teachers correct deficiencies. The principal may require a teacher to change methods and lesson plans when these conflict with the approved curriculum or board policy. A teacher who willfully ignores such a directive may be referred to the superintendent for action on charges of insubordination.

The principal will be particularly attentive to the needs of new teachers, of those teachers who are undertaking new instructional programs, and of those teachers whose classes, for no apparent reason other than daily instruction, have not achieved as well as comparable classes on standardized tests.

Evaluation of Instructional Staff (Policy GCOA)

The appropriate personnel will evaluate the performance of every instructional staff member fairly and on a periodic basis in an effort to improve the quality of all work performance.

The superintendent will enforce the rules, regulations, and procedures necessary for conducting an efficient, effective program of instructional staff performance evaluation. The elements of the performance evaluation program are as follows:

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

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

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

Teachers Employed from Out of State

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

Teachers employed from out-of-state who receive a South Carolina professional teaching certificate based on reciprocity are eligible for employment under an annual contract. At the annual contract level, teachers may receive either a diagnostic-assistance year or a formal evaluation. Teachers must successfully complete the formal evaluation at the annual contract level before they are eligible to receive a continuing contract.

Teachers who are employed from out of state or from a nonpublic-school setting and who are certified by the National Board for Professional Teaching Standards (NBPTS) are exempted from initial certification requirements and are eligible for continuing contract status.

Teachers Employed from Another District

Teachers who completed an induction contract year in another district may be employed at the induction or annual contract level. The maximum induction period for a teacher is three (3) years, regardless of the district in which the teacher is employed.

Teachers Holding a Limited Professional Certificate

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

Teachers Employed under a Letter of Agreement

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

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

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

Teachers Who Hold an International Teaching Certificate

Teachers from outside the United States who hold an international teaching certificate will follow the same sequences as traditionally prepared teachers in terms of the beginning contract levels (i.e. induction and annual) and ADEPT evaluation and assistance processes. However, teachers who hold an international teaching certificate will remain at the annual-contract level but may not be employed under a continuing contract.

Training and Reporting

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

Use of ADEPT Results to Inform Personnel Decisions

When possible, the district will use the multiple evidence sources from multiple years for making employment decisions as permitted by state law and regulation. ADEPT results are used to determine the number of induction contract years, eligibility for advancement to annual contract status, whether to issue the professional certificate and eligibility for continuing contract status, whether a teacher must have consecutive formal evaluations or a "highly consequential" formal evaluation, to inform professional development plans, to inform GBE objectives, and for other decisions within a district.

Evaluation of Instructional Staff (AR GCOA)

The district will utilize the Expanded ADEPT System in evaluating its instructional staff. The district will submit an annual ADEPT plan to the South Carolina Department of Education (SCDE) detailing its evaluation methods for the year. The superintendent or his/her designee will develop procedures to ensure all state laws and regulations related to instructional staff evaluation are followed.

Overview

At the district's discretion, in accordance with state law and regulation, teachers will be evaluated using one of the following ADEPT processes:

- Induction Contract - Formative Evaluation

- Annual Contract - Summative Evaluation
- Annual Contract - Formative Evaluation (Diagnostic Assistance)
- Annual Contract - Goals-Based Evaluation
- Continuing Contract - Goals-Based Evaluation
- Continuing Contract - Summative Evaluation
- Continuing Contract - Formative Evaluation (Comprehensive)

South Carolina Teaching Standards

The South Carolina Teaching Standards (SCTS) 4.0 Rubric will serve as the observation instrument for classroom-based teacher evaluations and includes SCTS indicators in the domains of planning, instruction, environment, and professionalism that establish the expectations for what teachers are to know, be able to do, and carry out as an integral part of their practice.

Student Learning Objective

The Student Learning Objective (SLO) serves to measure the impact of teaching performance on student growth, determined by the teacher's ability to set appropriate goals for student learning and development; accurately measure and analyze student growth; and to plan, implement, and adjust instruction to ensure maximum student progress. The SLO will be required annually of all teachers and will be used as an artifact to support select SCTS indicators in the evaluation process.

Induction Contract Teachers (Formative Evaluation)

The purpose of induction is to facilitate beginning teachers' successful transition into the profession. The superintendent or his/her designee will ensure induction contract teachers are knowledgeable about the ADEPT system and how it is utilized within the district. Specifically, all induction contract teachers will receive a comprehensive orientation to the formative evaluation process.

First-year induction teachers will be assigned a qualified mentor for intensive and individualized support. Second-year and third-year induction teachers may be assigned a mentor at the discretion of the district.

Formal full classroom observations will occur at least once per semester. The fall semester observation will be announced and will be accompanied by a pre and post-conference. The spring semester observation will be unannounced and will be accompanied by a post-conference. These evaluations will be conducted by the principal or his/her SCTS certified administrative designee.

All induction contract teachers will write at least one (1) SLO per school year and participate in SLO conferences as required.

In accordance with SCDE guidelines, multiple sources of evidence will be collected that reflect the teacher's typical performance relative to each of the SCTS indicators, including but not limited to, lesson plans from the targeted unit, classroom observations, reflections on instruction and student learning, professional review, professional growth and development plan, and the SLO.

No person may be employed as an induction teacher for more than three (3) years. A teacher who is completing a third year of induction is eligible for employment at the annual contract level.

Annual Contract Teachers

Summative evaluation

Annual contract teachers will be notified in writing before June 1st of the current school year if they are being recommended for summative evaluation. Teachers scheduled for summative evaluation will receive a comprehensive orientation to the evaluation process prior to beginning the evaluation.

The summative evaluation period will cover ninety (90) working days over the course of the academic year, typically two (2) evaluation cycles of forty-five (45) days (one during the first

semester and the other at least a portion of which must occur during the second semester). The ninety (90)-day period begins on the date that the teacher orientation is held and ends on the date that all final evaluation conferences are completed.

Formal full classroom observations will occur at least twice per semester, conducted separately by at least two (2) observers. Preliminary cycle observations, in the fall semester, will be announced and will be accompanied by a pre and post-conference. Final cycle observations, in the spring semester, will be unannounced and will be followed by a post-conference.

In accordance with SCDE guidelines, multiple sources of evidence will be collected that reflect the teacher's typical performance relative to each of the SCTS indicators, including but not limited to, lesson plans from the targeted unit, classroom observations, reflections on instruction and student learning, professional review, professional growth and development plan, and the SLO. All annual contract teachers undergoing summative evaluations will write at least one (1) SLO per school year and participate in SLO conferences as required.

Evaluation teams

A certified evaluation team will be appointed for each teacher who is scheduled for summative evaluation. The team will consist of, at minimum, two (2) members, a school or district administrator or supervisor and an individual possessing knowledge of the content area taught by the teacher being evaluated.

Those teachers undergoing highly consequential summative evaluations (i.e. annual contract teachers who are undergoing their second summative evaluations or annual contract teachers who are returning to the field following ADEPT-related state sanctions and are undergoing their final required summative evaluations) will have an evaluation team with a minimum of three (3) members.

Formative evaluation (diagnostic assistance)

The purpose of diagnostic assistance is to provide individualized support to annual contract teachers who have demonstrated potential but who are not yet ready to complete a summative performance evaluation.

Diagnostic assistance may be provided either during the teacher's first annual contract year or following the teacher's first unsuccessful summative evaluation. Teachers completing a diagnostic assistance year will be assigned a mentor who will be provided regular opportunities to observe, consult with, coach, give formative feedback to, and provide other types of assistance to the teacher, as specified in his/her growth and development plan.

Formal full classroom observations will occur at least twice per semester. The fall semester observations will be announced and will be accompanied by a pre and post-conference. The spring semester observations will be unannounced and will be accompanied by a post-conference. The observation team will consist of, at minimum, two (2) members, the principal or his/her SCTS certified administrative designee and an individual possessing knowledge of the content area taught by the teacher being evaluated.

All annual contract teachers receiving diagnostic assistance will write at least one (1) SLO per school year and participate in SLO conferences as required.

Professional growth and development plan

In addition to the SLO, a professional growth and development plan will be developed by all annual contract teachers undergoing diagnostic assistance. The plan will include one (1) or more performance goals that address the area(s) in which the teacher needs additional support. The plan will be developed collaboratively between the teacher and his/her supervisor and will be in place no later than the 20th day of school.

At least twice during the year, the supervisor will determine the teacher's progress toward meeting each goal and provide him/her with oral and

written feedback with regard to his/her performance and progress on each goal, as well as feedback on the teacher's overall performance in terms of the SCTS indicators. The plan can be modified at any point during the year as deemed necessary and appropriate. Modifications to the plan will be in writing and signed by the teacher and supervisor.

Once the diagnostic assistance year is complete, the district may employ the teacher under another annual contract with summative evaluation or terminate his/her employment. A teacher is eligible to receive only one (1) diagnostic assistance year during his/her public school teaching career.

Goals-based evaluation

Annual contract teachers who have successfully completed the summative evaluation process during a previous annual contract year are eligible to participate in goals-based evaluation (GBE) at the discretion of the district. This evaluation process will be used primarily for Program for Alternative Certification of Educators (PACE) teachers, career and technology education (CATE) teachers, and international teachers. The GBE process for annual contract teachers is similar to the GBE process for continuing contract teachers as described below. Teachers must not be employed under an annual contract for more than four (4) years.

Continuing Contract Teachers

Goals-based evaluation

The primary purpose of GBE is to promote continuous, self-directed professional development. Continuing contract teachers undergoing GBE will be observed informally throughout the year. All teachers participating in GBE must write at least one (1) SLO. The SLO can fulfill the GBE requirement or an additional GBE goal may be assigned at the discretion of the district.

The teacher will prepare the agreed-upon evidence of his/her progress toward meeting each goal that was targeted for the year and submit the evidence to his/her supervisor prior to June 1st. The supervisor will review the evidence, prepare a written evaluation summary and recommendations, and meet with the educator for an annual review of performance and progress prior to June 1st.

If performance weaknesses are identified but summative evaluation is not recommended, goals will be developed or amended to address these weaknesses. However, no more than three (3) goals will be required for any one year.

If performance weaknesses are identified and summative evaluation is recommended for the following year, the teacher will be notified in writing before the date the district issues a written offer of employment or reemployment to the continuing contract teacher.

Summative evaluation

Continuing contract teachers who are being recommended for summative evaluation for the upcoming school year must be notified in writing on or before the date the district issues a written offer of employment or reemployment to that teacher. The written notification must include the reason(s) that a formal evaluation is recommended, as well as a description of the formal evaluation process. Continuing contract teachers who are new to the district must be advised at the time of their hiring if they are to receive a formal evaluation.
The summative evaluation process for continuing contract teachers will be the same as for annual contract teachers as described above.

Comprehensive evaluation

During their year of recertification, typically every fifth year, continuing contract teachers will undergo a comprehensive formative evaluation. These teachers are not required to undergo the full SCTS Rubric scoring process and, instead, will receive scores for SCTS indicators for planning, instruction, and environment domains.

Formal full classroom observations will occur at least once per semester. The preliminary cycle observation, in the fall semester, will be announced and will be accompanied by a pre and postconference. The final cycle observation,

in the spring semester, will be unannounced and will be followed by a post-conference. If all SCTS indicators are scored proficient or higher during the preliminary observation, observations for the final cycle can be waived at the evaluator's discretion. Observations will be conducted by the principal or his/her SCTS certified administrative designee. If more than one (1) observation is conducted per semester, two (2) observers will be utilized.

All continuing contract teachers undergoing comprehensive evaluations will write at least one (1) SLO per school year and participate in SLO conferences as required.

Resignation of Instructional Staff (Policy GCQC)

Any professional staff member who wants to cancel or terminate a contract must state his/her desire in writing to the superintendent. The request must be submitted at least 30 days prior to the date upon which that person wants the resignation to be effective or the contract to be terminated. For such resignation to be effective, it must be accepted in writing by the superintendent.

When the superintendent does not accept a resignation and the employee fails to continue to perform his/her contractual duties, the superintendent will report such breach to the state board of education and request that appropriate action be taken against the employee for failure to comply with contractual obligations. Both state law and state board of education regulation provide for suspension or revocation of the professional certificate under such circumstances.

Discipline, Suspension and Dismissal of Professional Staff (Policy GCQF)

It is the responsibility of the school administration to operate the public schools of the district in a manner that will maintain a broad community confidence in and support of the public schools of the district. In the absence of such support, the district cannot maintain a strong, effective public education program.

Therefore, it is the policy of the board to remove from employment any professional staff member who fails or who may be incompetent to give instruction in accordance with the directions of the superintendent or who otherwise manifests an evident unfitness for teaching. Principals should be actively involved in this process for their schools.

Any action of the district under this policy will be taken pursuant to the provisions of the Teacher Employment and Dismissal Act, Section 59-25-410, et seq., Code of Laws of South Carolina 1976, as amended.

Discipline, Suspension and Dismissal of Professional Staff (AR GCQF)

Evident unfitness for professional staff employment is manifested by conduct such as, but not limited to, the following:

- incompetence
- persistent neglect of duty
- willful violation of rules and regulations of the State Board of Education (SBE)
- unprofessional conduct
- drunkenness
- cruelty
- crime against the laws of this state or the United States
- immorality
- any conduct involving moral turpitude
- dishonesty
- illegal use, sale, or possession of drugs or narcotics
- obtaining or attempting to obtain a certificate through fraudulent means or through misrepresentation of material facts
- failure to comply with the provisions of a contract without the written consent of the board
- test security violation
- failure to comply with a court order for child support

- failure for a second time to complete successfully the formal evaluation process as an annual contract teacher

Whenever a principal or designated school administrator charged with the supervision of a teacher finds it necessary to reprimand a teacher for a reason that he/she believes may lead to dismissal or cause the teacher not to be re-employed, he/she will generally take the following steps in consultation with the superintendent or his/her designee.

Performance Concerns

If the issue involves a performance problem, the principal or designated school administrator will discuss the concern(s) with the teacher and provide the teacher with an opportunity to respond to the concern(s). The administrator should, where appropriate, follow up such a conference in writing.

If an informal discussion does not resolve the matter, the principal or designated school administrator will bring the concerns, in writing, to the attention of the teacher involved and make a reasonable effort to assist the teacher in correcting whatever appears to be the cause of potential dismissal or failure to be re-employed. Such efforts may include formally evaluating the teacher, placing the teacher on an improvement plan, and/or some other acceptable means of notice and assistance. Except in those cases warranting immediate suspension and recommendation for termination, the administration should allow reasonable time for improvement.

Misconduct Concerns

If the issue involves misconduct, the principal or designated school administrator will immediately confer with the superintendent or his/her designee. The superintendent or his/her designee will advise the principal regarding appropriate actions to take. The superintendent or his/her designee is authorized to place a staff member on administrative leave, with pay, while an investigation is conducted.

Disciplinary action, up to and including a recommendation of termination, may be taken against any certified staff member who is determined to have engaged in unprofessional or inappropriate conduct towards students, parents/legal guardians, or staff members.

Such conduct may include, but is not limited to, any of the following:

- violating district policies or procedures
- engaging in criminal conduct
- engaging in inappropriate conduct of a sexual nature towards other staff members or students
- harassment, intimidation, or bullying
- making inappropriate comments to students

This includes any action or conduct communicated or performed in person, in writing, or electronically through such means as a telephone, cell phone, computer, or other telecommunication device, and includes text messaging and instant messaging. Disciplinary action, including a recommendation of termination, may also be taken against any staff member whose conduct the administration has determined has impaired the staff member's ability to be an effective teacher.

Dismissal Process

Written notice of dismissal

Any teacher whom the superintendent recommends to the board for dismissal or non-renewal is entitled to written notice from the superintendent of that recommendation that includes, at minimum, the following: 1) cause of dismissal; 2) teacher's right to an evidentiary hearing if he/she requests one in writing to the superintendent or the chairman of the board within 15 days of his/her receipt of the notice of dismissal If the teacher fails to make a hearing request, the board will take action on the superintendent's recommendation as it deems lawful and appropriate.

Hearing rights

Should a teacher request a hearing within 15 days of his/her receipt of the notice of dismissal, the hearing will be held within 45 days after the request is served. The teacher will be provided with notice of the time and place of the hearing not less than five days before the date of the hearing. The hearing will be public unless the teacher requests in writing that it be held privately. At the hearing, the teacher may do the following: be present with counsel at the hearing; cross-examine witnesses; offer evidence and witness; and, present defenses to the charges.

The board will issue subpoenas to require the attendance of witnesses at the hearing at the teacher's request; however, it may limit the number of witnesses to no more than 10. A member of the board will administer oaths to witnesses.

The board will hire a stenographer to create a formal record of the hearing. The fees for this stenographer's attendance and services will be paid by the board if the decision is favorable to the teacher; the teacher will pay one-half of the costs if the decision is unfavorable. Should the teacher desire, he/she may pay for a copy of the transcript.

The board will issue a written decision on whether the evidence presented at the hearing shows good and just cause for dismissal, including findings of facts and conclusions of law, within 30 days after the hearing.

Appeals

The decision of the board is final unless within 30 days after it is issued, the decision is appealed to the court of common pleas of any court in which the major portion of the district lies. Notice of the appeal and the grounds for appeal must be filed with the board.

Alternative resolution

Prior to issuing a notice of dismissal, the superintendent or his/her designee may meet with the teacher, and his/her representative, to discuss alternative resolutions. The superintendent's decision to enter into these discussions in no way indicates that there are insufficient grounds to unilaterally dismiss the teacher in accordance with the Teacher Employment and Dismissal Act.

Reporting Expectations

The board directs the superintendent to report to the SBE the name and certificate number of any certified educator who is dismissed, resigns, or is otherwise separated from employment with the district based on allegations of misconduct listed in SBE Regulation 43-58.

Academic Freedom (Policy IB)

The board believes that academic freedom is essential to the fulfillment of the purposes of the school system. Board policy must protect teachers from any censorship or restraint that might hinder their duty to perform their classroom functions. The district will maintain an atmosphere of academic freedom in the schools.

Therefore, the board sets out the following positions on academic freedom.

- Citizens of our American democracy must be able to listen to all sides of a controversial issue. They must be able to sort out the facts and to arrive at independent conclusions. The schools must expose students to current issues that are within their intellectual grasp.
- Teachers will not attempt, directly or indirectly, to limit or control students' judgement concerning any issue. Teachers will make certain that full and fair consideration is given to the subject and that facts are carefully examined as to their accuracy and interpretation.
- The community has a right to expect that teachers will present controversial issues in a fair and unbiased manner. The community also has a right to communicate concerns regarding these matters through proper channels to the board.

- Teachers will consult with the administration on the appropriateness of discussing any planned controversial issues with students.

Teaching about Controversial/Sensitive Issues (Policy IMB)

Education for effective citizenship is a major goal of the district. To achieve this purpose, students should have an opportunity to examine controversial issues within the context of their formal education experiences.

Emotional criticism and the promotion of a cause within the classroom are inappropriate and will not be tolerated. Teachers should guard against giving their personal opinions on sectarian or political questions or any other controversial issues. The teacher's attitude should be that of the true scholar.

Before introducing a controversial topic, a teacher will discuss it with the principal as to these conditions:

- appropriateness to the course
- appropriateness for the maturity of the students
- approach to instruction
- teaching materials to be used

The principal must approve all aspects of the instruction in line with the statements in this policy

Employment Policies for Support Staff

Support Staff Hiring (Policy GDF)

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

The superintendent will consider all candidates based on the needs of the district as well as on their merits and qualifications. The district will not discriminate or give preferential treatment with regard to race, age, national origin, sex, handicap, alienage or religion. The district will make reasonable accommodation to known physical or mental limitations of otherwise qualified disabled persons where such accommodation would not impose an undue hardship on the operation of district programs.

Federal and state laws prohibit employers from hiring aliens not legally eligible to work in the United States. They also require all new employees to present evidence of employment eligibility and require employers to verify that eligibility. The district will utilize the federal work authorization program EVerify for verification of work authorization submitted by an employee. Newly hired employees must complete the required I-9 form no later than three days following their first working day.

Should a vacancy occur in a position during the year, the board authorizes the superintendent to fill such vacancies for the remainder of the school year in which the vacancy occurs pursuant to a letter of agreement, when appropriate. The superintendent or his/her designee may determine whether advertising the vacancy is necessary or whether the position may be filled through some other means.

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

Support Staff Assignments and Transfers (Policy GDJ)

All personnel are employed by the district, not a particular school. The superintendent will assign or reassign support staff members on the basis of their qualifications, the needs of the district and their expressed desires. When he/she cannot meet all three conditions, the superintendent will assign personnel in this order.

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

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

Evaluation of Support Staff (Policy GDO)

The development of a strong, competent support staff and the maintenance of high morale among staff members are major objectives of the board. The major duties of the board regarding support staff are to establish wage and salary policies which encourage employees to put forth their best efforts and to provide a good atmosphere in which to work. A program of continuous evaluation is necessary for the board to fulfill its duties.

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

The evaluation system for support staff is designed to measure the level of performance of individual employees and to encourage continued professional development. The evaluation system will not be a contract obligation of the district or a contract right of the employee. It is not intended to create, nor will it be construed to create, an expectation or assurance of continued employment. Neither the substance nor the content of the evaluation will be subject to the grievance process.

Discipline, Suspension and Dismissal of Support Staff (Policy GDQD)

Unless otherwise designated by contract, support staff employees will be considered "at will" employees and will be employed for such time as the district needs or desires the services of such employees. The board authorizes the superintendent or his/her designee to discipline, suspend, or dismiss support staff as required. Principals should be actively involved in the process for their school.

Grants and Finance Procedures

Grant Approval Process

All grant ideas must be shared with your principal or supervisor for preliminary approval prior to beginning the grant writing process.

All grant applications should be approved by the principal and submitted for review to the Director of Federal & State Programs prior to formal submission. Applications should be submitted at least 10 business days prior to any submission deadline.

This requirement applies to any request for outside donations and/or funding regardless of whether or not the district is named as a formal recipient of the funds or resources.

The approval process will ensure:

- the project is consistent with district strategic goals, objectives, and program efforts
- The district/school has the capacity to accomplish proposed activities

- The grant conditions and stipulations can be met without conflicting with policies of the Board or with State and Federal Law.

Project Implementation and Technology

Procurement guidelines must be followed for all purchases, including technology purchases, for a grant. Project coordinators are responsible for coordinating with the Director of Information Technology for appropriate implementation of technology associated with a grant.

Funding Notification

Grant award notifications and other documentation should be submitted to the Director of Federal and State Programs for inclusion in the district's master grants list. The Director will share the information with the Chief Financial Officer.

Financial Management

The district finance office will coordinate with the principal, bookkeeper, and grant coordinator to ensure proper budgeting and accounting of funds occurs in accordance with district policy relating to purchasing and management of grant funds. All grant funds are to be deposited and administered by Finance to ensure funder compliance and fiscal accountability. Grant funds should not be expended prior to proper account codes being created and distributed by the Finance Office.

Project coordinators are responsible for implementation and reporting in accordance with requirements of the grant funder under the supervision of the principal or supervisor.

Funding Proposals, Grants, and Special Projects (Policy DD)

In order to offer the best educational opportunities possible for students of the district, the board will seek as many sources of revenue as possible to supplement the funds provided through local taxation and the basic aid offered by the state.

The superintendent will notify the board of all funding proposals that are accepted.

Grants from private sources

The district will seek grants of money, securities, property, etc. from private sources for scholarships, staff development and other educational improvement purposes.

Gifts/Bequests

Such gifts will be approved by the board, administered by the superintendent, and used in keeping with the terms of the gift or bequest. The board will not accept bequests, endowments or other gifts if the conditions of the gift remove any portion of the public schools from control of the board.

Information Technology

Technology Equipment

Equipment issued or made available to any employee must be used for district purposes only and not for personal gain or family enrichment; nor is this equipment to be shared with other staff, students, friends, or family members for any reason. The equipment includes, but is not limited to copiers, printers, and laminators.

If the employee separates from the district for any reason, the employee must return district issued equipment to administration prior to exiting.

Email Use

Employees should not originate or knowingly forward email containing jokes, spam, chain letters, virus notifications, etc. Email should be utilized for official school use only.

Email Signatures

Employees use a district-created email signature template for all external and internal email to ensure uniformity, brand recognition and professionalism. Teachers, staff and administrators, who represent the district through email communications, should close

their emails with the uniform template located in the District Online Tools.

System Security

Employees should not share an employee password with other staff, students, friends, or family members for any reason.

Do not open/download an email attachment from someone you do not know.

Do not install software from anyone you do not know.

Use of Technology Resources in Instruction (Policy IJNDB)

The district defines electronic communications as the use of technology equipment for communicating with people or computers. This communication may be for the purpose of sending, receiving or storing information as well as operating software. Some examples of electronic communications include the use of electronic mail systems, searching the Internet for information or applying computer software to teaching, learning and administrative tasks. Data management consists of activities involved in sending, receiving or storing data. Data can be found in many different forms such as software, graphics, text, video and audio.

Availability of access

Access to the district electronic communications system, including the Internet, will be made available to students and employees for instructional and administrative purposes and in accordance with administrative rules and regulations.

All users will be informed of all administrative rules and regulations governing use of the system and are expected to comply with such regulations and guidelines. Noncompliance with regulations will result in disciplinary action consistent with district policies and rules regarding the conduct of students and employees.

Accessing inappropriate sites

The Internet can provide a vast collection of educational resources for students and employees. It is a global network that makes it impossible to control all available information. Because information appears, disappears and changes constantly, it is not possible to predict or control what students may locate. The school district makes no guarantees as to the accuracy of information received on the Internet. Although students will be under teacher supervision while on the network, it is not possible to constantly monitor individual students and what they are accessing on the network. Some students might encounter information that is not of educational value.

Student Internet activities will be monitored by the district to ensure students are not accessing inappropriate sites that have visual depictions that include obscenity, child pornography or are harmful to minors. The school district will use technology protection measures to protect students from inappropriate access. The district will provide reasonable notice of and at least one public hearing or meeting to address and communicate its Internet safety measures.

Acceptable use

The district will develop and implement administrative rules and regulations and user guidelines consistent with the purposes and mission of the district and with law and policy governing copyright.

Monitored use

Electronic mail transmissions and other use of the electronic communication system by students and employees will not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use for educational or administrative purposes.

Disclaimer of liability

The district will not be liable for users' inappropriate use of the district's electronic communication resources, violations of copyright restrictions, mistakes or negligence or

costs incurred by users. The district will not be responsible for ensuring the accuracy or usability of any information found on the Internet.

Use of Technology Resources in Instruction AR

The superintendent or his/her designee will oversee the district's electronic communication system. The posting of official district, school or department materials on the district's electronic communication system will be the responsibility of the superintendent, principal or division/department supervisor or his/her designee.

The district's system will be used only for administrative and instructional purposes consistent with the district's mission and goals.

Training

Training for employees and students in the proper use of the system will be provided. Users will be provided copies of the AR for network use and the district's acceptable use guidelines. Training in the district's system will emphasize ethical use of the system resources.

Copyright

Copyrighted software or data may not be placed on any of the district's computers without permission from the holder of the copyright. Only the owner or individual the owner specifically authorizes may place copyrighted material onto computers.

System access

Access to the district's electronic communication system is as follows.

- With the approval of the superintendent, principal or department supervisor or his/her designee, users will be granted appropriate access to the district's system.
- Any system users identified as having violated district, school and/or department system regulations for network use and/or acceptable use guidelines will be subject to disciplinary action consistent with the district's policy and this AR.

System coordinator's responsibilities

The system coordinator at the district as well as the principal or department supervisor or his/her designee at the school for the electronic communication system will do the following.

- Be responsible for disseminating and enforcing the district policy, this AR, regulations for the network, and guidelines for student and employee access. Ensure that all employees supervising students who use the district's system provide training emphasizing the appropriate uses of these resources.
- Be authorized to monitor or examine all system activities deemed appropriate to ensure proper use of the system.
- Be authorized to set limits for computer storage utilization on the system as needed.

Individual user responsibilities

The following standards will apply to all users including student users of the district's electronic information/communications system. Users who violate these standards may be subject to disciplinary action in accordance with district policy and this AR.

System conduct

The system may not be used for illegal purposes, in support of illegal activities, or for any other activity prohibited by district policy or applicable state or federal law.

System users may not use or attempt to obtain another person's ID or password.

System users will maintain electronic information in accordance with established guidelines.

System users may not place programs or data on the district's system without appropriate authorization from the system's coordinator.

System users may not knowingly bring prohibited materials into the district's electronic communication system.

Vandalism prohibited

Any malicious attempt to harm or destroy district equipment or materials, data of another user of the district's system or any of the agencies or other networks that are connected to the Intranet and Internet is prohibited. Deliberate attempts to compromise, degrade or disrupt system performance or operation will be viewed as violations of district policies and administrative rules and, possibly, as criminal activity under applicable state and federal laws. This includes, but is not limited to, the placement, transmission or creation of computer viruses or other data or programs that negatively impact the computer or system.

Forgery prohibited

Forgery or attempted forgery of electronic mail messages is prohibited. Attempts to read, delete, copy or modify the electronic mail of other system users or deliberate interference with the ability of other system users to send/receive electronic mail are prohibited.

Limitation/termination/revocation of access

The district may limit, suspend or revoke a system user's access to the district's system upon violation of district policy and/or this AR regarding acceptable use.

Leave and Absences Policy

Employee Leaves and Absences (Policy GCC/GDC)

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

- uninterrupted continuity of education
- greater teacher-student contact time
- appropriate role-model emulation
- consistent classroom discipline; and,
- reduced cost

Therefore, the board expects employees to come to work every day. The board recognizes, however, that certain absences are unavoidable. At such times, employees should take leave in accordance with this policy and its accompanying administrative rule.

Absent employees must comply with procedures set out in the administrative rule that accompanies this policy.

Accrual of Leave

All full-time employees of the district will accrue leave on the basis of one and one-fourth days of sick leave for each month of active service. A designated number of sick leave days can be used as personal leave as described in the "Personal Leave" section of this policy. 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). An employee may accumulate up to 135 days of leave that is accrued but not used provided that such employee does not violate his/her respective contract.

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

At the beginning of each contract year, or from the date of employment if hired midyear, the district will award the total number of leave days the employee can potentially earn for use at any time during the year. If the employee separates from employment during the school year, leave days awarded will be prorated for the actual time worked.

Leave not used during the current year will be accrued to provide a maximum of 135 days.

Use of Leave

Accrued leave days, up to a maximum of 135 days, may be used for personal illness after the current year's leave is exhausted, serious illness in the employee's immediate family which requires the employee to provide care or the death of a member in the employee's immediate family. An employee who anticipates requiring extended leave to provide care for a family member should submit a written request on the appropriate district form to their supervisor as far in advance as possible. The request for extended leave for this purpose must include a statement from a licensed medical doctor giving the expected time the employee will be needed to provide care for a family member. The request must be approved by the superintendent or his/her designee.

The term "immediate family" includes:

- spouse
- son, son-in-law, stepson
- daughter, daughter-in-law, stepdaughter
- mother, mother-in-law, stepmother
- father, father-in-law, stepfather
- brother, brother-in-law, stepbrother
- sister, sister-in-law, stepsister
- grandparents
- guardian, ward or other relative living in the household at the time of illness

When the employee makes a request in writing, the superintendent may grant an employee leave without pay for personal illness following the exhaustion of all accrued sick leave. Leave with and without pay will not extend beyond the immediate school year.

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

Payment for Unused Leave

Full-time employees may accumulate a maximum of 135 days of sick leave. Employees who earn but do not use days in excess of 135 will be paid for each day at the rate of substitute pay for their individual job classification at the end of each fiscal year. In cases where no rate of substitute pay has been established for a job classification, certified employees will be paid at the rate of non-certified substitute pay and non-certified employees will be paid the minimum hourly wage rate for support staff.

Termination

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

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

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

Transfer of Sick Leave

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

Family and Medical Leave Act (FMLA)

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

Leave under the FMLA runs concurrently with any paid leave provided by the district.

In complying with the FMLA, the district will adhere to the requirements of the Americans with Disabilities Act as well as other applicable federal and state laws. For further information, refer to administrative rule GCC-R.

Personal/Emergency/Legal Leave

Personal leave

The maximum sick leave awarded for personal use during the current year is five days for 190-day employees, six days for 210 and 220-day employees and seven days for 240-day employees for circumstances requiring time away from work for personal business. An employee may use any or all annual leave awarded for the current year for family illness, death in family, family tragedy, etc.

An employee must use personal leave in units of one-half day or more and must obtain prior approval from his/her supervisor.

An employee may not take personal leave the day before or the day after a holiday nor during the first two weeks or last two weeks of the school year without prior approval from his/her supervisor.

Emergency leave

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

Legal absence/Jury Duty

An employee should notify his/her principal or immediate supervisor when called for jury duty or subpoenaed. The district will grant an employee leave without loss of pay when he/she is summoned in the line of duty to represent the district as a witness or defendant. The district will grant employees leave without loss of pay when they are summoned for jury duty. Whenever a prospective juror is dismissed before the end of the working day, he/she will return to his/her official duties.

When selected for jury duty, teachers or certified personnel at the building level may request a postponement to a date that does not conflict with the school term.

Maternity/Paternity Leave

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

Military Leave

Employees may take military leave without loss of pay, seniority, or efficiency rating for one or more periods not exceeding a total of 15 workdays in one year. Saturdays, Sundays, and state holidays may not be included in these 15

days unless the Saturday, Sunday, or holiday is a regularly scheduled workday for the employee.

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

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

The board expects employees to request their training for a period when school is not in session. An employee seeking leave for annual active-duty training must forward a written request, including the appropriate verifying data, to the superintendent no later than 30 days prior to the pre-arranged military activity.

Extended military leave

Employees who enlist or are called to active duty are eligible for up to five years extended military leave. All provisions of federal law apply to extended military leave (re-employment, benefits, etc.). However, the district is not required to maintain employee benefits for extended leave. Written substantiation of leave under this policy is required. Falsification of reason for leave may be cause for disciplinary action up to and including termination of employment. Application and approval for leave under this policy are made on the leave application form.

Conferences/Training Workshops

The board believes that it is desirable to provide professional leave for teachers in order to attract and retain faculty who will continue to grow professionally and enhance their service to the public schools of the district.

The district may grant temporary leave to an employee for the purpose of attending activities designed to improve employee competency or to improve the instructional or service programs of the district.

The superintendent may authorize professional leave for attending state, regional, and national meetings, workshops, and conferences (including observing in other schools) without pay deduction. The employee must apply for prior approval through his/her supervisor.

The superintendent or his/her designee 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.

Employee Leaves and Absences (AR GCC/GDC)

Procedures regarding absences

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

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

Any employee returning from an extended leave of absence must present a statement from the

attending physician certifying the employee's ability to return to a normal work schedule.

When the employee makes a request in writing, the superintendent may grant an employee leave without pay for personal illness following the exhaustion of all accrued 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.

Verification and use of leave

The maximum leave awarded for personal use during the current year is five days for circumstances requiring time away from work for personal business. An employee may use any or all annual leave awarded for the current year for family illness, death in family, family tragedy, etc.

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

If an employee's use of 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, an employee who is absent for more than 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 employee's immediate supervisor will notify him/her in writing that he/she must provide the physician's statement. If the employee does not provide the physician's statement within five workdays following the written notification, the district may terminate his/her employment.

Retirement from the district

All full-time employees who separate from employment or retire from Lexington School District Four, may receive payment for accumulated leave which has been earned while employed in the district, up to 33 1/3 percent of 135-day maximum, i.e., 45 days, in the following manner.

- A full-time employee with up to a maximum of 135 days of leave earned while employed in the district may receive payment of 33 1/3 percent of these days, i.e., payment for no more than 45 days, upon retirement.
- The daily pay rate is based on the current year's salary schedule.
- Once an employee elects to receive his/her leave payment, he/she will not be able to transfer any leave days for which payment is received to another school district or eligible state agency.
- In his/her lifetime, no employee will receive payment for more than 33 1/3 percent of 135 days of leave, i.e., 45 days, which has been earned and accumulated while in the employment of the district.
- Notwithstanding the foregoing, employees who breach their contract of employment with the district or who are terminated for "just cause" will not be eligible to receive any payment for accumulated leave. • Upon a written request of the employee, accumulated leave will be transferred to any school district or state agency in South Carolina as required by Section 59-1-400 and Section 8-11-46, Code of Laws of South Carolina, 1976.

Family and Medical Leave Act (FMLA)

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

Eligibility

An employee who has worked for the district for at least 12 months is eligible for 12 workweeks of FMLA leave during a 12-month period provided the employee worked at least 1,250 hours in the 12 months preceding the beginning of the leave. FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period.

For purposes of FMLA leave, a 12-month period is the district's fiscal year, July 1 through June 30. The 12 months of employment need not be consecutive months.

Types of leave

An eligible employee 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 an employee's spouse, parent or child
- employee's own serious health condition that keeps the employee from performing the essential functions of his/her job
- a family member (spouse, son, daughter or parent) is on active duty or has been called to GCC-R GCC-R 2 of 6 active duty for any "exigency situation" as defined in federal regulation

However, an eligible employee who is the spouse, son, daughter, parent or next of kin (nearest blood relative of the individual) of a covered service member is entitled to a total of 26 workweeks of leave in a single 12-month period to care for the service member with a serious illness or injury incurred in the line of duty on active duty. Leave under this paragraph is available only during a single year. During that year, the employee is entitled to a combined total of 26 workweeks of leave under this policy.

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

FMLA leave is unpaid. However, an employee may elect, or the district may require an employee to use accrued paid vacation, personal or family leave for purposes of a family leave. An employee may elect, or the district may require an employee to use accrued vacation, personal or medical/sick leave for purposes of a medical leave. All forms of paid leave offered by the district will be treated the same, regardless of the type of leave substituted. An employee cannot compel the district to permit the employee to use accrued medical/sick leave in any situation under which the leave could not normally be used.

Spouses employed by the school district

A husband and wife who are both eligible for family and medical leave and are employed by the district may be granted family and medical leave only for a combined total of 12 workweeks of leave per year when the leave is taken for the birth, foster placement or adoption of a child or to care for the child after birth, foster placement or adoption, or to care for a parent with a serious health condition, or 26 workweeks to care for a covered service member with a serious illness or injury. An employee 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 an employee's usual number of hours per workweek or hours per workday.

Intermittent or reduced leave is available only for the employee's own serious health condition or to care for a seriously ill spouse, child or parent or for a serious injury or illness of a covered

service member which requires treatment by a healthcare provider periodically, rather than for one continuous period of time. Such leave may not be used for the birth or adoption/placement of a child.

The employee who wishes to use intermittent or reduced leave must have the prior approval of the district. Although the district and employee may agree to an intermittent or reduced leave plan, the employee 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 employee to a position which is equivalent, but more suitable for intermittent periods of leave. The employee 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 employee's health coverage under the district's group health insurance plan during the period of FMLA leave. The employee should make arrangements with the district to pay the employee'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 employees also apply to employees on FMLA leave. An employer may drop coverage for an employee whose premium payment is late only after providing written notice to the employee that the payment has not been received. This notice must be mailed to the employee at least 15 days before coverage is to end and will advise that coverage will be dropped 15 days after the date of the letter unless payment has been received.

The employee 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 employee must notify the district of his/her request for leave at least 30 days prior to the date when the leave is to begin. If the leave is not foreseeable, the employee must give notice as early as is practical. When the employee requests medical leave, the employee must make reasonable attempts to schedule treatment so as not to disrupt the district's operations. The district may deny the leave if the employee does not meet the notice requirements.

Designation of leave as FMLA leave

The district must designate the leave as paid or unpaid FMLA leave within five business days of learning that a FMLA reason supports the leave. The district must also provide other written information concerning the employee'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 employee's FMLA entitlement.

Certification

The district may require the employee 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 employee's return to work, the district will require that the employee present a fitness statement from the employee's healthcare provider certifying that the employee is able to return to work.

Restoration When the employee returns from leave, the district will restore the employee to the same or an equivalent position with equivalent

benefits, pay, terms and conditions of employment in accordance with board policy. The employee's right to return to the same or an equivalent position is contingent upon the employee'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 employee. The district will comply with the notice requirements of the FMLA in denying restoration. A key employee is one who is among the highest paid 10 percent of the employees and whose absence would cause the district to experience a substantial and grievous economic injury.

Limitations for Instructional employees

Special leave rules apply to instructional employees. Instructional employees are those employees 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 employees who take intermittent or reduced leave. If the leave requested is to care for a family member or for the employee's own serious health condition and the leave is foreseeable based on planned medical treatment and the employee 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 employee to choose one of the following:

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

Employees 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 employees who take leave near the end of a semester. When an instructional employee begins leave more than five weeks before the end of a semester, the district may require the employee to continue taking leave until the end of the semester under these conditions:

- The leave will last at least three weeks.
- The employee would return to work during the three-week period before the end of the semester.

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

- The leave will last more than two weeks.
- The employee would return to work during the two-week period before the end of the semester.

When an instructional employee begins leave for a purpose other than the employee's own serious health condition during the three-week period before the end of a semester and the leave will last more than five working days, the district may

require the employee 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 an employee's FMLA leave entitlement. An instructional employee 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 employee fails to return from leave. However, recovery cannot occur if the employee fails to return because of the continuation, recurrence or onset of a serious health condition or due to circumstances beyond the control of the employee.

Paid Parental Leave (Policy GCCAC/GDCC)

The provisions of this policy are effective as of June 26, 2023.

The following definitions will apply to Paid Parental Leave:

Child: A newborn biological child or foster of a child in state custody and under the age of 18 or a child initially legally placed for adoption and under the age of 18. No child can have more than two parents eligible for paid parental leave.

Eligible School District Employee: An employee defined by the Department of Education using the Professional Certified Staff system or any full-time equivalent position categorized as classified staff.

Paid Parental Leave (PPL): Six weeks of paid leave at 100 percent of the eligible school district employee's base pay or two weeks of paid leave at 100 percent of the eligible school district employee's base pay.

Parent/Co-Parent: The person listed as a legal parent in applicable required documentation (birth certificate, adoption order, etc.) or the foster parent of a child.

Qualifying Event: The birth of a newborn biological child to an eligible school district employee or after a co-parents' birth of a newborn child or fostering a child in state custody or the initial legal placement of a child by adoption. To qualify for PPL, the adoption, birth, or foster care placement must occur on or after June 26, 2023.

Eligibility Requirements

To be eligible for PPL, the school district employee must occupy all or part of a full-time equivalent (FTE) position. Employees in temporary, temporary grant, time-limited, research grant and all other non-FTE positions are not eligible for PPL. There is no service requirement to be eligible for PPL. Employees occupying all or part of an FTE position are immediately eligible for PPL. Eligibility determinations are made as of the date of the qualifying event and are not retroactively applied.

To qualify for PPL, the adoption, birth, or foster care placement must occur on or after June 26, 2023.

An eligible school district employee shall receive no more than one occurrence of six or two weeks of PPL for any twelve-month period, even if more than one qualifying event occurs. Regardless of the qualifying event (adoption, birth, or foster care placement), the entitlement to PPL expires at the end of the twelve-month period beginning on the date of the qualifying event.

Calculating Leave Amount

The amount of available PPL depends on the qualifying event (adoption, birth, or foster care placement) and the relationship of the school district employee to the child. Employees occupying all or part of an FTE position are

eligible for PPL upon the occurrence of a qualifying event as described herein.

Adoption:

a. Eligible school district employees occupying all or part of an FTE position and who are primarily responsible for furnishing the care and nurture of their child initially placed for legal adoption and under the age of 18 on or after June 26, 2023, are entitled to six weeks of PPL.

b. Eligible school district employees occupying all or part of an FTE position and who are not primarily responsible for furnishing the care and nurture of their child initially placed for legal adoption under the age of 18 on or after June 26, 2023, are entitled to two weeks of PPL.

c. Only one eligible school district employee may be designated the parent primarily responsible for furnishing the care and nurture of their child.

Birth:

a. Eligible school district employees occupying all or part of an FTE position and who give birth to a biological newborn child on or after June 26, 2023, are entitled to six weeks of PPL.

b. Eligible school district employees occupying all or part of an FTE position and whose co-parent gives birth to a biological newborn child are entitled to receive two weeks of PPL.

Foster Care:

a. Eligible school district employees occupying all or part of an FTE position and who foster a child under the age of 18 in state custody are entitled to receive two weeks of PPL.

Paid Parental Leave Usage

Eligible school district employees are not entitled to and may not use PPL before the occurrence of a qualifying event. Other available leave benefits (e.g., sick leave, the Family Medical and Leave Act (FMLA) leave, PTO, or unpaid leave) must be used if that employee requires leave before the occurrence of a qualifying event such as for medical reasons related to pregnancy but prior to the birth of a child or legal obligations related to adoption or foster care placement.

If PPL is not used by the eligible school district employee before the end of the 12-month period after the qualifying event, such leave expires and does not accumulate for subsequent use. Paid parental leave may not be donated. Any leave remaining at the end of the 12-month period or at separation of employment is forfeited.

Birth or adoption

Days of paid parental leave taken for the birth or adoption of a child under this policy must be taken consecutively. Once leave commences, the eligible school district employee must continue leave until the leave is exhausted or the employee chooses to return to work. Any unused PPL remaining when the employee returns to work is forfeited. If both parents are eligible school district employees, paid parental leave may be taken concurrently, consecutively, or at a different time than the other eligible school district employee.

The district may, in its discretion, deny concurrent paid parental leave if the simultaneous absence of both employees will disrupt or result in an undue hardship on the educational mission or operations of the district.

Foster care

Paid parental leave for the foster care placement of a child may be taken consecutively, or upon request and approval in two, one-week, increments. PPL for foster care placement may not be used in increments smaller than one week. Once leave commences, the eligible school district employee must continue leave for the one-week or two-week period, as applicable, until the leave is exhausted, or the employee

chooses to return to work. If the eligible school district employee returns to work prior to the end of the one-week or two-week leave, any unused PPL remaining for that period is forfeited.

Paid Parental Leave and FMLA or Other Unpaid Leave

PPL must run concurrently with leave taken pursuant to FMLA and any other unpaid leave to which the eligible school district employee may be entitled as a result of the qualifying event. Eligible school district employees do NOT have to exhaust all other forms of leave before being eligible to take PPL. However, employees shall be eligible for paid parental leave even if they have exhausted all other leave or if the employee is not eligible for FMLA leave at the time of the qualifying event. If the employee becomes eligible for FMLA leave while on PPL, the employee must use the FMLA leave, which will then run concurrent with the PPL.

Parental Leave Payment and Other Leave Accrual

Leave granted under this policy is with pay and is not annual or sick leave and therefore does not deduct from the eligible school district employee's accrued leave balance. Eligible school district employees shall accrue annual and sick leave at the normal rate while on PPL, if applicable.

School district holidays and vacation on the district calendar will not be counted against PPL. The use of PPL by an eligible school district employee shall not prevent that employee from earning a STEP increase the following year. PPL is considered paid leave and will count toward the eligible school district employee's years of service.

Requesting Paid Parental Leave

Eligible school district employees requesting paid parental leave must submit a request to the Director of Personnel *(or his or her designee)*. Requests should be submitted not less than 30 days prior to the qualifying event. If 30 days' notice is not possible, the employee is required to submit the request as soon as practicable along with a reasonable explanation as to why earlier notice was not possible.

In order to receive PPL, eligible school district employees must also submit satisfactory documentation of the qualifying event to the Director of Personnel *(or his or her designee)* as soon as practicable as but not later than 30 days after the qualifying event occurs. The documentation must include the date of the qualifying event and verify the eligible school district employee is a legal parent or co-parent of the child. The employee may provide any of the following forms of documentation based on the applicable qualifying event:

- For the birth of a child, a valid birth certificate, physician's statement, custody order, or certified DNA results.
- For the foster placement of a child, a court order or lawful foster care placement agreement.
- For the adoption placement of a child, a court order or lawful adoption agreement.
- Any other valid and lawful certification, order, agreement, or other form of documentation confirming the qualifying event that is satisfactory to the district.

The district will endeavor to notify the employee of his or her eligibility status within five business days after receiving the request and all required documentation. If the qualifying event occurs prior to the district's eligibility determination, the employee may commence paid parental leave following the qualifying event and pending receipt of all required documentation and the district's determination.

If the employee fails to provide all required documentation within 30 days of the qualifying event, or if the district at any time determines the employee is not eligible for paid parental leave for any reason, the district may, in its sole discretion, terminate the paid parental leave and

require the employee to substitute all other available paid leave for the days the employee has been absent from work. If the employee's other paid leave is insufficient to cover the days the employee has been absent from work, the employee will be placed on unpaid leave for the days not covered by paid leave.

The required request and documentation for paid parental leave is separate from and in addition to the documentation required for FMLA leave and other paid or unpaid leaves of absence. Any employee who knowingly and intentionally submits false information or makes any misrepresentation concerning paid parental leave shall be subject to disciplinary action, up to and including termination.

Sick Leave Bank (Policy GCCAAA)

The purpose of the sick leave bank is to provide leave for full-time employees who experience catastrophic situations after exhausting all leave.

In order to become a member of the sick leave bank, an employee must contribute one day of leave. This is done by filling out the appropriate space on the membership form. Open enrollment will normally be during the month of October. New employees will have an opportunity to join within 30 days of their employment.

Members of the sick leave bank in each school and at the district office will elect a representative to serve on the district sick leave bank committee. Only those employees who have joined the sick leave bank may vote. Representatives must be members. The office of personnel will facilitate the sick leave bank committee.

Sick Leave Bank (AR GCCAAA)

Application for leave from the sick leave bank will be made by a letter explaining circumstances in detail including how leave time or vacation days were used. All applications will be submitted to the office of personnel which will schedule meetings of the sick leave bank committee. All approved applications will be referred to the business manager for processing. The chairman will notify applicants of the committee's decision. A member of the sick leave bank cannot apply for day(s) until that member's vacation and leave time are exhausted. A request beyond 90 days will not be considered. A majority of committee members must be present to consider applications. A decision will be made by majority vote. The committee will base their decisions on circumstances where catastrophic situations have taken place and if the committee determines the need to be valid. Decisions by the committee are final. The committee will normally meet monthly, prior to payroll deadline, if a request has been submitted. The committee will grant days only after absences have occurred. In the event that sick leave bank days are exhausted, the committee will decide what action will be taken. A request to the sick leave bank must be made as soon as possible after the absences, but no later than June 30. The committee must then meet and make a determination no later than July 31. Any recoupment, from any source, requires repayment for days received from the sick leave bank.

Guidelines for sick leave bank request Please be sure to include answers to the following questions in your request for days from the sick leave bank:

- How long have you been employed in this district?
- How many days this year have you used prior to this request?
- Why did you take these days?
- Have you exhausted all of your leave?
- How many days do you request from the sick leave bank?
- Have you included a doctor's statement?
- Are you eligible for long-term disability?

- Were you injured on the job?
- Have you included all pertinent details regarding your situation?
- How can you be contacted if additional information is required?

The key word in the guidelines on which committee members attempt to base their decisions is “catastrophic” which is the underlying concept of the sick leave bank.

Substitutes

Lexington District Four contracts with Kelly Educational Services (KES) to provide substitutes teachers, instructional assistants, and clerical staff to cover employee absences.

KES employees are not employees of Lexington District Four. School administration are responsible for ensuring KES employees understand district and school policies and procedures. Lexington Four staff should communicate any concerns regarding KES employees directly to school administration.

LEXINGTON 4
DISTRICT FOUR
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Salary Schedule
2026-2027

CERTIFIED TEACHER

190 Days
(7.5 Hours)

Step	Bachelors	Masters	Masters+30	Doctorate
0	$53,500	$58,500	$61,000	$64,500
1	$54,000	$59,050	$61,690	$65,110
2	$54,505	$59,494	$62,388	$65,726
3	$55,015	$59,942	$63,095	$66,348
4	$55,427	$60,394	$63,810	$66,977
5	$55,843	$60,849	$64,534	$67,612
6	$56,261	$61,308	$65,266	$68,253
7	$56,683	$61,770	$66,007	$69,677
8	$57,109	$62,236	$66,757	$71,133
9	$57,538	$62,706	$67,517	$72,621
10	$57,970	$63,594	$68,285	$74,142
11	$58,515	$64,676	$69,062	$75,555
12	$59,505	$65,777	$69,849	$76,996
13	$60,513	$66,898	$70,645	$78,466
14	$61,539	$68,039	$71,451	$79,965
15	$62,584	$69,201	$72,470	$81,494
16	$63,648	$70,187	$73,525	$82,898
17	$64,730	$71,187	$74,597	$84,327
18	$65,649	$72,202	$75,663	$85,782
19	$66,270	$73,027	$76,746	$86,440
20	$66,898	$73,722	$77,332	$87,104
21	$67,532	$74,775	$77,922	$87,773
22	$68,172	$75,916	$78,518	$88,447
23	$68,819	$76,495	$79,418	$89,636
24	$69,472	$76,860	$80,177	$90,498
25	$70,000	$77,227	$80,790	$91,368
26	$70,532	$77,595	$81,409	$92,246
27	$71,068	$77,966	$82,032	$92,424

*Beginning with the 2025-2026 school year, the state eliminated the Bachelors+18 salary classification. Certified staff hired by the district before June 30, 2025, are grandfathered into that schedule. Staff hired after that date will be paid at the Bachelors level until they earn a master's degree.

LEXINGTON 4
DISTRICT FOUR
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Salary Schedule
2026-2027

BUS DRIVER

183 Days
(5-8 Hours)

Step	Hourly Rate	5.0 Hrs Daily	5.5 Hrs Daily	6.0 Hrs Daily	6.5 Hrs Daily	7.0 Hrs Daily	7.5 Hrs Daily	8.0 Hrs Daily
0	$19.17	$17,541	$19,295	$21,049	$22,803	$24,557	$26,311	$28,065
1	$19.45	$17,797	$19,576	$21,356	$23,136	$24,915	$26,695	$28,475
2	$19.81	$18,126	$19,939	$21,751	$23,564	$25,377	$27,189	$29,002
3	$20.17	$18,456	$20,301	$22,147	$23,992	$25,838	$27,683	$29,529
4	$20.62	$18,867	$20,754	$22,641	$24,527	$26,414	$28,301	$30,188
5	$21.03	$19,242	$21,167	$23,091	$25,015	$26,939	$28,864	$30,788
6	$21.45	$19,627	$21,589	$23,552	$25,515	$27,477	$29,440	$31,403
7	$21.87	$20,011	$22,012	$24,013	$26,014	$28,015	$30,017	$32,018
8	$22.34	$20,441	$22,485	$24,529	$26,573	$28,618	$30,662	$32,706
9	$22.75	$20,816	$22,898	$24,980	$27,061	$29,143	$31,224	$33,306
10	$23.20	$21,228	$23,351	$25,474	$27,596	$29,719	$31,842	$33,965
11	$23.62	$21,612	$23,774	$25,935	$28,096	$30,257	$32,418	$34,580
12	$24.04	$21,997	$24,196	$26,396	$28,596	$30,795	$32,995	$35,195
13	$24.50	$22,418	$24,659	$26,901	$29,143	$31,385	$33,626	$35,868
14	$24.92	$22,802	$25,082	$27,362	$29,642	$31,923	$34,203	$36,483
15	$25.34	$23,186	$25,505	$27,823	$30,142	$32,461	$34,779	$37,098
16	$25.78	$23,589	$25,948	$28,306	$30,665	$33,024	$35,383	$37,742
17	$26.24	$24,010	$26,411	$28,812	$31,212	$33,613	$36,014	$38,415
18	$26.68	$24,412	$26,853	$29,295	$31,736	$34,177	$36,618	$39,060
19	$27.13	$24,824	$27,306	$29,789	$32,271	$34,754	$37,236	$39,718
20	$27.57	$25,227	$27,749	$30,272	$32,795	$35,317	$37,840	$40,362
21	$28.00	$25,620	$28,182	$30,744	$33,306	$35,868	$38,430	$40,992
22	$28.43	$26,013	$28,615	$31,216	$33,817	$36,419	$39,020	$41,622
23	$28.82	$26,370	$29,007	$31,644	$34,281	$36,918	$39,555	$42,192
24	$29.18	$26,700	$29,370	$32,040	$34,710	$37,380	$40,050	$42,720
25	$29.55	$27,038	$29,742	$32,446	$35,150	$37,854	$40,557	$43,261
26	$29.94	$27,395	$30,135	$32,874	$35,614	$38,353	$41,093	$43,832
27	$30.30	$27,725	$30,497	$33,269	$36,042	$38,814	$41,587	$44,359

LEXINGTON 4
DISTRICT FOUR
LEAD · LEARN · SERVE · EXCEL

Salary Schedule
2026-2027

SCHOOL NURSE

190 Days
(7.5 Hours)

Step	Licensed Practical Nurse	Registered Nurse
0	$35,588	$45,297
1	$36,172	$46,062
2	$36,885	$47,026
3	$37,612	$48,021
4	$38,324	$48,970
5	$39,065	$49,950
6	$39,778	$50,929
7	$40,504	$51,893
8	$41,217	$52,888
9	$41,944	$53,852
10	$42,656	$54,832
11	$43,397	$55,796
12	$44,095	$56,775
13	$44,822	$57,755
14	$45,535	$58,719
15	$46,261	$59,699
16	$46,988	$60,678
17	$47,715	$61,642
18	$48,427	$62,606
19	$49,140	$63,571
20	$49,852	$64,535
21	$50,551	$65,499
22	$51,263	$66,463
23	$51,976	$67,427
24	$52,688	$68,392
25	$53,401	$69,356
26	$54,113	$70,320
27	$54,826	$71,284

LEXINGTON 4
DISTRICT FOUR
LEAD · LEARN · SERVE · EXCEL

Salary Schedule
2026-2027

ADMINISTRATIVE ASSISTANT

240 Days
(7.5 Hours)

Step	Salary
0	$38,171
1	$39,127
2	$40,119
3	$41,075
4	$42,104
5	$43,060
6	$44,052
7	$45,026
8	$46,019
9	$46,974
10	$47,985
11	$48,922
12	$49,915
13	$50,870
14	$51,863
15	$52,837
16	$53,829
17	$54,785
18	$55,759
19	$56,715
20	$57,670
21	$58,626
22	$59,600
23	$60,556
24	$61,530
25	$62,485
26	$63,459
27	$64,470

Salary Schedule
2026-2027

APPLIED BEHAVIOR ANALYSIS (ABA) THERAPIST

185 Days
(7.5 Hours)

Step	Salary
0	$25,230
1	$25,882
2	$26,534
3	$27,157
4	$27,822
5	$28,460
6	$29,112
7	$29,763
8	$30,401
9	$31,038
10	$31,691
11	$32,342
12	$32,965
13	$33,645
14	$34,283
15	$34,906
16	$35,586
17	$36,224
18	$36,875
19	$37,484
20	$38,136
21	$38,774
22	$39,411
23	$40,063
24	$40,700
25	$41,351
26	$41,975
27	$42,655



Salary Schedule
2026-2027

BUS ASSISTANT

Part-Time
(Hours as Needed)

Step	Hourly Rate
0	$11.48
1	$11.76
2	$12.06
3	$12.35
4	$12.64
5	$12.93
6	$13.22
7	$13.52
8	$13.82
9	$14.12
10	$14.42
11	$14.71
12	$15.00
13	$15.29
14	$15.59
15	$15.88
16	$16.17
17	$16.45
18	$16.75
19	$17.04
20	$17.33
21	$17.61
22	$17.91
23	$18.19
24	$18.48
25	$18.79
26	$19.06
27	$19.37

Salary Schedule
2026-2027

COMPUTER LAB FACILITATOR

190 Days
(7.5 Hours)

Step	Salary
0	$22,232
1	$22,798
2	$23,366
3	$23,934
4	$24,516
5	$25,068
6	$25,650
7	$26,203
8	$26,800
9	$27,353
10	$27,891
11	$28,502
12	$29,055
13	$29,623
14	$30,189
15	$30,757
16	$31,354
17	$31,907
18	$32,459
19	$33,041
20	$33,609
21	$34,176
22	$34,729
23	$35,296
24	$35,864
25	$36,446
26	$36,984
27	$37,595

Salary Schedule
2026-2027

COMPUTER TECHNICIAN

240 Days
(7.5 Hours)

Step	Salary
0	$44,548
1	$45,688
2	$46,790
3	$48,003
4	$49,106
5	$50,245
6	$51,367
7	$52,543
8	$53,682
9	$54,803
10	$55,943
11	$57,082
12	$58,240
13	$59,379
14	$60,519
15	$61,640
16	$62,798
17	$63,919
18	$65,058
19	$66,161
20	$67,282
21	$68,385
22	$69,524
23	$70,645
24	$71,766
25	$72,887
26	$73,990
27	$75,184

LEXINGTON 4
DISTRICT FOUR
LEAD · LEARN · SERVE · EXCEL

Salary Schedule
2026-2027

CUSTODIAN

190 & 240 Days
(7.5 Hours)

Step	190 Days	240 Days
0	$17,649	$22,293
1	$18,099	$22,862
2	$18,550	$23,432
3	$19,002	$24,002
4	$19,452	$24,571
5	$19,889	$25,123
6	$20,340	$25,692
7	$20,806	$26,281
8	$21,256	$26,850
9	$21,722	$27,438
10	$22,173	$28,008
11	$22,609	$28,559
12	$23,060	$29,129
13	$23,512	$29,699
14	$23,963	$30,269
15	$24,399	$30,820
16	$24,865	$31,408
17	$25,330	$31,996
18	$25,766	$32,547
19	$26,203	$33,099
20	$26,640	$33,650
21	$27,091	$34,220
22	$27,542	$34,790
23	$27,964	$35,323
24	$28,430	$35,911
25	$28,866	$36,462
26	$29,302	$37,013
27	$29,783	$37,620

Salary Schedule
2026-2027

FOOD SERVICE MANAGER

185 Days
(7.5 Hours)

Step	Salary
0	$21,647
1	$22,198
2	$22,751
3	$23,304
4	$23,870
5	$24,408
6	$24,975
7	$25,514
8	$26,094
9	$26,633
10	$27,157
11	$27,752
12	$28,290
13	$28,843
14	$29,395
15	$29,948
16	$30,529
17	$31,067
18	$31,605
19	$32,172
20	$32,724
21	$33,277
22	$33,815
23	$34,368
24	$34,920
25	$35,487
26	$36,011
27	$36,606

LEXINGTON 4
DISTRICT FOUR
LEAD · LEARN · SERVE · EXCEL

Salary Schedule
2026-2027

FOOD SERVICE OPERATOR

185 Days
(6.0-7.5 Hours)

Step	6.0 Hrs	6.5 Hrs	7.0 Hrs	7.5 Hrs
0	$14,812	$16,047	$17,281	$18,515
1	$15,198	$16,464	$17,731	$18,997
2	$15,560	$16,857	$18,154	$19,450
3	$15,957	$17,287	$18,616	$19,946
4	$16,331	$17,692	$19,053	$20,414
5	$16,705	$18,097	$19,489	$20,881
6	$17,079	$18,502	$19,926	$21,349
7	$17,464	$18,919	$20,375	$21,830
8	$17,849	$19,337	$20,824	$22,312
9	$18,224	$19,742	$21,261	$22,780
10	$18,609	$20,160	$21,711	$23,261
11	$18,983	$20,565	$22,147	$23,729
12	$19,357	$20,970	$22,583	$24,196
13	$19,754	$21,400	$23,046	$24,692
14	$20,127	$21,805	$23,482	$25,159
15	$20,490	$22,197	$23,905	$25,612
16	$20,887	$22,628	$24,368	$26,109
17	$21,250	$23,021	$24,791	$26,562
18	$21,612	$23,413	$25,214	$27,015
19	$21,986	$23,818	$25,650	$27,483
20	$22,349	$24,211	$26,073	$27,936
21	$22,723	$24,617	$26,510	$28,404
22	$23,086	$25,009	$26,933	$28,857
23	$23,459	$25,414	$27,369	$29,324
24	$23,834	$25,820	$27,806	$29,792
25	$24,196	$26,212	$28,229	$30,245
26	$24,570	$26,618	$28,666	$30,713
27	$24,967	$27,048	$29,128	$31,209

LEXINGTON 4
DISTRICT FOUR
LEAD · LEARN · SERVE · EXCEL

Salary Schedule
2026-2027

INSTRUCTIONAL ASSISTANT

185 Days
(7.5 Hours)

Step	HS Diploma	Associates Degree
0	$18,515	$20,017
1	$18,997	$20,527
2	$19,450	$21,037
3	$19,946	$21,547
4	$20,414	$22,057
5	$20,881	$22,567
6	$21,349	$23,106
7	$21,830	$23,601
8	$22,312	$24,097
9	$22,780	$24,650
10	$23,261	$25,145
11	$23,729	$25,641
12	$24,196	$26,180
13	$24,692	$26,675
14	$25,159	$27,171
15	$25,612	$27,724
16	$26,109	$28,219
17	$26,562	$28,701
18	$27,015	$29,225
19	$27,483	$29,735
20	$27,936	$30,231
21	$28,404	$30,741
22	$28,857	$31,251
23	$29,324	$31,747
24	$29,792	$32,257
25	$30,245	$32,767
26	$30,713	$33,277
27	$31,209	$33,801

LEXINGTON 4
DISTRICT FOUR
LEAD · LEARN · SERVE · EXCEL

Salary Schedule
2026-2027

INSTRUCTOR

190 Days
(7.5 Hours)

Step	Bachelors	Masters
0	$38,032	$40,840
1	$38,992	$41,873
2	$39,967	$42,934
3	$40,942	$43,968
4	$41,902	$45,001
5	$42,877	$46,063
6	$43,851	$47,096
7	$44,841	$48,158
8	$45,801	$49,205
9	$46,791	$50,238
10	$47,751	$51,286
11	$48,726	$52,334
12	$49,700	$53,381
13	$50,660	$54,414
14	$51,650	$55,462
15	$52,610	$56,524
16	$53,585	$57,557
17	$54,560	$58,575
18	$55,505	$59,623
19	$56,480	$60,656
20	$57,440	$61,689
21	$58,400	$62,722
22	$59,361	$63,755
23	$60,321	$64,788
24	$61,281	$65,821
25	$62,256	$66,868
26	$63,216	$67,887
27	$64,220	$68,978

LEXINGTON 4
DISTRICT FOUR
LEAD · LEARN · SERVE · EXCEL

Salary Schedule
2026-2027

MAINTENANCE

240 Days
(7.5 Hours)

Step	Maintenance 1	Maintenance 2 (Licensed)
0	$32,731	$41,240
1	$33,577	$42,325
2	$34,422	$43,354
3	$35,231	$44,420
4	$36,094	$45,486
5	$36,921	$46,533
6	$37,767	$47,581
7	$38,612	$48,628
8	$39,439	$49,731
9	$40,266	$50,760
10	$41,112	$51,844
11	$41,957	$52,874
12	$42,766	$53,939
13	$43,648	$54,987
14	$44,475	$56,053
15	$45,283	$57,100
16	$46,166	$58,166
17	$46,993	$59,214
18	$47,838	$60,261
19	$48,628	$61,309
20	$49,474	$62,338
21	$50,301	$63,386
22	$51,128	$64,415
23	$51,973	$65,462
24	$52,800	$66,492
25	$53,645	$67,558
26	$54,454	$68,605
27	$55,336	$69,689

Salary Schedule
2026-2027

PARENT EDUCATOR

190 Days
(7.5 Hours)

Step	Salary
0	$25,912
1	$26,582
2	$27,251
3	$27,891
4	$28,574
5	$29,229
6	$29,899
7	$30,568
8	$31,223
9	$31,877
10	$32,547
11	$33,216
12	$33,856
13	$34,555
14	$35,209
15	$35,849
16	$36,548
17	$37,203
18	$37,872
19	$38,497
20	$39,167
21	$39,822
22	$40,476
23	$41,145
24	$41,800
25	$42,469
26	$43,109
27	$43,808

LEXINGTON 4
DISTRICT FOUR
LEAD · LEARN · SERVE · EXCEL

Salary Schedule
2026-2027

SECRETARY

200 - 240 Days
(7.5 Hours)

Step	200 Days	220 Days	240 Days
0	$25,239	$27,763	$30,287
1	$25,898	$28,487	$31,077
2	$26,526	$29,178	$31,831
3	$27,184	$29,903	$32,621
4	$27,797	$30,576	$33,356
5	$28,471	$31,318	$34,165
6	$29,129	$32,042	$34,955
7	$29,788	$32,766	$35,745
8	$30,416	$33,457	$36,499
9	$31,028	$34,131	$37,234
10	$31,718	$34,889	$38,061
11	$32,345	$35,580	$38,814
12	$33,019	$36,321	$39,623
13	$33,647	$37,011	$40,376
14	$34,275	$37,703	$41,130
15	$34,949	$38,444	$41,939
16	$35,577	$39,134	$42,692
17	$36,235	$39,859	$43,482
18	$36,878	$40,566	$44,254
19	$37,522	$41,274	$45,026
20	$38,150	$41,965	$45,780
21	$38,793	$42,672	$46,551
22	$39,452	$43,397	$47,342
23	$40,095	$44,105	$48,114
24	$40,738	$44,811	$48,885
25	$41,366	$45,502	$49,639
26	$42,009	$46,210	$50,411
27	$42,698	$46,968	$51,238

LEXINGTON 4
DISTRICT FOUR
LEAD · LEARN · SERVE · EXCEL

Salary Schedule
2026-2027

SPECIALIST

190 - 240 Days
(7.5 Hours)

Step	190 Days	240 Days
0	$32,648	$44,548
1	$33,507	$45,688
2	$34,322	$46,790
3	$35,166	$48,003
4	$36,010	$49,106
5	$36,839	$50,245
6	$37,668	$51,367
7	$38,497	$52,543
8	$39,370	$53,682
9	$40,185	$54,803
10	$41,043	$55,943
11	$41,859	$57,082
12	$42,702	$58,240
13	$43,531	$59,379
14	$44,375	$60,519
15	$45,204	$61,640
16	$46,048	$62,798
17	$46,878	$63,919
18	$47,707	$65,058
19	$48,536	$66,161
20	$49,351	$67,282
21	$50,181	$68,385
22	$50,995	$69,524
23	$51,824	$70,645
24	$52,640	$71,766
25	$53,483	$72,887
26	$54,312	$73,990
27	$55,170	$75,184

Supplemental Compensation

Professional Development:

Certified Faculty Professional Development:	$36.00 per hour
	$270.00 per day (7.5 hours)
Support Staff Professional Development:	$18.00 per hour
	$105.00 per day (7.5 hours)

Instructional Programs:

Certified Extra Hours Instructional Assignment: $36.00 per hour

Student Supervision:

Certified Extra Hours Supervisory Assignment:	$18.00 per hour
Support Extra Hours Supervisory Assignment:	$12.50 per hour

District Academic Supplements:

BETA Club Sponsor (4-12):	$500.00 - $750.00
Department Chair (7-12):	$500.00
National Board Local Supplement:	$3,000.00
Public Relations School Coordinator:	$1,500.00
Student Council (7-12):	$500.00 - $750.00
Student Yearbook (K-12):	$500.00 - $750.00

Lexington School District Four
2026 - 2027 School Calendar

July 2026

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2026 (20)

S	M	T	W	T	F	S
2	3	4	5	6	7	1/8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2026 (21)

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2026 (19)

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2026 (15)

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2026 (14)

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Important Events

June 29 – July 3	Schools & Office Closed to Public
July 3	Independence Day Holiday
July 27 – Aug 3	Teacher Professional Days
July 29	Meet Teacher- 1:30-6:30 pm, PK-12
August 4	First Day for Students
September 3	First Nine Weeks Interim
September 7	Labor Day Holiday
September 8	First Day for 3-Year-Old Kindergarten
October 6	End of First Nine Weeks
October 8	Teacher Professional Day
October 9 - 12	Fall Break
October 12	1st Inclement Weather Make-Up Day
October 13	Report Cards, K-12
November 3	Election Day Holiday
November 11	Second Nine Weeks Interim
Nov 23 - 27	Thanksgiving Holidays
December 18	End of First Semester
Dec 21 – Jan 4	Winter Break
January 4	Teacher Professional Day
January 5	Students Return to School
January 8	Report Cards, K-12
January 18	Martin Luther King, Jr. Holiday
February 5	Third Nine Weeks Interim
February 12	Teacher Professional Day
February 15	President's Day Holiday
February 15	2nd Inclement Weather Make-Up Day
March 11	End of Third Nine Weeks
March 12	Teacher Professional Day
March 18	Report Cards, K-12
Mar 26 – Apr 5	Spring Break
April 23	Fourth Interim
April 26	3rd Inclement Weather Make-Up Day
May 25 – 27	Half Day for Students
May 27	180th Day - Last Student Day
May 28	Teacher Professional Day SHS Graduation
May 31	Memorial Day Holiday

***Inclement Weather Make-up Days (in order to be made up):**

1st: October 12

2nd: February 15

3rd: April 26

January 2027 (18)

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/31	25	26	27	28	29	30

February 2027 (18)

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2027 (18)

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2027 (18)

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2027 (19)

S	M	T	W	T	F	S
2	3	4	5	6	7	1/8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2027

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

2026-2027 School Day	Schools & Offices Closed	Teacher Professional Day No School For Students	End Nine Weeks Grading Period	2026-2027 Summer School

This calendar has been approved by the Lexington District Four Board of Trustees and the S.C. Department of Education as a "modified year-round calendar."

In Lexington Four, we ***LEAD*** *Ourselves,* ***LEARN*** *Every Day,* ***SERVE*** *Upward, and* ***EXCEL*** *Together!*



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