NOTHING IN THIS HANDBOOK OR IN ANY POLICY MANUAL OF LEXINGTON COUNTY SCHOOL DISTRICT ONE CONSTITUTES OR CREATES AN EXPRESS OR IMPLIED CONTRACT OF EMPLOYMENT. RATHER, THIS HANDBOOK SHOULD BE UNDERSTOOD AS A BRIEF DESCRIPTION OF THE BENEFITS OFFERED BY LEXINGTON COUNTY SCHOOL DISTRICT ONE AND AN OVERVIEW OF ITS POLICIES AND RULES. THIS HANDBOOK SUPERSEDES ALL PREVIOUS HANDBOOKS OR OTHER DOCUMENTS THAT ADDRESS THE SAME SUBJECT MATTER AS THE POLICIES AND RULES CONTAINED IN THIS HANDBOOK. IN ADDITION, THIS HANDBOOK, OR ITS UNDERLYING POLICIES AND PROCEDURES, CAN BE MODIFIED OR ALTERED AT ANY TIME BY LEXINGTON COUNTY SCHOOL DISTRICT ONE. I UNDERSTAND THAT THE DISTRICT’S HANDBOOK AND POLICY MANUAL ARE NOT CONTRACTS.

______________________________
EMPLOYEE NAME

______________________________
EMPLOYEE SIGNATURE

______________________________
DATE
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WHO ARE WE?
A year ago, Lexington County School District One began an adaptive strategic planning process. That process takes into account the fact that the world changes at a much faster pace these days, and allows us to react more quickly and with greater agility to changes taking place in the world, our community, the district and our schools.

We began by engaging Lexington District One's Board of Trustees, staff, students, parents, business leaders and community members in focused conversations about the life and work skills our students will need in the future.

First, we showed them a 12-minute-long clip from a film called “Most Likely To Succeed.” Then we asked them, “What do all students need to know and be able to do to thrive in their ever-changing futures?”

Next, we set about creating a vision and mission that provides a direction for the district and expresses our beliefs. We also narrowed those life and work skills to the top 10 or so most commonly agreed on after analyzing the feedback from board members, staff, students, parents, School Improvement Councils, Educational Foundation members, business leaders and community members. We call these important skills “power skills.”
Our Vision
Empower each child to design the future.

Our Mission
Our mission is to cultivate a caring community where ALL learners are extraordinary communicators, collaborators, creators and critical thinkers.

System Commitments
To accomplish this mission, we seek continuous improvement in overall achievement including achievement gaps, acceleration and the effects of poverty.
1. All students, regardless of circumstances, advance on time, prepared to graduate and ready to enter college, the military or industry with certification.
2. Teaching and learning to develop power skills in all students.
3. Our schools are service-oriented centers of learning, committed to family and community partnerships.
4. Every adult will be equipped with the skills and resources necessary to advocate for and ensure the success of all students.

Performance Goals
Lexington District One’s goal is to prepare graduates who are accomplished in 21st century skills, to serve as a learning center for the entire community and to maintain a strong graduation rate by providing students with skills they will need to be successful in today’s world, including proficiency in multiple languages.

1. The district will increase the percentage of students who are progressing on-time with the requisite skills for success at their current grade levels.
2. The district will implement strategies to improve equity in high-level coursework.
3. The district will implement strategies to improve performance in high-level coursework.
4. The district will improve the conditions that lead to student success in each school by utilizing a system of advocacy for each child that facilitates healthy social and emotional growth.

Power Skills
We believe students also need to learn important life and work skills. We call these important skills “power skills.”

Accountability
Collaboration
Communication
Critical thinking
Integrity
Interpersonal skills
Perseverance
Willingness to take risks

Lexington District One’s goal is to prepare graduates who are accomplished in 21st century skills, to serve as a learning center for the entire community and to maintain a strong graduation rate by providing students with skills they will need to be successful in today’s world, including proficiency in multiple languages.
Organizational Relationships and Communication

The Lexington District One Board of Trustees asks the superintendent to make sure that all employees clearly understand the working relationships of the school system.

The board approves lines of direct authority and expects employees with professional concerns not only to follow the steps indicated, but also to keep all appropriate staff members (administrator, officer or board) informed at each step and level of deliberation.

The board expects each employee to refer matters requiring administrative action to his/her administrator (the person to whom he/she is responsible). When necessary, that administrator will refer such matters to the next highest administrative authority. The board also expects employees to keep immediate supervisors informed of their professional activities by whatever means their supervisors deem appropriate.

All employees have the ultimate right to appeal a decision made by an administrator through grievance procedures established in Board Policy GBK or through an orderly delivery of concerns as indicated above. Board Policy Administrative Rule GBK-R outlines the key elements involved in due process.

Lines of authority and structured channels of communication do not restrict, in any way, the collaboration of employees at all levels in order to develop the best possible school programs and services.
Who Are the Board Members?

Cynthia S. Smith  
Chair

Anne Marie Green  
Vice Chair

Dr. Brent M. Powers  
Secretary

Michael E. Anderson

Jada B. Garris

Dr. Richard K. Guyton

Timothy F. Oswald

When Does the Board Meet?

The Lexington County School District One Board of Trustees usually meets at 7:30 p.m.

Meetings are open to the public and are held in the Auditorium of Building One of Central Services at 100 Tarrar Springs Road in Lexington, South Carolina.

The board holds its executive sessions prior to its public meetings. Members of the board take no action, however, in executive session. They take all action in open session.

In 2018, the board meets August 7, August 21, September 18, October 16, November 6, November 13 and December 18.

In 2019, the board meets January 8, January 15, February 5, February 19, March 5, March 19, April 9, April 30, May 21 and June 25.
How Do I Contact the Board?

Cynthia S. Smith, Chair
Elected 2000; Last re-elected 2016
109 Belmont Court
Lexington, SC 29072
803-957-5095
Email: csmithlex@gmail.com

Anne Marie Green, Vice Chair
Elected 2016
126 Lupine Court
Lexington, SC 29072
803-727-4897
Email: amgreen@lexington1.net

Dr. Brent M. Powers, Secretary
Elected 2012; Last re-elected 2018
1405 Counts Ferry Road
Lexington, SC 29072
803-359-5390
Email: Brent.M.Powers.Lex1@twc.com

Michael E. Anderson
Elected 2016
102 Brookhill Street East
Lexington, SC 29072
803-917-7071
Email: meanderson@lexington1.net

Jada B. Garris
Elected 2018
207 Centerville Road
Gilbert, SC 29054
803-662-6866
Email: JadaGarris@aol.com

Dr. Richard K. Guyton
Elected 2018
150 West Drake Road
Gilbert, SC 29054
803-780-4882
Email: guytonforlex1@outlook.com

Timothy F. Oswald
Elected 2018
2233 Priceville Road
Gilbert, SC 29054
803-917-1115
Email: Tioswald@gmail.com

Where Do I Find Board Policies?

School Board Policies
The coding and table of contents used for Lexington One’s School Board Policies is a code and format established by the National School Boards Association. For example, the policy for File GCK in the National School Boards Association coding has to do with “Professional Staff Assignments and Transfers” in school districts all over the United States.

Employees may access policies on Lexington One’s website. As the district updates its policies, the South Carolina School Boards Association updates the policies online.

Policies designated with a GB prefix apply to all employees. A GC prefix refers to certified employees and a GD prefix refers to support staff.

Lexington One operates according to policies established by the Board of Trustees. The board, which represents both state and local communities, develops the policies after careful deliberation of ideas from a variety of sources. The district administration implements policies through specific rules and regulations. The board periodically reviews the effects of its policies and makes appropriate changes.

Policy development in a modern, forward-looking school system is a dynamic, ongoing process. New issues and needs give rise to the continuing need to develop new policies or revise existing ones. In concept and in print, policies represent the composite wisdom of those individuals involved in and/or affected by the statements that finally emerge. To a large degree, policies reflect the value systems, philosophies and beliefs of those who participate in their composition and development. In some cases, however, federal or state regulations establish the parameters, if not the detail, of policy.

A copy of all Lexington One policies is available on the district’s website at www.lexington1.net. Just choose the ABOUT tab, then School Board and then Board Policies.

In addition to our school sites, all branches of the Lexington County Public Library System provide computers and internet access.
School Closings or Delays

The district keeps parents, staff and students informed about school openings and closings during weather-related emergencies or other emergency situations in Lexington District One by using SchoolMessenger to get emergency and other messages out quickly by telephone.

Employees and others can also call the district’s 24-hour prerecorded telephone message center at 803-821-1299, go to our district’s website at www.lexington1.net for updated information, listen to local radio stations or watch local television stations.

Please do NOT call our schools, the Central Services office or the media. The district needs to keep all telephone lines open in the case of an emergency.

Should the weather worsen unexpectedly while students are at school, district administrators will keep staff, students and school buses at school until the event passes. Schools are one of the safest places that students and staff can be during most natural disasters. In fact, many of our schools serve as emergency shelters.

SchoolMessenger

SchoolMessenger is a messaging system that helps the district quickly send emergency and general messages to students’ parents/guardians and employees by telephone, email or SMS Text.

The district can use the system to let parents know when a student misses a day of school, or what they need to bring to registration or for a field trip, or let staff know that there will be an emergency meeting before school.

The system also works like a mailbox, providing a place for staff and parents/guardians to review messages.

Another feature of the system allows district and school administrators to send SMS Text messages as well as email and/or telephone messages. To receive text or telephone calls from the system, a valid mobile telephone number must be on file with Human Resources. Please note that you must have at least one working telephone number for emergency notifications.

As an employee, you should receive a text message inviting you to opt in. Simply respond “Y” to the opt-in invitation. If you have not received an opt-in message from the number 675-87, there are several possible reasons.

1. Your telephone number on file with the district is not a mobile telephone number.
   a. Staff can review their numbers in Employee Online, the secure employee portal.
   b. On the left, you will see “Personal Information” and under that you will see “Home Address.” Select “Home Address” to see what address and telephone numbers are listed for you currently.
   c. If there is no mobile telephone number listed for you, you will need to fill out an HR21 Name/Address Change Form and send it to Pam Holsclaw in Human Resources.
2. Your cellular provider may not support or include SMS texting by default for your account or it may be blocked on your account. Contact your provider to check.
3. In your role as a parent or a staff member in another school district that used SchoolMessenger, you opted-out. Text “Y” to 67587 to opt-in.
4. Your mobile telephone number was used previously by another individual, who opted-out of texting in another school district that used SchoolMessenger. Text “Y” to 67587 to opt-in.

Once you have opted in, you will only receive emergency and general messages.

If you opt-out and wish to opt-in at a later time, you can either reply “Y” or “Yes” to the original opt-in message that you previously declined.

If you have deleted the original opt-in message, you can send “Y” or “Yes” to the short code “675-87”.

SchoolMessenger does not charge any text message fees, but your wireless provider may charge text message fees. You can find that information in your account plan.

If you have not created an account in SchoolMessenger, go to the website go.schoolmessenger.com or download the SchoolMessenger app from your app store (the blue app, not the gold one), sign up to create your account and set your preferences for how you would like to be contacted. For more details, visit LexConnect, the secure employee portal, using your Lexington One username and password. Go to Operations, select Information Technology, then select SchoolMessenger.

Tip: Create a contact in your Contacts list on your phone, such as LexOne SchoolMessenger, with the number 67587 to easily identify a message is from the district or your school.
SAFETY INFORMATION
Visitor Check-in

Lexington County School District One believes there is no better way for you to learn about your child’s school than by volunteering at that school, and attending your child’s school activities and events.

Each time you come to the school, whether to volunteer, attend an event or meet with a teacher, you will check in and out at the front desk. As you leave the building, you return to the school’s check-in station, click on the “visitors” icon, locate your name and click on “check-out.” This checks you out of the system and indicates you left the school. This helps us keep our schools safe by ensuring that no unauthorized person enters.

Simply bring your driver’s license with you and check in by feeding it through the scanner. That scanner will “read” your driver’s license, run a quick check and print out a temporary, stick-on visitor/volunteer badge that displays your photograph and name as well as the date, time and purpose of your visit.

Should the system flag a visitor for any reason, the system automatically and privately alerts the front office staff and the school’s administrators. An administrator will then talk to the individual and work through any issue.

All visitors and volunteers must wear their name badges in plain sight at all times while on school grounds or at school-related events or activities. Visitors will not, however, be asked to check in and out using this system during evening PTA/PTO meetings, school plays, programs, athletic events or other large-crowd events.

When an event takes place that requires chaperones or volunteers to supervise students and is after school or away from school, schools will work with those chaperones or volunteers to make sure that they receive approved volunteer badges for the event.

Tip Line 803-821-1232

Lexington County School District One has a districtwide Tip Line, accessible online, by telephone or by email, for students, their parents or staff to report school safety concerns or the improper use of district resources.

You can submit a report to the district’s Tip Line by calling 803-636-8317 and leaving a message; texting details of your concern to 803-636-8317; visiting https://lexington1-sc.safeschoolsalert.com and filling out the appropriate form; or emailing details of your concern to 1607@alert1.us.com. When submitting a report, please leave a detailed message that includes the name of the school or office where the concern happened.

When you contact the Tip Line, it is not required that you provide a name or telephone number in order to leave a message about your concern. You may, however, provide a name or telephone number if you do not want to remain anonymous.

District personnel check the Tip Line regularly from 8 a.m. to 4:30 p.m. Monday through Friday. If you submit a concern after hours, on the weekend or during a school holiday, and feel that your concern is urgent, you can contact Midlands Crimestoppers at 1-888-274-6372.
Serving all Attendance Areas

All Lexington One telephone numbers begin with (803) 821-.
Extensions appear in parentheses next to each name.

Adult Education
Rosenwald Community Learning Center
420 Hendrix Street
Lexington, SC 29072
Telephone 803-821-2950
Brian Barrineau, Coordinator (2951)
Karen Elliott, Executive Secretary (2950)

Alternative Educational Services
Rosenwald Community Learning Center
420 Hendrix Street
Lexington, SC 29072
Telephone 803-821-1300
Christopher N. Rabon, Director (1301)
Larry “Bucky” Stroud, Assistant Director (1302)

Building Maintenance and Facilities
946 Pisgah Church Road
Lexington, SC 29072
Telephone 803-821-1380
John Stehmeyer, Director (1382)
Lee Cousins, Coordinator, Maintenance (1384)
Sara Davis, Facilities Specialist (1385)
Donna Gaines, Facilities Specialist (1380)
Jim Jett, Coordinator, Construction (1391)
Rodney Oswald, Energy Management (1395)
Alan Williams, Custodial Services Manager (1386)

Communications
100 Tarrar Springs Road
Lexington, SC 29072
Telephone 803-821-1150
Mary Beth M. Hill, Chief Communications Officer (1152)
Shellie H. Cocherof, Communications Specialist (1150)
Rachel Ham, Communications Manager (1155)
Laurie Held, Graphic Designer (1151)
Lindsey Mitchell, Social Media and Web Content Manager (1154)
Rob Starkey, Media Production Coordinator (1153)
Barbara Thompson, Executive Secretary (1021)
TBD, Director (TBD)

Fiscal Services
100 Tarrar Springs Road
Lexington, SC 29072
John C. Butler, Chief Financial Officer (1168)
Jan Arnold, Bookkeeper, Payroll (1164)
Traci Benefield, Financial Assistant (1124)
Deena Bishop, Director, Accounting (1166)
Melanie Bowers, Fiscal Services Specialist (1167)
Donna Brazell, Supervisor, Accounts Payable (1160)
Carol Brown, Bookkeeper, Business Services (1184)
David Cobb, Director, Business Services (1171)
Kelly DuBose, Accounting Specialist, Benefits (1173)
Judith Hite, Financial Assistant (1124)
Lauren M. Hite, Executive Secretary, Benefits (1116)
Angie Keels, Business Services Specialist (1174)
Dawn Knapper, Bookkeeper, Payroll (1165)
Allison Kyzer, Bookkeeper, Payroll (1173)
Michell LaCross, Executive Secretary, Fiscal Services (1157)
Christine Leaphart, Bookkeeper, Payroll (1117)
Renee Martin, Bookkeeper, Business Services (1175)
Julie L. Painter, Bookkeeper, Business Services (1124)
Corrine Pangle, Benefits Administrator (A–J) (1179)
Donna Patten, Controller (1142)
Kim Little, Supervisor, Accounting (1180)
Lindsey Price, Coordinator, Payroll (1172)
Katherine Rawl, Benefits Supervisor (1233)
Debra Seymour, Director, Fiscal Services (1192)
Lynn Shealy, Benefits Administrator (K–Z) (1162)
Cathy Whiteside, Supervisor, Payroll (1185)
Melinda Wicker, Payroll Specialist (1193)
TBD, Long-Term Substitute (5619)

Food Service and Nutrition
Rosenwald Community Learning Center
420 Hendrix Street
Lexington, SC 29072
Sally Nicholson, Director (1170)
Scott Darden, Food Service Electrician (1178)
Tim Franklin, Food Service Technician (1178)
TBD, Bookkeeper (1373), Bookkeeper (1373)
Sarah “Tori” Lowery, Executive Secretary (1186)
Kathleen Moss, Field Supervisor (1169)
Polly Peyinghaus, Field Supervisor (1378)
Susan Stenstrom, Bookkeeper, Procurement (1183)
Ashley Summers, Marketing Coordinator (1231)
Wesley Wilson, Executive Chef Supervisor (1361)

Human Resources

100 Tarrar Springs Road
Lexington, SC 29072
Telephone 803-821-1000

Michael L. Stacey, Chief Human Resources Officer (1043)
Kate Barrett, Employee Onboarding Specialist (1037)
Teresa Blankenship, Employee Onboarding Specialist (1048)
Shareta Dozier, Certification Compliance Specialist (1041)
Meredith Falls, Project Manager (1292)
Kimberly Freeman, Facilitator, Employee Development (5618)
Michelle Green, Employee Records Specialist (1135)
Tracy Halliday, Employee Services Specialist (1191)
Pam Holsclaw, Human Resources Account Specialist (1027)
Jennifer McArthur-Gillum, Human Resources Specialist (1135)
Jaime Presor, Executive Secretary, Employee Services (1045)
Devona L. Price, Director, Human Resources (1046)
Sydney Seigler, FMLA and Information Specialist (1105)
Kimberly Scott, Coordinator, Talent Acquisition (1036)
Meredith L. Seibert, Coordinator, Human Resources (1042)
Shannon Williamson, Executive Secretary (1061)
Stephanie Wright, Executive Secretary (1047)

Information Technology

948 Pisgah Church Road
Lexington, SC 29072

Debra Huggins, Enterprise Technology Officer (1204)
Brett Bennett, Computer Technician (4944)
Melanie Bennett, IT Project Manager (1369)
Joel Bevers, Computer Technician (3115/5566)
Al Boozer, Computer Technician (0115/4681)
Brad Bowers, Senior Network Engineer (1202)
Christopher Bowers, Operations Support Assistant (????)
Tom Bradford, Systems Analyst (1015)
Thesa R. Briggs, Coordinator, Application Services (1208)
Bryan Bright, Computer Technician (1220/0419)
Misty Brown, Computer Technician (1223)
Stephen Bryant, Computer Technician (0725)
John Canada, Computer Technician (1206)
Pam Cobb, Software Specialist (1207)
Larry Craig, Operations Assistant (1114)

Michelle Delaney, Senior Network Engineer (1187)
Will Eargle, Computer Technician (5121/3929)
Paul Gramling, Coordinator, Network Services (1222)
Wayne Hale, Computer Technician (1140)
Zachary Huffines, Senior Network Engineer (1228)
Joey Humble, Computer Technician (4816/4550)
Jaye Ingram, Production Manager, LOPAC at LHS (3628)
Keith McCallister, Computer Technician (0344/3382)
Tim McCormick, Computer Technician (1218)
Tiffany Mizelle, Computer Technician (1209/1471)
Rick Moorer, Computer Technician (1219)
Joseph Murphy, Computer Technician (0560)
Travis Newell, Computer Technician (????)
Josh Nygren, Computer Technician (1213)
Bill Puhl, Operations Support Assistant (1113)
Janice Putman, Systems Analyst (1221)
William Quattlebaum, Network Engineer (1226)
Chris Raines, Computer Technician (3715)
Jason Reeves, Computer Technician (1217)
Sandra Rogers, Systems Analyst (1216)
Aaron Russell, Audio Visual and Special Systems Engineer (1201)
Ben Sellars, Senior Systems Analyst (1224)
Tony Sharpe, Production Manager, LOPAC at RBHS (0854)
Ranse Snipes, Systems Analyst (1139)
Paul Stevens, Computer Technician (1214)
Janice Taylor, Operations Support Assistant (1108)
Matthew Turner, Computer Technician (????)
Virginia Way, Software Specialist (1079)
Mitch Wilkins, Computer Technician (1215/2021)
Christine Winslow, IT Procurement Specialist (1205)
Carol Zody, Computer Technician (1715)
TBD, Senior Systems Analyst (TBD)

Instructional Services

100 Tarrar Springs Road
Lexington, SC 29072

Gloria J. Talley, Ed.D., Chief Academic Officer (1050)

Erica K. Bissell, Ed.D., Reading and Language Arts Coordinator (1067)
Howard Bissell, Online Environments, Discus Director (1059)
Johnnie Boatwright, Academic Assistance, Early Childhood and Title I Coordinator (1063)
C. Van Bowers, Elementary Schools Director, AdvancED/Strategic Plan and TOY (1058)
Harriet Cotterman, Executive Secretary (1057)
Erin FitzGerald, Academically and Artistically Gifted and Talented Coordinator (1062)
Kristen Gillaspy, Ph.D., ESOL, RtI and Section 504 Coordinator (1106)
Tanisha Harper, Executive Secretary (1398)
Becky Ligon, Instructional Services Specialist (1051)
Melissa Martin, Parent Engagement Specialist (1123)
Hilary Morgan, Mathematics, ESSA Title II Part A, SAT/ACT Improvement and Textbooks Coordinator (1055)
E. Ann O’Cain, 504 Coordinator (5628)
Zan Tracy Pender, School Counseling and Advisement Director (1052)
Melanie Phillips, Executive Secretary (1068)
Shane Phillips, Ph.D., Accountability and Assessment Director (1283)
Ryan T. Pool, Secondary Schools Director (1064)
Elainna Rickenbacker, Instructional Data Analysis Coordinator (5607)
Albert Robertson, Social Studies Coordinator (1127)
Kelli Rooks, Fine Arts Lead Teacher (1137)
Colleen Rooney, Executive Secretary (1065)
Dawn Samples, World Languages Coordinator (1054)
Dottie Sistare, Executive Secretary (1056)
Liza Speece, World Language Lead Teacher (3812)
Natalie Osborne Smith, Ed.D., Professional Learning Coordinator (5629)
Wanda Smith, Bookkeeper (1074)
Holly Sullivan, Ed.D., Health, Physical Education and Science Coordinator (1066)
Jay Sydow, Lead Teacher for Secondary Mathematics (5630)
Scott Taylor, Test Administration Coordinator (1104)
Liz Warren, Executive Secretary (1053)
Sherry Williams, Leadership Curriculum and Partnerships Coordinator (1071)

**Leadership Development and Continuous Improvement**

100 Tarrar Springs Road
Lexington, SC 29072

Mary Gaskins, Leadership Development and Continuous Improvement Director (1012)
Elizabeth “Betsy” Crick, Grants Coordinator (1076)

**Operations**

100 Tarrar Springs Road
Lexington, SC 29072

Jeff Salters, Chief Operations Officer (1212)
Mindy Epps, Custodian (803-315-9054)
Dorothy Jackson, Housekeeper (803-917-9231)
Melanie Jackson, Operations Program Manager (1023)

Nancy Reynolds, Telecommunications Specialist (1211)
Shirley Trakas, Housekeeper (803-917-6534)
Teresa Williams, Housekeeper, LOPAC (3628)

**Operations**

948 Pisgah Church Road
Lexington, SC 29072

David Bennett, Director of Athletics (5608)
Chris Ellisor, Safety and Emergency Services Director (1026)
Stephen J. “Shaun” Spivey, Safety and Emergency Services Coordinator (1075)
Matt Warren, Operations Program Manager (1229)

**Parenting Center**

Rosenwald Community Learning Center
420 Hendrix Street
Lexington, SC 29072
Telephone 803-821-1365

Marla Hamilton, Lead Parent Educator (1365)
Maria Arroyo, Parent Educator (1364)
Gigi Towers, Parent Educator (1362)
Milu Walker, Parent Educator (1366)
TBD, Parent Educator (1367)

**Procurement**

100 Tarrar Springs Road
Lexington, SC 29072

Tracy Lucas, Procurement Director (1176)
Jack Nichols, Procurement, Contracts and Bids Director (1181)
Christal Adkins, Purchasing Specialist (1163)
Carol Norfleet, Procurement Specialist II (1109)

**Special Services**

100 Tarrar Springs Road
Lexington, SC 29072

Wendy Balough, Ed.D., Director (1132)
Allison Bagley, Occupational Therapist (1101)
Mark Barnes, Lead Applied Behavior Therapist (4099)
Tammy Barnes, Executive Secretary (1128)
Beth Bower, Occupational Therapist (1101)
Leonda Broderick, Executive Secretary (1101)
Christina Burbage, Itinerant Hearing Teacher (1101)
LorriEllen Campbell, Psychologist (3378)
Ashley Caughman, Physical Therapist (1101)
Sarah Childers, Psychologist (0237)
Amy Derrick, Bookkeeper (1134)
Pat Dube, Psychologist (3483)
Transportation — Gilbert
Earl Cockrell, Supervisor
Telephone 803-821-1351

Transportation — Lexington
Bridgette Summers, Supervisor
Telephone 803-821-1340

Transportation — Pelion
John Dorroh, Supervisor
Telephone 803-821-1352

Transportation — Special Needs
Shelby Anderson, Supervisor
Shernetta Morris, Supervisor
Telephone 803-821-1351

Transportation — White Knoll
Susie Navarro, Supervisor
Telephone 803-821-1353

EDUCATIONAL FOUNDATION
100 Tarrar Springs Road
Lexington, SC 29072
Telephone 803-821-1008
Fax 803-821-1280

Julie Washburn, Executive Director (1008)
Katrina Walker, Assistant Secretary (1009)
TBA, Secretary (1288)
School Campuses

Carolina Springs Elementary (4K–5)
6340 Platt Springs Road
Lexington, SC 29073
Telephone 803-821-5100

Gregory W. Watchinski, Principal
Sandy Cherry, Assistant Principal
Jan R. Flynn, Assistant Principal

Carolina Springs Middle (6–8)
6180 Platt Springs Road
Lexington, SC 29073
Telephone 803-821-4900

Brice L.S. Cockfield, Ed.D., Principal
Ryan W. Carpenter, Assistant Principal
Leah Sarantopoulos, Assistant Principal
Keith Tolleson, Assistant Principal

Deerfield Elementary (K–5)
638 Longs Pond Road
Lexington, SC 29073
Telephone 803-821-5500

Janet H. Malone, Principal
Adam D. Dymond, Assistant Principal
Kelly Middleton, Assistant Principal

Forts Pond Elementary (K–5)
7350 Fish Hatchery Road
Pelion, SC 29123
Telephone 803-821-2500

Michelle Smith, Principal
Mark E. McDermet, Assistant Principal
Stephanie G. Taylor, Assistant Principal

Gilbert Elementary (3–5)
314 Main Street
Gilbert, SC 29054
Telephone 803-821-1600

P. Heath Branham, Principal
Chris Bussell, Assistant Principal
Kim Streett, Assistant Principal

Gilbert High (9–12)
840 Main Street
Gilbert, SC 29054
Telephone 803-821-1900

Jacob W. Nelson, Principal
Elizabeth D. Abbott, Assistant Principal
Rodney D. Craps, Assistant Principal
Brienne C. Williams, Assistant Principal

Gilbert Middle (6–8)
120 Rikard Circle
Gilbert, SC 29054
Telephone 803-821-1700

Benjamin D. Ricard, Ed.D., Principal
Tomian Gedlings, Assistant Principal
Edward S. “Chip” Spradley, Assistant Principal

Gilbert Primary (4K–2)
520 Main Street
Gilbert, SC 29054
Telephone 803-821-1400

William H. Moody Jr., Principal
Kim W. Frost, Assistant Principal
Sujata S. Wallace, Assistant Principal

Highway 378 Middle School
1340 Highway 378
Lexington, SC 29072

Gloria B. Nester, Principal

Lake Murray Elementary (K–5)
205 Wise Ferry Road
Lexington, SC 29072
Telephone 803-821-3100

Jennifer Stanley, Principal
Jason R. Black, Assistant Principal
Leisa F. Clamp, Assistant Principal

Lexington Elementary (4K–5)
116 Azalea Drive
Lexington, SC 29072
Telephone 803-821-4000

James H. Hamby, Principal
Alicia D. Prezzy, Assistant Principal
Michele Zee, Assistant Principal

Lexington High (9–12)
2463 Augusta Highway
Lexington, SC 29072
Telephone 803-821-3400

Melissa C. Rawl, Principal
Brandon L. Baskett, Assistant Principal
Stephanie Burgess, Ed.D., Assistant Principal
David J. Seddon, Assistant Principal
William C. Verburg, Assistant Principal
Sherry Walters, Ed.D., Assistant Principal

Lexington Middle (6–8)
702 North Lake Drive
Lexington, SC 29072
Telephone 803-821-3700

Gloria B. Nester, Principal
Brendan Cafferty, Assistant Principal
Brantley Foxworth, Assistant Principal
M. Elizabeth Whisennant, Assistant Principal

Lexington Technology Center
2421 Augusta Highway
Lexington, SC 29072
Telephone 803-821-3000

Bryce Myers, Director
Rosemary Bianchi, Program Manager
H.S. “Tradd” Denny III, Assistant Director

Meadow Glen Elementary (K–5)
510 Ginny Lane
Lexington, SC 29072
Telephone 803-821-0400

Cheryl H. Fralick, Principal
Lori Russell Meyers, Assistant Principal
Todd Wade, Assistant Principal

Meadow Glen Middle (6–8)
440 Ginny Lane
Lexington, SC 29072
Telephone 803-821-0600
Fax 803-821-0603

Bill Coon, Ed.D., Principal
Alisa K. Long, Assistant Principal
Kyle Meetze, Assistant Principal
Jamie F. Powell, Assistant Principal

Midway Elementary (K–5)
180 Midway Road
Lexington, SC 29072
Telephone 803-821-0300

Janet M. Fickling, Principal
LaQuana P. Aldridge, Assistant Principal
Christy M. Graham, Assistant Principal

New Providence Elementary (K–5)
1118 Old Cherokee Road
Lexington, SC 29072
Telephone 803-821-3300

Robert P. Candillo, Principal
Andrew Brooks, Assistant Principal
Rebecca F. Matthews, Assistant Principal
Oak Grove Elementary (K–5)
479 Oak Drive
Lexington, SC 29073
Telephone 803-821-0100
Sherry P. Cariens, Principal
Stacy Beverly, Assistant Principal
Barret D. Levi, Assistant Principal

Pelion Elementary (K–5)
1202 Pine Street
Pelion, SC 29123
Telephone 803-821-2000
Debbie R. Poole, Principal
Todd C. Brown, Assistant Principal
Janet B. Ricard, Assistant Principal

Pelion High (9–12)
600 Lydia Drive
Pelion, SC 29123
Telephone 803-821-2200
W. Bryan Hearn, Principal
Tracy Gooding, Assistant Principal
Erica Page, Assistant Principal
Bryson Williams, Assistant Principal

Pelion Middle (6–8)
758 Magnolia Street
Pelion, SC 29123
Telephone 803-821-2300
Kailanya S. Brailey, Principal
Richard Adams, Assistant Principal
Jessica Keisler, Assistant Principal

Pleasant Hill Elementary (4K–5)
664 Rawl Road
Lexington, SC 29072
Telephone 803-821-2800
Margaret B. Mitchum, Principal
Loretta G. Arnette, Assistant Principal
Jennifer W. McNair, Assistant Principal

Pleasant Hill Middle (6–8)
660 Rawl Road
Lexington, SC 29072
Telephone 803-821-2700
Thomas E. Rivers Jr., Ph.D., Principal
Richelle M. Battles, Assistant Principal
Jason A. Mills, Assistant Principal
Jessica L.M. Robbins, Assistant Principal

Red Bank Elementary (K–5)
246 Community Drive
Lexington, SC 29073
Telephone 803-821-4600
Marie G. Watson, Principal
James P. Kimpton, Assistant Principal
Lauren Vann, Assistant Principal

River Bluff High (9–12)
320 Corley Mill Road
Lexington, SC 29072
Telephone 803-821-0700
Luke Clamp, Ed.D., Principal
Tara D. Black, Assistant Principal
Casey Calhoun, Assistant Principal
Justin Cegelis, Assistant Principal
Eric S. Dowdy, Assistant Principal
Meg H. Huggins, Assistant Principal
Jacob N. Smith III, Assistant Principal

Rocky Creek Elementary (4K–5)
430 Calls Ferry Road
Lexington, SC 29072
Telephone 803-821-4200
Brenda Nichols, Principal
Katie Herndon, Assistant Principal
Diane B. Thomas, Assistant Principal

Saxe Gotha Elementary (4K–5)
100 Bill Williamson Court
Lexington, SC 29073
Telephone 803-821-4800
Elizabeth Houck, Principal
Chris L. Cook, Assistant Principal
Amy Cooper, Assistant Principal

White Knoll High (9–12)
5643 Platt Springs Road
Lexington, SC 29073
Telephone 803-821-5200
Edward (Ted) L. Daughtrey, Principal
John Nix, Assistant Principal
Julie A. Painter, Assistant Principal
Adam E. Russell, Assistant Principal
Sandy P. Vining, Assistant Principal
Corey L. Wright, Assistant Principal

White Knoll Middle (6–8)
116 White Knoll Way
West Columbia, SC 29170
Telephone 803-821-4300
Guy A. Smith, Principal
Darlene Jackson, Assistant Principal
Margaret B. Schilit, Assistant Principal

White Knoll Elementary (4K–5)
132 White Knoll Way
West Columbia, SC 29170
Telephone 803-821-4500
Nicole Mitchell, Principal
Angelo DiBiase, Assistant Principal
Martha W. Goff, Assistant Principal
### 2018–2019 Daily School Schedules

<table>
<thead>
<tr>
<th>School</th>
<th>Teacher Arrival</th>
<th>School Begins</th>
<th>School Ends</th>
<th>Teacher Dismissal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carolina Springs Elementary</td>
<td>7:25 a.m.</td>
<td>7:40 a.m.</td>
<td>2:25 p.m.</td>
<td>2:55 p.m.</td>
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<tr>
<td>Carolina Springs Middle</td>
<td>7:50 a.m.</td>
<td>8:05 a.m.</td>
<td>3:30 p.m.</td>
<td>3:45 p.m.</td>
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<tr>
<td>Deerfield Elementary</td>
<td>7:20 a.m.</td>
<td>7:40 a.m.</td>
<td>2:25 p.m.</td>
<td>2:55 p.m.</td>
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<tr>
<td>FOCUS Program</td>
<td>8:00 a.m.</td>
<td>8:15 a.m.</td>
<td>3:00 p.m.</td>
<td>3:15 p.m.</td>
</tr>
<tr>
<td>Forts Pond Elementary</td>
<td>7:10 a.m.</td>
<td>7:35 a.m.</td>
<td>2:20 p.m.</td>
<td>2:40 p.m.</td>
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<tr>
<td>Gilbert Elementary</td>
<td>7:25 a.m.</td>
<td>7:40 a.m.</td>
<td>2:25 p.m.</td>
<td>2:55 p.m.</td>
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<tr>
<td>Gilbert High</td>
<td>8:05 a.m.</td>
<td>8:20 a.m.</td>
<td>3:25 p.m.</td>
<td>3:40 p.m.</td>
</tr>
<tr>
<td>Gilbert Middle</td>
<td>7:50 a.m.</td>
<td>8:05 a.m.</td>
<td>3:25 p.m.</td>
<td>3:40 p.m.</td>
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<tr>
<td>Gilbert Primary</td>
<td>7:15 a.m.</td>
<td>7:35 a.m.</td>
<td>2:15 p.m.</td>
<td>2:45 p.m.</td>
</tr>
<tr>
<td>Lake Murray Elementary</td>
<td>7:25 a.m.</td>
<td>7:40 a.m.</td>
<td>2:25 p.m.</td>
<td>2:55 p.m.</td>
</tr>
<tr>
<td>Lexington Elementary</td>
<td>7:25 a.m.</td>
<td>7:40 a.m.</td>
<td>2:25 p.m.</td>
<td>2:55 p.m.</td>
</tr>
<tr>
<td>Lexington High</td>
<td>8:05 a.m.</td>
<td>8:20 a.m.</td>
<td>3:25 p.m.</td>
<td>3:40 p.m.</td>
</tr>
<tr>
<td>Lexington Middle</td>
<td>7:55 a.m.</td>
<td>8:10 a.m.</td>
<td>3:30 p.m.</td>
<td>3:45 p.m.</td>
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<tr>
<td>Lexington Technology Center</td>
<td>8:05 a.m.</td>
<td>8:20 a.m.</td>
<td>3:23 p.m.</td>
<td>3:40 p.m.</td>
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<tr>
<td>Meadow Glen Elementary</td>
<td>7:25 a.m.</td>
<td>7:40 a.m.</td>
<td>2:25 p.m.</td>
<td>2:55 p.m.</td>
</tr>
<tr>
<td>Meadow Glen Middle</td>
<td>7:55 a.m.</td>
<td>8:10 a.m.</td>
<td>3:30 p.m.</td>
<td>3:45 p.m.</td>
</tr>
<tr>
<td>Midway Elementary</td>
<td>7:25 a.m.</td>
<td>7:40 a.m.</td>
<td>2:25 p.m.</td>
<td>2:55 p.m.</td>
</tr>
<tr>
<td>New Providence Elementary</td>
<td>7:25 a.m.</td>
<td>7:40 a.m.</td>
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<td>2:55 p.m.</td>
</tr>
<tr>
<td>Oak Grove Elementary</td>
<td>7:25 a.m.</td>
<td>7:40 a.m.</td>
<td>2:25 p.m.</td>
<td>2:55 p.m.</td>
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<tr>
<td>Pelion Elementary</td>
<td>7:15 a.m.</td>
<td>7:35 a.m.</td>
<td>2:20 p.m.</td>
<td>2:45 p.m.</td>
</tr>
<tr>
<td>Pelion High</td>
<td>7:50 a.m.</td>
<td>8:05 a.m.</td>
<td>3:15 p.m.</td>
<td>3:30 p.m.</td>
</tr>
<tr>
<td>Pelion Middle</td>
<td>7:50 a.m.</td>
<td>8:05 a.m.</td>
<td>3:30 p.m.</td>
<td>3:45 p.m.</td>
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<tr>
<td>Pleasant Hill Elementary</td>
<td>7:25 a.m.</td>
<td>7:40 a.m.</td>
<td>2:25 p.m.</td>
<td>2:55 p.m.</td>
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<tr>
<td>Pleasant Hill Middle</td>
<td>7:55 a.m.</td>
<td>8:10 a.m.</td>
<td>3:30 p.m.</td>
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</tr>
<tr>
<td>Red Bank Elementary</td>
<td>7:20 a.m.</td>
<td>7:35 a.m.</td>
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<tr>
<td>River Bluff High</td>
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<tr>
<td>Rocky Creek Elementary</td>
<td>7:25 a.m.</td>
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</tr>
<tr>
<td>Saxe Gotha Elementary</td>
<td>7:15 a.m.</td>
<td>7:40 a.m.</td>
<td>2:25 p.m.</td>
<td>2:55 p.m.</td>
</tr>
<tr>
<td>White Knoll Elementary</td>
<td>7:15 a.m.</td>
<td>7:40 a.m.</td>
<td>2:25 p.m.</td>
<td>2:50 p.m.</td>
</tr>
<tr>
<td>White Knoll High</td>
<td>8:05 a.m.</td>
<td>8:20 a.m.</td>
<td>3:30 p.m.</td>
<td>3:45 p.m.</td>
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<tr>
<td>White Knoll Middle</td>
<td>7:50 a.m.</td>
<td>8:05 a.m.</td>
<td>3:30 p.m.</td>
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### Attendance Reporting Days

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Date</th>
<th>Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 12, 2018</td>
<td>15th day</td>
<td>March 27, 2019</td>
<td>135th day</td>
</tr>
<tr>
<td>October 30, 2018</td>
<td>45th day</td>
<td>June 6, 2019</td>
<td>180th day</td>
</tr>
<tr>
<td>January 22, 2019</td>
<td>90th day</td>
<td></td>
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</tr>
</tbody>
</table>
Employee Online

Employee Online is a web-based system that enables employees to easily access their employment records, including pay stubs.

All permanent and many temporary employees access Employee Online through LexConnect. Substitutes and former employees access Employee Online by an alternate method that is explained during substitute training and exit interviews.

Basic instructions for accessing Employee Online are available on the district’s website. Choose the “I AM…” navigation tab. Select “An Employee,” then select “Employee Online Basics.”

Fringe Benefits

Authorization and Reimbursement for Attendance at Professional Meetings

See Policies DKC and DKC-R for detailed reimbursement schedules.

In addition to the opportunities the district provides for improvement of professional competencies through its regularly scheduled in-service sessions carried out as an integral part of the district’s professional improvement program, the school board also envisions a need for employees to attend other meetings, workshops and conferences that have to do with educational matters, and to do so at the district’s expense. In keeping with this rationale, district administrators are authorized and directed to establish regulations and procedures to implement this policy (Policy DKC-R).

Employee Insurance Benefits

The district participates in the state-sponsored health, dental and vision coverage programs. An employee’s coverage begins on the first day of the month if the employee is actively at work on the first working day of the month.

Otherwise, it starts on the first day of the following month.

Coverage will end the last day of the month in which an employee is actively at work, unless the employee is transferring to another covered employer.

To be eligible for insurance benefits, you must be a full-time permanent employee who works at least 30 hours per week, a part-time certified employee or a non-permanent employee who works an average of 30 hours per week for one full year.

Employees can access their benefits information through “MyBenefits” at https://mybenefits.sc.gov/.

The Office of Fiscal Services benefits administrators are available to provide further information on these plans. They will also assist employees with new employee enrollment changes during open enrollment and changes made within 31 days of a special eligibility situation (e.g., gaining other group coverage, involuntary loss of other coverage, marriage, birth, adoption or placement of adoption).

The following insurance benefits are available to eligible employees through the S.C. Public Employee Benefit Authority employee insurance program. For more information, visit their website at www.peba.sc.gov/insurance.html.

Health Insurance

The health insurance plans offered include BlueCross BlueShield Standard Plan, BlueCross BlueShield Savings Plan and TRICARE (Department of Defense health benefit for the military community).

Dental Insurance

State Dental Plan: This plan is provided to all active, eligible employees at no cost. Eligible dependents may be added at an additional cost.

Dental Plus: This is a supplemental dental program that provides a higher level of dental coverage for the same services under the State Dental Plan (except orthodontics) at affordable rates.

Vision Insurance

State Vision Plan: This plan is available to eligible active employees. The program covers comprehensive eye examinations, frames, lenses and lens options, and contact lens services and materials.

Supplemental Plans

The district also offers Colonial Life supplemental plans: short-term disability; universal life; and cancer. For more information, visit their website (www.coloniallife.com) or contact your benefits administrator.

How Benefits are Affected During Leave

Lexington County School District One is required to follow all guidelines under the Patient Protection and Affordable Care Act (also known as ACA and the federal healthcare reform) to determine your eligibility for benefits when you are unable to work. Please contact your Benefits Administrator.
Administrator to determine how this will affect your benefits:

Corrine Pangle (A–H)
cpangle@lexington1.net
(803) 821-1179

Lauren Hite (I–L)
lehite@lexington1.net
(803) 821-1116

Katherine Rawl (M–Z)
krawl@lexington1.net
(803) 821-1233

Family Medical Leave
An employee who has worked for at least one full year is an ongoing employee. Eligibility for benefits in 2017 was based on the employee working an average of 30 hours per week.

While out on leave, a reduction in hours does not affect your eligibility for benefits for the remainder of 2018. Your insurance coverage will continue automatically and you will be responsible for paying the employee’s portion of your premium to your employer.

• If premiums are not able to be deducted from your paycheck, payments are due on the first of each month for the month’s coverage. For example, premiums for March are due on March 1.

• If your payment is not received by the first of the month, your coverage will be canceled due to non-payment. If your coverage is canceled, you have a 30-day grace period from the date payment is due in which you can make the payment and have your coverage reinstated. If your payment is not received by the end of the grace period, your coverage will remain canceled and you will not be eligible for COBRA continuation coverage.

Wednesdays, Thursdays, and Fridays are considered full days, and Tuesdays and Saturdays are considered half days. If you work for at least 30 hours per week, and have available leave, are eligible to continue insurance benefits. When you have exhausted all of your available leave, your reduction in hours makes you ineligible for insurance benefits. You must work at least 30 hours a week to remain eligible for coverage. Insurance coverage will end the first of the month following your last day of available leave.

• You may continue your health, dental and vision coverage for up to 18 months through COBRA continuation coverage.

• If you are enrolled in life insurance benefits, you may convert your life insurance benefits to a whole life policy with Minnesota Life.

• Life insurance benefits and Supplemental Long-Term Disability benefits may not be available to you for the duration of your leave. Life insurance benefits may only be continued for up to 12 months from your last day worked. Supplemental Long-Term Disability benefits will end 30 days from your last day worked. Eligibility for active benefits begins the first of the month following the employee’s return to work or resumption of working at least 30 hours per week.

PLEASE CONSULT YOUR BENEFITS SUPERVISOR TO DETERMINE YOUR ELIGIBILITY

Long-Term Leave
(Not eligible for FMLA)
Newly hired employees for the 2018–2019 school year who do not qualify for FMLA, but have available leave, are eligible to continue insurance benefits. If you experience a special eligibility situation as defined in the 2018 Insurance Benefits Guide.

Workers’ Compensation
While out on leave, a reduction in hours does not affect your eligibility for benefits. Your insurance coverage will continue automatically and you will be responsible for paying the employee’s portion of your premium to your employer.

• If premiums are not able to be deducted from your paycheck, payments are due on the first of each month for the month’s coverage.

• If your payment is not received by the first of the month, your coverage will be canceled due to non-payment. If your coverage is canceled, you have a 30-day grace period from the date payment is due in which you can make the payment and have your coverage reinstated. If your payment is not received by the end of the grace period, your coverage will remain canceled and you will not be eligible for COBRA continuation coverage.

Military Leave
While out on military leave, the employee has the option to continue or drop all of his/her insurance coverage. The employee must contact their Benefits Supervisor prior to the beginning of his/her military leave to make this decision and complete necessary paperwork.

• If the employee chooses to continue coverage, if premiums are not able to be deducted from your paycheck, payments are due on the first of each month for the month’s coverage.

• If the employee chooses to terminate coverage, the employee must complete a Notice of Election Form and provide a copy of the military orders.

• The employee may re-enroll in the same benefits he/she had prior to the military leave within 30 days of returning to work.

Salary Advancement
All newly employed teachers are eligible for a 25-check pay option on their salary. Contact Human Resources for more information.

Social Security (FICA)
For calendar year 2018, deductions for Social Security occur at the rate of 6.2 percent for Social Security and 1.45 percent for Medicare.
Direct Deposit
An employee can have his/her pay deposited directly into no more than four accounts. An employee may sign up or make changes at any time of the year (except June, July and August) for this service. A minimum of two weeks, however, is required to verify the information supplied.

Any time you start direct deposit, add a new direct deposit account or change a direct deposit account number, you will receive a one-time paper paycheck for your entire pay as part of the verification process.

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

Withholding Tax (Federal and State)
Employees who have experienced changes in tax exemption status should file a new exemption certificate (W-4).

Responsibility for accuracy of exemption certificates lies with employees. Forms are available in each principal’s office, the Office of Human Resources or Fiscal Services, or can be downloaded and printed from the Tax Info option in Employee Online.

Workers’ Compensation Insurance
Under general Workers’ Compensation Law, employees are required to report all types of injuries. All reported incidents/injuries must be routed through the Office of Fiscal Services.

(Policy GBGD)
Workers’ Compensation
General Terms and Conditions
Each employee is expected to demonstrate or practice appropriate safety procedures while in the workplace.

Under the South Carolina Workers’ Compensation Law, medical and monetary benefits are generally available to an employee who sustains an accidental injury arising out of and in the course of his/her assigned responsibilities. The law provides medical care to bring about the earliest possible recovery from the injury, a percentage of wages and salary lost during the injured employee’s disability and, in case of death, compensation for the deceased employee’s dependents.

The district’s workers’ compensation insurance carrier is the South Carolina School Boards Insurance Trust. Accordingly, the designation of workers’ compensation medical treatment providers is made by the district in consultation with and upon the recommendation of the South Carolina School Boards Insurance Trust. The refusal of an employee in writing to accept any medical, hospital, surgical or other treatment when provided by the district through its workers’ compensation program will bar such employee from further compensation until such refusal ceases; unless, in the opinion of the South Carolina Workers’ Compensation Commission, the circumstances justified the refusal.

When an employee is absent from work as a result of accidental injury arising out of and in the course of his/her assigned responsibilities, available annual leave and workers’ compensation benefits will be coordinated to the extent that such leave and benefits are available.

Notice
Within 24 hours of the occurrence of a work-related accident or as soon thereafter as practicable, an injured employee or, in an emergency, his/her representative will give notice of the accident to the employee’s principal, immediate supervisor and/or to Fiscal Services.

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

When a pay date falls on a Saturday or Sunday, that pay date will move to the nearest workday. For example, if the 10th day of the month falls on a Saturday, the pay date moves to Friday, the ninth day. If the 10th falls on a Sunday, the pay date moves to Monday, the 11th. When the pay date is a holiday, paychecks are issued the last working day before the holiday.

It is mandatory for all district employees to be enrolled in Direct Deposit or the MyLink payroll card.

With few exceptions, employee pay will be issued electronically through Direct Deposit or the MyLink payroll card. For the month of September, schools and departments will pick up paper paychecks for employees. After September, any paper checks issued will be mailed to the employee unless arrangements have been made prior to 12:00 p.m. on the date the check is issued. Employees do not receive paper pay stubs except in those few instances where a paper check may be issued. All employees will be able to access their pay information electronically through the Employee Online Web portal.

Employee Online shows electronic versions of the current and up to 50 past pay stubs.

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

Salary checks are calculated, prepared and issued by the payroll division of Fiscal Services.

Please report any miscalculations or questions about your check to your principal or supervisor immediately.

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

**Paychecks Issued**

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<tbody>
<tr>
<td>July 10</td>
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<table>
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<td>January 10</td>
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<tr>
<td>February 11</td>
<td>February 25</td>
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<tr>
<td>March 11</td>
<td>March 25</td>
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<tr>
<td>April 10</td>
<td>April 25</td>
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<tr>
<td>May 10</td>
<td>May 24</td>
</tr>
<tr>
<td>June 10</td>
<td>June 25</td>
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</table>

**(Policy GDBC) Support Staff Supplementary Pay/Overtime Administrative Rule**

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

The minimum wage paid on an hourly basis to all district employees, either part time or full time, permanent or temporary, will be no less than the federal minimum wage, except under authorized training and apprenticeship programs.

The board recognizes that while its goal is not to have any employee work overtime, it may be necessary occasionally for non-exempt persons to work more than 40 hours during a given work week.

Non-exempt employees working overtime will be paid time-and-a-half (in money or compensatory time off) for each hour of overtime worked.

No overtime, as defined by FLSA, will be suffered or permitted without authorization from the employee’s principal or, at the district level, the employee’s immediate supervisor.

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

The administration will maintain records and establish regulations that are consistent with this policy and the requirements of FLSA.

**(Policy GDBC-R) Support Staff Supplementary Pay/Overtime Administrative Rule**

**Workweek**

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

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

**Hours Worked**

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

Meal periods do not count as hours worked unless the individual is required to perform work duties during the meal period.

Break periods of 20 minutes or longer do not count as work time.

**Travel**

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

**Leave**

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

**Part Time in a Different Capacity**

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

**Substitution in the Same Capacity**

Employees, at their own option but with the approval of the district, may substitute during scheduled hours for other employees employed in the same capacity. Such substitution must be undertaken voluntarily without direct or implied coercion by the district.

In the case of such substitution, the hours involved will not be credited to the substitute employee in the calculation of hours for which the district employee is entitled to overtime compensation. The district will maintain a record that the substitution has taken place.

**Overtime Hours**

Overtime hours for all employees in the district will be held to a minimum consistent with the needs and requirements of sound and orderly administration.

All hours worked by non-exempt employees must be scheduled and duly authorized by the employee’s principal...
or, at the district level, the employee's immediate supervisor.

Overtime hours worked over 40 hours during the workweek must be authorized in writing prior to the time the work is performed. Unauthorized overtime will not be tolerated.

Where an employee, in a single workweek, works at two or more different types of work that have different hourly rates, the employee's regular rate for that week is the weighted average of such rates. In determining a weighted average of rates, the earnings from all such rates are added together, and this total is then divided by the total number of hours worked at all jobs.

With respect to the payment of overtime in money or compensatory time off, the district shall have the discretion to determine method of payment.

Compensatory Time Off
Non-exempt employees who work more than 40 hours during any workweek may be awarded compensatory time off. Compensatory time will be awarded at the rate of 1-½ hours for each hour of overtime worked in any given workweek.

Compensatory time may be accrued to a maximum of 48 hours (32 overtime hours). Overtime work beyond this maximum accrual will be monetarily compensated at the rate of 1-½ times the individual's normal hourly rate of pay.

The district reserves the right to allow an employee’s supervisor/principal to require employees taking compensatory time to schedule compensatory time in minimal quarter-hour increments of 30 minutes or more as deemed necessary for sound and orderly administration. This requirement is subject to change by the district upon written notification to all affected employees.

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

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

Monetary Compensation
Non-exempt employees who work in excess of 40 hours per workweek will be paid at 1-½ times their “regular rate” in the event that the district has not designated compensatory time rather than monetary compensation.

Termination
Individuals with unused compensatory time who are terminated or who terminate their employment will be granted compensatory time prior to their final date of employment or monetarily paid for unused compensatory time at 1-½ times their final regular rate of pay. The district shall have the discretion to determine which method of payment to choose.
CODE OF EXCELLENCE
Code of Excellence

Beginning with the school year 2018–2019, Lexington School District One will use a newly adopted Employee Code of Excellence.

Using existing research validated solutions from current studies done in dozens of other school districts throughout the nation, the Employee Code of Excellence was created in order to sustain a safe and supportive school environment, which is conducive to learning for all students, staff, parents and community members. It is the foundation supporting school culture and enhancing confidence among all key stakeholder groups throughout the district.

We believe that it is beneficial for our district to implement our own unique Employee Code of Excellence that incorporates our communities’ ethical philosophy and employee behavior expectations into a process that all employees and supervisors follow.

A committee of stakeholders generated the following general list of expected behaviors for each employee. Each Lexington County School District employee will:

1. demonstrate respect and integrity when interacting with students, parents, staff, community members and any other stakeholders.
2. report to work in a timely manner, fit for duty and prepared to fulfill all job responsibilities.
3. comply with directives issued by established lines of authority.
4. identify, report, and/or control unsafe conditions, situations and/or hazards immediately to maintain safe and secure working and/or learning environments.
5. comply with all applicable laws and policies that prohibit coercive, harassing, threatening, retaliating or discriminating conduct.
6. communicate any matters of interest or concern to the district in a truthful and timely manner.
7. ensure, to the extent required by one’s job description, that district assets are acquired, used, maintained and disposed of in an ethical and responsible manner in accordance with all applicable laws and policies.
8. maintain confidentiality of information as required under federal laws, state statutes, board policies and related administrative rules.
9. report actions that may represent violations of federal laws, state statutes, board policies, and/or related administrative rules.
10. refrain from any activity that may reasonably interfere with either one’s ability to effectively perform one’s duties as assigned, or the legitimate operational interests of the district.
11. comply with all federal laws, other statutes, board policies and related administrative rules.
Name Change/Address Change

Submit a name and/or address change to the Human Resources Office using the HR-21 Universal Name/Address Change Form.

(Policy GBA, Issued 6/03)

Open Hiring/Equal Employment Opportunity and Affirmative Action

As an equal opportunity employer, the district will recruit, hire, train, promote and make other employment decisions on the basis of individual merit and without discrimination because of race, color, religion, national origin, sex, disability or age as required by applicable state and federal laws.

The superintendent establishes guidelines for organization of the teaching and administrative staff and, through his staff, selects, hires and promotes certified staff with approval as required by the board. Additionally, the superintendent selects, hires and promotes support staff.
EMPLOYMENT POLICIES
FOR PROFESSIONAL STAFF

POLICIES
Employment Policies for All Employees

(Policy GCE)

Professional Staff Recruitment

It is the policy of the board to recruit and hire professional personnel based on qualifications and merit. Personnel recruitment and selection are the responsibility of the superintendent. Central Services administrators, principals and other supervisors will assist as needed.

The district is committed to nondiscrimination in its employment practices including recruitment and advertising, and does not discriminate on the basis of race, color, religion, national origin, sex, disability, genetic information or age in admission to, access to, treatment in or employment in its programs and activities.

Employment Policies for Professional Staff

(Policy GCE-R)

Professional Staff Recruitment

Administrative Rule

The district will maintain an effective recruitment program designed to attract, secure and maintain the highest qualified individuals for all positions.

The district seeks minority applicants in accordance with its nondiscrimination in employment policy and is committed to providing an educational experience enhanced by the professional contributions of different races, creeds, sexes and ethnic backgrounds.

Each job vacancy will be analyzed prior to initiating the recruitment process. The job analysis will be performed by the chief human resources officer in order to determine which recruitment strategies may be the most effective for the specific job vacancy. Recruitment strategies that may be considered include the following:

- advertisement in local, state or regional newspapers; in professional publications; or with college and university placement services;
- interviews with students enrolled in teacher education programs;
- internal and external searches;
- inquiries and referrals;
- professional contacts with community organizations that promote the interests of minority groups;
- publications and pamphlets;
- special activities and events for prospective applicants;
- audiovisual packages and recruiting programs; and/or
- the district's website.

It will be the practice of the administration to design and publish a district brochure and/or website that will be used to recruit quality individuals. The district brochure and/or information on the website will contain general information about the system, its educational programs, teacher benefits, schools, student enrollment, and the communities and county at large.

The chief human resources officer will be authorized to write and publish the job vacancy announcements/advertisements within the confines of the district's recruitment and/or employment policies and procedures. The job vacancy announcements/advertisements will be based on the actual job descriptions and/or criteria to be used in selecting the most qualified person for the position. These documents may also include such information as: job title; major job responsibilities; how to apply for the position; minimum qualifications; and deadline for receiving applications.

The administration will generally advertise all job vacancies within the district, when appropriate, unless otherwise determined by the superintendent or his designee.

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

(Policy GCF)

Professional Staff Hiring

Hiring

The district will provide equal employment opportunities to all persons without regard to race, color, religion, national origin, sex, disability, genetic information or age. The district will make reasonable accommodations for an individual who is otherwise qualified for a position unless the accommodation would impose an undue hardship on the system.

The superintendent will make recommendations to the board for employment. The superintendent or his designee will ensure that all persons nominated for employment meet the qualifications and are the most qualified for the particular position.

The district will not employ any new teacher or administrator without a personal interview.
The superintendent or his designee may use a “Letter of Intent” to assure a prospective professional employee of a forthcoming professional recommendation to be hired. The board will take final action on the employment of professional personnel upon recommendation of the administration.

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

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

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

At a minimum, the district will not employ individuals who have been convicted of or pled guilty to a violent crime as defined in S.C. Code Ann. § 16-1-60.

Additionally, when making employment decisions, the district will carefully consider information that could result in the revocation or suspension of a professional certificate “for cause” as defined in S.C. Code Ann. § 39-23-160.

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

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

Department of Social Services Child Abuse and Neglect Central Registry
A history report on all new professional staff members will also be obtained from the DSS Child Abuse and Neglect Central Registry prior to their initial employment.

A current district employee whose name is placed on the DSS Child Abuse and Neglect Central Registry at any point during their employment must immediately notify the chief human resources officer.

Immigration Reform and Control Act of 1986
The Immigration Reform and Control Act of 1986 prohibits employers from hiring individuals not legally eligible to work in the United States. The district will comply with the provisions of the U.S. Immigration and Customs Enforcement Agency regulations by requiring employees of the district to complete Form I-9.

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

The district will maintain the completed Form I-9 in a file separate from other personnel records in order to prevent unauthorized review of personnel files and will retain the Form I-9 for three years after the date of hire or one year after the date the individual’s employment is terminated, whichever is later.

The district participates in the federal E-Verify program and will verify the employment authorization of each new employee through this federal program.

Vacancies
The administration will generally advertise all job vacancies within the district, when appropriate, unless otherwise determined by the superintendent or his designee. It is within the superintendent’s or his designee’s sole discretion to determine whether advertisement of the vacancy is necessary or whether the position may be filled through some other means.

(Policy CGF-R)
Professional Staff Hiring Process

The application process
Each individual seeking employment in the district will need to apply online at www.lexington1.net. If the individual needs to apply for licensure in South Carolina, he/she will need to apply online at www.ed.sc.gov. Additionally, the applicant must submit at the time of employment all district-required personal information, data and documentation.

Selection of Certified Personnel
The chief human resources officer or designee will receive all applications for professional job vacancies and will perform the initial screenings.

The chief human resources officer or designee will be responsible for determining who will be approved for interviews and who will conduct the interviews, as well as who may assist/
participate in the interview process. In making the decision, such factors as the professional licensure and qualifications required for the position, the level and/or impact of the position, areas of responsibility and the relationship of the position to other positions on the organizational chart may be considered.

For teaching positions, the principal will continue the screening process at the building level. The building level process will include verification and evaluation of references and credentials. The principal will be responsible for checking the references and credentials of the applicants, as well as other application data. All interviews and telephone/personal references must be documented in writing. No teaching applicant may be interviewed by the principal unless the chief human resources officer or designee has pre-screened and approved the individual’s application.

Following the completion of the above, the principal will request a conference with the chief human resources officer or designee for the purposes of discussing, receiving and evaluating the application of the individual the principal wishes to recommend for employment; the entire recruitment and selection process; and the application files for all persons who were given consideration. This phase of the selection process serves as a double-check to ensure that the person selected is, in fact, the most qualified.

Upon the completion of this phase and the identification of the most qualified person for the position, the principal will submit his/her final recommendation to the chief human resources officer. The superintendent, after receiving the recommendation from the chief human resources officer and the principal, may recommend the applicant for employment to the board.

Upon board approval, the selected candidate will be formally offered the position. If the teacher or administrator candidate accepts the offer, an employment contract will be prepared.

The selection process will conclude with the principal or supervisor notifying the remaining applicants that the position has been filled. This step will be initiated only after the offer of employment has been accepted by the candidate and a contract has been signed.

Reporting Expectations
The board directs the superintendent to report to the State Board of Education the name and certificate number of any certified educator who is dismissed, resigns or is otherwise separated from employment with the district based on allegations of misconduct set forth in State Board of Education Regulations 43–58, including, but not limited to: misconduct involving drugs; sexual misconduct; the commission of a crime; immorality; dishonesty; failure to comply with the provisions of a contract without the written consent of the board; and other conduct that the superintendent reasonably believes constitutes grounds for revocation or suspension of the employee’s professional certificate.

(Policy GCK)
Professional Staff Assignments and Transfers

Assignment
The board believes that the basic consideration in the assignment of professional staff is the well-being of the instructional program and the best interests of the district. As set forth in Policy GBA, Open Hiring/Equal Employment Opportunity and Affirmative Action, the district does not discriminate on the basis of race, color, religion, national origin, sex, disability, genetic information or age per applicable state and federal laws including in professional staff transfers and/or reassignments.

The superintendent is responsible for the assignment and transfer of professional staff. He may delegate the placement process to other administrators; however, the superintendent ultimately retains responsibility for professional staff assignments.

Placement of professional staff assigned to a school is within the discretion of the principal.
If the superintendent or his designee concurs with the voluntary transfer recommendation, the Office of Human Resources will provide written notice to the affected professional staff member and principal or supervisor that the request has been approved.

Procedure for Involuntary Transfers
If, in the opinion of the superintendent, an involuntary transfer would be in the best interest of the district, the superintendent and/or the chief human resources officer will inform the employee of the transfer and confirm the same in writing to the employee. Refusal to comply with the reassignment may be grounds for dismissal.

(Policy GCL) Professional Staff Schedules and Calendars
Except as employed on a 12-month basis or for another irregular period set forth in a teacher’s or administrator’s employment contract, all professional personnel will work 190 days in a school year. The length of the instructional day, exclusive of scheduled faculty or committee meetings, will be no less than 7.5 hours per day.

All teachers will report for duty at least 15 minutes before the first regularly scheduled generalized activity and remain a minimum of 15 minutes after pupils are dismissed.

Teachers assigned special morning and afternoon duties will report at the time and place specified by the principal.

Teachers are responsible for attending any administrative and/or professional meetings called by the principal or the superintendent or his designee. Teachers will not leave the school grounds during the school day without express permission from their principals or assistant principals, and must register their mid-day departure and arrival times.

(Policy GCMD) Instructional Staff Extra Duty
The board expects teachers and other certified instructional personnel to assume reasonable duties over and above their regular responsibilities in order to provide students with appropriate supervision and a comprehensive educational program.

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

The board expects all teachers and other certified instructional personnel to attend functions of their respective schools such as PTA/PTO meetings and to attend other school events when requested by the principal or director of the school.

The board may compensate certified staff for major extracurricular responsibilities and assignments in accord with the district’s supplement pay schedules.

(Policy GCNA) Supervision of Instructional Staff
Principals are the instructional leaders of the school. As such, they are responsible for the supervision of instruction and instructional personnel.

A principal may require a teacher to change methods and lesson plans when these conflict with the approved curriculum, board policy and/or district expectations. A teacher who willfully ignores such a directive may be referred to the superintendent or his designee on charges of insubordination.

(Policy GCOA) Evaluation of Instructional Staff
Purpose: To establish the basic structure for the evaluation of the professional instructional staff in the District to ensure accountability.

General
The appropriate personnel will evaluate the performance of every teacher in accord with state law and South Carolina Department of Education Expanded ADEPT guidelines.

Induction Teachers
The District will adopt and maintain a state-approved induction program to provide Induction teachers with special guidance and assistance. Teachers will be provided with feedback regarding their strengths and weaknesses relative to state standards for teacher effectiveness. The principal and/or an appropriate Central Services administrator will determine the success of each Induction teacher. At a minimum, this decision will be based on attendance at meetings, observations of teaching performance by the Induction Team, submission of a satisfactory performance appraisal, and meeting District expectations for teacher performance and conduct.

Teachers may not be employed under an Induction Contract for more than three years.

Annual Teachers
During the first Annual Contract year and at the District’s discretion, the teacher must either complete the summative evaluation process or be provided with diagnostic assistance. At least once, an Annual teacher must successfully complete the summative evaluation process. The District will use the Expanded ADEPT instrument, e.g., the South Carolina Teaching Standards 4.0, to conduct summative evaluations. The criteria or requirements that must be met by teachers to complete successfully an Annual Contract year include, but are not limited to, satisfactory completion of the summative evaluation process, meeting full requirements for a South Carolina Professional Teaching Certificate as specified by the State Board of Education, and the demonstration of satisfactory teaching performance and professional conduct as determined by the teacher’s principal and/or appropriate Central Services administrator.
Teachers may not be employed under an annual contract for more than four years.

**Continuing Teachers**
The District may conduct summative and/or formative evaluations of Continuing teachers. The principal or appropriate Central Services administrator will determine which Continuing teachers will be evaluated under a summative process, e.g., through the South Carolina Teaching Standards 4.0, and which will be evaluated using an formative process of Goals-Based Evaluation Programs (GBE), i.e., Competency-based GBE or Research and Development GBE. GBE evaluations will primarily focus on the successful accomplishment of Student Learning Objectives.

The District will notify all Continuing teachers currently employed in the system in writing of their placement on summative evaluation by May 1 annually. This written notice will include the reason(s) the teacher will be evaluated formally, as well as a description of the summative evaluation process. Examples of rationale for the placement of a Continuing teacher on summative evaluation include, but are not limited to, the following:

- concerns with classroom instruction;
- classroom management;
- interpersonal skills;
- treatment of students, parents/legal guardians, or other staff members;
- insubordination;
- three or more meritorious requests by parents/legal guardians in a school year to remove their sons/daughters/wards from the teacher's class;
- written/oral communication skills; and
- low student achievement without an acceptable explanation.

**Evaluation Appeals**
Summative Evaluations: No teacher or other instructional staff member may grieve the results of his/her summative performance evaluation.

If an Annual or Continuing teacher is dissatisfied with his/her final evaluation, s/he may submit a written request citing perceived procedural violations of the process to the Employee Development Facilitator. This must be done in within five school days of the teacher receiving his/her final evaluation results. The decision of the Employee Development Facilitator is final for Annual teachers.

If a Continuing teacher believes the Employee Development Facilitator’s determination is in error, s/he has the right to appeal to the Director of Human Resources. An appeal must be filed in writing and submitted to the Director of Human Resources within five school days of the receipt of the Employee Development Facilitator’s determination and should state explicitly why the teacher believes the conclusion was in error.

The decision of the Director of Human Resources is final.

Formative Evaluations: No teacher or other instructional staff member may grieve the results of his/her formative evaluation, including Competence-building or Research and Development Goals-Based Evaluations. The decision of the building principal is final.

**Evaluation Results**
Evaluation results will be maintained in each employee's District personnel file; however, principals or their designees will provide each teacher or other instructional staff member with a copy of his/her annual written evaluation results.

(Policy GCQA/GCQB)

**Professional Staff Reduction in Force**

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

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

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

Reduction-in-force terminations will be on a systemwide basis. Therefore, the superintendent shall not be limited to considering only those employees in the particular school, area or program in which the loss of enrollment, reorganization, curriculum change, financial emergency or other circumstance has occurred.

The recommendation concerning specific employees to be terminated under a reduction in force shall be based upon the following considerations:

- professional experience;
- areas of licensure;
- educational levels;
- performance evaluations, oral or written;
- attendance record;
- experience in other areas of licensure;
- principal's or supervisor's recommendation;
- type of contract;
- extracurricular needs of the schools;
- length of service in the district;
- “highly qualified” status as defined by the No Child Left Behind Act; and
- any other factor considered appropriate by the superintendent.

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

**Notice to Individual Employee(s)**
Written notice of district action to terminate pursuant to this policy shall be sent to the affected employee(s) by both certified mail with return receipt requested and regular U.S. mail. The notice shall include a statement of the conditions requiring termination of employment and a general description of the procedures followed in making the decision.

**Review of Individual Terminations**
Within 10 calendar days after receiving a notice of termination under this policy,
an employee may request a hearing on
the matter before the board. Any such
request shall be in writing and addressed
to the board chair. The request for review
will specify the grounds on which it is
contended that the decision to terminate
was arbitrary, discriminatory or otherwise
improper, and must include a short, plain
statement of facts that the employee
believes supports his/her contention. The
hearing will be held within 30 calendar
days after the request is received.

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

Obligation with Respect
to Re-employment
For two years after the effective date of a
reduction-in-force termination, the board
will not replace the certified staff member
whose employment has been terminated
without first giving due consideration
to the re-employment of the RIF’ed employee.

The district will make the offer by certified
mail with return receipt requested and
by regular U.S. mail. The administration
will advise the individual that he/she
must submit written acceptance within
15 calendar days of the date of the offer.
Failure to make written acceptance within
the 15 calendar days or rejection of the
offer eliminates all re-employment rights
of the former certified staff member.

Any employee terminated under this RIF
policy but who is recalled to employment
within two years shall have restored to
him/her all legally permissible leave.

(Policy GCQC/GCQD)
Resignation of
Instructional Staff/
Administrative Staff
The resignation of any professional
employee wishing to cancel or
terminate a contract will normally be
presented in writing to the principal or
immediate supervisor with a copy to the
superintendent at least 30 days prior to the
date upon which that person desires the
resignation to be effective or the contract
to be terminated.

The board authorizes the superintendent
to accept resignations on its behalf.
Acceptance of a professional employee’s
resignation is within the sole discretion
of the superintendent and will be based
upon the needs of the district. For such
resignation to be effective, it must be
accepted in writing by the superintendent
or his designee.

Generally, an employee is not released to
accept a similar position within 30 days
prior to the beginning of school or until a
suitable replacement is found.

The board will be formally advised of all
resignations.

When the superintendent does not
accept a resignation and the employee
fails to perform contractual duties, the
superintendent may recommend to
the board that a formal complaint and
report of the breach be sent to the State
Board of Education and may ask that
appropriate action be taken against the
employee for unprofessional conduct.
The board will vote formally on all such
recommendations.

State law and State Board of Education
regulations provide for the suspension or
revocation of a professional certificate for
a period of up to one calendar year under
such circumstances.

(Policy GCQF)
Discipline, Suspension
and Dismissal of
Professional Staff
It is the responsibility of the board and
school administration to operate the public
schools of the district in a manner that will
maintain broad community confidence
in and support of the public schools. In
the absence of such support, the district
cannot maintain a strong, effective public
education program.

Induction and Annual
Contract Teachers
The dismissal or non-renewal of certified
employees who hold induction or annual
contracts will be carried out in accordance

Continuing Contract Teachers
The dismissal or non-renewal of certified
employees who hold continuing contracts
will be carried out in accordance with
the S.C. Employment and Dismissal of
Teachers Act, S.C. Code Ann., Section
59-25-410, et seq., as amended.

It is the policy of the board to remove
from employment any teacher or
administrator who fails or who may be
incompetent to give instruction
in accordance with the directions of
the superintendent, or who otherwise
manifests an evident unfitness for
teaching. Evident unfitness for teaching
is manifested by conduct such as, but not
limited to, the following: persistent neglect
of duty; willful violation of board policies,
administrative rules and/or district
regulations; drunkenness; conviction of
a violation of state or federal law; gross
immorality; dishonesty; and illegal use,
sale or possession of drugs or narcotics.

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

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

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

**Misconduct Concerns**

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

Disciplinary action, up to and including a recommendation of termination, may be taken against any employee who is determined to have engaged in unprofessional or inappropriate conduct toward students, parents or staff. Such conduct may include, but is not limited to, violating district policies or procedures; engaging in criminal conduct; engaging in inappropriate conduct of a sexual nature toward other employees or students; harassment, intimidation or bullying; or making inappropriate comments to students. This includes any action or conduct communicated or performed in person, in writing or electronically through telephones, cellphones or other telecommunication devices; through computers, laptops or other mobile computing devices; and through email, text messaging, instant messaging, etc.

Disciplinary action, including a recommendation of termination, may also be taken against any employee whose conduct the administration has determined has impaired the employee’s ability to be an effective educator.
Employment Policies for Support Staff

(Policy GDF)
Support Staff Hiring

The district will provide equal employment opportunity to all persons without regard to race, color, religion, national origin, sex, disability, genetic information or age. The district will make reasonable accommodations to a known physical or mental disability of an individual who is otherwise qualified for a position, unless the accommodation would impose an undue hardship on the system.

The board delegates authority to the superintendent to employ all support staff. The superintendent is authorized to assign and reassign support staff in the best interests of the district.

It is the responsibility of the superintendent or his designee to ensure that all persons employed meet the qualifications established for a particular position. The superintendent or his designee will establish an interview and selection procedure, which will allow the principals or immediate supervisors an opportunity to be actively involved in the selection of the employee(s). The superintendent or his designee, however, will make or approve the final employment decision. The district will not initially employ any candidate without a personal interview.

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

State Law Enforcement Division (SLED) Background Checks

The district will obtain a name-based criminal record history check on all new employees from SLED prior to their initial employment.

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

At a minimum, the district will not employ individuals who have been convicted of or pled guilty to a violent crime as defined in S.C. Code Ann. § 16-1-60.

Additionally, when making employment decisions, the district will carefully consider information that could result in the revocation or suspension of a professional certificate “for cause” as defined in S.C. Code Ann. § 59-25-160.

National Sex Offender Registry Checks

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

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

Department of Social Services Child Abuse and Neglect Central Registry

A history report on all new support staff members will also be obtained from the DSS Child Abuse and Neglect Central Registry prior to their initial employment.

A current district employee whose name is placed on the DSS Child Abuse and Neglect Central Registry at any point during his/her employment must immediately notify the chief human resources officer.

Immigration Reform and Control Act of 1986

The Immigration Reform and Control Act of 1986 prohibits employers from hiring individuals not legally eligible to work in the United States. The district will comply with the provisions of the U.S. Immigration and Customs Enforcement Agency regulations by requiring employees of the district to complete Form I-9.

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

The district will maintain the completed Form I-9 in a file separate from other personnel records in order to prevent unauthorized review of personnel files and will retain the Form I-9 for three years after the date of hire or one year after the date the individual’s employment is terminated, whichever is later.

The district participates in the federal E-Verify program and will verify the employment authorization of each new employee through this federal program.
Vacancies
The administration will generally advertise all job vacancies within the district, when appropriate, unless otherwise determined by the superintendent or his designee. It is within the superintendent’s or his designee’s sole discretion to determine whether advertisement of the vacancy is necessary or whether the position may be filled through some other means.

(Policy GDF-R)
Support Staff Hiring Administrative Rule

Applications for support staff positions are available online at www.lexington1.net. All completed applications will be filed in the Office of Human Resources.

As needed, the principal or department head will examine and analyze the applications for each job category contained in the district’s application files. Interviews will then be arranged by the principal or department head with the candidates who appear best qualified.

Requested support staff positions, in addition to the current budget, will be reviewed by the senior leadership team for approval. The chief human resources officer or her designee will notify the principal or department head when he/she may move ahead with the requested position. A commitment for employment may not be made to any applicant prior to the time of recommendation.

The chief human resources officer or her designee and, as she deems appropriate, the superintendent, will interview likely candidates for support staff positions of a supervisory nature and/or other positions.

A new employee will generally be recommended at the zero level for their job grade unless any of the following occur:

1. A new employee possessing experience and training above the minimum level required for that job grade may be recommended at a level above the minimum. This recommendation must be documented on the district-approved form, which must contain a detailed work history and be submitted to the chief human resources officer at the time of recommendation.

2. If years of previous experience are the same or very similar to the current assignment, a full year of credit will be awarded for a year of experience.

   If previous experience is not the same or similar to the current assignment, one-half-year credit will be awarded for a year of experience.

   Years of credit may be awarded up to a maximum of 22 years. Once an experience determination is made by the chief human resources officer, there is no further appeal.

Salary Increases Upon Promotion
Upon promotion, an employee’s salary will be increased at least to the minimum rate of the grade to which the employee is promoted. If the amount of the increase between the old position and the new position is less than the percent increase approved by the board, the board-approved percent will prevail.

If the employee’s salary prior to promotion is at or above the minimum rate of the job grade to which the employee is promoted, the employee may be granted an increase equal to the percent approved by the board provided such increase does not place the employee’s salary above the maximum pay rate for the job grade to which he/she is promoted.

Salary Increases Upon Upward Reclassification
When an occupied position is reclassified to a grade having a higher minimum and maximum salary range, the employee’s salary will be increased to at least the minimum rate of the job grade to which the position is reclassified. If the amount of the increase between the old classification and the new classification is less than the amount of percent increase approved by the board, the board-approved percent will prevail.

If the employee’s salary prior to reclassification is at or above the minimum rate for the grade to which he/she is reclassified, the employee may be granted an increase equal to the percent approved by the board, provided such increase does not place the employee’s salary above the maximum pay rate for the job grade to which the position is reclassified.

Years of Experience
One year of experience may be credited provided the employee is employed in a full-time position for a minimum of eight-tenths (0.8) of the school year, but in no case fewer than 152 days.

Partial-year experience may be utilized to compute full years of experience provided the sum of the partial experience meets the requirements as stated in the previous sentence.

(Policy GDI)
Support Staff Probation

Employees whose positions do not require a certificate issued by the South Carolina Department of Education and who are paid on a support staff salary schedule are considered to be on a probationary status during their first 90 working days of employment.

The procedures of administrative rule GDQD-R, Discipline and Dismissal of Support Staff, do not apply during the probationary period, and the employment relationship is considered strictly an at-will employment relationship. During the probationary period, the chief human resources officer has the authority to terminate a probationary employee’s employment with the district based on a recommendation from the probationary employee’s principal or immediate supervisor.

Before probationary employees may move to regular employment status, they must receive “satisfactory” evaluation ratings on the district’s approved evaluation instrument.

Should a probationary employee be absent for five or more consecutive days for any reason, the district will extend his/her period of probation by the length of such absence.

Newly hired support staff must execute an acknowledgment of this policy prior to performing any work for the district.
(Policy GDJ) Support Staff Assignments and Transfers

The board believes that the basic consideration in the assignment of support staff is the well-being of the instructional program and the best interests of the district. As set forth in Policy GBA Open Hiring/Equal Employment Opportunity and Affirmative Action, the District does not discriminate on the basis of sex, race, color, national origin, religion, disability or age per applicable state and federal laws including in support staff transfers and/or reassignments.

The superintendent is responsible for the assignment and transfer of support staff. s/he may delegate the placement process to other administrators; however, the Superintendent ultimately retains responsibility for support staff assignments.

Placement of support staff assigned to a school is within the discretion of the principal.

(Policy GDJ-R) Support Staff Assignments and Transfers Administrative Rule

Transfers

The district makes personnel transfers on a voluntary or involuntary basis. Support staff may be transferred at any time.

Procedure for Voluntary Transfers

A support staff employee is not eligible to request a transfer until he/she has completed the 90-day probationary period. If a support staff employee would like to be considered for a transfer, the following applies.

1. The employee will submit Form HR-43 to the Office of Human Resources to request a transfer to another support staff position.
2. The employee must obtain the signature of his/her principal or supervisor on Form HR-43 prior to submitting the form to the Office of Human Resources.
3. Once Form HR-43 has been submitted to the Office of Human Resources, the employee must log in to the secure employee portal system to complete a digital application for the desired position(s).
4. The Office of Human Resources will release viewing rights in the online application system to principal(s) once these steps have been completed by the employee.
5. The principal or supervisor will contact individuals qualified to interview. Should the principal or supervisor believe an eligible employee is best qualified to serve in the vacant position, he/she will notify the Office of Human Resources by signing and submitting Form HR-43 along with the recommendation form, HR-8.
6. HR-43s must be renewed at the beginning of each school year.

If the superintendent or his/her designee concurs with the voluntary transfer recommendation, the Office of Human Resources will provide written notice to the affected support staff member and principal or supervisor that the request has been approved.

Procedure for Involuntary Transfers

If, in the opinion of the superintendent, an involuntary transfer would be in the best interest of the district, the superintendent and/or the chief human resources officer will inform the employee of the transfer and confirm the same in writing to the employee. Refusal to comply with the reassignment may be grounds for dismissal.

(Policy GDO) Evaluation of Support Staff

It is the policy of the board that the performance of support staff be evaluated fairly and on an annual basis.

The employee's principal and/or immediate supervisor has the responsibility for ensuring that all support staff under his/her supervision are evaluated. The evaluator will see that each support staff member under his/her supervision knows the basis upon which he/she is to be evaluated in advance of the evaluation. Each employee, at the time of employment, will be given an explanation of his/her duties and responsibilities, and provided with a copy of his/her current job description.

All evaluations will be on district-approved forms with standards for evaluations enumerated in all areas to be evaluated.

During his/her first year, each employee will be evaluated at least once during his/her probationary period before the final evaluation prior to April.

All evaluations will be filed in the employee's personnel folder at Central Services.

Utilization of Evaluations

Evaluations will be utilized to inform employees of their performance. In order to accomplish this objective, the evaluation report will be discussed with the employee.

Each employee will be given a copy of his/her evaluation and will sign the district’s copy as evidence that he/she has seen it and that it has been discussed with him/her. Each employee will be permitted to write comments on the evaluation prior to it being filed in his/her personnel folder.

Appeal

A support staff member may not appeal the results of his/her evaluation. If, however, the employee believes a procedural error occurred in the evaluation process, he/she may request that the director of employee quality review the matter. This request for a procedural review must be submitted in writing to the director of employee quality within 10 days of the employee receiving his/her summative evaluation results. The decision of the director of employee quality is final.

(Policy GDQA) Support Staff Reduction in Force

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

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

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

Reduction-in-force terminations will be on a systemwide basis. Therefore, the superintendent shall not be limited to considering only those employees in the particular school, area or program in which the loss of enrollment, reorganization, curriculum change, financial emergency or other circumstance has occurred.

The recommendation concerning specific employees to be terminated under a reduction in force shall be based upon the following considerations:

- professional work experience;
- education level;
- performance evaluations, oral or written;
- attendance record;
- principal’s or supervisor’s recommendation;
- length of service in the district;
- “highly qualified” paraprofessional status as defined by the No Child Left Behind Act; and
- any other factor considered appropriate by the superintendent.

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

**Notice to Individual Employee**

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

**Review of Individual Terminations**

Within 10 calendar days after receiving a notice of termination under this policy, an employee may request a hearing on the matter before the board. Any such request shall be in writing and addressed to the board chair. The request for review will specify the grounds on which it is contended that the decision to terminate was arbitrary, discriminatory or otherwise improper, and must include a short, plain statement of facts that the employee believes supports his/her contention. The hearing will be held within 30 calendar days after the request is received.

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

(Policy GDQD)

**Discipline and Dismissal of Support Staff**

The board authorizes the superintendent and her designee to discipline and dismiss support staff as they deem necessary.

The administration may place a support staff member on administrative leave, with or without pay, while an investigation into possible misconduct is conducted.

With respect to dismissal, such action will be based on the recommendation of the support staff member’s principal or district-level supervisor, and will occur following a pre-termination opportunity before the superintendent or chief human resources officer. At the pre-termination conference, the employee may present reasons why the recommendation of dismissal should not be accepted. Should the superintendent or chief human resources officer decide to dismiss the support member from employment, the notice will be in writing and the decision will be final.
Confidentiality

As an educational agency, Lexington One collects and maintains information about students. Access to that information is restricted in accordance with Lexington One policies as well as state and federal laws and regulations.

Confidential information is shared on a “need to know” basis only and must not be shared in open communication with others who do not “need to know” in order to perform their jobs. Employees should never disclose, share or disseminate student data or staff data in any form (verbally, electronically or in hard copy) unless disclosing, sharing or disseminating that student data is required by law or necessary professionally.

Each year, employees are required to sign a confidentiality statement stating that they recognize the importance of confidentiality and that they agree to maintain the confidentiality of all student- and staff-related data provided to them.

Employees who misuse student data may be subject to disciplinary action and/or civil or criminal penalties.

(Policy GBAA)
Sexual Discrimination and Harassment

It is the board’s expectation that all personnel conduct themselves in a professional manner and respect other district employees, students, parents and third parties at all times. In this regard, the board prohibits sexual harassment, all forms of sexual discrimination and other inappropriate conduct of a sexual nature.

All employees, including supervisory-level employees, must avoid any action or conduct that could be viewed as sexual harassment or inappropriate conduct of a sexual nature. This includes any action or conduct communicated or performed in person, in writing or electronically through telephones, mobile telephones or other telecommunication devices; through computers, laptops or other mobile computing devices; and through email, text messaging, instant messaging, etc.

Sexual harassment of employees consists of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- (1) submission to such conduct is made either expressly or impliedly a condition of employment; (2) submission to or rejection of such conduct by an individual is used as the basis for any employment decisions affecting the individual; or (3) such conduct has the purpose or effect of unreasonably interfering with the employee’s work performance or creating an intimidating, hostile or offensive working environment.

Any employee who believes he/she has been subjected to sexual harassment is encouraged to file a complaint in accordance with the administrative rule that accompanies this policy. All allegations will be investigated promptly. Employees who file a complaint of sexual harassment will not be subject to retaliation or reprisal in any form. An employee who is found to have engaged in sexual harassment or inappropriate conduct of a sexual nature with another employee will be subject to disciplinary action, up to and including termination from employment, and all other appropriate steps will be taken to correct or rectify the situation.

All employees must avoid any action toward or conduct with a student that could be viewed as sexually inappropriate. Inappropriate conduct of a sexual nature will not be tolerated at any time.

Inappropriate conduct of a sexual nature with a student occurs when an employee makes a sexually suggestive advance toward a student, makes a request for a sexual favor from a student or engages in a relationship of a sexual nature with a student.

An employee who believes another employee or a student has directed inappropriate conduct of a sexual nature toward him/her is encouraged to file a complaint in accordance with the administrative rule that accompanies this policy. Any employee who has knowledge that an employee or a student has directed inappropriate conduct of a sexual nature toward another employee or student should also file a complaint. All allegations will be investigated promptly. Employees who file a complaint of inappropriate conduct of a sexual nature by another employee or a student will not be subject to retaliation or reprisal in any form.

An employee or student who is found to have directed inappropriate conduct of a sexual nature toward an employee will be subject to disciplinary action, up to and including a recommendation of dismissal or expulsion, and all other appropriate steps will be taken to correct or rectify the situation.

(Policy GBAA-R)
Sexual Discrimination and Harassment
Administrative Rule

The following procedures are intended to:

- discourage employees from subjecting students or employees to sexual harassment or inappropriate conduct of a sexual nature;
- promote a harassment-free work and/or learning environment;
- effectively and appropriately address all sexual harassment and inappropriate conduct of a sexual nature found to have occurred or be occurring;
- establish ongoing education and awareness of the problem of sexual harassment and inappropriate conduct of a sexual nature; and
- provide information about how to report allegations of sexual harassment and inappropriate conduct of a sexual nature.

Types of Behavior that Constitute Sexual Harassment of Employees

Sexual harassment of employees includes unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature that:

- is made an employment condition so that submission to such conduct is a term or condition of employment;
- has an employment consequence, so that submission to or rejection of such conduct is used as a basis for employment decisions affecting an individual employee; or
- is an offensive job interference, so that such conduct has the purpose or effect of unreasonably interfering with an employee’s work performance or creating an intimidating, hostile or offensive work environment.

Sexual harassment may include, but is not limited to, the following:
• verbal harassment including epithets, sexually offensive comments or slurs;
• physical harassment or physical interference with movement or work; or
• visual harassment such as sexually offensive cartoons, drawings or posters.

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

Behavior Prohibited of Administrators/Supervisors
No administrator/supervisor may condition any offer of employment, employee benefit or continued employment on an employee’s agreement to any of the sexual behavior defined above.

No administrator/supervisor may retaliate against any employee because that employee has opposed a practice prohibited by Title VII of the Civil Rights Act of 1964 and the South Carolina Human Affairs Law, or has filed a complaint, testified, assisted or participated in any manner in an investigation, proceeding or hearing conducted by an authorized agency.

No administrator/supervisor will cause or tolerate the creation of a sexually hostile or offensive work environment by any subordinate employee or third party associated with schools who engages in sexual harassment.

No administrator/supervisor will destroy evidence relevant to an investigation of sexual harassment.

Types of Behavior that Constitute Inappropriate Conduct of a Sexual Nature With Students
Inappropriate conduct of a sexual nature with students includes inappropriate sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature. Inappropriate conduct of a sexual nature may include, but is not limited to, the following:
• engaging or participating in any dates, sexual activity, or other activity which contains a sexual or romantic overture;
• leering at a student’s body;
• touching, grabbing and/or pinching;
• making comments, gestures or jokes of a sexual nature;
• manipulating clothing in a sexual manner;
• displaying sexual pictures or objects;
• spreading sexual rumors or commenting about sexual behavior;
• teasing and/or bullying in sexual terms;
• inflicting sexual assault or abuse; or
• any other behavior by an employee toward a student that would reasonably cause the student to feel uncomfortable or would reasonably give the appearance of impropriety or unprofessional conduct, regardless of whether the behavior is overtly sexual and regardless of whether such behavior would constitute a crime.

Certain “inappropriate conduct of a sexual nature” that district employees direct toward students may also be criminal conduct as defined by state law, including S.C. Code Section 16-3-755. The district will, however, 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.

Inappropriate conduct of a sexual nature is prohibited against students of the opposite sex as well as against students of the same sex. Additionally, students are prohibited from directing inappropriate conduct of a sexual nature toward employees, whether of the same sex or opposite sex.

Behavior Prohibited of All Employees
No administrator, supervisor or any other employee will create a sexually hostile or offensive work environment for any employee by engaging in sexual harassment.

No administrator, supervisor or any other employee will create a sexually hostile, offensive or charged educational environment for any student by engaging in any sexual harassment or inappropriate sexual conduct with a student.

No administrator, supervisor or any other employee will encourage or assist any individual in performing any act that constitutes sexual harassment or inappropriate sexual conduct against any employee or student.

Preventive Action
Annually, Policy GBAA and this administrative rule will be fully referenced in the Employee Handbook and/or a copy made available to each employee. Further, each employee will sign a statement acknowledging the receipt of the aforementioned information.

Policy GBAA and this administrative rule will be available online, in each school and at Central Services.

All employees will be informed about the nature of sexual harassment and inappropriate conduct of a sexual nature, the procedures for registering a complaint and the possible redress that is available.

Administrators and designated sexual harassment contact persons are expected to be knowledgeable of the district’s policies, procedures regarding sexual harassment and inappropriate conduct, and should know how to address and/or investigate complaints. For example, they should be made aware of the kinds of acts that constitute sexual harassment and inappropriate conduct of a sexual nature; the district’s commitment to eliminating and preventing sexual harassment and inappropriate conduct of a sexual nature in the schools; the penalties for engaging in harassment or inappropriate conduct of a sexual nature; the procedures for reporting incidents of sexual harassment and inappropriate conduct of a sexual nature; and the procedures for conducting a sexual harassment or inappropriate conduct of a sexual nature investigation.

The Central Services office will make available information from the Equal Employment Opportunity Commission and the South Carolina Human Affairs Commission about filing claims of sexual harassment with these entities.

The district will designate a Title IX Coordinator. The name, address and business telephone number of the Title IX Coordinator will be disseminated throughout the system.
Reporting and Response Procedures
Any employee who believes that he/she has been the object of sexual harassment or inappropriate conduct of a sexual nature is encouraged to file a complaint with his/her immediate supervisor or principal except for situations covered below. GBAA-E, Sexual Discrimination and Harassment Complaint Form, may be used to file a complaint or the complaint may otherwise be reported to the appropriate administrator orally or in writing.

Any employee who believes that he/she has witnessed inappropriate conduct of a sexual nature toward an employee or a student must promptly report such a situation to his/her immediate supervisor or principal except for situations covered below.

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 the district’s Title IX Coordinator.

All administrators/supervisors/contact persons will initiate an investigation of any incident of alleged sexual harassment or inappropriate conduct of a sexual nature reported to them or observed by them in consultation with the district’s Title IX Coordinator. The administration will be responsible for ensuring that reasonable efforts are made to prevent public disclosure of the names of all parties involved in the sexual harassment or inappropriate conduct of a sexual nature allegation, except to the extent necessary to carry out an investigation and comply with statutory obligations.

All administrators/supervisors will report to the Title IX Coordinator and/or superintendent in writing the results of any investigation of sexual harassment or inappropriate conduct of a sexual nature, including corrective or disciplinary action taken. The employee or student who brought the sexual harassment or inappropriate conduct of a sexual nature allegation will be informed that appropriate actions were taken and will be advised as to how to report any subsequent problems.

If an employee is determined to have sexually harassed another employee or engaged in inappropriate conduct of a sexual nature with a student, the administration will take whatever disciplinary action is warranted, up to and including termination from employment.

If a student is found to have directed inappropriate conduct of a sexual nature toward an employee, the student will be subject to disciplinary action.

All administrators/supervisors will follow up periodically on any incident of sexual harassment or inappropriate conduct of a sexual nature they were involved in investigating to determine whether the employee or student has been subjected to any further sexual harassment or inappropriate sexual conduct since the corrective action was taken.

No administrator/supervisor of this district will retaliate in any way against an employee or student who has provided information as a witness to or victim of an incident of sexual harassment or inappropriate conduct of a sexual nature.

Additional Obligations of All Employees
All employees will report to their immediate supervisor any conduct on the part of non-employees, such as sales representatives or service vendors, which is believed to constitute sexual harassment or inappropriate conduct of a sexual nature.

Accordingly, S.C. Code Ann. Section 63-7-310, as amended, provides in pertinent part:

“A… school teacher, counselor; principal, assistant principal, school attendance officer, social or public assistance worker, substance abuse treatment staff, or child care worker in a child care center or foster care facility, foster parent, police or law enforcement officer, juvenile justice worker… or a volunteer non-attorney guardian ad litem… must report in accordance with this section when in the person’s professional capacity the person has received information which gives the reason to believe that a child has been or may be abused or neglected as defined in Section 63-7-20.”

Any employee who has received information in his/her professional capacity which gives him/her reason to believe that a child under the age of 18 has been or may be sexually abused by an employee or third party must report such a situation. The employee must make the report to either a law enforcement agency in Lexington County or to the Lexington County Department of Social Services. If such a report is made, the employee must also inform either his/her principal or the district’s Title IX Coordinator.

All employees will cooperate with and maintain the confidentiality of any investigation of alleged acts of sexual harassment or inappropriate conduct of a sexual nature conducted by the district or by an appropriate state or federal agency. Failure to do so could result in disciplinary action against the individual who failed to cooperate or who violated the confidentiality of the matter.

No employee will take any action to discourage any other employee or student from reporting alleged sexual harassment or inappropriate conduct of a sexual nature. Any person who intentionally provides false information in connection with a report or investigation of sexual harassment or inappropriate conduct of a sexual nature will be subject to disciplinary action.

No employee will retaliate in any way against an employee or student who has provided information regarding an incident of sexual harassment or inappropriate conduct of a sexual nature.

Sexual Battery With a Student as Defined in South Carolina Law

SECTION 1. Article 7, Chapter 3, Title 16 of the 1976 Code, Section 16-3-755.

If a person affiliated with a public or private secondary school in an official capacity engages in sexual battery with a student enrolled in the school who is 16 or 17 years of age, and aggravated coercion or aggravated force is not used to accomplish the sexual battery, the person affiliated with the public or private secondary school in an official capacity is guilty of a felony and, upon conviction, must be imprisoned for not more than five years.

If a person affiliated with a public or private secondary school in an official capacity engages in sexual battery with a student enrolled in the school who is
18 years of age or older, and aggravated coercion or aggravated force is not used to accomplish the sexual battery, the person affiliated with the public or private secondary school in an official capacity is guilty of a misdemeanor and, upon conviction, must be fined not more than five hundred dollars or imprisoned for 30 days, or both.

If a person affiliated with a public or private secondary school in an official capacity has direct supervisory authority over a student enrolled in the school who is 18 years of age or older, and the person affiliated with the public or private secondary school in an official capacity engages in sexual battery with the student, and aggravated coercion or aggravated force is not used to accomplish the sexual battery, the person affiliated with the public or private secondary school in an official capacity is guilty of a felony and, upon conviction, must be imprisoned for not more than five years.

(Policy GBE) Employee Rights and Responsibilities

Rights
Employees are accorded all rights, including due process of law, as guaranteed by state and federal laws and constitutions.

Responsibilities
Employees have a responsibility to become familiar with and abide by federal and state laws as these affect their job responsibilities and the district’s obligations. The same requirement applies to the policies of the Board of Trustees and related administrative rules and procedures.

The board expects all staff members to carry out their assigned responsibilities with conscientious concern. At a minimum, the district requires all personnel to:

- be faithful and prompt in attendance at work;
- support and enforce federal and state laws, board policies and administrative rules, and district practices and procedures;
- be diligent in adhering to time frames and due dates;
- take care and protect district property;
- demonstrate concern and attention toward his/her own and the board’s legal responsibility for the safety, welfare and protection of students;
- act professionally at all times and maintain a strictly professional relationship with students, both in and out of school.

In short, in conduct, manner, dress, courteousness, industry and attitude, the district expects all its employees to be exemplary role models.

(Policy GBEA) Staff Ethics/Conflict of Interest

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

An employee will not engage in or have a financial interest, directly or indirectly, in any activity that conflicts or raises a reasonable question of conflict with his/her duties and responsibilities in the school system.

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

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

Nepotism
Neither a board member nor an employee may participate in an action relating to the discipline of a “family member” defined as the following:

- husband/wife;
- brother/sister; brother-in-law/sister-in-law;
- father-in-law/mother-in-law; son-in-law/daughter-in-law;
- niece/nephew; aunt/uncle;
- parent/child; and
- grandparent/grandchild; stepparent/stepchild; stepbrother/stepsister (living in the home.)

The district will not assign two members of a family in the above relationships to the same school or the same school campus or place them in positions so that one is reporting or in line superior to the other without special action of the board. This rule applies to all levels and categories of certified, administrative and support staff employees in the school district, except that, two members of a family may serve in extra-curricular positions at the same school or school campus, so long as one does not report or be in line superior to the other.

South Carolina Law Section 59-25-10 provides that no board member’s immediate family member (parents, children, brothers or sisters only) may be employed as a teacher without the written consent of the Board of Trustees.

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

A public employee:

- may not use his/her position or office for personal financial gain (Section 8-13-700);
- may not receive compensation to influence action (Section 8-13-705);
- may not receive additional money as payment for advice or assistance given in the course of their employment (Section 8-13-720);
- may not receive anything of value worth $25 or more under certain circumstances (Section 8-13-710);
- may not receive compensation to influence action (Section 8-13-705);
- may not report the receipt of anything of value worth $25 or more under certain circumstances (Section 8-13-710);
- may not use government personnel, equipment or materials in an election campaign (Section 8-13-765);
- may not use or disclose confidential information gained in the course of employment (Section 8-13-725);
- may not cause the employment, appointment, promotion, transfer or advancement of a family member to a
state or local office or position in which the public official, public member or public employee supervises or manages (Section 8-13-750);

• may not participate in an action relating to the discipline of the public official’s, public member’s or public employee’s family member (Section 8-13-750);

• may not serve as a member or employee of a governmental regulatory commission that regulates any business with which the employee is associated (Section 8-13-730);

• may not represent another person before a governmental entity (Section 8-13-740);

• may not have an economic interest in a contract if the employee is authorized to perform an official function relating to the contract (Section 8-13-775); and/or

• may not use or disclose confidential information in any way that would affect his/her economic interest (Section 8-13-725).

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

The superintendent must file an annual statement of economic interest with the State Ethics Commission (Section 8-13-1110).

(Policy GBEAA)
Identification Procedures

All district employees are required to wear photographic identification badges issued by the district. All employees will wear these badges at all times while at their places of work, while traveling from one school or district site to another, and while on district-owned property during normal business hours.

(Policy GBEB)
Employee Conduct

One of the best methods of instruction is that of setting a good example. District employees are expected to set the kind of example for students that will serve students well in their own conduct and which subsequently contributes to an appropriate school atmosphere. Toward that end, in dress, conduct and interpersonal relationships, employees are expected to act professionally at all times.

The personal life of a district employee will be the concern of the administration and/or board if it impairs the employee’s ability to be an effective teacher, administrator or support staff member or violates local, state or federal laws and, in the case of a certified employee, his/her employment contract.

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

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

Certain “inappropriate conduct of a sexual nature” that district employees direct toward students may also be criminal conduct as defined by state law, including S.C. Code Section 16-3-755. The district will take appropriate action, however, 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.

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

Violations of this policy will be grounds for placing an employee on administrative leave, with or without pay, pending an investigation and possible recommendation for termination of employment, consistent with district policy and state law.

Arrest of an Employee

The board delegates specific authority to the superintendent or his designee to take appropriate employment action with regard to an employee who has been arrested. Should a district employee be arrested, he/she must promptly notify his/her supervisor and the chief human resources officer of the arrest, and keep the administration apprised of the continued status of the criminal case against him/her.

(Policy GBEB)
Gifts to and Solicitations by Staff

Selling Items for Personal Profit

In the interest of maintaining a completely professional relationship between district employees and those whom they serve, employees may not sell for personal profit on school or district premises products of any kind to students or their parents.

Soliciting of Staff

No organization may solicit funds from staff members within the schools nor may they distribute fliers or other materials related to fund drives through the schools without the prior approval of the superintendent or his designee.

Staff members will not be made responsible or assume responsibility for the collection of any money or distribution of any fund drive literature within the schools without such activity having the approval of the superintendent or his designee.

As a matter of policy, the board expects solicitations of and by staff to be kept to a minimum. The superintendent will seek direction from the board in instances where prior practice has set no policy as to a particular fund drive.

Gifts from Staff Members to Staff Members

Individual employees should generally refrain from giving gifts to staff members who exercise any administrative or supervisory jurisdiction over them, either directly or indirectly. Generally, the board discourages collection of money for group
Gifts to Staff Members
The board discourages the giving of gifts by students to staff members. Consistent with the State Ethics Act, employees should not accept personal gifts, bonuses or gratuities from companies conducting business with the district. Exceptions to this policy are the acceptance of minor items, which are generally distributed by a company or organization through its public relations program, e.g., a calendar or pencil.

(Policy GBEC) Drug- and Alcohol-Free Workplace

Expectations
The board is committed to providing a drug- and alcohol-free learning environment and workplace. “Workplace” includes any district-owned or district-leased buildings, any district-owned vehicle or any other district-approved vehicle used to transport students to and from school or school activities. It also includes off-district property during any district-sponsored or district-approved activity, event or function such as a field trip or athletic event where students are under the jurisdiction of the school system or where work on a federal grant is performed.

Drug and alcohol use and/or being under the influence of illicit drugs or alcohol in the workplace threaten the health and safety of students and employees, and adversely affect the educational mission of the school system.

No employee will manufacture, distribute, dispense, possess, be under the influence of or use any illicit drug or alcohol and/or any look-alike drug in the workplace. Employees are also prohibited from using medications lawfully prescribed by a physician in an unapproved or abusive manner while in the workplace or just prior to coming on duty.

Conditions of Employment
As a condition of employment, an employee must notify his/her supervisor or principal of his/her arrest or conviction of any criminal drug or alcohol statute no later than three days after such arrest or conviction.

As a condition of employment, each employee must abide by the terms of this policy respecting a drug- and alcohol-free workplace. An employee who violates its terms will be subject to disciplinary action including, but not limited to, suspension or termination from employment.

Drug and Alcohol Testing and Disciplinary Consequences of Refusal to be Tested and/or Violations of Board Policy
The district requires every employee to submit to testing for controlled substances and/or alcohol if the administration has reasonable suspicion that the employee is engaging in prohibited conduct as defined in this policy. Reasonable suspicion observations will be made by an administrator who has received at least an hour and a half of training on the physical, behavioral, speech and performance indicators of controlled substance use and/or alcohol misuse.

Any employee who, when requested by his/her principal or appropriate administrator, refuses to submit to an established drug or alcohol test, and/or shows a positive result from such test(s) will be subject to immediate dismissal from employment.

Nothing in this policy or its accompanying rule shall limit the right of the district, at its discretion, to terminate or otherwise discipline any employee for violating the system’s drug- and alcohol-free expectations.

Bus Drivers and Those Who Drive Buses for the District
Employees who drive buses, district vehicles, or vehicles rented or leased by the district are prohibited from using alcohol or drugs while on duty or just prior to coming on duty.

In compliance with the Omnibus Transportation Employee Testing Act of 1991, all employees who are required to hold commercial driver licenses will undergo alcohol and controlled substances testing consistent with federal regulations. Such employees shall receive appropriate education related to the requirements of this policy and its accompanying procedures.

Notification to Staff
The Office of Human Resources will notify employees of the board’s expectations that they be familiar with and abide by the terms of the district’s drug- and alcohol-free workplace policy/rule.

Available Assistance
As appropriate, employees needing help in addressing drug and/or alcohol problems are encouraged to use South Carolina public health services such as those provided by the Commission on Alcohol and Drug Abuse, the Employee Intervention Program and the state group health insurance plans.

(Policy GBEC) Notice to Employees
You are hereby notified that it is a violation of the policies of the district for any employee to manufacture, distribute, dispense, possess, be under the influence of, or use on or in the workplace any illicit drug such as a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance as defined in Schedules I through V of Section 2020 of the Controlled Substances Act (21 U.S.C. 812) and as further defined by Regulations 21 CFR 1300.11 through 1300.15 and/or any look-alike drug and/or alcohol.

“Workplace” includes any district-owned or district-leased buildings, any district-owned vehicle or any other district-approved vehicle used to transport students to and from school or school activities. It also includes off-district property during any district-sponsored or district-approved activity, event or function such as a field trip or athletic event where students are under the jurisdiction of the school system or where work on a federal grant is performed.

You are further notified that it is a condition of your continued employment that you will comply with Board Policy GBEC and Administrative Rule GBEC-R, and will notify your supervisor of your arrest or conviction of any criminal drug or alcohol statute no later than three days after such arrest or conviction.
Any employee who violates the terms of the district’s drug- and alcohol-free workplace policy will be subject to disciplinary action including, but not limited to, non-renewal, suspension or termination from employment.

(Policy GBED)
Tobacco-Free Workplace

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; and
• providing access to cessation counseling or referral services for all students and staff.

Procedures

The district does not permit the use or possession of any tobacco products or paraphernalia including, but not limited to, lighters, matches, cigarettes, cigars, pipes, bidis, kreteks, smokeless tobacco, mint snuff and snuff as 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 does not permit the use of candy or other novelty items that “look like” tobacco products including, but not limited to, candy, gum or beef jerky cigarettes, cigars or smokeless tobacco within all district facilities; on school buses, vehicles and grounds; and at all district-sponsored events, whether on or off school grounds.

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

The district will ensure that tobacco-use prevention programs, as recommended by the South Carolina Department of Health and Environmental Control, the South Carolina Department of Alcohol and Other Drug Abuse Services, and the South Carolina Department of Education, are an integral part of the district’s substance-abuse prevention efforts.

The district will provide and/or refer students and staff to cessation services.

Enforcement

The district will prominently display tobacco-free signs. The principal of each school is responsible for making sure these signs are prominently displayed.

The district will enforce this policy by determining appropriate disciplinary actions for violators (students, faculty, visitors) in accordance with the district’s discipline code and other policies or procedures.

Visitors

Visitors who violate the terms of this policy will be subject to the following:
• District asks visitor to extinguish/get rid of tobacco product.
• District asks visitor to leave school property.
• District asks visitor to leave school event/activity. Visitor may not return and forfeits the admission fee already paid.
• After repeated offenses, the district may prosecute an individual for disorderly conduct.

Staff

Employees who violate the terms of this policy will be subject to disciplinary action. Disciplinary action could include anything from a verbal reprimand up to termination of employment.
• Staff member gets verbal reprimand.
• Staff member gets written reprimand placed in personnel file.
• Staff member gets suspended from work without pay.
• Staff member enrolls in cessation counseling or services program.

Students

On August 21, 2006, the Youth Access to Tobacco Prevention Act went into effect.

The law states that it is illegal to purchase or possess tobacco products if an individual is under 18 years old. Individuals under 18 may face legal fines, be required to enroll in cessation programs, be required to perform community service and/or lose their driving privileges.

Students who violate the terms of this policy will be subject to disciplinary action in accordance with the district’s student code of conduct policy (JICDA) and administrative rule (JICDA-R). Violations of the laws of the United States or of the state of South Carolina may subject students to criminal prosecution.

Students who violate the terms of this policy will be subject to the following:
• Administrators will confiscate items and not return them.
• Administrators will notify the student’s parent/legal guardian.
• Students who violate this policy will receive a one day out-of-school suspension on the first violation.
• Students who violate this policy will receive up to a three-day out-of-school suspension for subsequent violations.
• After the second violation, student enrolls in mandatory tobacco-addiction counseling/tobacco-use prevention education.

Education and Assistance

The district will be responsible for using proven and effective science-based tobacco-use prevention curriculum to educate all students, and for providing assistance and/or making appropriate cessation referrals.

Tobacco Industry Marketing or Sponsorship

The district will not accept any contributions or gifts, money or materials from the tobacco industry.
The district will not participate in any type of service funded by the tobacco industry. The district will not permit staff or students to wear or possess clothing or accessories (i.e., book bags, jewelry, hats, etc.) that display or refer to tobacco or tobacco products or to tobacco use or tobacco products use.

(Policy GBGA) Staff Health

Health Screening
The district will not initially hire any person to work in the school system until that individual has been appropriately evaluated for tuberculosis according to guidelines approved by the South Carolina Department of Health and Environmental Control. Any person applying for a position in the district must secure a health certificate on the appropriate form from a licensed physician certifying that the individual does not have tuberculosis in an active stage.

Communicable Diseases
The board defines a chronic communicable disease as a persistent or recurring infection that may be transmitted to a susceptible person by contact with an infected individual. The district will rely on information provided by DHEC and the National Centers for Disease Control and Prevention on the identification and transmission of chronic communicable diseases.

It is the policy of the district to protect the health of the school community by implementing a program of education, prevention and reporting with respect to chronic communicable diseases in cooperation with state and local public health agencies.

Staff Health
The district may reassign an employee with a chronic communicable disease to a position which limits student/employee contact. Alternatively, the district may place the employee on medical leave if appropriate medical judgment substantiates that the employee poses a significant health threat to students and/or other employees.

Employees with AIDS or HIV shall be under no work restrictions, unless medical impairments exist which are so severe as to be a hazard for students or other employees. The district will make decisions regarding appropriate placement of employees known to have AIDS or HIV infection on a case-by-case basis.

The district will not screen employees for AIDS or HIV infection as a condition of employment. The identity of any employee with AIDS or HIV infection and any medical records for such employee will be confidential except as required by law.

The board reserves the right to place on leave or exclude any employee whose physical condition would interfere with his/her ability to work or would expose other students or employees to infection.

When an employee has been placed on leave or excluded as provided above, the board may require a satisfactory certificate from one or more licensed physicians that the employee’s presence is no longer a risk to the employee or to others at school before allowing the employee to resume his/her duties.

The district will notify staff and students of the existence of a communicable disease in accordance with DHEC regulations and guidelines. The superintendent or his designee will be responsible for assuring that procedural safeguards are used when determining the employment status of employees with chronic communicable diseases.

Bloodborne Pathogens
The district has prepared and implemented a model exposure control plan. This plan includes appropriate training for all employees, as well as universal precautions that employees must take when dealing with blood and other bodily fluids. A copy of this plan is on file in Central Services.

(Policy GBI) Staff Participation in Political Activities

Employee Candidacy
The board recognizes that district employees have the same fundamental civic responsibilities and privileges as other citizens. Among these are campaigning for an elected public office or holding an elected or appointed public office, as long as neither activity conflicts with the employee’s duties in the district.

At the earliest possible moment, an employee who wishes to offer for an elected or appointed position on a governing board or agency should verify in writing to the superintendent or his designee that such position will not conflict with state or federal law and/or regulations concerning the employee’s right to serve, i.e., dual office holding, conflict of interest, etc. The employee must also notify the superintendent in writing of the position sought and the employee’s intention as to the possibility of continued employment and the conditions of that employment.

In connection with campaigning and/or holding public office, an employee may not: use district facilities, equipment or supplies; discuss his/her campaign with district personnel, students, parents or citizens during work hours; or use any time during normal work hours for campaigning purposes, either through his/her own activities or through the activities of a supporter/colleague.

Political Activities in Schools
The board firmly believes in the democratic process and its principles. Additionally, the board feels the exposure of mature students to persons of political prominence and/or current events is an important part of education. The board, however, opposes those actions that transform the schools into arenas for political activity, including advocating any political party or any candidate for public office.

Therefore, the board directs that no one may distribute or post cards, fliers, pamphlets, brochures, signs, pins, badges or any other political paraphernalia espousing any political party or candidate at any time on district property.

No one can use the district communication systems, including email or voice mail, to promote or solicit support for a candidate.

Further, no employee will, during the school day, on district property or at a school-sponsored event, influence or
attempt to influence any student, teacher, parent or other person to vote for or against any candidate.

During the school day, on district property or at a school-sponsored event, no employee will contact any student, teacher, parent or other person for the purpose of espousing any candidate or political party, or use any district property for the purpose of espousing any candidate or political party.

No school publication will advertise or accept for advertisement any material promoting any political party or any candidate for public office.

Nothing in this policy is to be construed as precluding mock elections, debates, conventions or other simulated political activities where the activity is primarily intended as an educational experience.

(Policy GBK)
Employee Grievances

The board recognizes the need to provide an orderly means of resolving disputes concerning the application of federal or state laws and district policies and rules as they affect the work activities of employees.

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

The grievance procedures set forth in the following rule are to be used to process employee complaints on alleged violations of Title VII of the Civil Rights Act of 1964; Title IX of the Education Amendment Act of 1972; Section 504 of the Rehabilitation Act of 1973; and Titles I and II of the Americans with Disabilities Act of 1990.

(Policy GBK-R)
Employee Grievances Administrative Rule

Purpose
The purpose of this procedure is to ensure a method for discussing and resolving certain employee complaints when an informal resolution of the problem is not possible. The process provides a positive procedure designed to elicit information from employees and supervisors, and to encourage effective management.

The district keeps all grievance proceedings as informal and confidential as is appropriate.

Definition
A grievance is a claim by an employee of a violation, misinterpretation, or misapplication of a provision of board policies and administrative rules or district practices as they may affect the employment or work of such employee and/or a violation, misinterpretation or misapplication of federal or state law.

The board does not consider actions that are subject to the Teacher Employment and Dismissal Act, S.C. Code of Laws 1976, as amended, Section 59-23-410, et seq.; Section 59-26-40, as revised; Section 59-24-15, as amended; employment decisions implemented under the district’s reduction-in-force policy; job performance evaluations; assignments and reassignments; or support staff employee terminations to be grievances under this procedure.

Definition of Supervisor
The term “supervisor” means any person having the authority to recommend employment, assignment, transfer, suspension, promotion, discharge, reward or discipline, or any person having the responsibility for directing or reviewing the work of an employee.

Definition of Day
A “day” is any day on which the Central Services office is officially open.

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

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

An administrator will arrange a meeting with the employee within 10 days of receipt of the grievance. The administrator will provide a written decision on the grievance within 10 days after the meeting. The response will include the name of the next-level supervisor to whom the grievance may be appealed, provided such appeal is presented in writing within five days.

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

On appeals to the superintendent, the superintendent or his designee will arrange a meeting within 10 days of receipt of the grievance and will respond in writing to the employee within 10 days of his/her hearing of the grievance. The superintendent or his designee may, at his/her discretion, hear witnesses and evidence directly. At a grievance hearing before the superintendent or his designee only, the employee may be accompanied by a representative or attorney of his/her choosing at the employee’s expense, provided that notice of legal representation is given to the superintendent or his designee at least four days prior to the meeting.

Reasonable adjustments to the time frame set forth in the administrative rule may be made at the request of either party.

Appeal to the Board of Trustees
After following the above procedure, an employee may request an appeal before the board for the purpose of discussing the grievance. The request must be made in writing to the superintendent within five days of the superintendent’s or his/her designee’s response to the grievance.
The superintendent will, at a subsequent board meeting, provide the board with the employee’s petition that the grievance be heard along with copies of all correspondence and responses from the lower administrative levels.

The board will notify the employee of its decision whether to hear the grievance or not within 15 days. Should the board decide to hear the grievance appeal, the format will be informal and non-adversarial pursuant to the expectations of the board.

Title VI, Title VII, Title IX, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act

The grievance procedures set forth above are to be used to process employee complaints based on alleged violations of Titles VI and VII of the Civil Rights Act of 1964; Title IX of the Educational Amendment Act of 1972; Section 504 of the Rehabilitation Act of 1973; and Titles I and II of the Americans with Disabilities Act of 1990.

The above grievance procedure, however, will be modified for these grievances as follows.

After the first two steps above, if the responses of successive supervisory or administrator levels below the superintendent do not resolve the grievance to the satisfaction of the employee, or if no decision is made within a designated time, the complainant may appeal in writing to the district’s Civil Rights Coordinator if the complaint involves an alleged violation of the employee’s civil rights or to the Section 504 Coordinator if the alleged violation pertains to Section 504. If the complainant fails to appeal within five days of receipt of the written response, the right to appeal is waived. If an appeal is made to the Civil Rights Coordinator or the Section 504 Coordinator, an investigation, as may be appropriate, should be undertaken by that individual. Within 10 days following any investigation, the Civil Rights Coordinator or Section 504 Coordinator will conduct a hearing and afford all interested persons and their representatives, if any, an opportunity to submit evidence relevant to the complaint.

The Civil Rights Coordinator or Section 504 Coordinator will render a decision on the matter within 10 days after receipt of the grievance or, if a hearing is conducted, within 10 days after the conclusion of the hearing. The decision and any description of the resolution will be in writing, and a copy forwarded to the complainant. Should the complainant be dissatisfied with the determination made by the Civil Rights Coordinator or Section 504 Coordinator, he/she may file an appeal directly to the board.

The right of an employee to a prompt and equitable resolution of any civil rights grievance will not be impaired by the employee’s pursuit of other remedies such as the filing of a complaint with the responsible federal or state agency. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies.

Religion in Public Education

South Carolina law requires each school district to provide annual instruction for teachers and administrators in the constitutional protections and prohibitions as they relate to religion and public school operations. In Lexington One, however, administrators believe that it is a good idea to have all staff go through this training. That way every employee has the same understanding of the law as it applies to religion in schools.

The relationship between religion and government in the United States is governed by the First Amendment to the Constitution, which both prevents the government from establishing religion and protects privately initiated religious expression and activities from government interference and discrimination. The First Amendment thus establishes certain limits on the conduct of public school officials as it relates to religious activity, including prayer.

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.

The right of an employee to a prompt and equitable resolution of any civil rights grievance will not be impaired by the employee’s pursuit of other remedies such as the filing of a complaint with the responsible federal or state agency. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies.

The Supreme Court’s decisions over the past 40 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.

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

Similarly, public school officials may not themselves decide that prayer should be included in school-sponsored events. In Lee v. Weisman, for example, the Supreme Court held that public school officials violated the Constitution in inviting a member of the clergy to deliver a prayer at a graduation ceremony.

Nor may school officials grant religious speakers preferential access to public audiences or otherwise select public speakers on a basis that favors religious speech. In Santa Fe Independent School District v. Doe, for example, the Court invalidated a school’s football game speaker policy on the ground that it was designed by school officials to result in pregame prayer, thus favoring religious expression over secular expression.

Although the Constitution forbids public school officials from directing or favoring prayer, students do not “shed their constitutional rights to freedom of speech or expression at the schoolhouse gate,” and the Supreme Court has made clear that “private religious speech, far from being a First Amendment orphan, is fully protected under the Free Speech Clause as secular private expression.” Moreover, not all religious speech that takes place in the public schools or at school-sponsored events is governmental speech.

For example, “nothing in the Constitution” prohibits any public school student from voluntarily praying at any time before, during or after the school day. Students may pray with fellow students during the school day on the same terms and conditions that they may engage in other conversation or speech.

Likewise, local school authorities possess substantial discretion to impose rules of order and pedagogical restrictions on student activities, but they may not
structure or administer such rules to discriminate against student prayer or religious speech. For instance, where schools permit student expression on the basis of genuinely neutral criteria and students retain primary control over the content of their expression, the speech of students who choose to express themselves through religious means such as prayer is not attributable to the state and therefore may not be restricted because of its religious content.
LEAVE AND ABSENCES
POLICIES FOR ALL EMPLOYEES
**Jury Duty**
The district grants leave to all employees who are called and accepted for jury duty. The district does not count days served on jury duty against leave or regularly allotted leave days.

**(Policy GBBAAA) Annual Leave Bank for Catastrophic Illness or Accident**

This policy is currently under review or revision. The District will notify employees of any approved changes; however, employees should check the District's online policy database for any changes or updates before taking any action or inaction in reliance on this policy.

The board has authorized the creation of an annual leave bank for active duty, full-time employees who earn annual leave. The purpose of the annual leave bank is to provide paid leave for employees who experience catastrophic illnesses or accidents that require absences that exceed their accrued annual leave or whose absence from work is necessary due to a catastrophic illness or accident involving an immediate family member, i.e., spouse, child or parent.

**(Policy GBBAAA-R) Annual Leave Bank for Catastrophic Illness or Accident Administrative Rule**

For the purpose of this policy, one leave day is defined as equivalent to the amount of time an employee is scheduled to work each day. Hours worked per day are stated annually on the employee status form issued to the employee and signed by the employee. For example, an employee who is scheduled to work six hours each day will be granted leave days equal to six hours for each day.

An annual leave bank for catastrophic illness and/or accident for active duty, full-time employees will be established at each school and at the Central Services office. The bank will be established by the employees of each school and the Central Services office through the voluntary donation of a day or specific number of days of their annual leave to the bank thereby establishing eligibility to participate in the bank should they qualify at some subsequent time. All members who elect to participate in the bank must contribute an equal number of days.

After leave days have been contributed, these days may not be reclaimed by the donor. However, if all leave days are awarded to an applicant or applicants, the bank committee will issue a call for an additional contribution of a specific amount of leave by employees at the school or Central Services. Failure to contribute within the specified time period will automatically disqualify an employee from eligibility to participate in the bank program even if an earlier contribution had been made. The bank of annual leave days can be carried forward from one school year to the next.

The administration of the bank at each school site and the Central Services office will be under the direction of a bank committee elected from the participants. The bank committee will consist of a minimum of five members with representation from both certified and classified personnel.

School principals who elect to participate will be members of the Central Services bank.

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

- be a contributing member of the bank at the time of employment or at the next open enrollment period;
- suffer from a catastrophic illness or accident or have an immediate family member suffer from a catastrophic illness or accident;
- be absent from his/her official duties for a minimum of 20 consecutive work days and have exhausted all of his/her otherwise available paid leave; and
- present certification by a licensed physician that he/she is unable to report to work.

In no event will annual leave credits from the bank be used for covering any illness lasting longer than 90 consecutive workdays. Annual leave bank credits are available for a maximum of 10 days in any school year and only in the context of an illness or accident of 90 consecutive days or less.

If eligible to participate, the employee will make application on an approved form to the appropriate school or Central Services employee. All information concerning a request will be considered confidential.

The bank committee’s approval or disapproval will be “final.” No bank committee will be authorized to grant leave beyond the amount credited to the bank by the employee of that particular school or Central Services.

**(Policy GCC/GDC) Employee Leaves and Absences**

Purpose: To establish the basic structure for all types of employee leaves and absences. The board expects employees to come to work every day of their working schedule. The board recognizes, however, that certain absences are unavoidable. At such times, employees should take leave in accordance with board policy and the accompanying administrative rule. Absent employees must comply with all procedures set out in this policy and the administrative rule that accompanies this policy.

**Leave for Full-time Employees**

Employees of Lexington County School District One will accrue annual leave at the rate of 1-⅓ days per month. The leave will accrue in hours. For example, an eight hour employee will accrue 1-⅓ days times eight hours or 10-⅔ hours per month and a six hour employee will accrue 1-⅓ days times six hours or eight hours per month.

For an employee working a full contract year, the hours will accrue to coincide with the number of months of the classification of the employee’s assignment (i.e., 9 months for 190-day teachers). For example:
• 9 months = (177 days up to 204 days)
  = 9 x 1-1/3 (the equivalent of 12 days)
  x 8 hours (assuming an eight hour employee) = 96 hours per year.
• 10 months = (205 days up to 219 days)
  = 10 x 1-1/3 (the equivalent of 13-1/3 days)
  x 8 hours (assuming an eight hour employee) = 106-1/3 hours per year.
• 11 months = (220 days up to 224 days)
  = 11 x 1-1/3 (the equivalent of 14-1/3 days)
  x 8 hours (assuming an eight hour employee) = 117-1/3 hours per year.
• 12 months = (225 days up to 240 days)
  = 12 x 1-1/3 (the equivalent of 16 days)
  x 8 hours (assuming an eight hour employee) = 128 hours per year.

Leave hours will not be advanced to employees prior to the employee earning the leave. For the purpose of this policy, one leave day taken is defined as equivalent to the amount of time an employee is scheduled to work each day. Hours worked per day are stated annually on the employee status form issued to the employee and signed by the employee. For example, an employee who is scheduled to work six hours each day will be charged six hours for each day taken.

In accordance with the provisions below, leave is generally available for employees to use for circumstances requiring them to be away from work e.g., personal/family illness, death in family or family tragedy, personal business, etc.

Leave not used annually may be accumulated to a maximum hours equivalent to 135 leave days. For example, a 6-hour-per-day employee may accumulate a maximum of 810 hours (6 x 135 = 810).

An employee using annual leave as provided for in this policy will not be terminated from employment nor will any such employee be terminated during a continuing period of personal illness of less than 91 days.

For purpose of this policy, “family” is defined as follows:
• spouse
• brother/sister
• brother-in-law/sister-in-law
• father-in-law/mother-in-law
• daughter-in-law/son-in-law
• niece/nephew
• aunt/uncle
• parent/child
• grandparent/grandchild
• stepbrother/stepsister
• stepparent/stepchild

Employee use of annual leave is subject to the following provisions:
• During the first five days of student attendance in the school term, the last five days of student attendance of the school term, just prior to or immediately following district holidays, and on designated in-service education or staff development days, an employee may take leave only for personal illness, family illness or death in the family. In case of other verifiable, extenuating circumstances, the superintendent or his/her designee may grant annual leave during the above periods. The employee must secure written permission from his/her principal or supervisor prior to requesting an exception from this provision.
• One hour is the smallest denomination of annual leave time which may be recorded against an employee.
• Employees employed for:
  – 190 or less days in a school year may not use more than the equivalent hours of five annual leave days in a school year except for personal illness, family illness or death in the family
  – 191 to 215 days in a school year may not use more than the equivalent hours of six annual leave days in a school year except for personal illness, family illness or death in the family
  – 216 to 220 days in a school year may not use more than the equivalent hours of seven annual leave days in a school year except for personal illness, family illness or death in the family
  – 221 to 230 days in a school year may not use more than the equivalent hours of eight annual leave days in a school year except for personal illness, family illness or death in the family

In case of other verifiable, extenuating circumstances, the superintendent or his/her designee may grant leave in addition to these amounts. The employee must secure written permission from his/her principal/supervisor prior to requesting an exception to this provision.

At the end of the school year, special payments for unused annual leave will be awarded for all full-time employees according to their annual leave payout selection of 90 days or 135 days. Employees make this election at the time of hire. This election may only be changed during open enrollment (October) and can only be changed from 90 days to 135 days. Employees will receive payment for the equivalent hours in excess of 90 days or 135 days. The payments will be made at the rate of $7.25 per hour for employees paid on the bus driver or support staff salary schedule or at the rate of $10 per hour for employees paid on all other salary schedules.

All full-time employees who separate from employment or retire from Lexington School District One, including those who exit the Teacher and Employee Retention Incentive retirement program, may receive payment for accumulated but unused annual leave, which has been earned while employed in Lexington School District One, up to 66-⅔ percent of the equivalent hours of 135 days maximum, i.e., the equivalent hours of 90 days, in the following manner:
• A person with up to a maximum of the equivalent hours of 135 days of annual leave earned while employed in Lexington School District One may receive payment for 66-⅔ percent of these hours, i.e., payment for no more than the equivalent hours of 90 days, upon separation from employ or upon exiting the TERI retirement program.
• The daily pay rate is based on the current year’s salary schedule.
• Within 30 days of separation from employment with or retirement from the district, an employee must decide how he/she would like his/her accumulated leave handled; i.e., whether to receive payment for leave eligible for payment per district policy, transfer all of the leave to another state agency or school district, allow
the leave to remain with the district for the employee to transfer at a later date or to use if re-employed at a later date, or some combination of the options. Once an employee makes a decision regarding the disposition of accumulated leave, the decision is final and cannot be revoked, regardless of any change of circumstances. If an employee fails to make a decision evidenced by a completed and signed Employee Annual Leave on Separation form within 30 days of separation, the default election will be the employee has decided to allow the leave balance to remain with the district for transfer or use if re-employed at a later date. If by the last day of school, it is uncertain whether there will be a position for the employee until other factors are known or there are other extenuating circumstances, a written request for a 60-day extension may be submitted for the Chief Financial Officer's review and consideration.

- Once an employee elects to receive his/her leave payment, he/she will not be able to transfer any annual leave days for which payment is received to another school district or eligible state agency.
- In his/her lifetime, no employee will receive payment for more than 66-⅔ percent of the equivalent hours of 135 days of annual leave, i.e., the equivalent hours of 90 days, which has been earned and accumulated while in the employ of the district.
- If an employee receives payment for days of annual leave earned and accumulated while in the employ of the district in an amount less than the maximum of the equivalent hours of 90 days, the employee may receive additional payments for leave accumulated to the extent that the payment does not exceed the lifetime aggregate maximum total of the equivalent hours of 90 days.
- Notwithstanding the foregoing, employees who breach their contract of employment with the district or who are terminated for “just cause” will not be eligible to receive any payment for accumulated but unused annual leave.

Example:
- If an employee receives payment for 66-⅔ percent of his/her equivalent hours of 135 days of accumulated annual leave, i.e., the equivalent hours of 90 days of pay, at the time of separation or upon exit from the TERI program and returns to work for the district at a later date, the employee would receive no additional payment for annual leave not used during the employee’s subsequent employment with the district because the maximum lifetime of the equivalent hours of 90 days of payment under this policy has already been received.
- If an employee resigns from the district in order to accept a position with another employer and receives payment for 66-⅔ percent of the equivalent hours of 90 days of accumulated annual leave, i.e. the equivalent hours of 60 days of pay, and then returns to work for the district at a later date, the employee would be eligible to receive payment for up to an additional equivalent hours of 30 days (or 66-⅔ percent of the equivalent hours of 45 days earned in the district).

1. Upon a written request of the new employer, accumulated annual leave will be transferred to any school district or state agency in South Carolina as required by Section 59-1-400 and Section 8-11-46, Code of Laws of South Carolina, 1976 for any person previously employed full-time by Lexington One that has a balance that remained with Lexington One.

2. Deductions of annual leave hours will be made in the pay period in which they occur or the pay period following the absence.

Leave for Part-Time Employees

For purposes of this policy, “part-time employee” is defined as an individual employed in the district who works a minimum of 15 hours but less than 30 hours per week for a school year for that position.

Part-time employees who meet the above requirement may earn pro rata equivalent leave (length of one day’s work time for that individual) per year. For example, an employee who works seven hours on a nine month assignment, three days each week would earn approximately three-fifths of the leave a full-time employee would earn, or 7 x .6 x 12 or 50.4 hours. Similarly, an employee who works four hours on a nine month assignment, five days each week would earn one-half of the leave a full-time employee would earn, or 4 x 12 or 48 hours or 12 half-days (four hours) of leave.

Employees who are part-time and accruing leave, however, are not eligible for any payment for annual leave upon separation. Any annual leave accrued during part-time employment status will not be eligible or credited for payment upon separation in accordance with this policy.

The provisions of this policy apply to part-time, regular employees under the payroll system as controlled by Lexington District One. Any employee who works less than 15 hours per week or who works in a temporary assignment of less than 5 months does not qualify for leave accrual.

Adjustments in Pay

All absences in excess of authorized leave entitlements will be considered as hours of leave without pay.

Pay adjustments for absenteeism in excess of leave entitlements will be made in the pay period in which they occur or the pay period following the absence. Such adjustments will be taken from the per period salary of the employee based on the number of hours in absences in excess of leave entitlements.

Procedures Regarding Absences

An absent employee must complete and sign HR-27 [Employee Request for Leave Form] setting forth the specific reason(s) for his/her absence. The HR-27 must be turned in to the employee’s principal or supervisor within two days after the employee returns to work.

In order that the district may secure an adequate replacement and make other appropriate arrangements, an employee will notify his/her immediate supervisor as early as practicable when it is necessary for him/her to be absent. An employee who anticipates taking an extended leave of absence for more than 10 days should submit a written request for leave to his/
her principal or supervisor at least 30 calendar days prior to the effective date of the leave or as soon as feasible.

The leave request must include a statement from a licensed healthcare provider stating the anticipated length of convalescence or period required for medical treatment.

Any employee returning from an extended leave of absence must present a statement from his/her healthcare provider certifying the employee’s ability to return to a normal work schedule with or without reasonable accommodation prior to or at the time of his/her return.

When the employee makes a request in writing, the superintendent or his/her designee may grant an employee leave without pay for personal illness following the exhaustion of all annual leave. If an employee has less than 91 days of accumulated annual leave, leave with and without pay will not exceed 91 work days in any school year without special authorization from the superintendent or his/her designee and is not to extend beyond the immediate school year.

**Verification and Use of Leave**

The use of annual leave for personal illness or the illness of a family member is subject to verification. Specifically, an employee must submit a healthcare provider certification or physician’s statement verifying an illness when the employee has utilized annual leave for more than 10 working days within a school year, after an absence for personal illness of three consecutive days or more, or if the employee is requesting extended leave. The district also reserves the right to require an employee to submit a healthcare provider certification or statement verifying an illness when the administration believes verification is needed or when an employee’s use of leave for personal illness forms a pattern or abuse is suspected.

Additionally, the district reserves the right to require an employee to submit a healthcare provider’s certification or statement verifying the illness of an immediate family member for absences of three consecutive days or more.

If the employee does not provide the required healthcare provider’s certification or statement within five working days upon written request, the district may take appropriate disciplinary actions, up to and including a recommendation of termination from employment.

The district may require the opinion of a second physician designated and paid for by the district regarding verification of any illness or disability.

The district may require an employee to provide a healthcare provider’s certification or statement attesting to his/her ability to perform required duties before returning to work.

Ordinarily, employees will be expected to return to work the first school day after the recuperative period is completed.

**Childcare Leave**

Childcare leave is provided for employees who wish to have an extended period of time away from their assigned duties following the birth/adoption of their child. The employee may be allowed a leave period not to exceed 91 days. If the employee is eligible for leave under the Family and Medical Leave Act, the first 12 weeks are covered by the procedures contained in this policy and GCC/GCD-R, Employee Leaves and Absences — Family and Medical Leave. After the initial 12-week period, or if the employee is not eligible for FMLA leave, the provisions below apply.

During the leave period, the employee will be eligible for benefits to the extent allowable by federal and/or state law or the benefit provider’s provisions.

Employees will receive no retirement or experience credit from the state and/or district during the childcare leave period if the employee has insufficient paid leave days to cover the leave.

An employee must notify their principal or chief officer at least 30 days in advance of the date leave is to begin, except when a child is born prematurely or becomes available for adoption without advance notice. Leave requests beyond the first 12 weeks must be approved by the principal or chief officer and the superintendent or his/her designee. The date the employee selects to return must be agreed upon before the leave commences and the district may require the return coincide with the start of a semester.

**Organ Donor Leave**

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

An employee seeking leave to be an organ donor must forward a written request, including the appropriate documentation from the attending physician verifying that the employee is the donor, to the superintendent no later than 30 days prior to the commencement of leave or as soon as practicable based on the specific circumstances.

**Legal Absence**

Employees should notify their principal or immediate supervisor as soon as they know they are being called for jury duty or subpoenaed. An employee should submit a copy of a jury duty summons or subpoena to his/her principal or supervisor. The district will grant employees leave without loss of pay when they are summoned for jury duty or subpoenaed in the line of duty to represent the district as a witness or defendant. Any jury fee or travel payment will be retained by the employee. If an employee must appear in court for any reason other than the above, the employee must request leave. Whenever a prospective juror is dismissed before the end of the working day, he/she must return to his/her official duties.

The district encourages school employees, including teachers, certified personnel at the building level and bus drivers, selected for jury service during the school year to request a postponement to a date that does not conflict with the school term.

No salary adjustment will be made unless the employee is found to be using legal leave improperly.
Military Leave
Employees may take military leave without loss of pay, seniority or efficiency rating for one or more periods not exceeding a total of 15 workdays in one year. Saturdays, Sundays and state holidays may not be included in this 15 days unless the Saturday, Sunday or holiday is a regularly scheduled workday for the employee.

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

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

The board expects employees to request their training for a period when school is not in session.

An employee seeking leave for annual active duty training must forward a written request, including the appropriate verifying data, to the superintendent or his/her designee no later than 30 days prior to the pre-arranged military activity.

Extended Military Leave
An extended military leave of absence for a member of the armed forces of the United States will be granted pursuant to federal and state law; so long as the requirements and regulations of the armed forces prevent the employee’s return to civil employment.

Termination
The district may terminate the employment of any employee who fails to comply with the requirements of this policy and accompanying administrative rule, who fails to request extended leave in accordance with this policy and accompanying administrative rule, who fails to report to work at the expiration of authorized leave or who fails to obtain an extension of previously approved leave. An employee is also subject to termination from employment with the district for misstatements of fact and/or misrepresentations of purpose for which leave of absence is desired or on the basis of which annual leave is obtained.

The district will not terminate from employment those employees under this policy who have accrued annual leave and who are using it in compliance with this policy. The district will not terminate from employment any employee during a continuing leave of less than 91 work days, provided none of the aforementioned grounds for termination are present.

Family and Medical Leave Act
The board will provide leave to eligible employees consistent with the Family and Medical Leave Act of 1993. Eligible employees are entitled to up to 12 work weeks of unpaid family and medical leave within the fiscal year (July 1 through June 30). The district will continue to pay its portion of the employee’s health benefits during the leave in accordance with federal and/or state law. In addition, the district will restore the employee to the same or a similar position after the termination of the leave in accordance with board policy. To implement this policy, the board authorizes the superintendent and district administrators to develop an administrative rule to provide a fair and systematic procedure by which eligible employees may take leaves of absences for family and medical reasons.

In complying with FMLA, the district will adhere to the requirements of the Americans with Disabilities Act as well as other applicable federal and state laws.

Eligibility Requirements
To qualify for leave under this policy, an employee must have been employed by the district for at least 12 months, as of the date on which the requested leave will commence. In addition, the employee must have worked at least 1,250 hours during the 12-month period immediately preceding the commencement of the leave.

Leave Entitlement
Eligible employees are entitled to up to 12 workweeks of unpaid family and medical leave within the fiscal year (July 1 through June 30) for the following:

1. the birth of a son or daughter of the employee
2. the placement of a child with the employee for adoption or foster care
3. to care for a spouse, son, daughter or parent of the employee, if such spouse, son, daughter or parent has a serious health condition
4. because of a serious health condition of the employee that renders the employee unable to perform the essential functions of the position

Employee Eligibility
An eligible employee who desires to take leave under this policy will request such leave from his/her immediate supervisor, who will then notify the superintendent or his/her designee of the request. Requests will be responded to in a timely manner. An employee needing FMLA leave must follow the district’s usual and customary call-in procedures for reporting an absence, absent unusual circumstances.

The entitlement to leave for the birth or placement of a child for adoption or foster care expires 12 months after the date of such birth or placement.

If circumstances require, an employee may take family leave prior to the birth or placement of a child for prenatal care or to prepare for placement, e.g., to attend counseling sessions or appear in court.

“Foster care” is 24-hour care for children in substitution for, and away from, their parents or guardian, by or with the agreement of the state or pursuant to a judicial determination.

“Son or daughter” means a biological, adopted or foster child, stepchild, legal
ward or child of a person standing in loco parentis, who is either under age 18 or age 18 or older and incapable of self-care because of a mental or physical disability. Persons who are “in loco parentis” include those with day-to-day responsibilities to care for and financially support a child or, in the case of an employee, who had such responsibility for the employee when the employee was a child.

A “serious health condition” is an illness, injury, impairment or physical or mental condition that involves either:

• inpatient care such as an overnight stay in a hospital, hospice or residential medical care facility including any period of incapacity, i.e., inability to work, attend school or perform other regular activities, or subsequent treatment in connection with such inpatient care; or

• continuing treatment by a healthcare provider as defined below.

“Continuing treatment by a healthcare provider” means any of the following:

• a period of incapacity lasting more than three consecutive, full calendar days and any subsequent treatment or period of incapacity relating to the same condition that also includes:

   a) treatment two or more times by or under the supervision of a healthcare provider, which includes in-person visits, the first within seven days and both within 30 days of the first day of incapacity; or

   b) one treatment by a healthcare provider, which includes an in-person visit within seven days of the first day of incapacity with a continuing regime of prescription medication, physical therapy, etc.; or

• any period of incapacity related to pregnancy or for prenatal care (a visit to the health care provider is not necessary for each absence); or

• any period of incapacity for a chronic serious health condition that continues over an extended period of time, requires periodic visits (at least twice a year) to a health care provider, and may involve several episodes of incapacity; a visit to a health care provider is not necessary for each absence; or

• a period of incapacity that is permanent or long-term due to a condition for which treatment may not be effective; only supervision of a healthcare provider is required, rather than active treatment; or

• any absences to receive multiple treatments for restorative surgery or for a condition that would likely result in a period of incapacity of more than three days if not treated.

A “healthcare provider” is any of the following:

• A doctor of medicine or osteopathy who is authorized to practice medicine or surgery by the state in which the doctor practices;

• A podiatrist, dentist, clinical psychologist, optometrist or chiropractor authorized to practice in the state and performing within the scope of his/her practice as defined under state law;

• A nurse practitioner, physician’s assistant, or nurse midwife who is authorized to practice under state law and who is performing within the scope of his/her practice as defined under state law; or

• A Christian Science practitioner listed with the First Church of Christ, Scientist in Boston, Massachusetts.

Intermittent or Reduced Schedule Leave

“Intermittent leave” is leave taken in separate blocks of time due to a single illness or injury, rather than for one continuous period of time, and may include leave periods from one hour or more to several weeks.

“Reduced schedule leave” is a leave schedule that reduces an employee’s usual number of working hours per workweek or hours per workday.

Leave for the birth or placement of a child will not be taken intermittently or on a reduced schedule without the written consent of the superintendent or his/her designee, who will consult with the employee’s immediate supervisor before granting such consent.

Leave to care for a seriously ill spouse, son, daughter or parent or for the employee’s own serious health condition may be taken intermittently or on a reduced schedule only when medically necessary and as approved by the district.

If an employee requests intermittent or reduced schedule leave that is foreseeable based on planned medical treatment, the superintendent or his/her designee may require such employee to transfer temporarily to an available alternative position for which the employee is qualified that (1) has equivalent pay and benefits; and (2) better accommodates recurring periods of leave or family leave if such position is available.

Substitution of Paid Leave

Under certain conditions, employees or the district may choose to “substitute” or run concurrently accrued paid leave to cover some or all of the FMLA leave. An employee’s ability to substitute accrued paid leave is determined by the terms and conditions of the district’s normal leave policy.

An eligible employee may elect, or the superintendent or his/her designee may require the employee to substitute any available accrued paid leave in keeping with the provisions of other leave policies for leave taken for either of the following:

• the birth or placement of a child

• to care for a seriously ill spouse, child or parent

• for the employee’s own serious health condition.

Foreseeable leave/notice required

When the necessity for leave for the birth or placement of a child is foreseeable based on an expected birth or placement, the employee must provide at least 30 days’ notice to his/her immediate supervisor of the anticipated timing and duration of the employee’s leave. The failure to provide such notice with no reasonable excuse for the delay may result in the denial of a request for leave until 30 days after the employee provides notice.

If the date of the birth or placement requires leave to begin in less than 30 days, the employee must provide as much notice as is practicable.

When leave to care for a seriously ill spouse, child or parent for an employee’s own serious health condition,
is foreseeable based on planned medical treatment, the employee must do the following:

- Make a reasonable effort to schedule the treatment so as not to disrupt unduly the district's operations, subject to the approval of the healthcare provider; and
- Provide at least 30 days' notice to his/her immediate supervisor of the anticipated timing and duration of the employee's leave, except that if the date of treatment requires leave to begin in less than 30 days, the employee must provide as much notice as practicable.

**Spouses Employed by the District**

Spouses employed by the district are limited in the amount of family leave they may take for the birth and care of a newborn child, placement of a child for adoption or foster care, or to care for a parent who has a serious health condition to a combined total of 12 weeks (or 26 weeks if leave to care for covered service member with a serious injury or illness). Leave used for birth and care, or placement for adoption or foster care must conclude within 12-months of the birth or placement.

**Certification**

A request for leave to care for a seriously ill spouse, child or parent or for the employee's own serious health condition must be supported by a certification issued by the healthcare provider of the employee or family member. The district has pre-approved forms available which an employee may use for this purpose.

The employee should furnish certification at the time the employee gives notice of the need for leave or within five business days thereafter, or, in the case of unforeseen leave, within five days after the leave commences. The district may request certification at some later date if the district later has reason to question the appropriateness of the leave or its duration. In such a case, the employee must provide the certification within 15 calendar days after the district's request, unless it is not practicable under the particular circumstances to do so.

The certification must contain the following information:

- the date on which the serious health condition commenced
- the probable duration of the condition
- the appropriate medical facts regarding the condition
- for leave taken to care for a seriously ill spouse, child or parent, a statement that the employee is needed to care for the spouse, child or parent and an estimate of the amount of time the employee will be needed for that purpose
- for leave taken due to an employee's serious health condition, a statement that the employee is unable to perform the essential functions of the position
- for intermittent or reduced schedule leave for planned medical treatment, the dates on which such treatment is expected to be given and the duration of such treatment
- for intermittent or reduced schedule leave for an employee's serious health condition, the statement of the medical necessity for the intermittent or reduced schedule leave and the expected duration of such leave, or
- for intermittent or reduced schedule leave to care for a seriously ill spouse, child or parent, a statement that the employee's intermittent or reduced schedule is necessary for the care of the spouse, child or parent or will assist in their recovery and the expected duration and schedule of the intermittent or reduced schedule leave.

The district may contact the health care provider for purposes of clarification and authentication of the medical certification after giving the employee an opportunity to cure any deficiencies to make such contact. If this becomes necessary, the district must use a health care provider, an Office of Human Resources professional, a leave administrator or a management official. The employee's direct supervisor may not contact the employee's health care provider.

“Authentication” means providing the health care provider with a copy of the certification and requesting verification that the information contained on the certification form was completed and/or authorized by the health care provider who signed the document; no additional medical information may be requested.

“Clarification “means contacting the health care provider to understand the handwriting on the medical certification form or to understand the meaning of a response.

If the superintendent or his/her designee or the employee's immediate supervisor has reason to doubt the validity of a certification, he/she may require, at the district's expense, the employee obtain the opinion of a second healthcare provider designated or approved by the superintendent or his/her designee.

If the first and second opinions of the healthcare providers are conflicting, a third healthcare provider designated or approved jointly by the employee and the superintendent or his/her designee may be required to perform an examination and provide an opinion, though not treatment.

The superintendent or his/her designee may require subsequent recertification on a reasonable basis, but no more often than every 30 days unless any of the following occurs:

- The employee requests an extension of leave.
- The circumstances described by the original certification have changed significantly.
- The superintendent or his/her designee receives information which casts doubt on the continuing validity of the prior certification.

**Employment and Benefits Protection**

**Restoration to Position**

Any employee who is eligible for FMLA and takes leave for the intended purpose of the leave will be entitled, on return from leave, to be restored to the position of employment held by the employee when the leave commenced or to an equivalent position with equivalent employment benefits, pay and other terms and conditions of employment.

The taking of leave will not result in the loss of any employment benefits accrued prior to the date on which leave commenced when not in conflict with federal and/or state law or the benefit provider's provisions.
A restored employee is not entitled to the accrual of any seniority or employment benefits during any period of leave or any right, benefit or position of employment other than that to which the employee would have been entitled had the leave not been taken.

As a condition of restoration for an employee who has taken leave due to his/her own serious health condition, the employee must provide a certification from the healthcare provider stating that the employee is able to resume work. Until such a certification is provided, reinstatement will be denied.

An employee on leave must report periodically to his/her immediate supervisor on his/her status and intention to return to work.

Exemption of Certain Highly Compensated Employees
The superintendent or his/her designee may deny restoration to a salaried employee who is among the highest paid 10 percent of district employees under the following circumstances:

- Such denial is necessary to prevent substantial and grievous economic injury to the operations of the district.
- The superintendent or his/her designee notifies the employee of the intent to deny restoration at the time he/she determines such injury would occur, or;
- The employee notified the superintendent or his/her designee, after leave commenced, of their decision not to return to work.

If the superintendent or his/her designee believes that reinstatement may be denied to a key employee, the superintendent or his/her designee must provide written notice to the employee at the time leave is requested that he/she qualifies as a key employee. In addition, the employee must be fully informed of the potential consequences with respect to reinstatement and maintenance of health benefits if it is determined that substantial and grievous economic injury will result from the employee’s reinstatement.

As soon as the superintendent or his designee determines that such an injury to the district will result from reinstatement, he/she must again notify the employee in writing of this determination and advise the employee that the district cannot deny leave but that it intends to deny restoration to employment on completion of the leave. This notice must be delivered in person or by certified mail. It also must explain the basis for the finding that substantial and grievous economic injury will result, and must provide the employee a reasonable time in which to return to work.

If the employee elects to remain on leave, the district will continue to maintain his/her health benefits, to the extent allowable by federal and/or state law or the benefit provider’s provisions until the employee gives notice that he/she no longer wishes to return to work or until reinstatement is actually denied at the conclusion of leave.

Once the key employee’s leave has expired, he/she is still entitled to request reinstatement. The superintendent or his/her designee must then determine whether there will be substantial and grievous economic injury from reinstatement, based on the facts at that time. If it is determined that such an injury will result, the superintendent or his/her designee will notify the employee in writing of the denial of restoration. This notice must be delivered in person or by certified mail.

Maintenance of Health Benefits
Benefits for employees on leave under the FMLA will be maintained to the extent allowable by federal and/or state law or the benefit provider’s provisions.

Intermittent or Reduced Schedule Leave for Instructional Employees
If an eligible employee employed principally in an instructional capacity requests leave to care for a seriously ill spouse, child or parent or for the employee’s own serious health condition, which is foreseeable based on planned medical treatment, and the employee would be on leave for greater than 20 percent of the total number of working days in the period during which the leave would extend, the superintendent or his/her designee, in consultation with the school principal, may require the employee to remain on leave until the end of the semester under the following circumstances:

- The leave is of at least three weeks duration; and
- The return to employment would occur during the three-week period before or after the end of the term.

If an eligible employee employed principally in an instructional capacity begins leave for the birth or placement of a child or to care for a seriously ill child, spouse or parent or to care for a covered service member during the period that commences five weeks prior to the end of an academic semester, the superintendent or his/her designee, in consultation with the school principal, may require the employee to continue taking leave until the end of the semester under the following circumstances:

- The leave is greater than two weeks; and
- The return to employment would occur during the two-week period before or after the end of the term.

If an employee employed principally in an instructional capacity begins leave for the birth or placement of a child or to care for a seriously ill spouse, child or parent or to care for a covered service member during the period that commences three weeks prior to the end of an academic semester and the duration of the leave is greater...
than five working days, the superintendent or his/her designee, in consultation with the school principal, may require the employee to continue taking leave until the end of the term.

If the district requires an employee to remain on leave until the end of an academic term and this results in the employee taking more leave than is necessary to resolve the condition which necessitated the leave, the additional leave time required to be taken will not be deducted from the employee’s total available FMLA leave. The employee, however, will continue during this time to be entitled to job restoration in accordance with this administrative rule. Benefits for employees on leave under FMLA will be maintained to the extent allowable by federal and/or state law or benefit provider’s provisions.

**Leave Entitlement for Military Families**

Leave for employees who are spouses, children, parents or next of kin of covered service members is available consistent with FMLA and as set forth in the administrative rule when qualified as military caregiver leave or qualifying exigency leave. Employees seeking to use caregiver leave or qualifying exigency leave must provide 30 days’ advance notice to take FMLA when the need for leave is foreseeable or as soon as is practicable which may be the same or next business day. The district may require that an employee’s request for military family leave be supported by appropriate certification.

**Military Caregiver Leave**

School district employees who are spouses, sons, daughters, parents or next of kin of a covered service member will be entitled for up to a total of 26 workweeks of unpaid leave during a “single 12-month period” to care for a service member who incurred an injury or illness during military service when that injury or illness results in the service member being unable to perform his/her duties.

“Next of kin” is defined as the nearest blood relative.

**Qualifying Exigency Leave**

An eligible employee is entitled up to a total of 12 workweeks of unpaid leave during the normal 12-month period established by the district for FMLA leave for qualifying exigencies arising out of the fact that the employee’s spouse, son, daughter, or parent is on active duty or has been notified of an impending call to duty in support of a contingency operation. Qualifying exigency leave is available to family members, as defined above, of servicemembers in the National Guard or Reserves; it does not extend to family members of service members in the Regular Armed Forces.

Qualifying exigencies include:

- issues arising from a covered military member’s short notice of deployment, i.e., deployment on seven or less days of notice for a period of seven days from the date of notification;
- military events and related activities such as official ceremonies or programs or events sponsored by the military or family support or assistance programs and informational briefings sponsored or promoted by the military, military service organizations or the American Red Cross that are related to the active duty or call to active duty status of a covered military member;
- certain child care and related activities arising from the active duty or call to active duty status of a covered military member such as arranging alternative child care; providing child care on a non-routine urgent, immediate-need basis; enrolling or transferring a child to a new school or day care facility; and attending certain meetings at a school or day care facility if they are necessary due to circumstances arising from the active duty call or call to active duty of the covered military member;
- making or updating financial and legal arrangements to address a covered military member’s absence;
- taking up to five days of leave to spend time with a covered military member who is on short-term temporary rest and recuperation leave during deployment;
- attending to certain post-deployment activities, including attending arrival ceremonies, reintegration briefings and events, and other official ceremonies or programs sponsored by the military for a period of 90 days following the termination of the covered military member’s active duty status or addressing issues arising from the death or a covered military member; and
- any other event that the employee and the district agree is a qualifying exigency.
License Renewal

An educator’s professional license is valid for five years and expires on June 30 of the expiration year. Educators should check the expiration dates of their licenses. License renewals begin in January of the expiration year.

The state places the responsibility for license renewal with the license holder. Using the Goals-Based Evaluation Plan for Continuing Contract Teachers, license holders have the responsibility to develop a License Renewal Plan.

The License Renewal Plan provides a mechanism that enables Lexington One educators to apply a broad range of relevant professional development activities toward their license renewal. The License Renewal Plan is intended to:

- encourage educators to engage in meaningful, quality professional development activities that are directed toward promoting student achievement;
- ensure that educators are accountable for continuous professional development; and
- be operationally efficient.

In order to be eligible for license renewal, the educator must earn a minimum of 120 renewal credits, as described in the renewal credit matrix, during the five-year validity period of the license. Educators who hold less than a master’s degree must earn 60 of the 120 points in graduate credit.

You can find the License Renewal Manual and other information about the certification renewal process on the district website.

Submitting Renewal Credit

When all 120 renewal credits are obtained, the required documentation should be submitted to your GBE administrator for review and verification of required documentation. Upon the administrator’s verification, all required documentation should be forwarded to the Office of Human Resources.

The required documentation for renewal includes:

- Change/Action Form; and
- Renewal Credit Computation Sheet with attached documentation to support each option (the Professional Development tab on the Employee Online portal serves as not only your pre-approval, but also documentation for renewal credits).

Human Resources staff enters license renewal verifications into the Office of Educator Services database.

The South Carolina Department of Education no longer mails copies of licenses. Educators can access and print a copy of their certificates at www.ed.sc.gov.

Classification Changes

License classification upgrades must be submitted to the Office of Educator Services at the South Carolina Department of Education. In order to process the request, the Office of Educator Services must have the Change/Action Form and the official transcript. Once the upgrade is posted online, please notify the Office of Human Resources.

Human Resources staff submits an action form to the district’s Office of Fiscal Services based on the effective date of the upgrade change on the validity period shown on the educator’s new license. Please note if an effective date for a classification upgrade is July 1, the change in pay will not be effective until the following school year.

Experience Credit

The South Carolina Department of Education grants one year of experience credit for 152 (or more) full-time days of service per school year (190 days).

Teachers employed under contract in a regular teaching position on a full-time or part-time basis for at least one-tenth FTE (19 days of a 190-day school year) will receive credit.

Partial FTEs accrued over multiple years will be credited as one year of teaching experience upon reaching a total of at least 0.8 of an FTE.

National Board for Professional Teaching Standards Certification

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

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

National Board Certified Teachers can renew their certification through the National Board or the state renewal process. If a teacher chooses to use the state renewal process, the 120 points must be earned in the last five-year period of the National Board certificate (i.e., for a certificate valid from 2008-2018, credits must be earned between 2013-2018).

Certified Staff Technology Proficiency

The South Carolina Department of Education requires all certified staff to demonstrate technology proficiency based on established standards and to document the proficiency every five years in conjunction with their certification expiration date. Certified staff is defined by position code on the SCDE Certified Staff Technology Proficiency page.

This requirement is set forth in the following 16-17 version of Proviso 1A.20.

1A.20. (SDE-EIA: Certified Staff Technology Proficiency) To ensure the effective and efficient use of the funding provided by the General Assembly in Part IA, Section 1 VIII.D. for school technology in the classroom and internet access, the State Department of Education shall approve district technology plans that specifically address and incorporate certified staff technology competency standards and local school districts must require certified staff to demonstrate proficiency in these standards as part of each certified staff’s Professional Development plan. District-adopted technology proficiency standards and plans should be, at minimum, aligned to the International Society for Technology...
in Education teacher standards. Evidence that districts are meeting the requirement is a prerequisite to expenditure of a district’s technology funds (“Certified Staff Technology Proficiency, 2017”).

Lexington County School District One recognizes ISTE Standards•T as our established technology proficiency standards for educators. Opportunities for educators to exhibit technology proficiency are available through support at both the school and district level. School-based professional learning exposes certified staff to digital instructional strategies that align with the school’s professional learning goals. Lesson resources and implementation support are updated regularly and available in our district professional learning platform, Schoology, within the group titled Lexington One Certified Staff Technology Proficiency.

Technology proficiency goals are not one-size-fits-all. Certified educators should select a goal that is appropriate for advancing their skill set to better prepare their students to fit the Profile of the South Carolina Graduate. Resources for establishing goals, implementing student-centered digital strategies and documenting results are all available in the Lexington One Certified Staff Technology Proficiency Schoology group.
PROGRAM OF ALTERNATIVE CERTIFICATION FOR EDUCATORS
PACE is a three-year licensure program that allows a participant to work as a teacher of record while completing all requirements to earn a professional teaching license.

PACE requires a three-year commitment to the content area and grade level for which you are admitted.

Eligibility Requirements

- An earned bachelor's degree or above from a regionally accredited college with a major in an approved PACE licensure area.
- Participants can be evaluated for a major equivalent if they have 30 or more semester hours earned in content area coursework, 21 of which were earned at junior or senior level or above; or 24 or more semester hours earned in content area coursework at graduate level.
- A passing score on the appropriate Praxis II subject area examination(s).
- Employment as a teacher of record in a South Carolina public school district.
- Verification of two years of prior full-time work experience or an earned master's degree. The work experience must include at least one year of continuous full-time work. Part-time work experiences can be combined for an equivalent to one year of full-time work experience, but cannot replace the one year of continuous full-time work. Experience does not have to be teaching experience. An earned master's degree will waive the experience requirement.
- Based on guidance from the U.S. Department of Education regarding No Child Left Behind, individuals who have participated in, but not completed, other alternative licensure routes in South Carolina may not be eligible for participation in PACE. If you have participated in another alternative program recognized in South Carolina, please contact the Office of Educator Services prior to initiating the application process for PACE.

Admission Process

The candidate submits an application form, verification of prior work experience, official transcript(s) and non-refundable application fee, and completes the electronic fingerprint process. If the candidate meets the academic requirements, he/she will receive a letter stating the qualification area. (A candidate who is interested only in a transcript evaluation can submit the transcript and an application form. A full application packet must be submitted if the candidate meets the academic requirements.)

Once a qualified candidate has submitted all application materials, including Praxis II subject area examination(s) scores, and an all-clear FBI report is received, he/she will receive a Statement of Eligibility in their PACE-approved subject area.

The Statement of Eligibility qualifies the candidate to seek employment in a South Carolina public school district for the academic year indicated. The candidate submits a full application to the school district. If the district hires the teacher, the district submits a Confirmation of Employment form to the South Carolina Department of Education.

When the state department receives the form, information concerning the next available pre-service training will be sent to the candidate. The Statement of Eligibility, employment and successful completion of the pre-service training are required to earn the first alternative route license. The candidate’s participation in PACE begins once the participant has successfully completed the pre-service training.

The critical need license is valid for the academic year following successful completion of the pre-service training.

Program Progression

Prior to year one: The teacher is fully admitted to PACE, successfully completes the pre-service training and is issued his/her first alternative route license.

Year one: The teacher completes the required training and may begin taking the required PACE coursework. Courses must be selected from the list approved by the Office of Alternative Certification on behalf of the State Board of Education. All coursework must be from the list of pre-approved courses or formally approved by the state department. In order to receive course approval, the teacher must submit the PACE Course Request form available on the state department’s website.

Between year one and year two: The teacher completes the in-service training and continues working on the three required college courses.

Year two: The teacher completes the required training seminars, continues working on the three required college courses, and successfully completes the Assisting, Developing and Evaluating Professional Teaching formal evaluation process.

Year three: The teacher submits official transcripts reflecting completion of three required college courses to the state department, submits a passing score on the Principles of Learning and Teaching exam appropriate to the teacher’s licensure grade level, successfully completes the ADEPT formal evaluation process and applies for professional licensure.
Substitute list at any time for any reason. A substitute from the school/district is needed when notified by a school principal or his/her designee. To the extent possible, substitute teachers should possess the training and experience to ensure that students will receive uninterrupted instruction when the regular teacher has to be absent.

A pool from which principals may contact substitute teachers will be made available to the schools by the Office of Human Resources. The following minimum qualifications are required in order for a substitute teacher applicant to be contacted by principals or their designees.

- Although a certified teacher is preferred, a high school diploma or its equivalent from an accredited high school will meet the minimum educational requirements.
- Satisfactory references relating to the candidate’s ability to do the job.
- A willingness to be available for substitute work and to respond on short notice.
- All candidates must be pre-screened and approved.
- All candidates must attend a substitute teacher orientation sponsored by the district.

The principal or his/her designee has the responsibility to monitor the effectiveness of each substitute teacher who substitute teaches in his/her school.

The district reserves the right to remove a substitute from the school/district substitute list at any time for any reason.

Securing Substitutes
The district secures daily substitutes through the use of the Absence Management system. The principal recommends a local substitute coordinator to monitor substitute procedures and conduct orientation meetings with staff members.

Qualifications
Lexington One 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 license. Substitutes approved to work in the classroom as an instructional assistant will need to be at least 21 years of age or in a four-year college degree program if under 21.

All substitute applicants (including office professional, school nurse, food service and custodial service areas) must attend a mandatory training before becoming eligible to substitute in Lexington One. Once the substitute’s online application has been processed, he/she will be notified of his/her training date and time.

Substitute Teacher Training
All substitute applicants receive training from Human Resources staff. The training includes an overview of district policies, professionalism, technology information, safety and emergency procedures, and the Absence Management system.

In addition to this general training, substitute teachers receive training in instructional techniques, classroom management and communication skills.

Food Service substitute applicants must attend an additional mandatory training provided by Office of Food Service and Nutrition staff.

School nurse substitute applicants must attend an additional mandatory training provided by the district’s lead school nurse.

Training is required by the district before becoming eligible to substitute.

Obligation to Substitute Teachers
The contributions of substitute teachers are important to Lexington One. We are indebted to the many substitute teachers who cheerfully, willingly and effectively serve our students.

The substitute has an important and challenging job to perform. A substitute teacher can do the job more effectively if he/she understands the responsibilities involved as a substitute for the regular teacher.

For substitute teachers, regular teachers should provide the items listed below:
- emergency preparedness plans;
- class roster for each block of students;
- name of a teacher within close vicinity;
- daily plans and procedures for all classes;
- time schedules of all classes and activities;
- seating chart for each teaching block;
- list of students with special needs (including allergies);
- notice of any supervisory responsibilities such as bus, car or playground duty;
- desk copies of all teaching materials;
- directions for use of phone system;
- notations of any special situations that may exist; and
- schedule of building routines and regulations.

Benefits for Substitutes
Pursuant to the Patient Protection and Affordable Care Act (also known as ACA and federal healthcare reform), Lexington County School District One is required to offer affordable health insurance coverage to eligible employees. You must work an average of at least 30 hours per week, which will be measured by Lexington County School District One, to be eligible to enroll in the State benefits. You will be contacted by Lexington County School District One’s Benefits office as soon as you become eligible for benefits. Under the State plan, you will be eligible to enroll in the health, dental, vision, optional/dependent life, supplemental long-term disability and pre-tax premium feature and/or a Health Savings Account.
## Administrators and Building Supervisors Salary Schedule

### Based on 230 days

#### 2018–2019 School Year

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- **B-3** Elementary School Assistant Principals
- **B-2** Middle School Assistant Principals
- **B-1** High School Assistant Principals
- **A-9** Elementary School Principals for 299 and below
- **A-8** Elementary School Principals for 300–699
- **A-7** Elementary School Principals for 700–1,099
- **A-5** Elementary School Principals for 1,100–1,499
- **A-4** Elementary School Principals for 1,500+
- **A-6** Middle School Principals for 599 and below
- **A-5** Middle School Principals for 600–999
- **A-4** Middle School Principals for 1,000–1,399
- **A-3** Middle School Principals for 1,400+
- **A-3** High School Principals for 899 and below
- **A-2** High School Principals for 900–1,499
- **A-1** High School Principals for 1,500–1,999
- **A-1-A** High School Principals for 2,000

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**page 76**
### Bus Drivers Salary Schedule

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# Certified Teachers Salary Schedule

Based on 190 days  
2018–2019 School Year

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Based on 230 days
2018–2019 School Year
# Food Service Managers Salary Schedule

Based on 186 days

2018–2019 School Year

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Based on 186 days

2018–2019 School Year

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## Licensed Professionals Salary Schedule

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<tr>
<td>29</td>
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<tr>
<td>30</td>
<td>61,520</td>
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<td>83,697</td>
<td>90,391</td>
<td>97,624</td>
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</tr>
</tbody>
</table>

Based on 230 days
2018–2019 School Year
Homebound Teachers Pay
The district pays homebound teachers at the rate of $25 per hour. Any exceptions to the existing rate must be approved through the Office of Human Resources prior to any commitments.

Substitutes Salary Schedules

Substituting for a Teacher
High school diploma, at least 21 years of age and Substitute Teacher Training ...................... $63/day
Four-year degree and Substitute Teacher Training ............................................. $68/day
Certified teacher and Substitute Teacher Training ............................................. $80/day

Substituting for a Health Room Assistant
High school diploma, at least 21 years of age and Substitute Training ............................. $58/day

Substituting for a Nurse
Licensed Practical Nurse (LPN) and Substitute Training ........................................ $68/day
Certified Registered Nurse (RN) and Substitute Training ...................................... $120/day

Substituting for an Instructional Assistant
High school diploma, at least 21 years of age and Substitute Training ............................. $58/day

Substituting for Clerical, Custodial or Food Service*
............................. $7.25/hour

*Food Service Substitutes must also attend a Food Service Substitute Training session.  
Note: Recommendations for a substitute outside of these guidelines are submitted by the principal to be approved by the Office of Human Resources.
## Support Staff Position Listing

<table>
<thead>
<tr>
<th>Grade</th>
<th>Position</th>
<th>Days Employed</th>
<th>Hours Per Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Food Service Operator</td>
<td>183</td>
<td>6 to 8</td>
</tr>
<tr>
<td></td>
<td>Housekeeper</td>
<td>190 to 230</td>
<td>2 to 8</td>
</tr>
<tr>
<td></td>
<td>Lunchroom Monitor</td>
<td>180</td>
<td>2 to 4</td>
</tr>
<tr>
<td></td>
<td>Parking Lot Attendant</td>
<td>180</td>
<td>8</td>
</tr>
<tr>
<td>6</td>
<td>Health Room Assistant</td>
<td>185</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td>AB Therapist</td>
<td>185</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td>AB Therapist, Lead</td>
<td>220</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>Assistant Custodian</td>
<td>230</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>Computer Lab Assistant</td>
<td>190</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td>Food Service Cashier</td>
<td>186</td>
<td>7 to 8</td>
</tr>
<tr>
<td></td>
<td>Instructional Assistant</td>
<td>185</td>
<td>7 to 8</td>
</tr>
<tr>
<td></td>
<td>Library Assistant</td>
<td>190</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td>Secretarial Assistant</td>
<td>185 to 230</td>
<td>8</td>
</tr>
<tr>
<td>7</td>
<td>Secretary</td>
<td>190 to 230</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>Skilled Maintenance</td>
<td>230</td>
<td>8</td>
</tr>
<tr>
<td>8</td>
<td>Federal Compliance Specialist</td>
<td>190</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>Head Custodian</td>
<td>230</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>Parent Educator</td>
<td>190 to 230</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>Athletic Secretary/Bookkeeper</td>
<td>210</td>
<td>8</td>
</tr>
<tr>
<td>9</td>
<td>Executive Secretary</td>
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</tr>
<tr>
<td></td>
<td>Help Desk Operator</td>
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</tr>
<tr>
<td></td>
<td>Job Coach</td>
<td>220</td>
<td>8</td>
</tr>
<tr>
<td>10</td>
<td>Student Records Operator</td>
<td>220 to 230</td>
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<tr>
<td>10 to 11</td>
<td>District Specialist</td>
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</tr>
<tr>
<td>11</td>
<td>School Nurse/LPN</td>
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</tr>
<tr>
<td></td>
<td>School Executive Secretary</td>
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<tr>
<td>11 to 12</td>
<td>Bookkeeper</td>
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<td>13</td>
<td>Graduation Coach</td>
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<tr>
<td>15</td>
<td>Computer Technician</td>
<td>230</td>
<td>8</td>
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</table>

### 2018–2019 School Year

Placement on the salary schedule is governed by Policy GCD-R. Individuals are placed at the zero level until experience credit forms are submitted and verified.
## Support Staff Salary Schedule

### Schedule 0–15 Years

The placement on the salary schedule is governed by Policy GCD-R. Multiply hourly rate by hours worked per day to calculate daily pay. Multiply daily pay by days worked per year to calculate yearly salary.

<table>
<thead>
<tr>
<th>Step</th>
<th>Grade 1</th>
<th>Grade 2</th>
<th>Grade 3</th>
<th>Grade 4</th>
<th>Grade 5</th>
<th>Grade 6</th>
<th>Grade 7</th>
<th>Grade 8</th>
<th>Grade 9</th>
<th>Grade 10</th>
<th>Grade 11</th>
<th>Grade 12</th>
<th>Grade 13</th>
<th>Grade 14</th>
<th>Grade 15</th>
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</thead>
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<td>8.81</td>
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<td>12.94</td>
<td>13.98</td>
<td>15.10</td>
<td>16.29</td>
<td>17.61</td>
<td>19.01</td>
<td>20.54</td>
<td>22.19</td>
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<td>8.64</td>
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<td>10.90</td>
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<td>9.53</td>
<td>10.30</td>
<td>11.11</td>
<td>12.01</td>
<td>12.97</td>
<td>13.74</td>
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<td>17.59</td>
<td>19.06</td>
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<td>9.55</td>
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<td>15.77</td>
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<td>25.56</td>
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<td></td>
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</tr>
</tbody>
</table>

### 2018–2019 School Year

Placement on the salary schedule is governed by Policy GCD-R. Multiply hourly rate by hours worked per day to calculate daily pay. Multiply daily pay by days worked per year to calculate yearly salary.
SUPPLEMENT SCHEDULES
Extracurricular Supplement Schedule

Department Heads and Lead Teachers
5–7 Teachers (excluding department head) ............. $1,000
8–10 Teachers (excluding department head) ............ $1,250
11–13 Teachers (excluding department head) ........... $1,500
14–16 Teachers (excluding department head) .......... $1,750
17+ Teachers (excluding department head) ............. $2,000
Centers of Study Lead Teacher ........................ $1,000
Elementary Grade Chair ............................... $500
Lead Teachers for District ............................. $2,000

Local Substitute Coordinators
350–500 Students ................................... $700
501–1,000 Students ................................. $950
1,001–1,500 Students ............................... $1,200
1,501–2,000 Students ............................... $1,450
2,001–2,500 Students ............................... $1,700

Other Supplements

<table>
<thead>
<tr>
<th>Activity</th>
<th>Grades 9–12</th>
<th>Grades 6–8</th>
<th>Grades K–5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Archery</td>
<td>$800</td>
<td>$800</td>
<td></td>
</tr>
<tr>
<td>Band Director</td>
<td>$3,000 plus 35 days</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Band Director (Assistant)</td>
<td>$1,500 plus 15 days</td>
<td>$1,500 plus 15 days</td>
<td></td>
</tr>
<tr>
<td>Beta Club</td>
<td>$500</td>
<td>$300</td>
<td></td>
</tr>
<tr>
<td>Choral Director</td>
<td>$1,500 plus 15 days</td>
<td>$1,000</td>
<td>$500</td>
</tr>
<tr>
<td>Dance</td>
<td>$1,500</td>
<td>$1,000</td>
<td></td>
</tr>
<tr>
<td>Debate</td>
<td>$500</td>
<td>$500</td>
<td></td>
</tr>
<tr>
<td>Destination Imagination</td>
<td>$300</td>
<td>$300</td>
<td>$300</td>
</tr>
<tr>
<td>Drama Production (2 max)</td>
<td>$1,500</td>
<td>$1,000</td>
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</tr>
<tr>
<td>National Board Local Supplement*</td>
<td>$3,000</td>
<td>$3,000</td>
<td>$3,000</td>
</tr>
<tr>
<td>Newspaper</td>
<td>$500</td>
<td>$250</td>
<td></td>
</tr>
<tr>
<td>Orchestra</td>
<td>$1,500</td>
<td>$1,000</td>
<td></td>
</tr>
<tr>
<td>Psychologists</td>
<td>$3,000</td>
<td>$3,000</td>
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<tr>
<td>Public Relations Correspondents</td>
<td>$500</td>
<td>$500</td>
<td>$500</td>
</tr>
<tr>
<td>Robotics</td>
<td>$1,200</td>
<td>$1,200</td>
<td></td>
</tr>
<tr>
<td>SAT Coordinator</td>
<td>$500</td>
<td>$500</td>
<td></td>
</tr>
<tr>
<td>School Webmaster</td>
<td>$500</td>
<td>$500</td>
<td>$500</td>
</tr>
<tr>
<td>Speakers Bureau</td>
<td>$500</td>
<td>$500</td>
<td>$500</td>
</tr>
<tr>
<td>Student Council</td>
<td>$500</td>
<td></td>
<td>$400</td>
</tr>
<tr>
<td>Yearbook</td>
<td>$1,200</td>
<td>$600</td>
<td>$300</td>
</tr>
</tbody>
</table>

*The National Board Local Supplement is subject to change based on funds available.

Guidelines for Department Heads
- The school principal has sole authority to designate department heads.
- Supplements are offered in middle and high schools.
- There should be a written description of department head duties by the principal.
- Only teachers based at the school can be included in department numbers.
Extracurricular Athletics Salary and Supplement Information

Athletic Director and Head Football Coach
The athletic director is placed on the building-level administrative salary schedule. The length of contract for the athletic director is 12 months.

An athletic director is not eligible for playoff round supplements unless he or she is coaching the team involved in the playoff.

Extracurricular Athletics Salary Schedule
Supplement steps on the schedule essentially reflect the years of prior coaching experience in the sport and the level of the current coaching assignment of the individual. In-district and verifiable out-of-district experience would apply. Individuals will be placed at the zero level until experience credit forms are submitted and verified.

An individual may not hold two coaching positions in the same sport nor occupy two coaching assignments at the same time in different sports without approval.

Playoff Round Supplements
Coaches who are permanent district employees will receive additional supplements for additional work involving team participation beyond conference/regional levels according to the schedule below.

If an employee terminates or is terminated, the employee is not eligible for playoff round supplements earned the year of their termination.

Playoff rounds must be sponsored by the South Carolina High School League to qualify.

<table>
<thead>
<tr>
<th>Football</th>
<th>First Round</th>
<th>Second Round</th>
<th>Third Round</th>
<th>Fourth Round</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head Coach</td>
<td>$250</td>
<td>$500</td>
<td>$750</td>
<td>$1,000</td>
</tr>
<tr>
<td>Varsity Assistant Coaches plus no more than two junior varsity coaches working with varsity team</td>
<td>$150</td>
<td>$300</td>
<td>$450</td>
<td>$600</td>
</tr>
</tbody>
</table>

Baseball, basketball, bowling, cheerleading, color guard, cross country, golf, lacrosse, soccer, softball, swimming, tennis, track, volleyball and wrestling

| Head Coach | $250 | $500 | $750 | $1,000 |
| Varsity Assistant Coaches | $150 | $300 | $450 | $600 |

Head coaches of athletes who compete as individuals beyond the conference/regional level receive additional supplements as follows:

| Tennis | $75 per round |
| Wrestling | $75 per round |

Bonus for head coaches who win state companionships: $1,000
# Extracurricular Athletics Salary Schedules

## Directors

- Athletic Director — As negotiated
- Assistant Athletic Director — As negotiated
- Assistant Middle School Athletic Director — $1,500

## Athletic Trainer

- Head — $10,000 Plus 40 Days
- Assistant — $5,000 Plus 5 Days

<table>
<thead>
<tr>
<th>Step</th>
<th>0</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
<th>10</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Baseball/Softball</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Varsity Head Coach</td>
<td>2,750</td>
<td>3,000</td>
<td>3,250</td>
<td>3,500</td>
<td>3,750</td>
<td>4,000</td>
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<td>4,750</td>
<td>5,000</td>
<td>5,250</td>
</tr>
<tr>
<td>Varsity Assistant Coach, Junior Varsity Head Coach</td>
<td>2,450</td>
<td>2,500</td>
<td>2,550</td>
<td>2,600</td>
<td>2,650</td>
<td>2,700</td>
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<td>2,800</td>
<td>2,850</td>
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</tr>
<tr>
<td><strong>Basketball</strong></td>
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<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
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</tr>
<tr>
<td>Varsity Head Coach</td>
<td>2,750</td>
<td>3,000</td>
<td>3,250</td>
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<td>4,000</td>
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<td>4,750</td>
<td>5,000</td>
<td>5,250</td>
</tr>
<tr>
<td>Varsity Assistant Coach, Junior Varsity Head Coach</td>
<td>2,450</td>
<td>2,500</td>
<td>2,550</td>
<td>2,600</td>
<td>2,650</td>
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<td>2,800</td>
<td>2,850</td>
<td>2,900</td>
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<tr>
<td>C Team Head Coach</td>
<td>970</td>
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<td>1,030</td>
<td>1,060</td>
<td>1,090</td>
<td>1,120</td>
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<tr>
<td><strong>Basketball</strong></td>
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<td></td>
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<td></td>
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<tr>
<td>Varsity Head Coach</td>
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## Extracurricular Athletics Salary Schedules

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<th>2</th>
<th>3</th>
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<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
<th>10</th>
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<tbody>
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<td><strong>Bowling</strong></td>
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</tr>
<tr>
<td>Head Coach</td>
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<td>900</td>
<td>950</td>
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<td>1,100</td>
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<td>1,200</td>
<td>1,250</td>
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<tr>
<td><strong>Bowling</strong></td>
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</tr>
<tr>
<td>Step</td>
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<td>17</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Head Coach</td>
<td>1,300</td>
<td>1,350</td>
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### Extracurricular Athletics Salary Schedules

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### Intramural

Maximum three seasons — $400 per season (Must be 7th grade and above as approved.)

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# Extracurricular Athletics Salary Schedules

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## Extracurricular Athletics Salary Schedules

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Experience not sanctioned by the S.C. High School League does not count.
Technology Use Reminder

Several board policies guide employees on how to appropriately use the technology resources provided by the district. Many of those policies are printed in this handbook. For more information on the acceptable use of technology, please read the complete Policy (IJNDB Use of Technology Resources in Instruction) in this handbook beginning on page 40.

Employee Portal

The district's employee portal is called LexConnect which contains access to select software applications (PowerSchool, BusinessPlus, SafeSchools, etc.), core Google apps, resources and information by department and the employee marketplace. LexConnect is only accessible via your Lexington One username and password. Daily subs do not have access to LexConnect.

The Marketplace - Employees of the district can sell personal items including event tickets, vehicles, houses, baby carriages, bicycles and many other things in the Employee Marketplace.

- Employees can sell these items because they are not related to a busines the employee is running on the side. These are merely one-time sales of personal property.
- Employees of the district cannot market a side business or a family member's business since board policies and state law prohibit it.
- Policy GBEBC Gifts to and Solicitations by Staff specifically states, “... the board will not permit employees to sell for personal profit on school or district premises products of any kind...”
- In addition, state ethics laws and policy GBEA Staff Ethics/Conflict of Interest, state, “A public employee may not use his/her position or office for personal financial gain.”

Technology Equipment — The equipment issued or made available to an employee must be used for district purposes only and not for personal gain or family enrichment; nor is this equipment to be shared with other staff, students, friends or family members for any reason. This equipment includes, but is not limited to, copiers, printers, and laminators. If the employee separates from the district for any reason, the employee agrees to return the district issued equipment to a facility technician prior to exiting. Equipment purchased for classrooms and facilities is to be purchased in accordance with the guidelines outlined in the Technology Purchases document which can be found on the Lexington One website.

The Lexington One website also contains the staff acceptable use agreement which specifies an employee will respond to requests to have their equipment updated and will make their equipment available to a facility technician when requested.

Email — In terms of email, do not originate or knowingly forward email containing jokes, spam, chain letters, virus notifications, etc. This adds more “spam” to our email system, slowing down the system and making it harder for employees to do their work.

Security Best Practices — These procedures will help employees establish good habits that ensure a safer work environment. Be sure to review all of these best practices including the ones that follow. A complete list may be found on the Lexington One website.

- Do not share an employee password with other staff, students, friends or family members for any reason.
- Do not open/download an email attachment from someone you do not know.
- Do not install software from anyone you do not know.

Use of Technology Resources in Instruction

Technology is a vital part of education and the operation of the district.

In an effort to promote learning and to expand educational resources for students, the district has made arrangements to provide students and staff with access to various types of technology. The district's goal in providing this technology is to promote educational excellence by facilitating resource sharing, communication and innovation.

Access to technology is a privilege, not a right. With this privilege also comes a responsibility to use this access solely for educational purposes and not for inappropriate purposes.

The district will not tolerate the inappropriate use of technology by any person.

District administrators are directed to develop appropriate guidelines to govern the use of technology and to implement technology protection measures and safety rules as required by the conditions of eligibility for any federal or state technology-funding-assistance program.

(Policy IJNDB-R)

Use of Technology Resources in Instruction

Definition

For the purpose of this policy, technology is defined as, but not limited to, the following:

- collaborative systems including email, cloud storage and document management;
- workstations (both desktop and mobile), tablets, smartphones, printers, scanners and peripherals;
- local area networks (both wired and wireless), including but not limited to wiring, routers, access points, controllers and all other network equipment;
- servers including video servers, file and print servers, database servers, caching servers, web servers and communication servers;
- a wide area network linking all Lexington County School District One sites into one intranet;
• voice communication systems to include primary systems, integrated voice response/management systems, automatic dialing systems, voice mail servers, mobile telephones, VOIP phone systems, recording devices and two-way radios;
• management systems including data retrieval, device management, grading, instructional, media, textbook, student and food service systems hosted either on or off premise;
• video systems including but not limited to distance learning equipment, cameras, video-conferencing systems, web-conferencing systems, intra-district broadcasting, digital signage and all other video equipment;
• software applications and mobile apps;
• energy management, physical security systems and security monitoring systems including camera surveillance systems;
• office copier, faxing, imaging and document management systems;
• paging, bell and fire alarm systems.

Access
Because technology is a vital part of the educational process and the curriculum of the district, students and staff will be provided access to technology including, but not limited to, network, internet and email services.

The district intends to promote educational excellence in schools through collaboration, critical thinking, communication and creativity, providing access to a diverse array of technological resources.

Through the network and internet, students and staff will have access to the following:
• email services
• collaborative storage and editing systems
• district-provided software applications, mobile apps and appropriate digital content
• local, regional, public, state and national library catalogs including reference and research sources

The availability of internet access provides a unique educational opportunity for students and staff to contribute to the district’s presence in the Global Community. This medium of communication provides an opportunity to share information with the community, our nation and the world about the district’s curriculum and instruction, school-authorized activities and other related information.

The district provides this instructional resource as an educational tool for staff and students. The smooth operation of technology relies on the appropriate conduct of its users. These guidelines are provided so that students and staff are aware of their responsibilities when using technology. Employees who violate the terms of this administrative rule or otherwise misuse technology will be subject to disciplinary action. Disciplinary action could include termination of employment.

Violations of federal or state law may subject users (employee or student) to criminal prosecution.

Access to technology comes with the increased availability of material which may not be of educational value in the context of the school setting. The district makes every effort to monitor and restrict access to known objectionable sites and to controversial or inappropriate materials as required by law. Use of technology and/or internet access for any purpose that is inconsistent with the educational mission of the district is strictly prohibited.

For the district to provide network and internet access, all staff and students must take responsibility for appropriate and lawful use of this access. While the schools’ teachers and staff will make reasonable efforts to supervise student use of network and internet access, student and parent/legal guardian cooperation is essential in exercising and promoting responsible use of this access.

Upon accepting this policy, each staff member and student will be given network and internet access and must abide by Policy IJNDB. A copy of this policy, or access to this policy, will be provided to parents/legal guardians.

The use of technology for teaching, learning and communication is an expectation, and supports the district’s mission and vision. Therefore, teacher, staff and student use of technology is not optional. All users in the district understand they must use technology responsibly and are bound by the terms of this policy and administrative rule.

Internet safety policy
In compliance with the Children’s Internet Protection Act (CIPA), 47 U.S.C. § 254(h), the district uses technology designed to filter and block obscene materials, child pornography and “harmful to minors” materials as defined in the CIPA.

For purposes of this administrative rule, this document is the district’s “Internet Safety Policy.” This policy includes provisions to address possible access by minors to inappropriate materials on the internet which include but are not limited to: inappropriate use of email and other forms of direct electronic communication; unauthorized access, use and dissemination of personal identification information regarding minors; and measures designed to restrict minors’ access to potentially harmful materials.

Terms and conditions of use
The purpose of the district’s technology is to support research and education in and among academic institutions by providing access to unique resources and the opportunity for collaborative work. All use of technology must be in support of education and research and be consistent with the educational objectives of the district.

Individuals must comply with the district’s rules and state and federal laws. Transmission of any material in violation of any federal or state laws or regulations is prohibited.

At the beginning of each school year, students and staff receive information about the appropriate use of technology, the district network, safety and other issues governing technology use through the district’s student handbook, Personal Mobile Computing Guide and the district’s employee handbook.

Lexington County School District
One requires all users to immediately report technology-related issues or problems. Students are instructed to tell their attending teacher. Employees are instructed to tell their supervisor.

Access to computer systems and networks owned/operated by the district imposes certain responsibilities and obligations on
users and is subject to district policies and local, state and federal laws.

Acceptable use is always ethical, reflects honesty and shows restraint in the consumption of shared resources. It demonstrates respect for intellectual property, ownership of information, system security mechanisms and the individual's right to privacy and freedom from intimidation, harassment and unwarranted annoyance.

Rules governing use
Lexington County School District One digital and online content must comply with district policies on FERPA, data privacy and public use of school records.

Lexington County School District One will not be responsible for any obligations resulting from any unauthorized use of the system. This includes, but is not limited to, copyrighted material, threatening or obscene material, material protected by trade secret, inappropriate materials of any kind or any other illegal act.

Lexington County School District One will involve law enforcement should illegal activities take place.

Lexington County School District One expects users to immediately report if they mistakenly access inappropriate information or images, any message they receive that they feel is inappropriate or that makes them feel uncomfortable, and any possible security problems. By immediately reporting, users protect themselves against allegations that they have intentionally violated the technology acceptable use policy. Students will immediately tell their attending teacher. Employees will immediately notify their supervisor.

Students will not post personal contact information about themselves or other people unless it is in conjunction with a specific teacher-approved assignment or approved college/career communication. Personal contact information includes, but is not limited to, home address, telephone numbers, school address, etc.

Users will utilize the system for educational, professional or career development activities only and when it is not disruptive and does not interfere with the performance of other responsibilities by the employee or other staff members.

Users will not access or upload inappropriate content to district technology resources.

Users should only join communication groups that are relevant to their educational, professional or career development.

Users will not use district technology to maintain a personal business, for unauthorized commercial purposes or for financial gain unrelated to the mission of the school district.

Users will not originate nor knowingly forward emails containing jokes, spam, chain letters, greeting cards for personal purposes, virus notifications, screensavers and other non-educational file attachments.

Users will not attempt to gain unauthorized access to the email system, the district's digital and online content or any other computer systems through Lexington County School District One email and/or internet and/or network access.

Users will not make deliberate attempts to disrupt the computer system’s performance or to destroy data by spreading computer viruses or by any other means. These actions are illegal.

Users will not attempt to perform functions that exceed their authorized access, share their account information (user ID and/or password) or log in through another person’s account or access another person's files without permission. These actions are illegal.

Users will not use defamatory, false, obscene, profane, lewd, vulgar, rude, inflammatory, threatening, bullying, disrespectful, disruptive, racial, violent or any other inappropriate language in public messages, private messages and any material posted on digital and online content. All communications via district digital and online content will comply with the district's technology policy and district’s student code of conduct Policy JICDA and administrative rule JICDA-R.

Users will not make deliberate attempts to disrupt the computer system’s performance or to destroy data by spreading computer viruses or by any other means. These actions are illegal.

Users will not use defamatory, false, obscene, profane, lewd, vulgar, rude, inflammatory, threatening, bullying, disrespectful, disruptive, racial, violent or any other inappropriate language in public messages, private messages and any material posted on digital and online content. All communications via district digital and online content will comply with the district's technology policy and district’s student code of conduct Policy JICDA and administrative rule JICDA-R.

Users will not use district technology to access sites/material that are profane, obscene or pornographic nor use the system to access sites/material that advocate illegal acts, violence or discrimination toward other people.

Penalties for improper use
Employees who violate the terms of this administrative rule or otherwise misuse technology will be subject to disciplinary action. Disciplinary action could include anything from a warning up to termination of employment.

Students who violate the terms of this administrative rule or who otherwise misuse technology will be subject to disciplinary action. Disciplinary action could include, at a minimum, the loss of technology privileges and will take place in accordance with the district’s student code of conduct Policy JICDA, administrative rule JICDA-R and Personal Mobile Computing Guide.

Violations of the laws of the United States or of the state of South Carolina may subject users (employee or student) to criminal prosecution.

Warranty
The district makes no warranties of any kind, whether expressed or implied, for the service it is providing. The district will not be responsible for any damages suffered by any user. This includes loss of data resulting from delays, non-deliveries, misdirected deliveries or service interruptions caused by the system’s negligence, user errors or omissions.

Use of any information obtained via the internet is at the user’s own risk. The district specifically denies any responsibility for the accuracy or quality of information obtained through its services.

If a user incurs unauthorized costs, the user, as well as the user's parents/legal guardians (if the user is a student), will be responsible for all such costs.

User privacy
Email messages and any other electronic files created using district resources or stored district resources are the property of the district.

The district reserves the right to examine, restrict or remove any material that is on
or passes through its network, just as it
does any other work or material generated
at or brought to school or work by staff or
students.

Access to electronic information related
to any student or staff member will be
governed by the same policies that would
apply to that information if it were not in
electronic form.

Plagiarism and copyright

Users will not plagiarize works that
they find on the internet. Plagiarism is
taking the ideas or writings of others
and presenting them as if they were
original to the user. Users will use proper
bibliography formats.

Users will respect copyright laws.
Copyright infringement occurs when an
individual inappropriately reproduces a
work that is protected by copyright. If
a work contains language that specifies
acceptable use of that work, users should
request permission from the owner.

Other

Digital and online content reflects an
individual’s thoughts, interests and
activities. Such content does not, in
any way, represent individual schools
or the district, nor are they endorsed or
sanctioned by any individual school or the
district.

Given the rapid change in technology,
some of the technical standards outlined
in this regulation may require change
throughout the year. Such changes
will be made with approval of the
superintendent. This regulation may
be updated on an annual basis or more
frequently, if required.
Mission
The mission of the Lexington County School District One Educational Foundation is to support the educational process and enrich the quality of life in our community by raising and managing funds.

Purpose
The Lexington One Educational Foundation, conceived as part of the district’s first Strategic Plan completed in May 1994, was created to serve as a source of funds to support district initiatives, programs and special activities that are not normally funded with district or tax dollars. The plan envisioned the Educational Foundation as a 501(c)(3) nonprofit organization governed by community, business and Board of Trustees members.

Executive Committee of the Foundation Board of Directors
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Mr. Roger S. Kuperman, Secretary
Superintendent Gregory D. Little, Ed.D.
Mr. John C. Butler, Chief Financial Officer, Ex-Officio
Mrs. Hayley D. Bowers, Immediate Past Chair, Ex-Officio
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Mrs. Anne Marie Green
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Mr. James Compton
Dr. Karl E. Fulmer
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Mr. Michael S. Wingard
Mr. Michael V. Shealy

Foundation Board Members Emeriti
Mr. Richard J. Hook

Mr. Andrew D. White

Foundation’s Lexington Employee Assistance Plan (LEAP)
The Educational Foundation’s LEAP program allows employees to make voluntary donations that support employees and students with needs critical to everyday life.

Employee Crisis Fund
The Employee Crisis Fund offers financial assistance and/or in-kind services to permanent full-time and permanent part-time Lexington One employees during a crisis situation. (This does not include substitutes.) Services exclude any payments for housing/housing insurance, student loans, vehicle purchases/payments/insurance, property taxes or security deposits. Workers’ compensation recipients are ineligible for assistance. Employees must be nominated by a district employee and may obtain an application from their LEAP site representative. An application can be submitted by an employee on behalf of a fellow employee. Employees may not nominate themselves.

We Care Fund
This fund provides financial assistance to enhance the learning experience of students in families experiencing a crisis situation or students in need of medical, dental or optometric services that prevent the student from learning. This includes emergency funding for basic student needs. This does not include payments for housing/housing insurance, vehicle purchases/payments/insurance, property taxes or security deposits. Applications may be initiated on behalf of a student by an employee who has direct contact with the student, such as a teacher, school counselor, school nurse or administrator. Contact the LEAP site representative at your school or in your department for further assistance.

Lexington Education Assistance Plan
The Lexington Education Assistance Plan provides funds to help students advance to the next level. We believe the time is now to prepare our students as leaders and learners who communicate, innovate and think critically.

The Educational Foundation has designated LexLeads, LexLearns and LexLives, components of the district’s Schools of the Future — Now! initiative, as its priorities with emphasis on preparing graduates to compete in the marketplace of tomorrow, both locally and globally.

Lexington One is ready to take students to the next level. The Educational Foundation looks forward to seeing this vision realized by supporting the district as it enables students to be thinking, productive and responsible citizens in the global, competitive 21st century.
Lexington County School District One is committed to a policy of nondiscrimination and equal opportunity for all students, parents/legal guardians, staff, visitors, personnel and community members who participate or seek to participate in its programs or activities. Therefore, the district does not discriminate against any individual on the basis of race, religion, sex (including pregnancy, childbirth, or any related medical conditions), color, disability, age, genetic information, national origin, or any other applicable status protected by local, state, or federal law.

The district will use the grievance procedures set forth in policy to process complaints based on alleged violations of Title VI of the Civil Rights Act of 1964; Title VII of the Civil Rights Act of 1964; Title IX of the Education Amendments Act of 1972; Section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975; the Age Discrimination in Employment Act of 1967; the Equal Pay Act of 1963; the Genetic Information Nondiscrimination Act of 2008; and Titles I and II of the Americans with Disabilities Act of 1990.

The district designates specific individuals to handle inquiries or complaints. To find out who to contact and how to contact them, please go to our website at http://www.lexington1.net/contact-us.