
2024 - 2025

EMPLOYEE HANDBOOK



LEARNING, SERVING, LEADING

THIS HANDBOOK WAS CREATED TO PROVIDE AN OVERVIEW OF DISTRICT POLICIES AND PROCEDURES AND BRIEF DESCRIPTIONS OF BENEFITS FOR EMPLOYEES OF WARE SHOALS SCHOOL DISTRICT 51.

NOTHING IN THIS HANDBOOK OR IN DISTRICT POLICY CONSTITUTES OR CREATES AN EXPRESSED OR IMPLIED CONTRACT OF EMPLOYMENT. INFORMATION IN THIS HANDBOOK CAN BE MODIFIED OR ALTERED AT ANY TIME BY THE DISTRICT.

NONDISCRIMINATION POLICY:

IT SHALL BE THE POLICY OF WARE SHOALS SCHOOL DISTRICT 51 NOT TO DISCRIMINATE ON THE BASIS OF RELIGION, RACE, NATIONAL ORIGIN, SEX, OR HANDICAP IN EDUCATIONAL PROGRAMS, ACTIVITIES, OR SERVICES.

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WARE SHOALS SCHOOL DISTRICT 51 MISSION

The mission of Ware Shoals School District 51 is to be the educational leader for the total community, preparing all students to be productive, contributing, and successful members of society.



WARE SHOALS SCHOOL DISTRICT 51 VISION

Ware Shoals School District 51 is a district where...

Students are meaningfully engaged in **LEARNING** in a safe, intellectually stimulating, and challenging environment, and they are well prepared for a variety of post-graduation options.

Students find happiness and personal fulfillment in **SERVING** their school and community, using their talents and energy to make a positive difference in their own lives and others' lives.

Students are ethical and trustworthy, and they are committed and confident in **LEADING** themselves and others along the path of lifelong learning and continuous improvement.

Ware Shoals School District 51 2024 - 2025 Modified Year-Round Calendar

July 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
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28	29	30	31			

AUGUST 2024						
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SEPTEMBER 2024						
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OCTOBER 2024						
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NOVEMBER 2024						
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DECEMBER 2024						
S	M	T	W	T	F	S
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22	23	24	25	26	27	28
29	30	31				

July 16-23	Teachers' In-service Days (8)
July 24	Students' First Day
August 16	Teachers' In-service Day (7) - No Students
August 23	Progress Report 1
September 2	Labor Day Holiday Schools and Offices Closed
September 26	End Quarter 1: 45 th Day
September 27	½ days for students Report Card 1 Parent/Teacher Conf
Sept. 30 – Oct 11	Fall Break
Sept. 30 – Oct 1	Remediation Days
November 4	Teachers' In-service Day (8) - No Students
November 5	Election Day - Schools and Offices Closed
November 14	Progress Report 2
November 27-29	Thanksgiving Holidays Schools and Offices Closed
December 18	½ day for student Report Card 2
Dec. 19 – Jan 2	Winter Break Schools and Offices Closed
Dec. 19 - 20	Remediation Days
January 3	Teachers' In-service Day (9) - No Students Inclement weather make-up day if needed
January 6	End Quarter 2: 90 th Day - Report Card 2
January 20	Martin Luther King Jr. Day Schools and Offices Closed
February 5	Progress Report 3
February 17	Teachers' In-service Days (10) - No Students Inclement weather make-up day if needed
March 12	End Quarter 3: 135 th Day - Report Card 3
March 17 - March 28	Spring Break
March 17-18	Remediation Days
April 18	Good Friday - Schools and Offices Closed
April 30	Progress Report 4
May 26	Memorial Day Schools and Offices Closed
May 30	End Quarter 4: 180 th Day - ½ days for students Graduation 7:00 pm Report Card 4 - Pick-up for 4K-8 th Grade
June	Report Cards for students in grades 9-12 will be mailed out.

Inclement Weather Make-Up Days if Needed:
Jan. 3, Feb 17, April 18, 2025

JANUARY 2025						
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FEBRUARY 2025						
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MARCH 2025						
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30	31					

APRIL 2025						
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May 2025						
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JUNE 2025						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

 Holidays / Breaks	 Begin Nine Weeks
 Teachers' Inservice Day	 ½ Days
 Progress Report/ Report Card	 Remediation Days

Board of Trustees

Members of the Board of Trustees donate their time for the benefit of our children, our district, and our community. The board is made up of five members elected to three-year terms. Elections are held the second Tuesday of May.

The board is responsible for setting the long-range vision for the district, for establishing policy and structure for district governance and operations, for ensuring district accountability, and for advocating for its vision.

Board Members	First Elected	Current Term Expires	
Mr. Shanon Calvert, Ch.	2016	2025	
Mrs. Genie McDill, Sec.	2023	2026	
Mr. Rodney Free	2024	2027	
Mr. Cody Quinn	2021	2027	
Mrs. Amanda Salter	2023	2026	

Board Policy Manual

The Ware Shoals School District Board of Trustees and administration continually revise and add policies to govern the operation of the district. All current policies may be found in the policy manuals located at the district office, principals' offices, and in all school media centers. A searchable policy manual can be accessed on the district website www.gwd51.org.

Meetings

School Board meetings are held in the conference room of the Ware Shoals Community Library at 6PM each month, unless otherwise noted. Here are the regular meetings scheduled for 2024 – 2025:

July 15	January 20
August 19	February 17
September 16	March 17
October 21 (4PM)	April 21
November 18	May 19
December 9	June 9

District Office Staff

Ware Shoals School District 51

56 South Greenwood Avenue
Ware Shoals, SC 29692

Dr. Daniel Crockett	Superintendent
Mr. Darin Rice	Chief Academic Officer
Jennifer Pitts	Director of Student Services
Dr. Paula Taylor	Student Support Coordinator / GCDF
Melisa Gunter	Special Education Coordinator
Winnifred Wells	Office Manager / Transportation Coordinator
Marti Arsenault	District Attendance / Power School
Shawn Davenport	Accounts Payable / Receivable
Dawn Pirkle	Payroll / Benefits / Personnel
Sharon Mann	Director of Food Service
Michael Armstrong	Director of Technology
Zach Burton	Technology Specialist
Logan Simpson	Technology Specialist
Trevor Pulley	Maintenance Supervisor
Miguel Burgos-Castro	District Grounds / Maintenance Asst.
Tommy Clamp	District Safety Coordinator

Schools

Ware Shoals Primary School (Grades 4K – 4th)

Mr. Jason Dickerson, Principal

15269 Indian Mound Road
Ware Shoals, SC 29692

Phone: 864-861-2261
Fax: 864-861-4338

Ware Shoals Middle / Elementary School (Grades 5th – 8th)

Mrs. Jeneen Webb, Principal

45 West Main Street
Ware Shoals, SC 29692

Phone: 864-456-2711
Fax: 864-626-4429

Ware Shoals High School (Grades 9th – 12th)

Mrs. Maria Tyre, Principal

56 South Greenwood Avenue
Ware Shoals, SC 29692

Phone: 864-456-7923
Fax: 864-626-4516

GENERAL INFORMATION

Office Hours

District Office	8:00am	4:00pm
Primary School	7:40am	3:20pm
Elementary School	7:40am	3:20pm
High School	7:45am	3:30pm

Emergency School Closings and Delays

When bad weather or other emergencies occur, the superintendent will decide on necessary closings, delays, or early dismissals. Employees and students' emergency contacts will be notified by the district's automated calling machine and/or by the school's calling chain. Information will be provided to local radio and television stations and posted on the district's website.

Employee Safety

It is of prime importance for the district to provide safe learning environments for employees and students. All school staff members must be properly trained to prevent and respond to bullying, school violence, and sexual misconduct and other school safety concerns with regards to proper supervision as well as transportation, playground, and medical or facility emergencies.

The District Energy / Safety Team meets regularly to discuss safety and prevention issues, to examine data, and to set goals. The objective of the district safety program is to prevent accidents or minimize their consequences, and to reduce the frequency and severity of injuries. If you have any issues that you would like the Safety Team to address, please speak with your principal or with a member of your School Safety Team.

Safety Commitment Statement

Safety and health in our school district must be a part of every operation. Without question, it is every employee's responsibility at all levels.

We will maintain a safety and health program conforming to the best practices of school districts. To be successful, such a program must embody the proper attitudes toward injury and illness prevention on the part of district administrators, principals, supervisors, and employees. It also requires cooperation at all levels in all safety and health matters. Only through such a cooperative effort can an effective safety and health program be established and preserved.

The safety and health of every employee is a priority. The district accepts responsibility for providing a safe working environment and employees are expected to take responsibility for

performing work in accordance with safe standards and practices. Safety and health will only be achieved through teamwork. Everyone must join in promoting safety and health and taking every reasonable measure to assure safe working conditions in the school district.

Safe Schools Training

The district often requires online safety training for employees. SafeSchools training modules may be accessed on the district website: <http://www.gwd51.sc.safeschools.com/login>.

Anonymous Incident Reporting

Employees and students may report incidents or concerns anonymously at any time of the day or night using STOPit on the district website: <https://appweb.stopitsolutions.com/login>. Confidential reports are delivered to the appropriate district level administrator for investigation and any necessary follow up.

Professional Attire

Employees are expected to dress in a manner that befits their professional status and is a model for the children and community they serve. The intent is to present a professional appearance to our students, parents, and community.

The district expects school employees to set an example for students that will serve to promote acceptable minimum dress standards for students and, consequently, improve student behavior.

The purpose of a staff dress code is not to restrict unduly, but to permit staff to dress in accordance with standards conducive to a proper educational atmosphere in the schools.

Cash Handling Procedures

Some employees are required to deal with cash activity at their schools. Each school location or department should follow procedures for the handling or collection of funds to ensure the safeguarding of these funds and to maintain reliable records for financial and managerial reporting.

The following procedures are not intended to replace any specific requirements at the school level, but should be adhered to as a minimum requirement when employees collect cash or checks:

- Any employee who collects money should maintain a daily log of cash collected and should provide a receipt to the student or their parents immediately upon receipt of the payment.
- There should always be some type of documentation to show the transfer of the

accountability for the money. Signed activity logs may substitute for receipt documents if feasible. If receipts are provided using a two-part form, the duplicate copy can serve as the employee's documentation of the money received. The receipts should always be sequentially numbered. The receipt should contain the date, name of the student, amount received, purpose of the payment, and should be signed by the employee collecting the funds.

- Daily, the money collected should be turned into the school's office. Documentation should be maintained by the school bookkeeper who records the date, teacher's name, amount, and purpose of the funds remitted for deposit. The school bookkeeper will provide a receipt to the employee to be stapled in the employee's receipt book.
- All funds should be deposited daily by the school office. Deposit slips should contain the name of the school, the proper account number, and be prepared in duplicate. A copy must also be sent to the district's finance office.
- Funds should be deposited intact, that is, deposited as received. To avoid unnecessary handling, bookkeepers and others should avoid making change with the receipts.

Board policy DM directs all principals to make deposits of school monies on a daily basis at the end of each school day or after a school event so that cash is not left overnight in buildings. Any school employee leaving money unattended wherein a loss occurs will be responsible for making up the loss.

Inventory / Fixed Asset Management

At each school, the principal is responsible for maintaining the accuracy of the fixed asset inventory. The Fixed Asset Manager at the district office, Dawn Pirkle, is responsible for monitoring the district's property records to be sure the district is in compliance with state and federal audit standards. Equipment purchased with federal grant funds must be managed in accordance with EDGAR Section 80.32.

Physical inventory is conducted twice annually, at the beginning and the end of each school year. Items that are personal property of teachers are not to be included on inventory sheets. During the year, records should be updated as items are acquired, disposed of, or stolen. Any stolen items are to be reported to law enforcement, via the principal. A copy of the incident report is to be provided to the Fixed Asset Manager and to the superintendent.

Items are assigned to rooms, not to teachers. Inventory items are to remain in the assigned classroom unless the principal and the Fixed Assets Manager approve of items being moved. Changes must be reflected on the district's property records.

Adult Meal Prices

Adult meal prices for 2024-25, set by the USDA, are \$4.85 for lunch and \$3.10 for breakfast. Employees are allowed to charge up to a dollar amount equivalent to 10 lunch meals. Notifications will be sent out every two weeks for any negative balance amount on an employee's account.

Pre-Employment Requirements

Criminal Record History

As part of the employment process, a South Carolina Law Enforcement Division (SLED) check will be conducted on all individuals recommended for a position in Ware Shoals School District.

A National Sex Offender registry check will also be conducted on all individuals as well. This screening process ensures that all employees working in our district are able to provide a safe and healthy environment for all students. SLED and Sex Offender checks may be repeated on a yearly basis on all employees.

Employment Eligibility Verification

Ware Shoals School District participates in E-Verify. U.S. law requires companies to employ only individuals who may legally work in the United States – either U.S. citizens, or foreign citizens who have the necessary authorization. Newly hired employees must complete the I-9 form no later than three days after their first working day. Documentation must be presented for verification.

Tuberculin Health Certificate

South Carolina law (§44-29-150 and 160, see below) requires all new school employees to take a TB skin test. A School Employee Certificate of Evaluation for Tuberculosis can be picked up at the District Office. It is the employee's responsibility to schedule an appointment and to pay for the TB test.

Please contact a doctor or the local health department to set up an appointment within two weeks of hire date. The completed Certificate of Evaluation for Tuberculosis should be returned to the District Office as soon as possible.

SECTION 44-29-150. Staff of schools and child care centers to be evaluated for tuberculosis before initial hiring. No person will be initially hired to work in any public or private school, kindergarten, nursery or day care center for infants and children until appropriately evaluated for tuberculosis according to guidelines approved by the Board of Health and Environmental Control. Re-evaluation will not be required for employment in consecutive years unless otherwise indicated by such guidelines.

SECTION 44-29-160. Health certificates for employees in schools and childcare facilities. Any person applying for a position in any of the public or private schools, kindergartens, nurseries, or day care centers for infants and children of the State shall, 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.

Salary

Payroll Procedures

The district office issues all paychecks by direct deposit on the 25th of each month, with a few exceptions. If the 25th of the month falls on a Saturday or Sunday, distribution of the payroll will be on the Friday preceding the 25th. Other exceptions (subject to the availability of state funds):

- In November, the distribution of the payroll will be on the last workday before the Thanksgiving holiday.
- In December, the payroll will be released on the last workday before the beginning of the school holidays.
- The superintendent may authorize other exceptions as warranted.

Year round employees will receive their first check July 25th; all other employees will receive their first check August 25th.

Payroll dates for 24/25: 7/25, 8/23, 9/25, 10/25, 11/25, 12/18, 1/24, 2/25, 3/14, 4/25, 5/23, 6/13, 6/20

Salary Information

The state establishes a minimum salary scale for certified staff based on years of experience and college degree. The district provides a \$1,500 supplement to the minimum salary schedule. The teacher salary scale may be found in Appendix A.

The district establishes the classified staff salary schedules, which are based on years of experience, education, job type, and number of days.

Required Deductions

Withholding Tax (Federal and State)

If you have experienced changes in your tax exemption status, you should file a new exemption certificate (W-4). Responsibility for accuracy of the exemption certificate lies with the employee. Forms are available at the District Office. Taxes are determined by Federal and State income tax charts.

Insurance

Health insurance, dental insurance, disability insurance, life insurance, and long-term care insurance are offered to every full-time employee. A monthly premium for plans chosen by the employee will be deducted.

Retirement

All permanent full-time or permanent part-time employees (with the exception of bus drivers) must belong to the SC Retirement System (SCRS) or one of the Optional Retirement Plans. Currently, 9.0% of the gross pay is deducted as required by state law.

Medicare Tax

A deduction of 1.45 percent of the gross monthly salary will be made.

Absences Not Covered by Leave

Any absence not covered by leave will be deducted for each day the employee is absent.

Optional Deductions**Flexible Benefits Plans (Money Plus)**

This plan allows an employee to have health insurance, dental insurance, dependent day care expenses, and out-of-pocket medical expenses to be deducted before FICA, federal, and state taxes, thus creating your net taxable income less.

Tax-Sheltered Annuities

If the employee has enrolled in a tax-sheltered annuity program, a monthly deduction will be made.

Automobile Insurance

If the employee has enrolled in the automobile insurance program, a monthly deduction will be made.

Employee Leave and Absences

The following information is intended to be a summary of the district’s leave policies. Please refer to the policy manual for complete details....**GCC-Professional Staff Leaves and Absences, GCC-R-Professional Staff Leaves and Absences, GCCAAA-Shared Leave, GCD-Professional Staff Vacations and Holidays, GDC-Support Staff Leaves and Absences, GDC-R-Support Staff Leaves and Absences, GDD-Support Staff Vacations and Holidays**

Professional/Support Staff Leave and Absence Policy

Full-time employees will receive leave days based on the number of workdays for their assigned position...

15 days for 185, 190, 195, 205 day employees	(12 sick leave and 3 personal leave)
16 days for 210 day employees	(13 sick leave and 3 personal leave)
17 days for 220 day employees	(14 sick leave and 3 personal leave)
18 days for 240, 245 day employees	(15 sick leave and 3 personal leave)

- You are eligible for leave days if you are a full-time employee who works at least 30 hours per week.
- Employees who begin work on a day other than the official start day for his/her assigned position will be awarded a prorated number of sick and personal leave days based on his/her actual number of work days.

Leave Sheets

Employees are responsible for submitting correctly coded leave sheets for all absences.

Employees having to leave the building during the day may do so only with their principal’s or supervisor’s knowledge and permission.

Sick Leave

- Employees may use sick leave for their own personal illness or for an illness in the immediate family. Immediate family includes...
 - Spouse
 - Children
 - Parents
- Sick leave used beyond the employee’s “current” leave will be deducted from his/her pay.

- Sick leave not used during the current year may be carried over to the following year, up to a maximum of 90 days.
- One-fourth (.25) is the smallest amount of leave time that can be charged to an employee.
- The use of sick leave may be subject to verification. If an employee's use of sick leave forms a pattern and abuse is suspected, the principal/supervisor may also require a doctor's statement.

Personal Leave

- Each employee may be allowed three additional days for illness in the family or other compelling personal reasons approved, in advance when possible, by the employee's immediate supervisor.
- Personal leave not used during the current year may be carried over to the following year as sick leave.
- One-fourth (.25) is the smallest amount of leave time that can be charged to an employee.

Accumulated Sick Leave

It is very important to you as an employee to build accumulated sick leave. Benefits include...

- Accumulated sick leave up to 90 days will transfer to other school districts in the state or to state agencies.
- Accumulated sick leave may be turned in to the SC Retirement System at the time of retirement.
- Accumulated sick leave gives you protection in case of a long-term absence.

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

- The district will grant leave when an employee is summoned for jury duty or subpoenaed without loss of pay.
- The employee must attach a copy of the subpoena or a certificate from the clerk of court to the absentee sheet.

- If dismissed before the end of the working day, the employee must report to work.
- If required to appear in court for personal reasons, the employee must use his/her own personal leave or have the time absent deducted from pay.
- If selected for jury duty, the employee may contact the superintendent's office to send a letter on his/her behalf requesting to be rescheduled to a date that does not conflict with the school term.

Bereavement Leave

The district will grant an employee bereavement leave following the notification of the death of a member of his/her immediate family. The district may require verification of the relationship to the employee.

- The district will grant 5 days for the death of a husband, wife, son, or daughter
- The district will grant 3 days for the death of a mother or father.
- The district will grant 2 days for the death of those listed below
 - ◆ Sister/Brother
 - ◆ Grandmother/Grandfather
 - ◆ Grandson/Granddaughter
 - ◆ Mother-in-law/Father-in-law
 - ◆ Son-in-law/Daughter-in-law
 - ◆ Brother-in-law/Sister-in-law

Maternity/Paternity Leave

Maternity/Paternity leave is covered under the Family Medical Leave Act. While on leave, an employee may receive pay for accumulated sick leave as provided herein.

Paid Parental Leave (PPL) GCCAC/GDCC Issued June, 2023

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.

Military Leave

- Employees may take up to 15 days of military leave for training or other duties ordered by any branch of the government or armed services without loss of pay
- Employees are expected to request training for a period when school is not in session.
- Employees must forward a written request for the absence and attach a copy of the military orders to the superintendent 30 days prior to military activity.
- Employees may take up to 30 days of military leave for emergencies ordered by any branch of the government or armed services without loss of pay.
- Employees who enlist or are called to active duty are eligible for up to five years extended military leave.
- The district is not required to maintain employee benefits for extended leave

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). FMLA leave is a supplemental form of leave that is available for employees who have worked for the district for at least one year and for 1,250 hours over the previous 12 months. Eligible employees are entitled up to 12 workweeks of unpaid family and medical leave in any 12-month period. The district will continue to pay the district's share of the employee's health benefits during the leave. In addition, the district will restore the employee to the same or similar position after the termination of the leave in accordance with board policy. In complying with the FMLA, the district will adhere to the requirements of the Americans with Disabilities Act as well as other applicable federal and state laws. For further information, please refer to board policy GCC,-R. For the purpose of the FMLA, the district's fiscal year is July 1 – June 30. FMLA leave runs concurrent with any other leave taken.

Advance Notice and Medical Certification

When 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 possible. 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. Upon return to work, the district will require the employee to provide certification by his/her health provider that (s)he is able to resume work.

Long Term Absences

- A long-term absence is defined as “four or more consecutive days.”
- If you know your absence will be “four or more consecutive days,” you must notify the district office to see if you qualify for the FMLA.
- Long-term absences require a medical release from the doctor prior to returning to work.
- Notify your principal and the payroll and benefits clerk at the district office of the start / end dates of your upcoming long-term absence. You will be informed of the availability leave days and payroll options during your absence as well as any long-term disability that you may qualify for.
- You are required to sign an FMLA form for long-term absences.
- If you will be absent due to pregnancy and you are enrolled in the state health insurance, it is required that you call Medi-Call the first three months to report your pregnancy. Please refer to page 21 of this handbook and your Insurance Benefit Guide for more information. This is your responsibility and failure to call may result in claims not being paid. Please know that you have the right to be free from discrimination for medical needs arising from pregnancy, childbirth, or related medical conditions.
- For accidents or illnesses, you may be required to call Medi-Call for pre-approval for procedures and inpatient care. Please refer to page 21 of this handbook and your Insurance Benefit Guide for more information.

Shared Leave

Ware Shoals School District 51 has a shared leave policy for all eligible, active duty employees. The purpose of the shared leave policy is to provide economic relief for employees, who, because of prolonged absence caused by a serious medical condition of self or his/her immediate family, are likely to suffer financial hardship. Eligible employees are those who work a minimum of 30 hours per week and are eligible for sick leave benefits. In order to be eligible to receive donated leave, the employee, at the time of receipt, must have no more than 10 days of leave combined in his/her personnel record. Contact the Payroll / Benefits Coordinator at the district office to receive more information about Shared Leave.

Donation of Leave

Any employee who has accumulated in excess of five sick leave days is eligible to contribute to an employee who has been approved by the superintendent to receive shared leave.

- A donating employee may not donate more sick days than he/she can earn in one year.
- A “Donation of Leave” form must be completed by the employee before the payroll office will key donated leave.

- All donations must come from eligible district personnel.
- Employees may not receive compensation in any form from anyone for the donation of leave.
- All donated leave must be given to a specific employee approved by the superintendent.

Vacation and Floating Holiday Leave

An employee hired on a twelve-month basis will receive vacation days and holidays as follows.

- Vacation leave days are calculated on the district fiscal year – July 1- June 30.
- Twelve-month employees earn 10 vacation days each fiscal year.
- A maximum of five vacation days may be accumulated for carryover to the following year.
- 240-day employees earn five floating holidays each fiscal year.
- One-fourth (.25) is the smallest amount of leave time which can be charged against an employee.

Benefits

Insurance

The plan of benefits defines an employee as: “A person employed by the state on a permanent and Full-Time basis and who receives compensation from a department, agency, board, commission or institution of the state, including clerical and administrative employees of the General Assembly, and judges in the state courts. For purposes of this plan, the term shall include other Employees that the General Assembly has made eligible for coverage by law, including Employees of a public school district, county municipality, or other State-Covered Entity that has qualified for and is participating in coverage under the Plan. The member of the South Carolina General Assembly and elected members of the councils of participating counties or municipalities, whose council members participate in the retirement systems administered by PEBA Retirement Benefits, and Part-Time Teachers, are also Employees for purpose of the Plan.” The plan of benefits defines full-time: “With regard to an Employee shall mean a permanent Employee who works at least 30 hours per week. Nonpermanent full-time, variable-hour, part-time and seasonal employees and their dependents may be eligible for health, dental, and vision insurance. To assist employers with determining an employee’s eligibility for benefits, the IRS has established three safe harbor regulations: Measurement Periods, Administrative Periods and Stability Periods.”

A. Health Insurance

The State of South Carolina has made available a comprehensive health insurance plan for its eligible employees, retirees, and their dependents. Claims made under this plan are funded by employer and employee contributions and administered by BlueCross BlueShield of South Carolina. A comparison of health plans and rate sheets are available from the Benefits Administrator at the District Office. Coverage will begin the first day of the calendar month coinciding with or following the date of employment. An employee has 31 days to enroll in the health insurance plan from the date of hire. An employee is responsible for understanding his/her benefits.

If you do not enroll within 31 days of the date you become eligible for active benefits, retire or experience a special eligibility situation, you cannot enroll yourself or your eligible spouse and/or children until the next open enrollment, which is held yearly in October. Your coverage will begin the following January 1.

Changes in coverage (drop/add) may be made within 31 days of a status change. A status change may be birth, adoption, legal custody, marriage, legal separation, divorce, death, or job change.

Medi-Call is the State Health Plan's utilization review program. Some covered services require preauthorization before you receive them. Participation in Medi-Call is mandatory. If you do not preauthorize treatment when required, you will pay a \$200 penalty for each hospital, rehabilitation or skilled nursing facility or mental health/substance abuse admission. In addition, the coinsurance maximum will not apply. It is your responsibility to call. The Insurance Benefit Guide will provide you a complete list of medical services that need preauthorization. Medi-Call numbers are 800-925-9724 (SC, nationwide, Canada) or 803-699-3337 (Great Columbia Area).

The Insurance Benefits Guide is an employee guide to help manage your medical care. A guide is issued to all employees every year.

B. Dental Insurance

The State of South Carolina has a dental insurance plan for its eligible employees, retirees, and their dependents. The district pays the full premium for the employee. The employee is responsible for the premium to cover a spouse and dependents. Changes may be made during Open Enrollment (October of odd years), which will become effective the following January 1. Other changes may be made within 31 days of a status change. See the Insurance Benefit Guide for more details.

C. Vision Insurance

The State of South Carolina offers vision care benefits for its eligible employees, retirees, and their dependents. The vision care benefits are provided through EyeMed Vision Care. Employees pay the premium without an employer contribution. Changes may be made during Annual and Open Enrollment (October). Other changes may be made within 31 days of a status change. See the Insurance Benefit Guide for more details.

D. State Life Insurance

The Basic Life Insurance program provides \$3,000 in term life insurance to all eligible employees under age 70 and \$1,500 to eligible employees age 70 or older. If you are an active, permanent, full-time employee who is enrolled in a state health insurance plan, you are eligible for this benefit at no cost to you. This benefit also includes accidental death and dismemberment.

E. Optional Life Insurance

All employees may enroll in this term life insurance within 31 days of the date hired. Enrollment in a health or dental plan is not required. The employee pays all premiums for the optional life with accidental death and dismemberment with no contribution by the district. Optional Life premiums are determined by your age and the amount of insurance selected. Benefits are reduced for active employees at age 70 and benefits terminate for retirees at age 75. See the Insurance Benefit Guide for more information.

F. Dependent Life Insurance

All employees may enroll dependents in term life insurance within 31 days of the date hired. Dependents include lawful spouse and children. Some restrictions apply. The employee pays all premiums with no contribution from the district. Coverage amount for eligible children is \$15,000 and coverage for spouse is up to \$20,000.

Additional coverage is available on spouse. See the Insurance Benefit Guide for more information.

G. Long Term Disability

The Basic Long Term Disability Plan (BLTD) is an employer-funded disability plan provided by the state. It is administered by Standard Insurance Company. This plan helps protect a portion of your income if you become disabled. If you are an active, permanent, full-time employee who is enrolled in a state health insurance plan, you are eligible for this benefit at no cost to you. This plan has a 90-day benefit-waiting period. The monthly benefit percentage is 62.5 percent of your pre-disability earnings, reduced by deductible income. The maximum benefit is \$800 per month. Pre-existing condition is a physical or mental condition for which you consulted a physician, received medical treatment or services or took prescribed drugs during the six-month period before your BLTD coverage became effective. See the Insurance Benefit Guide for more information.

H. Supplemental Long Term Disability

All active, full-time, permanent employees may enroll in the supplemental long-term disability plan. It is administered by Standard Insurance Company. This plan is designed to provide additional financial assistance if you become disabled. Premiums are paid by the employee and are based on the employee's salary, benefit waiting period, and age bracket. See the Insurance Benefit Guide for more information.

I. Money Plu\$

MoneyPlu\$ offers tax-favored accounts – IRS approved, tax-free benefits. If you are an active employee, these accounts save you money on eligible medical and dependent care costs by enabling you to pay these expenses with funds deducted from your salary before it is taxed. MoneyPlu\$ is governed by Sections 105, 125, 129 and 223 of the Internal Revenue Service code. Each account has an administrative charge for which the employee is responsible for paying. Accounts include Pretax Premiums, Dependent Care Spending Account, Medical Spending Account, limited-use Medical Spending Account, and Health Savings Account. See the Insurance Benefit Guide for more information.

J. State Deferred Compensation Plan

All employees are eligible to participate in the State Deferred Compensation Plan sponsored by the State of South Carolina. The plan serves as a tax shelter and a means of building an individual retirement account. Plans include but not limited to

401K, 457, and 403b. All changes to your plan account must be made online or by phone with SC Deferred Compensation. The plans are administered by Great-West Retirement Company.

K. South Carolina Retirement System

All employees are required to become members in SCRS or State ORP. There are exceptions, so see Dawn Pirkle, Benefits Coordinator, for more information. The Retirement System administers two types of retirement plans: defined benefit plans (SCRS, PORS, etc.) and defined contribution plan (ORPs). A defined benefit plan provides for a traditional fixed annuity benefit at retirement with the required years of service. A defined contribution plan is a pension plan that provides for an individual account for each participant. Benefits are based solely on the amount of contributions and investment income in the participant's account.

L. Horace Mann Insurance Plan

All full-time employees are eligible to participate in Horace Mann Insurance Plans. These plans are payroll deducted. Horace Mann Insurance Plans includes annuities, life, home, and auto coverage. All changes to your plan account must be made with the Horace Mann representative. See Dawn Pirkle, Benefits Coordinator, for more information.

M. Workers' Compensation

All employees are covered by a Workers' Compensation Plan, which pays medical bills and a percentage of lost wages to employees who are injured while performing their jobs. If an employee dies because of a work-related accident or disease, death benefits are paid to dependents. If an injury occurs while an employee is actively performing a work assignment, he/she must immediately notify the principal and/or supervisor and an Incident Report must be completed. All employees requiring medical attention are to report to Occupational Health Services in Greenwood (105 Vinecrest Court, Suite 300). If the accident is an emergency, employees should seek medical attention immediately. All accidents should be reported whether you think you are injured or not. If you do not notify your employer within a specified time, you may not be covered under the workers' compensation system.

N. Direct Deposit

The district requires all employees to utilize direct deposit. A direct deposit notification is sent by district mail on payday.

O. Tort Liability

The district provides tort liability insurance coverage through the South Carolina School Boards Insurance Trust. This insurance protects employees acting within the scope of their duties for the district.

South Carolina Retirement System (SCRS)

As a condition of employment, all employees are required by law to become members of SCRS or State ORP. SCRS provides members a guaranteed monthly pension based on a formula that includes the member's average final compensation, years of service, and a benefit multiplier of 1.82 percent. If a member has not retired, his account earns 4 percent interest compounded annually on the member's account balance as of June 30 of the previous year. Each employee contributes 9% of his/her salary to the retirement system, as prescribed by legislation.

Within 30 days of hire, all new employees must complete a retirement application. A copy of the employee's social security card is required for all newly enrolled members. At the time of hire, any new employee enrolling should complete a Beneficiary Designation to designate one or more beneficiaries, his estate, or an organization for each benefit provided. Beneficiary forms are binding legal documents. If no beneficiary is designated, the member's estate will be added to the account as the default beneficiary.

A. Earned Service

Earned service is paid employment as an active employee (not retired) during which regular contributions are paid to the Retirement Systems. Members enrolled in the Retirement System must have five years of earned service to be eligible to receive service or disability retirement annuities or to qualify a survivor for a monthly annuity after an in-service death (Class Two). Class Three members are those members who do not currently have earned service in SCRS or a correlated retirement system for a period of service prior to July 1, 2012. Class Three members must have eight years of earned service to be eligible to receive service or disability annuities or to qualify a survivor for a monthly annuity after an in-service death.

B. Service Retirement

A member may file his service retirement application as early as six months prior to his desired effective date of retirement but no later than 90 days afterward. Employees are urged to go in person (no later than February 15 of the anticipated retirement year) to the State Retirement Office to get information on optional retirement plans, deadlines for applications, etc. An employee should not terminate employment with the district until the Retirement System has audited his service credit and he received official notice of his retirement eligibility. A 30 calendar day wait period is required before a retired state employee can return to work for a state entity without penalty. The 30 days are measured from the date of retirement.

C. Normal Retirement (Unreduced Benefits)

Class Two Members

Five years of earned service and

- Age 65; or 28 years of service credit

D. Early Retirement (Reduced Benefits)

Class Two Members

- Age 60 and five years of earned service. Benefits are permanently reduced 5 percent for each year of age less than 65; or
- Age 55 or older with 25 years or more of service credit, five years of which must be earned service. Benefits are permanently reduced 4 percent for each year of service credit less than 28. Benefit adjustment restrictions apply.

	Working Retiree
Contract Type	Letter of Agreement
Salary Cap	No
Health Insurance	Active Retired Employee
Break in Service	30 days
Sick/Personal Leave	Yes
Accumulation of Sick Days	Yes
Retirement Contribution	9.0%
Group Life Insurance	Yes-One Year's Salary

E. Group Life Insurance

Beneficiaries of active members and working retirees are eligible for a payment equal to a year's salary after one year of service. Non-working retirees are also eligible for coverage of \$2,000, \$4,000, or \$6,000 based on their years of service.

SCRS Information for New Hires Only (Dates of Membership after June 30, 2012)

- Average Final Compensation (AFC) based upon the member's five highest years of earnable compensation.
- Payments for unused annual leave no longer included in a member's AFC.
- No service credit awarded for unused sick leave at retirement.
- Eight years of earned service required for eligibility for service and disability retirement benefits, in-service death benefits, the ability to purchase non-qualified service credit, etc.
- Normal Retirement Class Three Members
 - Eight or more years of earned service
 - Reached age 65
 - Has satisfied the Rule of 90
 - Has separated from service
- Early Retirement Class Three Members

- Age 60 with a 5 percent reduction for each year the member retires before age 65

Return to Work

- S.C. Code Ann. § 9-1-1790 specifies that a retiree may return to work after being retired for 30 days and receive a benefit subject to a \$10,000 earnings limitation. Because Ware Shoals School District is a “Geographic Critical Needs” district, working retirees are exempt from the earnings limitations imposed by law.

Contract Levels / Performance Evaluation / Recertification

Certified Staff Contract Levels and Evaluation

Induction (1,2,3) Contract

Teachers who possess a valid South Carolina pre-professional teaching certificate, as defined by the State Board of Education, may be employed under an induction contract for up to, but not to exceed, three years. The employment and dismissal provisions of Article 3, Chapter 19, and Article 5, Chapter 25, of Title 59 of the 1976 Code of Laws do not apply to teachers employed under induction contracts.

Each local school district must develop and implement a plan to provide induction-contract teachers with comprehensive guidance and assistance throughout each induction year. District induction plans must comply with the State Board of Education's guidelines for assisting induction-contract teachers and must be approved by the State Board of Education prior to implementation.

On or before the date that the district extends offers of teaching employment for the following school year, teachers employed under induction contracts are to be notified in writing concerning their employment status. Teachers who complete an induction-contract year may, at the discretion of the school district, be employed under another induction-contract or an annual contract, or they may be released from employment. Teachers who are released may seek employment in another school district at the induction-contract level. The maximum induction period for a teacher is three years, regardless of the district in which the teacher is employed. A teacher who is completing a third year of induction is eligible for employment at the annual-contract level.

Annual (1,2,3,4) Contract

Teachers who have satisfied their induction requirements may be employed under an annual contract. Full procedural rights under the employment and dismissal provisions of Article 3, Chapter 19, and Article 5, Chapter 25, of Title 59 of the 1976 Code of Laws do not apply to teachers employed under annual contracts. However, annual-contract teachers do have the right to an informal hearing before the district superintendent, under the provisions of S.C. Code Ann. Section 59-26-40 (Supp. 2012).

Teachers employed under an annual contract must be evaluated or assisted with procedures developed or adopted by the local school district in accordance with the State Board of Education's ADEPT implementation guidelines. These procedures must include the development, implementation, and evaluation of an individualized professional growth plan for each teacher.

Teachers must not be employed under an annual contract for more than four years. During the first year, the annual-contract teacher must, at the discretion of the school district, either undergo a formal performance evaluation or be provided with diagnostic assistance. The term "formal performance evaluation" is defined as a summative evaluation of teaching performance relative to the state standards and evaluation processes. The term "diagnostic assistance" is defined as an optional process for providing individualized support to teachers who have demonstrated potential but who are not yet ready to successfully complete a formal performance evaluation.

An annual-contract teacher who has met the formal evaluation criteria set by the State Board of Education, the requirements for annual-contract teachers set by the local board of trustees, and the requirements established by the State Board of Education for the professional teaching certificate is eligible for employment at the continuing-contract level. At its discretion, the district may either employ the teacher under a continuing contract or terminate the teacher's employment. If employment is terminated, the teacher may seek employment in another school district. At the discretion of the next hiring district, the teacher may be employed at the annual or continuing-contract level.

An annual-contract teacher who has met the formal evaluation criteria set by the State Board of Education and the requirements set by the local board of trustees but who has not yet satisfied all requirements established by the State Board of Education for the professional teaching certificate is eligible for employment under a subsequent annual contract, with evaluation being either formal or informal (i.e., goals-based), at the discretion of the local school district. At its discretion, the district may either employ the teacher under an annual contract or terminate the teacher's employment. If employment is terminated, the teacher may seek employment in another school district at the annual-contract level.

An annual-contract teacher who for the first time fails to meet the formal evaluation criteria set by the State Board of Education or who fails to meet the requirements set by the local board of trustees is eligible for employment under a subsequent annual contract. At its discretion, the district may either employ the teacher under an annual contract or terminate the teacher's employment. If employment is terminated, the teacher may seek employment in another school district at the annual-contract level.

An annual-contract teacher who has demonstrated potential but who has not yet met the formal evaluation criteria set by the State Board of Education and/or the requirements set by the local board of trustees is eligible for a diagnostic-assistance year at the annual-contract level. This diagnostic-assistance year must be provided, if needed, at the discretion of the employing school district, either during the teacher's first annual-contract year or during the annual-contract year following the teacher's first unsuccessful formal evaluation. A teacher is eligible to receive only one diagnostic-assistance year. At the end of the diagnostic assistance year, the district may either employ the teacher under an annual contract or terminate the teacher's employment. If employment is terminated, the teacher may seek employment in

another school district at the annual-contract level. A diagnostic-assistance year must be followed by formal (summative) evaluation at the annual-contract level during the teacher's next year of teaching employment.

An annual-contract teacher who for the second time fails to meet the formal evaluation criteria set by the State Board of Education will have his or her teaching certificate automatically suspended by the State Board of Education, as prescribed in Section 59-5-60 of the South Carolina Code of Laws, 1976, and in State Board of Education Regulation 43-58. Subsequent to this action, the teacher will be ineligible to be employed as a classroom teacher in a public school in this state for a minimum of two years. Before reentry into the profession, the teacher must complete a state-approved remediation plan based on the area(s) that were identified as deficiencies during the formal evaluation process. Remediation plans must be developed and implemented in accordance with the State Board of Education's ADEPT implementation guidelines.

Following the minimum two-year suspension period and the completion of the remediation plan, as verified by the SCDE, the teacher's certificate suspension will be lifted, and the teacher will be eligible for employment at the annual-contract level. Upon his or her reentry into the profession, the teacher must be formally evaluated. If, at the completion of the evaluation process, the teacher meets the formal evaluation criteria set by the State Board of Education, he or she may continue toward the next contract level. If, at the completion of the evaluation process, the teacher does not meet the formal evaluation criteria set by the State Board of Education, he or she is no longer eligible to be employed as a public school teacher in this state.

Continuing Contract

Teachers who have met the formal evaluation criteria set by the State Board of Education, the requirements for annual-contract teachers set by the local board of trustees, and the requirements established by the State Board of Education for the professional teaching certificate are eligible for employment at the continuing-contract level. Teachers employed under continuing contracts have full procedural rights relating to employment and dismissal as provided for in Article 3, Chapter 19, and Article 5, Chapter 25, of Title 59 of the 1976 Code of Laws.

Teachers employed under continuing contracts must be evaluated on a continuous basis. The evaluation may be formal or informal (i.e., goals-based), at the discretion of the district. Districts must develop policies for recommending continuing-contract teachers for formal evaluation. Continuing-contract teachers who are being recommended for formal evaluation the following school year must be notified in writing on or before the date the school district issues the written offer of employment or reemployment. 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.

Support / Classified Staff Evaluations

Board Policy GDO requires principals to regularly evaluate support staff. The development of a strong, competent support staff and the maintenance of high morale among staff members are major objectives of the board. The evaluation system is designed to ensure accountability, to highlight successful work characteristics, and to identify areas for growth. All support staff members will be evaluated at least two times per year by their principal / supervisor.

The district does not issue contracts to support staff. The district considers such staff to be at-will. A support staff member who wishes to terminate his/her employment with the district may submit a letter of resignation to his/her supervisor. The supervisor will forward the request to the Superintendent. The staff member must submit this letter two weeks before the desired termination date.

Certificate Renewal

An educator's professional certificate is valid for five years and expires on June 30 of the expiration year. Educators should check the expiration date of their certificates, as it is the responsibility of the educator to ensure the certificate remains current.

In order to be eligible for certificate renewal, an educator must earn a minimum of 120 renewal credits during the five-year validity period of the certificate. Teachers should keep a portfolio with documentation of coursework or other professional development completed. Educators who do not have a Master's degree must complete at least three hours of graduate credit for 60 of their renewal points each renewal cycle. Educators with Initial or Critical Needs Certificates do not accumulate points for certificate renewal.

Certificate renewal is processed through the school district office, not the State Department of Education. Dr. Daniel Crockett coordinates certificate renewal. If you have any questions, please contact him at Extension 1202 or dcrockett@gwd51.org.

Certificate Upgrades

All information for certificate upgrades (BA+18, MA, MA+30) and adding areas of certification to a certificate must be sent to the State Department of Education along with a Request for Change/Action form.

Any pay raises associated with a certificate upgrade are processed at the district office. Educators should promptly notify the Payroll and Benefits Coordinator when a certificate upgrade is earned.

Policies and Legal Information

Portions of selected board policies are included in this handbook. All current policies may be found in the policy manuals located at the district office, the principals' offices, and in all school media centers. A searchable policy manual can be accessed on the district website www.gwd51.org. Please familiarize yourself with Sections G (Personnel), I (Instruction), and J (Students) of the board policy manual.

Certain required legal notices also appear in this section. Employees are required to view a legal training video at the beginning of the year that covers a number of pertinent topics.

Any questions about any of this information should be directed to Dr. Fay Sprouse, Superintendent.

Liability Protection

The district carries insurance to protect employees who act in good faith in the scope of their work. Employees are responsible for familiarizing themselves with education laws and board policies, for maintaining ethical standards of behavior and practice, and for providing proper supervision at all times for students.

The following is a portion of a document entitled "Tort Liability 101: When Are Teachers Liable?" Read the entire article here: <https://educator-resources.com/tort-liability101-when-are-teachers-liable/>

Have you ever wondered if you, as a district employee, could face personal liability in a school-related lawsuit? For most professional educators, the answer is simple: Your risk is minimal if you exercise common sense and good judgment. However, the issue of employee and school liability in today's litigious society tells us that anyone can be subject to a lawsuit. There are ways to minimize your exposure to lawsuits and student/parent complaints.

Common sense and good judgment will help protect employees where personal liability is of concern. However, there is no substitute for always properly documenting (in writing) situations and seeking the guidance of another school official before acting in a manner that could result in liability. Keeping the following tips in mind will help keep you in the classroom and out of the courtroom:

1. **Perform Your Duties** – even when they seem boring or repetitive. If you are assigned to monitor the hall during lunch, make sure you do it. The day you miss will be the day an injury occurs.
2. **Provide Appropriate Instructions** – If you are a science teacher or teach a subject that involves students' use of equipment or tools, make sure you take the time to thoroughly

review safety procedures. Have these procedures written out and posted. Review the procedures often.

3. **Adhere to School Discipline Rules; Don't Make Up Your Own** – *Use common sense and a levelheaded approach to discipline. Students that are so unruly that they need harsh discipline should always be referred to the administrator.*
4. **Keep Private Information Private** – *Do not discuss the performance of a student with anyone other than the student or the student's family. Frustration with co-workers is bound to happen from time-to-time. Do not get caught up in revenge-oriented gossip that can come back to haunt you.*
5. **Avoid "Touchy" Situations** – *Use extraordinary caution when touching students in any fashion. It is a sad reality that in today's environment, caring gestures can be construed the wrong way.*
6. **Keep Written Discipline Reports** – *Document, document, document. Keeping a log of student incident reports establishes a pattern of thoroughness and may be the important bit of evidence needed to defend your reputation when bogus charges are filed against you.*
7. **Document Reports of Maintenance Issues** – *Keeping a simple journal of concerns you report to school administrators can absolve you from liability should attorneys ever point the finger at you.*
8. **Punish in Pairs** – *Always have another school official present when disciplining a student if necessary. Discuss the nature of the conduct and reasoning for your discipline method with another person before carrying out the discipline.*
9. **Maintain your Classroom/Lab** – *Make it a habit to check the physical plant of any room or lab you work in on a regular basis. Having a checklist of areas to inspect can be valuable evidence and show your propensity for safety.*
10. **Do What is Best for the Student** – *If you always act in the best interest of your students and make sure you do not let personal frustration or anger effect your decisions, liability is greatly diminished.*

Mandated Reporting (Student Welfare – Policy JLF)

Employees of the school district have responsibility in reporting any suspected child abuse or neglect. Employees acting in an official capacity and any other person having reasonable cause to believe that a child under age 18 has been subjected to physical abuse or neglect must report or cause a report to be made to the Sheriff's Department or the Abbeville, Greenwood or Laurens County Department of Social Services.

The result of reporting to either agency may be an investigation by a professional social worker in the Department of Social Services. The employee may choose to consult with the principal in making a decision to request an investigation. If any doubt exists, the decision should be in favor of the child's welfare. The State of South Carolina provides both civil and criminal immunity to those reporting suspected child abuse or neglect. To fail to report a case for which

a person has reasonable cause to believe that abuse or neglect exists is a misdemeanor punishable under South Carolina law by up to six months in prison and/or fine of up to \$500.

Legal Definition of Physical Abuse: Serious physical injury is inflicted by non-accidental means.

Legal Definition of Neglect: A neglected child is one who is not receiving proper or necessary support or education as required by law or medical, psychiatric, psychological, or other care necessary to his well-being; or one who is abandoned by his parent or guardian.

Staff Conduct (Policies GBEB and GBEBB)

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

To that end, in dress, conduct (including conduct communicated or performed in person, in writing, and/or electronically), and interpersonal relationships, all staff members should recognize that they are being continuously observed by students, other staff members, parents/legal guardians, and members of the community and that their actions and demeanor may impair their effectiveness in their position. When interacting with students in all curricular and extracurricular activities, whether on or off campus, both online and off-line, staff members are expected to exercise good judgment and to maintain professional boundaries appropriate to an educational setting and consistent with the educational mission of the district.

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

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.

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, if necessary, contacting law enforcement officials.

Certain "inappropriate conduct of a sexual nature" that district employees direct towards students may be also be criminal conduct as defined by State law, including S.C. Code Section 16-3-755. However, the district will take appropriate action against any employee who engages

in inappropriate conduct of a sexual nature, as defined in district policies, regardless of whether the conduct rises to the level of a crime.

The following is a partial reprint from an article entitled **“Protecting Children from Sexual Misconduct by School Employees”** by Donald F. Austin & Michael A. Patterson. This article appeared in the May 2008 edition of *“Insight and Analysis,”* a publication of the National School Boards Association - Council of School Attorneys.

Inappropriate “boundary invasions” include, but are not limited to, invasions by the adult into the child’s personal space and personal life such as the following:

- Taking an undue interest in a student (i.e., having a “special” friend or a “special relationship” with a particular student).
- Giving gifts or money to the student for no legitimate educational reason.
- Engaging in peer-like behavior with students (i.e., being cool by being like one of the kids).
- Being overly “touchy” with students.
- Favoring certain students by giving them special privileges.
- Favoring certain students by inviting them to come to the classroom at non-class times.
- Getting the student out of class repeatedly to visit the teacher.
- Talking to the child about problems that would normally be discussed with adults (e.g., marital problems).
- Telling the student “secrets” and having “secrets” with the student.
- Talking to the child about the child’s personal problems to the extent that the adult becomes a confidant of the child when it is not the adult’s job to do so.
- Allowing the child to get away with inappropriate behavior.
- Being alone with the student behind closed doors at school.
- Taking the student on outings, away from protective adults.
- Giving students rides in the teacher’s personal vehicle without administrative approval.
- Initiating or extending contact with students beyond the school day for personal purposes.
- Using e-mail, text messaging, or websites to discuss personal topics or interests with students.
- Invading the child’s privacy (e.g., walking in on the child in the bathroom, locker-room, asking about bra sizes, or previous sexual experiences).
- Going to the student’s home for non-educational purposes.

- Taking the student on personal outings even with the parents' permission.
- Inviting students to the teacher's home without proper chaperones.
- Telling sexual jokes to students.
- Engaging in talk containing sexual innuendo or banter with students.
- Talking about sexual topics that are not related to curriculum.
- Showing pornography to the student.
- Hugging, kissing, or other physical contact with a student.

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.

No employee will unlawfully manufacture, distribute, dispense, possess or use any drug on or in the workplace. "Drug" means any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance...

"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...

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

**FYI...As a benefit, employees may schedule up to six visits per year (for themselves or for their family) for confidential counseling with WESTERN CAROLINA PSYCHIATRIC ASSOCIATES in Greenwood (864-227-3908). The district is billed for the service, but your identity will not be revealed to the district. PHG counselors are trained professionals who can teach effective coping skills, assist clients in changing behaviors that contribute to problems, and help clients find constructive ways of dealing with situations that are beyond personal control.*

Tobacco-Free Schools

The board believes that tobacco use and exposure to secondhand smoke (environmental tobacco smoke) are hazardous to the health of human beings, especially children. Therefore, the board affirms that one of the best environments for instruction is one that is 100-percent tobacco-free.

This policy provides a 100-percent tobacco-free, smoke-free environment for all students, staff and visitors within all district facilities; on school buses, vehicles and grounds; and at all district-sponsored events whether on or off school grounds.

The district will achieve this by doing the following:

- modeling healthy behavior for all students, staff, visitors and the entire community;
- utilizing proven and effective science-based tobacco use prevention curricula;
- providing access to cessation counseling or referral services for all students and staff.

The district prohibits the use and/or possession of all tobacco products or paraphernalia including, but not limited to, cigarettes, pipes, smokeless tobacco, vaping products, and snuff by all students, staff, and visitors.

This tobacco-free designation applies not only to normal school/office hours but also to any extra-curricular event or activity whether before or after school, scheduled or unscheduled.

Schools will prominently display no smoking signs and administrators will enforce the policy with the appropriate disciplinary action for violators.

Internet Acceptable Use (Policy IJNDB)

Access to the Internet is a privilege, not a right. With this privilege, there also is a responsibility to use the Internet solely for educational purposes and not to access inappropriate materials not suitable for students. To that end, the school district administration is directed to develop appropriate guidelines governing the use of district computers to access the Internet.

As part of the implementation of the administration's guidelines, students and staff must be instructed on the appropriate use of the Internet. In addition, parents/legal guardians must sign a permission form to allow students to access the Internet. Students also must sign a form acknowledging that they have read and understand the Internet acceptable use policy and administrative rule, that they will comply with the policy and rule and that they understand the consequences of violating the policy and rule. District office and school staff must sign a similar acknowledgement form before they will be allowed to access the Internet. The district will not tolerate inappropriate use by any person.

Internet activities will be monitored by the district to ensure users 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 users from inappropriate access.

District and school computer technicians who are working with a computer and come across sexually explicit images of children must report this to local law enforcement. The report must include the name and address of the owner or person in possession of the computer.

Social Networking

As the popularity of social networking sites and other online communication technology continues to grow, so does their use by school district employees. While communication through Facebook and Twitter may provide opportunities to boost parental involvement and benefit classroom instruction, there also are increased risks for inappropriate use by district employees.

Employee social media use has the potential to result in disruption of the school/work environment or impair the efficiency of the school/workplace. As such, the board expects employees to ensure all their conduct and communications, including those associated with their social media, do not disrupt the school/work environment, create a reasonable apprehension of disruption in the school/work environment, or impair the efficiency of the school/workplace. Employees will be held to the same professional standards in their use of social media as they are for any other conduct. If an employee has a question regarding the appropriate use of social media, he/she should consult his/her direct supervisor or building principal for guidance.

Use of online communication technology may not be totally private and secure, and in some cases could be considered grounds for disciplinary action, including termination, even if the use is on personal time, through privately owned equipment. Employees who choose to utilize social networking are reminded to utilize the privacy settings available on these sites and to routinely confirm that those settings remain updated. Even if privacy settings are used, however, the employee is still expected to conform to the district's expectations for appropriate and professional communications.

The following are strictly forbidden:

- derogatory comments related to students or staff;
- crude comments or references to sexual activity;
- photographs of nudity or near nudity;
- photographs of or references to excessive alcohol use or inebriation;
- photographs of provocative poses or sexual activity; and
- potentially offensive commentary (i.e. race, disability, sexual orientation).

Inappropriate online conduct is not limited to pictures or comments. District employees who wish to share their daily work activities with family and friends by posting classwork or pictures of student activities risk violating student privacy rights under district policy and the Family Educational Rights and Privacy Act (FERPA).

Employees are discouraged from “friending” or “following” specific students on social networking sites. As a general rule, employees should only engage in electronic communication with a particular student in the same manner they would communicate with all students.

Employees should avoid even the appearance of excessive, overly personal, and/or other inappropriate communications with students.

(Source: DUFF, WHITE & TURNER, L.L.C. Attorneys and Counselors at Law. “Employee Use of Social Networking Sites,” August 2009.)

Confidentiality

The Family Educational Rights and Privacy Act (FERPA) is a federal privacy law that gives parents certain protections with regard to their children's educational records, such as report cards, transcripts, disciplinary records, contact and family information, and class schedules.

Employees are prohibited from disclosing personally identifiable information about students without parents' written consent. Schools may disclose information that is considered to be "directory information," such as name, address, grade level, weights/heights of team members, awards received, etc.

A **student record** is personally identifiable information relating directly to a student that is retained in any way (e.g. handwritten, printed, emailed, in data or other electronic media, or on video/audio tape, DVD or film). Records retained must be appropriate, necessary, and relevant for official purposes related to the student. Examples include:

- academic evaluations such as tests, scores, and transcripts
- general counseling/advising records
- disciplinary records
- financial aid records, including loan collection records

To **disclose** means to release, transfer, or otherwise communicate information from student records, to anyone, by any means, including by talking about it, in writing, or electronically.

Without written student consent, grades may not be publicly posted, and papers/exams may not be publicly distributed, by methods that disclose confidential information. This includes posting grades outside class/office or distributing papers in class or bins outside classrooms/offices if they contain personally identifiable information. *It is illegal to use all or part of a student ID or social security number as an identifier for posting grades/distributing papers.*

Recommended procedures:

- *Use unique identifiers assigned just for this class*
- *Have students submit written consent for distributing papers*
- *Use web-based distribution of grades (PowerSchool) so that students use a password to check their own grades*
- *Record grades on inside page and fold and staple papers closed*

The "Parents' Guide to FERPA" is located here: <https://tinyurl.com/msacfkct>

Seclusion and Restraint

Currently, South Carolina law does not ban the use of either seclusion or restraint in the public school setting. However, in response to the increased scrutiny by the federal government and advocacy groups, the S.C. State Department of Education (SDE) recently issued guidelines that discourage the use of seclusion and restraint except in extraordinary circumstances.

The SDE Guidelines (Guidelines) apply to all students, not just those with disabilities, and do not prohibit traditional inclusionary and exclusionary timeout methods. Inclusionary time-out occurs within a classroom or instructional setting where a student continues to be able to see and hear classroom instruction or activities. For example, a student may be moved to a different location in the classroom or seated on a bench during recess. Exclusionary time-out occurs when a student is removed from the classroom or instructional environment but continues to have access to students or staff. For example, a student may be moved to another classroom, the in-school suspension room, or the principal's office. With regard to physical restraint, the Guidelines state that school staff may continue to physically hold a student if needed to help that student participate in educational activities or daily living activities. Additionally, school staff may continue to use physical encouragement to help a student move from one location to another, such as by placing a hand on the students back or elbow, provided the student is not being physically forced to comply and the student is able to move on his/her own volition.

With regard to isolation seclusion and physical restraint, the Guidelines do not ban their use but recommend restricting use to emergency situations when, following unsuccessful attempts at de-escalation, the student poses an imminent threat of serious physical harm to himself or others and is actually capable of inflicting that harm. For purposes of the Guidelines, seclusion is defined as the practice of involuntarily confining a student alone in a room or area and preventing the student from leaving. Physical restraint is defined as a personal restriction that immobilizes or reduces the ability of a student to move his or her arms, legs, or head freely, including the holding of a student for any purpose other than providing for safety or support. As to the use of seclusion and restraint on students with disabilities in particular, the Guidelines state that seclusion should not be included in a student's IEP or BIP as an intervention method; however, the Guidelines do concede that a school team may include seclusion and/or restraint as part of a student's crisis plan if certain criteria are met. Only trained staff members are authorized to use seclusion and restraint techniques.

To comply with the Guidelines, extensive reporting and documentation are required when circumstances warrant use of seclusion and restraint. Reporting requirements include contact with the parent on the day of the seclusion or restraint and written documentation about the incident, including justification of the need for the decision to use the seclusion or restraint technique. The documentation must be included in the student’s educational records and provided to the parent before the end of the next school day following the use of the seclusion or restraint.

The District provides “Behavior Tools Practitioner Training” for teachers and teacher assistants. It is a nationally recognized, externally developed professional training program to teach effective methods of behavior management. A scientific, research-based program called Positive Behavioral Interventions and Supports (PBIS) has been implemented in 4K-4th grades. PBIS focuses on supporting appropriate student behaviors in order to create positive learning environments.

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 appropriate supervision and a comprehensive educational program. 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 that is annually considered by the board.

Religion in Schools (Policy IHAL)

Neither the district nor its employees will promote or disparage any religious belief or non-belief. Instead, the district will encourage all students and staff members to appreciate and tolerate each other's religious views.

The district supports the inclusion of religious literature, music, drama and the arts in the curriculum and in school activities, provided it is intrinsic to the learning experience in the various fields of study and is presented objectively.

The district will accommodate student-initiated expressions to questions or assignments that reflect their beliefs or non-beliefs about a religious theme. For example, students are free to express a religious belief or non-belief in compositions, art forms, music, speech and debate. The Religion and Public Schools Act of 2000, S.C. Code Ann. Section 59-17-140, requires school districts to provide in-service training "to teachers and administrators in the essentials of constitutional protections and prohibitions as they relate to religion and public school operations."

Additionally, the United States Department of Education (USDOE) has issued guidance on constitutionally protected prayer in public elementary and secondary schools.

No Child Left Behind requires each school district to certify in writing to its state educational agency that it has no policy that prevents, or otherwise denies participation in, constitutionally protected prayer in public schools, as set forth in the USDOE guidance.

Here are some excerpts from the guidance that was issued by the USDOE:

The Supreme Court has repeatedly held that the First Amendment requires public school officials to be neutral in their treatment of religion, showing neither favoritism toward nor hostility against religious expression such as prayer. Accordingly, the First Amendment forbids religious activity that is sponsored by the government but protects religious activity that is initiated by private individuals, and the line between government-sponsored and privately initiated religious expression is vital to a proper understanding of the First Amendment's scope. As the Court has explained in several cases, "there is a crucial difference between government speech endorsing religion, which the Establishment Clause forbids, and private speech endorsing religion, which the Free Speech and Free Exercise Clauses protect."

The Supreme Court's decisions over the past forty years set forth principles that distinguish impermissible governmental religious speech from the constitutionally protected private religious speech of students. For example, teachers and other public school officials may not lead their classes in prayer, devotional readings from the Bible, or other religious activities. ^[4]

Nor may school officials attempt to persuade or compel students to participate in prayer or other religious activities.

Prayer During Non-Instructional Time

Students may pray when not engaged in school activities or instruction, subject to the same rules designed to prevent material disruption of the educational program that are applied to other privately initiated expressive activities. Among other things, students may read their Bibles or other scriptures, say grace before meals, and pray or study religious materials with fellow students during recess, the lunch hour, or other non-instructional time to the same extent that they may engage in nonreligious activities...

Organized Prayer Groups and Activities

Students may organize prayer groups, religious clubs, and "see you at the pole" gatherings before school to the same extent that students are permitted to organize other non-curricular student activities groups. Such groups must be given the same access to school facilities for assembling as is given to other non-curricular groups, without discrimination because of the religious content of their expression...

Teachers, Administrators, and other School Employees

When acting in their official capacities as representatives of the state, teachers, school administrators, and other school employees are prohibited by the Establishment Clause from encouraging or discouraging prayer, and from actively participating in such activity with students...

Moments of Silence

If a school has a "moment of silence" or other quiet periods during the school day, students are free to pray silently, or not to pray. Teachers and other school employees may neither encourage nor discourage students from praying during such times.

Accommodation of Prayer During Instructional Time

It has long been established that schools have the discretion to dismiss students to off-premises religious instruction, provided that schools do not encourage or discourage participation in such instruction or penalize students for attending or not attending. Similarly, schools may excuse students from class to remove a significant burden on their religious exercise, where doing so would not impose material burdens on other students. For example, it would be lawful for schools to excuse Muslim students briefly from class to enable them to fulfill their religious obligations to pray during Ramadan...

Religious Expression and Prayer in Class Assignments

Students may express their beliefs about religion in homework, artwork, and other written and oral assignments free from discrimination based on the religious content of their submissions. Such home and classroom work should be judged by ordinary academic standards of substance and relevance and against other legitimate pedagogical concerns identified by the school. Thus, if a teacher's assignment involves writing a poem, the work of a student who submits a poem in the form of a prayer should be judged on the basis of academic standards (such as literary quality) and neither penalized nor rewarded on account of its religious content.

Student Assemblies and Extracurricular Events

Student speakers at student assemblies and extracurricular activities such as sporting events may not be selected on a basis that either favors or disfavors religious speech. Where student speakers are selected on the basis of genuinely neutral, evenhanded criteria and retain primary control over the content of their expression, that expression is not attributable to the school and therefore may not be restricted because of its religious (or anti-religious) content...

Prayer at Graduation

School officials may not mandate or organize prayer at graduation or select speakers for such events in a manner that favors religious speech such as prayer...

Baccalaureate Ceremonies

School officials may not mandate or organize religious ceremonies. However, if a school makes its facilities and related services available to other private groups, it must make its facilities and services available on the same terms to organizers of privately sponsored religious baccalaureate ceremonies...

Sexual Intimidation / Harassment

The district has an obligation to make all of its students and employees aware of this sexual harassment policy and its various provisions. It is the responsibility of the superintendent to make every reasonable effort to ensure that all members of the district community are informed and that new employees receive this information near the beginning of their period of association with the district.

Annually, Policy GBAA, -R will be fully referenced in employee handbooks and/or a copy will be provided to each employee. Further, each employee will sign a statement acknowledging the receipt of the aforementioned information (Appendix C). The policy and administrative rule are also available on the district website.

Sexual harassment is a form of sex discrimination prohibited by federal and state laws. The district prohibits sexual harassment of employees. Each administrator, supervisor, faculty member, staff member and student will strive to provide a work environment free from sexual harassment.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, verbal or otherwise expressive behaviors or physical conduct commonly understood to be of a sexual nature by a person of either sex against a person of the opposite sex or the same sex, in any of the following circumstances:

- 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.

Under no circumstances will an employee be required to first report allegations of harassment or inappropriate conduct of a sexual nature to his/her immediate supervisor if that person is the individual who is accused of the harassment or inappropriate conduct. In such cases, the employee will file the complaint with Mrs. Jenny Pitts, who serves as the district's Sexual Harassment / Title IX Complaint Coordinator (864-456-7496).

Fair Labor Standards Act (FLSA)

The District is subject to the provisions of the FLSA. This federal law includes provisions applicable to school districts relating to minimum wage and overtime pay for non-exempt employees. The administration will maintain records and establish regulations that are consistent with the requirements of the FLSA.

The minimum wage paid on an hour-by-hour basis to all district employees, either part or full-time, permanent or temporary will be no less than the Federal Minimum Wage. It may occasionally be necessary for non-exempt persons to work more than forty hours during a given workweek. 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 permitted without authorization from the employee's immediate supervisor. A workweek will be a continuous period of 168 hours in the form of seven consecutive 24-hour periods. The district's workweek begins at 12:01 a.m. each Monday for all employees and runs for seven consecutive days. Each workweek stands alone for determining overtime pay for non-exempt employees.

To be exempted from overtime requirements, employees must meet a two-part test:

- they must be paid a certain amount on a salary basis, and
- they must perform certain duties

The district requires all employees who are subject to the provisions of the FLSA to clock in and out each so that that a daily record of actual hours worked is maintained. Consistent failure to clock in or falsification of records showing time worked may be grounds for disciplinary action.

Volunteers

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

Substituting in WSSD51

WSSD51 has an ongoing need for qualified substitutes, both in and out of the classroom. Substitute teachers must be at least 21 years of age or hold a valid teaching certificate. The district contracts with Kelly Services to meet this need.

Appendices

Appendix A

Years Exp	Bachelor 3A	B+18 2A	Masters 1A	M+30 7A	Doctors 8A
0	47,000	47,500	51,000	54,153	57,758
1	47,250	47,750	51,250	54,397	58,291
2	47,500	48,000	51,500	54,478	58,632
3	47,750	48,250	51,750	54,553	58,953
4	48,000	48,500	52,000	54,659	59,305
5	49,000	49,500	53,000	54,731	59,606
6	49,500	50,000	53,500	55,706	60,908
7	50,000	50,500	54,000	56,673	62,212
8	50,500	51,000	54,500	57,650	63,515
9	51,000	51,500	55,378	58,629	64,818
10	52,000	52,500	56,356	59,606	66,122
11	52,500	53,158	57,337	60,583	67,424
12	53,000	54,078	58,314	61,560	68,728
13	53,500	54,958	59,290	62,537	70,031
14	54,235	55,866	60,263	63,515	71,334
15	55,120	56,739	61,235	64,492	72,638
16	56,033	57,650	62,212	65,470	73,941
17	56,908	58,530	63,188	66,446	75,244
18	57,384	59,023	63,728	67,019	75,904
19	57,871	59,521	64,282	67,597	76,569
20	58,358	60,023	64,831	68,180	77,243
21	58,847	60,530	65,385	68,768	77,923
22	59,344	61,043	65,946	69,363	78,610
23	59,845	61,560	66,512	69,965	79,303
24	60,049	61,767	66,724	70,171	79,509
25	60,250	61,980	66,933	70,377	79,715
26	60,500	62,190	67,134	70,583	79,921
27	60,750	62,390	67,334	70,783	80,121
28	61,000	62,590	67,534	70,983	80,321

GREENWOOD (WARE SHOALS) SCHOOL DISTRICT 51
TEACHER SALARY SCALE FOR 2024-2025

Appendix B

Safe Schools Modules (aka Vector Training) 2024-25

ALL EMPLOYEES

TRAINING
Cybersecurity Overview – Microlearning Course (5 min)
Email Messaging Safety (23 min)
Password Security Basics (10 min)
Protection Against Malware (17 min)
Bloodborne Pathogens (22 min)
Drug Free Workplace (24 min)
Title IX and Sexual Harassment Prevention (27 min)
Child Abuse: Mandatory Reporting (SC) (30 min)

OSHA requires annual training for using fire extinguishers. Here is the link to a 5-minute video. Click on it or copy and paste it in your browser.

<https://www.youtube.com/watch?v=ONUIEMSbrog>

Please have all completed by September 9, 2024.

Appendix C

**Ware Shoals School District 51
Employee Documentation of Training
2024 - 2025**

Name: _____

Location: WSPS WSMS WSHS DO

My signature below indicates I have received information on the following topics. This form should not be turned in until you are able to check each box. Please confer with your principal about any additional training that you need on these topics or other topics.

- Staff Conduct (Policy GBEB, GBEBB, Handbook)
- Religion in Schools (Policy IHAL, Handbook)
- Sexual Harassment, Title IX (Policy GBAA, JIAA, Handbook, Legal Training for Teachers)
- Drug Free Workplace (Policy GBEC, Handbook, Safe Schools Module)
- Reporting Child Abuse/Neglect (Policy: JLF, Handbook, Safe Schools Module)
- Confidentiality / FERPA (Policy JLDAA, GBJA, Handbook)
- Bullying (Policy JICFAA, Legal Training for Teachers)
- Acceptable Use of Technology Resources (Policy IJNDB, Handbook)
- Tobacco/Drug Issues (Policy ADF, Handbook)
- Student Seclusion / Restraint (Handbook)
- Student Supervision / Discipline (Handbook)
- Bloodborne Pathogens, Fire Extinguisher Safety (Online video)
- Active Shooter Training (Drills conducted onsite 2X per year)
- Assigned Safe Schools Modules completed*: (Topics listed in Appendix B)

* Log in on the district website to complete the required courses.

Signature

Date

**Please return this form to your Principal/Supervisor (with all boxes checked)
no later than September 9, 2024**