

2023-2024 HUMAN RESOURCES HANDBOOK



SPARTANBURG SCHOOL
DISTRICT SEVEN

Spartanburg School District Seven is not responsible for Federal or State Regulations that may change. This information is provided as a benefit to our employees. For additional information concerning Federal and State Regulations, refer to the Spartanburg School District Seven Board Policy Manual.

<https://boardpolicyonline.com/?b=spartanburg7>



Receipt of Human Resources Handbook

If you are viewing this document electronically, please print Receipt of Human Resources Handbook page, sign, date and return to your Principal or Supervisor.

If you have a printed version of this document, please copy or remove Receipt of Human Resources Handbook page, sign, date and return to your Principal or Supervisor.

I have received a copy of the Spartanburg School District Seven Human Resources Handbook, Revised July 2023. I understand that the handbook is a compilation of the current policies of the School District and the Board of Trustees relating to Human Resources. Policies are subject to change by the Board of Trustees. The complete and official text of all policies of the Board of Trustees is contained in the Spartanburg School District Seven Board Policy Manual. I understand further that there are certain administrative practices and procedures not included in this human resources handbook, that such administrative practices and procedures are subject to change, and that the federal and state laws and regulations applicable to human resources are subject to change.

I ACKNOWLEDGE THAT THE CONTENTS OF THIS HANDBOOK ARE NOT INTENDED TO CREATE A CONTRACT BETWEEN THE SCHOOL DISTRICT AND ANY EMPLOYEE. NOTHING IN THIS HANDBOOK BINDS THE SCHOOL DISTRICT OR ANY EMPLOYEE TO ANY CONDITIONS OR PRIVILEGES OF EMPLOYMENT OR DEFINITE PERIOD OF EMPLOYMENT. THE ONLY VALID CONTRACT OF EMPLOYMENT BETWEEN THE SCHOOL DISTRICT AND ANY EMPLOYEE MUST BE IN WRITING, SIGNED BY THE SUPERINTENDENT AND APPROVED BY THE SCHOOL DISTRICT BOARD OF TRUSTEES.

My signature indicates I have received and reviewed the 2023-2024 Human Resources Handbook.

Date

Signature

Print Name

Spartanburg
School District Seven

Human Resources Handbook



Revised July 2023

Spartanburg School District Seven

Mission Statement

We will inspire and equip
our students for meaningful
lives of leadership and service
as world citizens.

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District Seven Senior Leadership Team



Jeff Stevens

Superintendent

(864) 594 - 4405

Melissa Campbell

Chief Financial Officer

(864) 594 - 4429

Beth Lancaster

Chief Communications Officer

(864) 594 - 6194

Dr. Eric Levitt

Chief Operations and Technology Officer

(864) 594 - 6187

Dr. Terry Pruitt

Chief Academic Officer

(864) 594 - 4408

Dr. Kira L. Reaves

Chief Human Resources Officer

(864) 594 - 4409

Spartanburg School District Seven

Charles H. Humphries Administration Building
610 Dupre Drive • Spartanburg, SC 29307

P.O. Box 970 • Spartanburg, South Carolina 29304
(864) 594 - 4400 • Fax (864) 594 - 4406
spartanburg7.org

Board of Trustees

The Board of Trustees holds its regular monthly meeting on the first Tuesday of each month at 6 p.m. Meetings are held at the Administration Building, 610 Dupre Drive. The public is invited to attend. Persons who want to address the Board should contact the Superintendent's Office or sign the public participation roster before the meeting. Each person is allowed five minutes to address the Board with a thirty-minute maximum for each meeting.



Vernon Beatty



Meg Clayton



Rick Gray



Hallie Hurst



James Jones



Griffin Lynch



Clay Mahaffey



Jeff Mason



Sharon Porter

Board Chair – Sharon Porter
Board Vice Chair – Clay Mahaffey
Board Secretary – Vernon Beatty

District Telephone Directory

Switchboard	594 - 4400
Superintendent.....	594 - 4405
Adult Education	594 - 4428
Business Services	594 - 4404
Curriculum & Instruction.....	594 - 6176
Federal Programs	596 - 8420
Food Services	596 - 8484
Gifted/Talented	594 - 6166
Health Services	586 - 7442
Human Resources.....	594 - 4497
Maintenance.....	594 - 4500
Planning & Innovation.....	596 - 8403
Public Information.....	596 - 8402
Social Work	594 - 6190
Special Education	594 - 4493
Student Services.....	594 - 6190
Student Support.....	586 - 7432
Technology.....	594 - 4489
Transportation.....	594 - 4423

SCHOOLS

THE FRANKLIN SCHOOL	586 - 7130
CLEVELAND ACADEMY OF LEADERSHIP.....	594 - 4444
DRAYTON MILLS ELEMENTARY SCHOOL.....	586 - 7979
JESSE BOYD ELEMENTARY SCHOOL.....	594 - 4430
MARY H. WRIGHT ELEMENTARY SCHOOL.....	594 - 4477
MEETING STREET ACADEMY.....	253 - 1800
PINE STREET ELEMENTARY SCHOOL.....	594 - 4470
E.P. TODD SCHOOL.....	594 - 4475
CARVER MIDDLE SCHOOL.....	594 - 4435
McCRACKEN MIDDLE SCHOOL.....	594 - 4457
SPARTANBURG HIGH SCHOOL.....	594 - 4410
DANIEL MORGAN TECHNOLOGY CENTER.....	279 - 6900
McCARTHY / TESZLER SCHOOL.....	596 - 8491
WHITLOCK FLEXIBLE LEARNING CENTER.....	594 - 4482

Spartanburg School District 7

Facilities Listing 2023 - 2024

EARLY LEARNING

The Franklin School

100 Franklin Street (29303)
Shawna Bynum, Director
sbynum@1steps.org
586-7130, Fax 586-7131

ELEMENTARY

Jesse Boyd Elementary

1505 Fernwood-Glendale Road
(29307)
Johnathan Duvall, Principal
jmduvall@spart7.org
594-4430, Fax 594-6143

Drayton Mills Elementary

1500 Skylyn Drive (29307)
Thomas Webster, Principal
twebster@spart7.org
586-7979, Fax 586-7989

Cleveland Academy of Leadership

151 Franklin Street (29303)
Marquice Clark, Principal
mqclark@spart7.org
594-4444, Fax 594-6146

Mary H. Wright Elementary

457 S. Church Street (29306)
Tammy Jordan, Principal
tkjordan@spart7.org
594-4477, Fax 594-6153

Meeting Street Academy

201 E. Broad Street
Suite 11D (29306)
Kyndran Hilton, Principal
hjhilton@spart7.org
253-1800

Pine Street Elementary

500 S. Pine Street (29302)
Dennis Regnier, Principal
daregnier@spart7.org
594-4470, Fax 594-6150

E.P. Todd School

150 Old Canaan Road (29306)
Victoria Bradley, Principal
vlbradley@spart7.org
594-4475, Fax 594-6152

MIDDLE

Carver Middle School

467 South Church Street (29306)
Randy Edwards, Principal
rnedwards@spart7.org
594-4435, Fax 594-6144

McCracken Middle School

50 Emory Road (29307)
Telena Woody, Principal
twoody@spart7.org
594-4457, Fax 596-8418

SENIOR

Spartanburg High

2250 East Main Street (29307)
Andrew McMillan, Principal
acmcmillan@spart7.org
594-4410, Fax 594-6142

Viking Early College

Spartanburg Community College
– Downtown
220 East Kennedy Street (29302)
Verotta Kennedy, Director
vkennedy@spart7.org
592-4092

CAREER AND

TECHNOLOGY CENTER

Daniel Morgan

Technology Center

201 Zion Hill Road (29307)
Heath Roberts, Director
heathr@dmtonline.org
279-6900, Fax 279-6971

COUNTYWIDE

SPECIAL NEEDS

The McCarthy/Teszler School

175 Burdette Street (29307)
Rene Ford, Principal
rford@spart7.org
596-8491, Fax 596-8495

COUNTYWIDE

ALTERNATIVE SCHOOL

Whitlock Flexible

Learning Center

364 Successful Way (29303)
Cameron Collier, Director
cscollier@spart7.org
594-4482, Fax 594-6154

OTHER SITES

Administration Building

610 Dupre Drive (29307)
P.O. Box 970 (29304)
594-4400, Fax 594-4406

Adult Education

1475 Skylyn Drive (29307)
Erin Black, Director
ecblack@spart7.org
594-4428, Fax 596-8407

District Support and Operation Center (DSOC)

717 Union Street (29306)
Stephen Russell, Director
smrussell@spart7.org
594-4500, Fax 594-4395

Special Services

1475 Skylyn Drive (29307)
(Houston Center)
Emily Tallon, Director
etallon@spart7.org
594-4493

Technology

1475 Skyln Drive (29307)
David Beyer, Director
djbeyer@spart7.org
594-4489

Transportation Office

1455 Drayton Avenue (29307)
Shawn Corry, Director
scorry@spart7.org
594-4423, Fax 594-6163

I. Personnel Guidelines and Policies

PROFESSIONAL PERSONNEL ASSIGNMENT

The Superintendent will assign instructional personnel on the basis of their qualifications, the needs of the district and written requests. When he/she cannot meet all three conditions, the Superintendent will assign personnel first in accordance with needs of the district and its students; second, where the administration believes the employee is most qualified to serve; and third, as to expressed preference of employees in order of seniority in the district.

The Superintendent will annually determine the professional staff to be assigned to each school on or before August 1 of each year. The Superintendent or his/her designee will notify each teacher of his/her tentative assignment for the following school year.

All personnel are employed by the district, not a particular school. Differences in expected enrollment and the actual enrollment, as well as other district needs, sometimes result in reassignment during the school year.

The Superintendent is authorized to reassign personnel in the best interest of the district.

PROFESSIONAL ELECTRONIC SIGNATURE

As part of District 7's employee expectations, all faculty and staff should create and use an official District 7 email signature for correspondence sent via their district email account. Use of an official signature puts District 7's best foot forward in our internal and external communications by presenting a consistent professional identity for employees, schools and the district alike.

Email signature versions are available for each school as well as general version for employees whose work site is located outside of a school. Access to the email signature versions, along with instructions for creating a signature, is available on the employee resources page located in the "I Am..." drop menu on the District 7 website homepage.

EMPLOYEE ASSISTANCE PROGRAM

The Employee Assistance Program (EAP) is an employee benefit program that assists employees with personal problems and/or work-related problems that may impact their job performance, health, mental and emotional well-being. Take the time to take care of yourself with this *free*, confidential help for personal, work-related and family concerns. D7 has partnered with MYGroup (www.mygroup.com) Call our EAP to find out more 1-704-529-1428 or 1-800-633-3353.

EMPLOYEE IDS

Employee IDs are provided by each District 7 school. Employees whose work site is outside of a school should contact Spartanburg High School to request a general District 7 employee ID. A high resolution photo can be provided for this purpose or the employee may have their photo taken at the school. Employee IDs provide access to District 7 events and sometimes result in discounts with local businesses and organizations.

PERSONNEL GOALS AND OBJECTIVES

All departments of the school district exist to help the development of students. The excellence of all certified and classified personnel will determine the success of the educational program. It is, therefore, the policy of the Board to seek and to hold the highest qualified personnel for all positions. The Board will establish those personnel policies that will enable each staff member to make his/her fullest contribution to the programs and services of the school district.

STAFF CONFLICT OF INTEREST

No employee of the Board will engage in or have a financial interest, directly or indirectly, in any activity that conflicts or raises a reasonable question of conflict with his/her duties and responsibilities in the school system.

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

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

Public school employees are under the jurisdiction of the “Ethical Conduct of Public Officials and Employees”, Section 8-13-20, et seq. S.C. code and are subject to the rules of conduct of the statute. Such rules include the following:

Public employees:

1. may not use their position or office for personal financial gain (Section 8-13-700)
2. must report the receipt of anything of value worth \$25 or more under certain circumstances (Section 8-13-710)
3. may not receive compensation to influence action (Section 8-13-705)
4. may not receive additional money as payment for advice or assistance given in the course of their employment (Section 8-13-720)
5. may not receive anything of value for speaking before a public or private group if the employee is acting in an official capacity (Section 8-13-715)
6. may not use government personnel, equipment, materials in an election campaign (Section 8-13-765)
7. may not use or disclose confidential information gained in the course of their employment (Section 8-13-725)
8. may not serve as a member or employee of a governmental regulatory commission that regulates any business with which they are associated (Section 8-13-730)

EQUAL OPPORTUNITY EMPLOYMENT

This district policy and practices regarding equal opportunity employment applies to all levels and phases of personnel administration. These include recruitment or recruitment advertising, testing, hiring, training, promotion, transfer, leave practice, rates of pay, selection for Supervisory positions and employment benefit programs. The district will annually send multi-racial recruiting teams to schools with accredited teacher education programs for on-site interviews of prospective applicants still in school. The team will maintain a written record reflecting the race and gender of:

1. number requesting interviews
2. number interviewed
3. number filing applications

The district will inform all officials and employees of this district, as well as employment agencies, labor organizations and advertising agencies with whom this school district deals, of this Affirmative Action program. The district will provide copies of the recruiting brochure explaining how a person becomes an applicant for a district position.

The screening team will review all employment applications and will identify and interview those persons selected for further consideration. The Chief Human Resources Officer will then refer selected candidates to the appropriate Principals / Administrators for further employment consideration. Following Board authorization to employ, the Superintendent will implement the board-approved offer to employ.

Any unsuccessful applicant for employment having reason to believe that he/she was not a successful applicant because of some discriminatory reason such as race or color may have his/her grievance heard according to the procedure set forth in Section 59-19-510 et seq, Code of Laws of South Carolina (1976).

The district is 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, religion, color, disability, sex, age, religion or national origin as required by applicable state and federal laws.

The district will make reasonable accommodations for a disabled individual who is otherwise qualified for a position unless the accommodation would impose an undue hardship upon the district.

PROFESSIONAL PERSONNEL COMPENSATION GUIDES AND CONTRACTS

It is the policy of the Board to attempt to pay its professional employees at a level that will attract and hold personnel dedicated to education.

The compensation of certified personnel is based on the salary schedule approved by the Board. The schedule takes into consideration the levels of professional training and years of service in the district. The effective date for all salary changes as determined by the salary schedule or by action of the Board is July 1st.

Upon recommendation of the Superintendent, the board awards contracts to professional personnel as required by state law.

The Board issues contracts to all certified staff on or before April 15th each year. Personnel must accept contracts on or before May 10th unless the South Carolina Department of Education sets another date applicable to all districts. Failure to accept such notification constitutes contract rejection. If the staff member fails to accept by May 10th or the specified date, the contract will be considered as rejected.


PROFESSIONAL PERSONNEL SEPARATION

Whenever professional personnel are separated, the district will comply with the procedures specified under applicable state law.

PROFESSIONAL PERSONNEL RESIGNATION

Any certified employee who wants to cancel or terminate a contract must state the desire in writing to the Superintendent. The district is under no obligation to release an educator from a contract. For such resignation to be effective, it must be accepted in writing by the Superintendent and approved by the board.

A request for contract release should be submitted to the Superintendent at least 30 days prior to

requested effective date of resignation. Ordinarily, the district will consider a release of a certified employee only in circumstances beyond the certified employee's control (such as serious illness or employment-related transfer of employee's spouse). The district will not ordinarily release a certified employee until a suitable replacement has been secured. **The deadline for requesting a release is June 15th.** 

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

If a certified employee signs a new contract without having been properly released from a previous contract, the new contract is considered to be void.

DRUG-FREE WORKPLACE

Spartanburg School District Seven will comply with the following policy on substance abuse as mandated by law. This policy applies to all employees of the district and in compliance with statutory requirements will ensure the following:

- * The unlawful manufacturing, distribution, dispensing, possession, or use of illegal drugs or alcohol is prohibited
- * Any employee who is found to be under the influence of a controlled substance or alcohol will be immediately suspended pending appropriate disciplinary action
- * The unlawful use, possession, or sale of a controlled substance or alcohol is grounds for immediate suspension, termination, and/or referral for prosecution
- * The Chief Human Resources Officer will work with the drug-free schools' coordinator to obtain and make available to all employees' information concerning the dangers of substance abuse
- * The Chief Human Resources Officer and drug-free school coordinator will notify all employees of the names and addresses of area drug counseling and rehabilitation programs
- * The Superintendent may revoke a suspension for substance abuse if the employee submits written proof that he/she has arranged to receive professional help for substance abuse by enrolling in a rehabilitation program. The district will, at the discretion of the Superintendent, allow employees to use sick leave or other available leave during the time they are absent for treatment. Any failure to follow through with treatment or any repeat occurrence of substance abuse will be grounds for immediate discharge
- * Any employee who has not been disciplined for substance abuse but believes that he/she may benefit from treatment may receive district assistance in locating appropriate treatment. The district will, at the discretion of the Superintendent, allow employees to use sick leave during the time they are absent for treatment
- * Any employee who is convicted of an illegal drug offense must notify the district within five days of conviction
- * Within 10 days of receiving notice of such conviction, the district will report such conviction to federal grantor agencies
- * The Chief Human Resources Officer will provide a copy of this policy to each employee of the district
- * All employees will be required to agree in writing that they will abide by this policy

PROFESSIONAL PERSONNEL NONSCHOOL EMPLOYMENT

The Board prohibits employees from engaging in any employment that would impair their usefulness as employees in the district, would make time and/or energy demands upon the individuals which could interfere with their effectiveness in performing their regular assigned duties, would compromise or embarrass the school system, would adversely affect their employment status or professional personnel standing, or would in any way conflict with assigned duties.

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

Employees desiring to hold jobs in addition to those for which they are employed must submit a written request to the Superintendent. The Superintendent will have a conference with the employee to determine if such additional employment will interfere with the individual's assigned duties in the district. The Superintendent will send to the individual a written statement of approval or disapproval of such request. If an employee engages in other employment without the approval of the Superintendent, the Superintendent will consider the conduct as an act of gross insubordination and treat it accordingly.

PROFESSIONAL PERSONNEL EXTRA DUTY

The Board expects teachers to assume reasonable duties over and above their regular teaching responsibilities in order to provide students with the most comprehensive program possible.

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

The Board encourages all teachers to attend functions of their respective schools and, when requested, to assist the Principal/Director.

The Board also expects teachers to attend the appropriate parent-teacher meetings of their respective schools.

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

OSHA STANDARDS – EMPLOYEE RESPONSIBILITY

In an effort to minimize and eliminate employee accidents and exposure to chemical and biological hazards, Spartanburg School District Seven has established policies and procedures to assure compliance with specific OSHA-regulated standards. These standards include Hazard Communication "Right to Know", Bloodborne Pathogens, Occupational Exposure to Hazardous Chemicals in Laboratories, Employee Access Rights to Medical Records, Employee Emergency Action Plans and Fire Prevention Plans and Machinery Lock-out/Tag-out Procedures.

Each employee of District Seven is responsible for adhering to the policies and procedures regarding these standards. Principals and Supervisors shall institute procedures to assure compliance with all district policies and procedures. It is the responsibility of all employees to attend the required educational training sessions concerning these regulations as designated.

PERSONNEL RECORDS

Maintenance of Records

The Superintendent will ensure that a personnel file on each employee is maintained in the district office. The personnel file will include all records and documents collected by the district concerning the employee. It will include any of the following records that are retained by the district:

1. evaluation reports made by the administration
2. commendations for, and complaints against, the employee made by the administration
3. written suggestions for corrections and improvements made by the administration
4. teaching credentials
5. health certificates
6. transcripts
7. pre-employment references
8. application records
9. all other records kept about an employee
10. signed acknowledgment of Drug-Free Workplace Policy, Hepatitis B Vaccine Authorization

Additions to the Personnel File

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

1. The comment should be signed and dated by the person making the evaluation, complaint or suggestion
2. The employee should be given a copy of the documentation

General Access to a Personnel File

Access to a personnel file may be permitted to the following persons without consent of the employee about whom the file is maintained.

1. Those school officials involved in the evaluation process of the individual
2. The school board if its examination of the file relates to the duties and responsibilities of the Board

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

1. When the employee gives written consent to the release of his/her records. (The written consent must specify the records to be released and to whom they are to be released. Each request for consent must be handled separately; blanket permission for release of information will not be accepted.)
2. When lawfully subpoenaed or under court order.

Responsibility for the Personnel Files

The Superintendent will have the overall responsibility for maintaining and preserving the confidentiality of educator's personnel files. He/She may, however, designate another school official to perform these duties for him/her.

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

Personnel Records/Information for Payroll Purposes

The district keeps information, records, and documents collected by the district to handle an employee's payroll account in a file separate from records noted above. The district limits access to this information to those persons involved in the payroll process.

Required Immigration Form

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

All employees hired on or after June 1, 1987, 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 the personnel files.

The district requires three days' notice prior to inspection of the Form I-9 by an authorized service officer.

The district will retain the Form I-9 for three years after the date of hire, or one year after the date of the individual's employment is terminated, whichever is later.

Personnel Records

1. Lists of addresses and telephone numbers of teachers will not be Directory Information; therefore, the district will not make those lists available to the public.
2. Educators will inform their school Principal and the district office of any change of address or telephone number.

PROFESSIONAL PERSONNEL RETIREMENT

Any school district employee who is a member of the South Carolina Retirement System may retire with full or reduced benefits as outlined by the South Carolina Retirement System.

The employee must notify the district Board in writing of his/her intent to retire as soon as possible but not later than March 15th of the year in which he/she plans to retire. The District will recognize retirees that meet the state eligibility guidelines for retirement.

SOLICITATION BY / OF STAFF MEMBERS

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

No organizations may solicit funds of staff members within the schools, nor may they distribute flyers or other materials related to fund drives through the schools, without the approval of the Superintendent. Staff members will not be made responsible, or assume responsibility, for the collection of any money or distribution of any fund drive literature within the schools without such activity having the Superintendent's approval.

As a matter of policy, the Board expects such activities to be kept to a minimum. The Superintendent will seek direction from the Board in instances where prior practice has set no policy as to a particular fund drive.

POLITICAL ACTIVITIES

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

The Board will determine whether campaigning for, and/or holding an elective/appointive office, is compatible with the duties assigned by the school district.

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

The employee must notify his/her immediate Supervisor in writing at the earliest possible moment. The notice must include the position sought and the employee's intentions as to the possibility of continued employment and the conditions of that employment.

The immediate Supervisor and the employee will meet with the Superintendent to discuss obvious and/or implied difficulties which might conflict with the public interest. The Superintendent will call this meeting and notify the employee as to the administration's recommendations in the matter.

The Superintendent will report the data, along with his/her recommendation, to the School Board at its next regular meeting. The Board will make the final decision as to whether the activities proposed by the employee are consistent with his/her services to the district and the best interests of education in the district.

In connection with his/her campaigning and/or holding public office, no employee will:

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

PROFESSIONAL STAFF DEVELOPMENT OPPORTUNITIES

The Board recognizes the importance of maintaining, developing and extending the skills of all staff members in order to provide a successful educational program for its students. Therefore, the board will include in its budget resources for providing approved inservice activities and staff development programs.

The Board expects all professional and support employees of the district to participate in programs of inservice training as required by the State Department of Education. The Board also requires employees to participate in the inservice program set up by the district or individual school administration.

The Superintendent will be responsible for developing inservice and staff development programs for personnel in individual schools and on a district-wide basis. The purpose of inservice impacting the school calendar will be communicated to the public.

Within budgetary limitations and staff time commitments to their jobs, the Board will encourage staff members to attend outside conferences and workshops.

PROFESSIONAL PERSONNEL TRANSFER

The basic consideration in the assignment of certified personnel in the schools is the continuation of the program and the effectiveness of the total educational program.

It is, therefore, the policy of the district to assign instructional personnel to positions based on their qualifications, the needs of the district, and their expressed written requests.

When it is not possible to meet all three conditions, the administration will assign personnel first in accordance with the needs of the school district; second, where the administration feels that the employee is best qualified to serve; and third, as to the expressed written preference of the employee.

Professional Personnel Transfers

The Superintendent may make personnel transfers within the district on a voluntary or involuntary basis. The district will use the following procedure in making transfers.

Voluntary Transfer

- The person who wants a transfer for the next academic year must discuss his/her desire with his/her Principal/ Director (if in a school) or with his/her immediate Supervisor (if on a district level)
- The person must complete the application for transfer no later than **March 31** stating his/her reason for requesting the transfer and giving the name of the school/department to which the transfer is desired
- The employee must submit the completed application of transfer to his/her immediate supervisor
- Upon receipt of the request, the Chief Human Resources Officer will add his/her name to a Transfer List spreadsheet that is sent to Principals/Supervisors. Principals/ Supervisors are encouraged to contact potential transfer candidates for consideration.
- Based upon the recommendation of the receiving principal (and/or other immediate Supervisors involved), the Chief Human Resources Officer will approve the requested transfer.
- *Principals have until May 15 to hire from the transfer list.*

Involuntary Transfer

If, in the opinion of the Superintendent, an involuntary transfer would be in the best interest of the district, the district will use the following procedures:

- The Superintendent or his/her designee will discuss the need for the transfer with the Principal (if in a school) or with the immediate Supervisor (if on the district level)

- The Superintendent or his/her designee will have a conference with the Principal/Supervisor of the school/department to which the transfer is being contemplated
- The Superintendent or his/her designee will then talk with the person to be transferred, giving reasons why the transfer is being made. Refusal to comply with the transfer may result in loss of employment for the following year

PROFESSIONAL PERSONNEL TUTORING FOR PAY

The Board does not permit teachers to receive money for tutoring any student in their classes or any student they may be called upon to evaluate or assign. The purpose of this policy is to assure all students reasonable assistance without charge from their own teachers, as well as to avoid placing educators in a position where they may have a conflict of interest.

Teachers may not tutor any student for pay during their regular working hours or on school premises unless authorized/approved by the superintendent or his designee.

ASSAULTS UPON EMPLOYEES

The district strives to provide a safe work place for its employees. Assaults and threats against the person or property of district employees by students will be handled promptly by administrative action under the provisions of the discipline policy. Other assaults and threats will be referred by administrative personnel to appropriate law enforcement agencies for action.

Employees assaulted or threatened with assault shall immediately report the incident to appropriate administrative officials and follow that report with a written summary of the incident. Pertinent administrative action will be taken and a written report made to the district Superintendent.

Employees who are victims of assaults may receive compensation under the South Carolina Workers Compensation Fund. In no event shall a district employee who is a victim of assault which occurs during the course of employment sustain a loss of salary when such employee is unable temporarily to perform his duties as a result of such assault.

Nothing contained herein or elsewhere in policy statements of the district shall be construed to limit the right of any district employee to protect himself or others against assaults occurring during the course of employment.

STAFF PROTECTION

In the event that an employee of the district is prosecuted in any civil or criminal action or special proceeding in any state or federal court by reason of any act done or omitted in good faith in the course of employment, the district shall provide counsel to any employee arrested or threatened with arrest for any acts done in good faith in the course of employment.

STAFF CONDUCT

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

The Board expects the staff of the district to strive to set the kind of example for students that will serve them well in their own conduct and behavior and subsequently contribute to an appropriate school atmosphere.

To that end, in dress, conduct and interpersonal relationships, all staff should recognize that they are being continuously observed by students and that their actions and demeanor will be reflected in the conduct of the students.

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

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

An employee of the district whose actions are considered misconduct while on duty on or off district premises will be informed of his/her right to any hearing or due process procedure that may be applicable under law or district policy. Violation of this policy by an employee will be grounds for immediate suspension and possible termination of employment.

PROFESSIONAL PERSONNEL ETHICS

The relationship between students and staff members must be one of trust. Staff members must not discuss the weaknesses and strengths of students before the class, in public places, or in the teachers' lounge.

Staff members may discuss students with others in an effort to resolve student problems but the discussions must be in confidence and must not include individuals who are not involved in the resolution of the problem.

Public school employees are under the jurisdiction of the "Ethical Conduct of Public Officials and Employees," Section 8-13-20, et seq S.C. code and are subject to the rules of conduct of the statute.

PROFESSIONAL ORGANIZATIONS

Through a building representative system, educators have the opportunity to join professional associations. The Board encourages educators to join professional associations in their content areas. Educators should contact the building representative for further information concerning professional associations.

PROFESSIONAL PERSONNEL POSITIONS

The Board, on the recommendation of the Superintendent, will classify and authorize positions for certified personnel which are necessary for the operation of the district's educational program and related services.

In each case, the Board will approve the broad purpose and function of the position as recommended by the Superintendent. The Superintendent will be responsible for writing, or causing to be written, a job description covering qualifications, duties and other details pertaining to the position.

The Superintendent will maintain job descriptions for all licensed positions in the school system.

LENGTH OF SCHOOL DAY FOR TEACHING PERSONNEL

The South Carolina Department of Education and Southern Association of Colleges and Schools have established a minimum of seven and one-half hours for teaching personnel. This requirement covers one hour longer than the school day. The reporting and departing times are as set by the Principal.

LENGTH OF SCHOOL YEAR

South Carolina law requires a school year of 180 days for pupils and 190 days for teachers. A minimum of five days are to be used for inservice for teachers.

TOBACCO-FREE SCHOOLS/STAFF (code GBED)

Procedures

- Prohibit the use and/or possession of all tobacco products or paraphernalia including, but not limited to cigarettes, cigars, pipes, smokeless tobacco, snuff, e-cigarettes, e-cigars, e-pipes, e-nicotine delivery system products or other tobacco substitutes by all students, staff, and visitors.
- 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 district substance abuse prevention efforts.
- Provide and/or refer to cessation services for students and staff.

Enforcement

The district will enforce this policy by determining appropriate disciplinary actions for staff violating this policy such as the following:

- Verbal reprimands
- Written notification placed in Personnel file
- Suspension
- Mandatory enrollment in a tobacco education program
- Voluntary enrollment in a cessation program

Education and Assistance

The district will be responsible for providing appropriate cessation counseling and/or referral services for staff members.

DRIVER SELECTION CRITERIA

An individual's past driving history and driving experience has been proven to be a valuable resource in identifying vehicle operators subject to being involved in future accidents. For these reasons, management should strongly consider limiting the utilization of youthful drivers in business operations. Also, management should obtain a Motor Vehicle Record (MVR's) on each employee who may operate a vehicle on Company business from their State of residence or another reputable source as a part of the driver selection process for all prospective drivers. For existing drivers, MVR's should be checked on an annual basis and in conjunction with any involvement in an accident. The following guidelines establish minimum standards and are provided to assist you in establishing your own criteria.

- a. Based on accident/violation history, an individual's driver record becomes unacceptable if one or more of the following exists:
 - Two or more at-fault accidents in the last three years.
 - One or more Major violations in the last three years.
 - Any combination of at-fault accidents and Minor violations which equal three or more in the last three years.
- b. Designation of Major and Minor violations are based on a survey of state point systems. Violations receiving the higher number of points are classed as Major. These are considered serious in nature.

Major Violations Include:

 - Driving under the influence of alcohol
 - Driving under the influence of drugs
 - Negligent homicide arising out of the use of a motor vehicle
 - Using a motor vehicle for the commission of a felony
 - Aggravated assault with a motor vehicle
 - Permitting an unlicensed person to drive
 - Reckless driving
 - Speed contest/Racing
 - Hit and Run driving
 - Speeding 20 mph or more over the speed limit
 - Operating a vehicle without a valid driver's license

Minor Violations:

 - All moving violations not listed as Major violations
- c. The established criteria must be uniformly applied to all drivers. Management should establish and distribute those criteria to all employees who operate motor vehicles on company business.

Drivers whose MVR's exceed the established criteria should not be permitted to operate vehicles on company business.

II. Staffing

A. Expectations

PROFESSIONAL PERSONNEL QUALIFICATIONS AND DUTIES

The Board's primary concern in recruiting professional personnel is the employment of persons whose primary characteristic, professionally and personally, is excellence.

As a minimum requirement, each professional person will have in his/her possession, or will have completed before the assumption of professional duties, all technical certification requirements for the position in question. The only exceptions will be those exceptions granted by the accrediting agencies by which the schools of the district are assessed.

Basically, the district will consider for employment only those candidates who possess "professional" certificates or the highest "all clear" classification as determined by the accrediting agencies. Should the candidate not meet this requirement, the Superintendent will inform the Board regarding the person involved and the reasons for the exception.

B. Certified CERTIFICATION

The district, when possible, will assist teachers and professional staff with acquiring their certificate. However, the certification status is the responsibility of each individual.

If a professional staff member earns an advanced degree or completes a specified amount of graduate study, he/she may secure a new teaching credential to reflect this change in his/her educational attainment. **The staff member must present an updated certificate to the Spartanburg School District 7 Human Resources Department (D7HR) to document payroll changes.** The change will be effective according to the validity dates on the certificate.

An educator must submit appropriate documents to the South Carolina Department of Education (SCDE) via the SCDE Educator Portal { <https://ed.sc.gov/educators/certification/portal/> } and then request this change be made via the same portal before the SCDE will make any changes to the educator's certificate. You must still contact the benefits coordinator of the D7 Benefits and Insurance Office to make name and address changes for payroll and benefits purposes. D7 HR must be notified of a change of address by calling or emailing HR. Changing your address with the SCDE may be done on the SCDE Educator Portal.

Certification Requirements

Any advancement of certificates for compensation must be reported to the Chief Human Resources Officer when attained. Years of experience are determined by the Office of Educator Services at the SCDE. In order to earn a year of teaching experience, a teacher must work at least **152** days per year. Years of experience are calculated only in whole numbers, partial years can be added together to create a full year of experience. Current educator's years of experience are submitted to the State Department of Education by the school district at the end of each fiscal year. Updates to an educator's certificate by the SCDE usually occur in mid-July.

SCDE contact information – <http://ed.sc.gov/>, or 1-803-896-0325, or certification@ed.sc.gov

CERTIFICATE RENEWAL

Induction Contract Educators

Should the educator's Initial Certificate expire prior to meeting all requirements for a Professional Certificate, the Spartanburg School District Seven Office of Human Resources will request an extension on behalf of the educator.

Induction Educators with an Alternative Certificate will need to request a Confirmation of Employment (COE) each year be sent from D7 to the SCDE.

Annual Contract Educators

Educators meeting all of the requirements for a Professional Certificate at the end of their formal evaluation year will have their certificate moved from initial to professional automatically by the SCDE during the following summer.

Should the educator's Initial Certificate expire prior to meeting all requirements for a Professional Certificate, the Spartanburg School District Seven Office of Curriculum and Instruction will request an extension on behalf of the educator.

Educators with an Alternative Certificate will need to request a Confirmation of Employment (COE) each year be sent from D7 to the SCDE.

Renew a Professional Certificate

The Renewal Credit Plan guidelines apply to any person who holds a South Carolina educator's Professional Certificate.

Renewal Eligibility

A South Carolina educator's Professional Certificate is valid for five years and expires on June 30 of the expiration year. In order to be eligible for certificate 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 certificate. Also, see Read to Succeed Requirements listed below.

Credit Validity

Credits cannot be more than five (5) years old at the time an educator applies for renewal. Renewal credit that is more than five (5) years old will not be accepted for renewal purposes, even if the credit was earned within the validity period of an already expired certificate.

Expired Certificates

Professional educator certificates remain eligible for renewal up to ten (10) school years beyond their expiration. If a professional certificate has been expired for ten (10) school years or more, the educator must either reapply for an Initial certificate under the current requirements, or the educator must satisfy current reciprocity requirements.

Continuing Contract Educators

Procedures for Certificate Renewal for continuing contract teachers are addressed in the Certificate Renewal Guidelines found on the D7 website.

Guidelines:

- Renewal credits must be earned during the validity dates on an educator's certificate
- The educator must complete the Computation Sheet (found on the D7 website or from the principal) with the principal and provide the documentation. This will be signed by the educator and administrator.
- Official transcripts: If the transcript is for renewal only, the administrator may open it. If it is for an add-on or change, it must be sent directly from the college/university to the SC Department of Education(SCDE).
- Make photocopies of all forms, transcripts, and documentation to accompany the packet to be submitted to the D7 Office of Curriculum and Instruction between Feb 1 and June 30, 20XX:

Attention:

1. An educator without a Master's degree is no longer required to earn a minimum of sixty (60) renewal credits in undergraduate {change for 2020-2021} or graduate-level coursework to renew the current certificate. Educators who only hold a Career and Technology Education Work-Based Certificate are not required to fulfill the graduate-level coursework requirement.
2. An educator with a Master's degree may earn 120 renewal credits in any combination of the options. College credit may be taken but is not required for any of the 120 credits.
3. All administrators must complete a minimum of twenty (20) of their renewal credits in professional development activities that are designed to enhance their skills in supporting and encouraging teachers as professionals.
4. An educator with a certificate who is employed by Spartanburg School District 7 in a position that does not require South Carolina Certification but who wishes to maintain a current certificate must earn renewal credits through professional development coursework and must work with the SCDE-Division of Educator Effectiveness to maintain their certificate. D7 Office of Human Resources will be glad to review.

Read to Succeed (R2S) Endorsement Requirements:

The Read to Succeed (R2S) Act requires that all certified educators earn the appropriate R2S Endorsement(s) for their field(s) as part of their regular Professional certificate renewal cycles. The goal of the R2S Act is to ensure that every educator at every grade level in every school and subject area is committed and able to support the reading development of the South Carolina students they serve. This must be added to your certificate prior to certificate renewal. For updated information, please go to: <https://ed.sc.gov/educators/certification/r2s/> or contact the D7 office of Human Resources.

C. Evaluation**PERSONNEL EVALUATION**

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

The Superintendent will enforce the rules, regulations and procedures necessary for conducting an efficient, effective program of employee performance evaluation.

The elements of the performance evaluation program are as follows:

- every employee is informed of the criteria by which his/her performance is evaluated
- every employee has the right to be informed of his/her performance evaluation

ADEPT Evaluation System

ADEPT is South Carolina's system for assisting, developing, and evaluating professional teaching. Based on state expectations (i.e., the ADEPT Performance Standards) that are aligned with nationally recognized professional standards, the ADEPT system forms a seamless continuum for educators throughout the entirety of their careers. In addition to applications for classroom-based teachers, the ADEPT system also includes standards and models for assisting, developing, and evaluating special area educators (i.e., school counselors, school librarians, and speech-language professionals). Classroom-based teachers and special area educators have shifted to the South Carolina Teaching Standards 4.0

Rubric.

Expanded ADEPT 4.0 Rubric

The district will use the Expanded ADEPT System to evaluate all licensed educators employed under induction, annual and continuing contracts. All evaluations should be recorded in SCLead.

The district has developed plans and procedures for educator evaluation based on the following components of ADEPT:

- **South Carolina Expanded ADEPT Support and Evaluation System**

South Carolina's Expanded ADEPT Support and Evaluation System, in compliance with the Elementary and Secondary Education Act (ESEA) Waiver awarded to the State of South Carolina in 2012, will incorporate student growth measures into teacher evaluations beginning in 2015-2016 in the form of **Student Learning Objectives (SLOs)**. SLOs are teacher-driven, student-centered, data-informed, standards-based goals that measure an educator's impact on student learning growth within a given interval of instruction. **Who Writes SLOs?** Measuring student growth through Student Learning Objectives is appropriate for classroom-based teachers who have direct interaction with students. This includes certified teachers of core academic subjects, related subjects (e.g. physical education, career and technology education) and special education. The term classroom-based teacher does not include special area educators (i.e. school counselors, school librarian, and speech language professionals.) In lieu of an SLO, these educators will complete a goal embedded in their evaluation process.

- School Counselor - Student Growth Goals
- School Librarian - Professional SMART Goal
- Speech-Language Professional - Professional SMART Goal

Special Areas Evaluation Requirements At-A-Glance <https://ed.sc.gov/educators/educator-effectiveness/adept-evaluation-system-2006/adept-for-special-areas-2020/special-areas-required-elements/>

How does the Student Learning Objective (SLO) fit into a teacher's Professional Growth and Development Plan (PGDP)?

Regulation 43-205.1 and § 59-26-40 establish that teachers must complete "individualized professional growth plans" that must "be supportive of district strategic plans and school renewal plans." For most teachers, the SLO serves as the PGDP. It is a practice that all certified educators will have evidence of professional growth.

What is a Teacher Leadership Goal?

The TLG can be used as an additional PGDP goal. TLGs are measurable, rooted in data, connected to SC teaching standards, and appropriate for teachers seeking to gain expertise or seeking to grow the expertise of other teachers. The SCDE supports districts in allowing teacher leaders to set TLGs as a professional growth measure. The TLG gives teachers an opportunity to grow in areas of leading other teachers and growing their own expertise. Educators serving in the role of interventionist, instructional coach, cooperating teacher, mentor teacher, and hybrid teacher leader might complete a TLG in the place of an SLO.

Guidance on Creating Teacher Leadership Goals (TLG) <https://ed.sc.gov/educators/educator-effectiveness/measuring-student-growth/slo/guidance-on-creating-teacher-leadership-goals/>

- **Induction Contract**

The district has an induction program that provides novice educators with special guidance and assistance from their first through third years, as needed. This program contains criteria and/or

requirements necessary for educators to complete the Induction process.

- **Annual Contract**

The district uses a valid and reliable process for formal evaluations of educators employed on annual contracts to assess the extent to which educators typically perform at levels required by state standards. Districts use the Expanded ADEPT SCTS 4.0 Rubric to conduct formal evaluations. The process includes components as outlined in state board regulations. The district has established criteria or requirements that are met by educators to successfully complete an annual contract year to include successful completion of the formal evaluation process. Formal evaluations for guidance counselors, media specialist and speech-language therapists will use the state approved rubric.

- **Continuing Contract**

The district will conduct evaluations of educators during their continuing contract years. This evaluation may be formal or informal, but a formal evaluation must be conducted if there are concerns about an educator's performance or if an employment decision needs to be made. Beginning with school year 2018-2019, continuing contract educators during their renewal year will have a formative evaluation using the Expanded ADEPT SCTS 4.0 Rubric.

Continuing Contract – The SLO may be used to develop a specific plan of improvement as deemed necessary.

The district will provide appropriate training for all personnel responsible for conducting the evaluation process. The district will also meet all reporting requirements as outlined in law and state board regulations.

C. Classified

CLASSIFIED PERSONNEL COMPENSATION GUIDES AND CONTRACTS

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

CLASSIFIED PERSONNEL POSITIONS

The Board, on the recommendation of the Superintendent, will categorize and authorize positions for classified employees which are necessary for the operation of the district program and services. In each case, the Board will approve the broad purpose and function of the position as recommended by the Superintendent, and delegate to him/her the task of writing, or causing to be written, a job description covering qualifications, duties and other details applying to the position.

The Superintendent is responsible for maintaining a coordinated set of job descriptions for all classified positions in the school system.

CLASSIFIED PERSONNEL EMPLOYMENT

The Superintendent employs all classified personnel.

It is the Superintendent's responsibility to ensure that all persons employed meet the qualifications established for the particular position. The Chief Human Resources Officer will establish an interview and selection procedure which will allow the Principal or Supervisor an opportunity to aid in the selection of the employee. However, the Superintendent will make or approve the final selection.

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

The district will not employ any candidate without a personal interview.

CLASSIFIED PERSONNEL SEPARATION

The board authorizes the Superintendent to dismiss classified personnel.

CLASSIFIED PERSONNEL RESIGNATION

A classified employee who wishes to terminate his/her employment with the district may submit a letter of resignation to his/ her Supervisor who will forward the request to the Superintendent. This signed letter must be submitted two weeks before the desired termination date.

The Superintendent will present a list of such requests to the board of trustees.

CLASSIFIED PERSONNEL RETIREMENT

Any school district employee who is a member of the South Carolina Retirement System may retire with full benefits as outlined by the South Carolina Retirement System.

The employee must notify the district board in writing of his/her intent to retire as soon as possible but not later than March 15 of the year in which he/she plans to retire. The District will recognize retirees that meet the state eligibility guidelines for retirement.

TEACHER ASSISTANT QUALIFICATIONS

All teacher assistants must have a minimum of two years of college or a successful score on the state approved paraprofessional test.

TEACHER ASSISTANT'S PAY

The salary scale for teacher assistants is based on years of experience working in an educational institution and years of college. Submitting verification of employment and years of college is the responsibility of the employee.

D. Substitutes

ARRANGEMENTS FOR SUBSTITUTES

Substitute teachers serve in the absence of regular teachers and may be employed when notified by a school Principal/ Director or his/her designee. To as great an extent as possible, substitute teachers should possess training and experience to ensure that students will receive uninterrupted instruction when the regular teacher has to be absent. Frontline is the web-based system used for substitutes.

The following minimum qualifications are required in order for an applicant to be submitted for approval and listed by the district office or Frontline:

1. A licensed teacher or a two-year degree (minimum of 60 credit hours from an accredited college/ university) is preferred to meet the minimum educational requirements.
2. Statements from reliable references which attest to the acceptability of the candidate's character, dependability, and knowledge of work habits
3. A current TB test
4. A clear SLED check
5. A willingness to be available for substitute work and to respond on short notice

The Superintendent will ensure there is a substitute program that includes selection criteria, a process for selection, training and evaluation.

TEACHER SUBSTITUTE PAYMENTS

Substitutes receive pay of \$125 per day. Long-term substitutes (ten or more consecutive days) who have a valid South Carolina teaching certificate, in the content area they are substituting, will be compensated on the teacher salary scale, at 0 years of experience retroactively to the first day of the assignment. It is the responsibility of the Principal to verify the appropriate certification and salary with Human Resources before confirming with the substitute. **Substitute teachers are not paid during the month for their work; they are paid the subsequent month.** Payroll is on the 23rd of the month, but if the 23rd falls on a Saturday or Sunday, you will be paid the previous Friday. Example: If you substitute in the month of September, you will be paid on October 23rd. If you work in the month of October, you will be paid on November 23rd. The substitute pay period is the first day of the month to the last, with the exception of March. Spring Break is the first week of April: therefore, any day between March 24th and 31st will be paid on the May 23rd check. Paychecks are mailed to the address on your application.

E. ADULT EDUCATION

Spartanburg School District Seven employs part-time teachers for morning, afternoon, and evening programs.

Teachers in the non-reader through grade 8 program require a SC Elementary Certification. The high school or GED program requires a SC Secondary Certification. These programs are year-round. Please contact the Adult Education Director at 594-4428 for additional information.

F. Hiring/Recruiting

PERSONNEL HEALTH EXAMINATIONS

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

Any person applying for a position in any of the district's schools, including kindergarten, will, as a prerequisite to employment, secure a health certificate from a licensed physician certifying that such person does not have tuberculosis in an active stage.

The physician will make the aforesaid certificate on a form supplied by the South Carolina Department of Health and Environmental Control.

If the district has questions or concerns regarding the physical or mental capability of an employee, the district may require an appropriate health examination.

PROFESSIONAL PERSONNEL RECRUITMENT AND HIRING

Recruitment of Professional Personnel

The district will maintain an effective recruitment program designed to attract, secure and maintain the highest qualified persons for all positions. The district will base the program on alertness to candidates who will dedicate themselves to the welfare and education of pupils attending the schools of the district.

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

The Superintendent will analyze each job vacancy prior to initiating the recruitment process. He will perform this analysis in order to determine which recruitment strategies will be the most effective for the specific job vacancy. The Superintendent may consider strategies which include:

1. Advertisement in professional publications
2. Advertisement with college and university placement services
3. Interviews with students enrolled in teacher education programs
4. Internal and external searches
5. Inquiries and referrals
6. Professional contacts with community organizations that promote the interest of minority groups
7. Publications and pamphlets
8. Special activities and events for prospective applicants
9. Audiovisual packages and recruiting programs

The administration will design and publish a district brochure that will be used in the effort to recruit quality individuals. The district brochure will contain general information about the district, the educational programs, teacher benefits, district schools, and student enrollment, as well as the communities and county at large.

Except in extreme emergencies, the administration will advertise all job vacancies within the district.

The Superintendent and/or his/her designee will write and publish the job vacancy announcement/advertisement within the confines of the district's recruitment and/or employment policies and procedures.

The Superintendent will base the context of the job vacancy announcement/advertisement primarily on the actual job description and/or criteria to be used in selecting the most qualified person for the position. The announcement/ advertisement may also include such information as: job title, major job responsibilities, location of the district, how to apply for the position, minimum qualifications and deadline for receiving applications.

The Application Process

Each individual seeking employment in the district is encouraged to apply through the Spartanburg7.org website. The district will require each individual making application to submit the following documents to the district office as part of the application process:

1. Application form
2. South Carolina teaching credential
3. College transcripts (undergraduate and graduate, if applicable)
4. Three professional references

The district does not consider the individual's application file complete until the district office has received these documents.

Generally, the district will request that the applicant submit a health verification form only if he/she is chosen for the position. At the time of initial employment, each employee must submit the health verification form.

In addition, the district requires that the employee submit, at the time of employment, all required personal information, data and documentation to the school district office.

Selection of Professional Personnel

The Superintendent and/or his/her designee will receive all applications for professional job vacancies and will perform the initial screening.

The Superintendent has the authority to make the decision as to when and/or how structured interview techniques may be used, to determine who will conduct the interview, and who may assist/participate in the interview process. In making the decision, the Superintendent may consider such factors as the level and/or impact of the position; areas of responsibility; and the relationship of the position to other positions on the organizational chart.

The general procedures and requirements for recruiting and selecting individuals for district-level and school-level positions will be similar.

If so directed by the Superintendent, the Principal/Director will continue the screening process. The steps will include verification and evaluation of references and credentials. (The applicant's "credentials" are defined as college or university transcripts, teaching credentials, professional experience, health certificates, or professional examination scores and the like.)

The Principal/Director is responsible for verifying the references and credentials of the applicant, as well as other application data. Utilizing the information gained during this phase of the selection process, he/she will make a determination as to who will be invited to participate in the interview process. The Principal/Director will schedule and conduct the interview.

Following the completion of the above, the Principal/Director will confer with the Chief Human Resources Officer to discuss, receive, and evaluate application materials from the chosen applicant; 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 check system to ensure that the person selected is, in fact, the most qualified.

Upon the completion of this phase with a clear background check and the identification of the most qualified person for the position, the Principal/ Director will submit his/her final recommendation to the Chief Human Resources Officer. The Superintendent may accept or reject the Principal's/Director's recommendation. The Superintendent will recommend the applicant for employment to the Board. Once the applicant is approved by the Board, the Superintendent will offer him/her the position. The Superintendent will present such recommendations to the Board at the regular monthly meeting. The Superintendent will notify the remaining applicants that the position has been filled. The Superintendent will take this step only after the candidate has accepted the offer of employment and the district has received the criminal record history.

The final decision regarding employment in the school district will be made by the Board.

Note: S.C. Code, 1976, as amended:

Section 59-26-40 - "Prior to the initial employment of a teacher, the school shall request a criminal record history from the South Carolina Law Enforcement Division for past convictions of any crime listed in Chapter 3 of Title 16. Offenses Against the Person, any crime listed in Chapter 15 of Title 16. Offenses Against Morality and Decency and for the crime of contributing to the delinquency of a minor, contained in section 16-17-490."

Grievance Procedure

Any minority applicant who feels that he or she has not received fair and equal treatment in regard to employment decisions required to implement programs under the Education Improvement Act of 1984 may file a written complaint with the Superintendent within 10 days of notification that the position has been filled. The written complaint will specify the position for which the employee applied and the manner in which the employee was treated unequally because of minority status. The Superintendent will conduct an investigation of the allegations of the complaint and will schedule a conference with the applicant within 15 working days of receipt of the complaint and will notify the applicant of his/her decision within 10 working days of the conference. The Superintendent's decision is final. The Superintendent will notify the Board of any complaint filed and the disposition of such complaint.

The district will provide equal employment opportunities to all persons without regard to race, color, creed, sex, age, disability or national origin. Minority educators will receive fair and equal treatment under each program and each section of the Education Improvement Act of 1984 including, but not limited to, employment opportunities and selection for training programs. The district will make reasonable accommodations for a disabled individual who is otherwise qualified for a position unless the accommodation would impose an undue hardship upon the district.

III. Attendance and Leave

Regarding attendance and leave, be aware that:

- Any days in excess of twelve(12) days in a one-year period must be for personal illness.
- It is solely the responsibility of the employee to monitor their leave balance.
- Professional leave will not be granted in circumstances where the employee receives compensation for services.

The following Leave Policy was approved by the Spartanburg School District Seven Board of Trustees.

A. Personnel Personal Sick Leave

Code GCC Issued 6/23

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

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

Sick Leave

Paid sick leave

All full-time staff members of the district will earn sick leave on the basis of one and one-fourth days of sick leave for each month of active service. This will provide 12 days for nine months (190 days), 13.25 days for 10 months (more than 190 days), 14.50 days for 11 months (more than 205 days), and 15.75 days for 12 months (more than 226 days). This annual earned sick leave will be advanced July 1 of each fiscal year. If a staff member leaves the district and has used more advanced days than he/she has earned to date, the salary paid for the unearned sick leave days will be deducted from the staff member's last paycheck, prorated to the individual's daily salary.

A staff member may accumulate up to ninety (90) days of sick leave which is accrued but not used.

Use of sick leave for absences

Sick leave is to be used primarily for absences caused by personal illness, illness in the immediate family, or death in the immediate family. One-half day is the smallest denomination of leave time that can be charged against a staff member. One-half day is defined as 8:00 a.m. to 11:30 a.m., and 11:30 a.m. to 3:00 p.m. Increments of less than one-half day should be left to the discretion of the principal.

During designated in-service education days or the day before or day after a holiday, staff members may take leave only for a personal illness, an illness in the family, a death, a mandatory court appearance, or a family or professional responsibility. In case of other verifiable emergencies, the principal may grant leave time during the above periods.

The staff member will submit a written request for exception to the above leave policy to the principal and Chief Human Resources Officer. This request should be received three days in advance, when possible. Other absences will require full deduction of salary. If absences occur and prior approval has not been granted, a full deduction of salary for the day(s) missed will be required.

Any illness or temporary disability for a period longer than 10 days will require a statement signed by a licensed physician identifying the nature and expected duration of the illness necessitating absence from school. The board reserves the right to require the opinion of a second physician, designated by the board, regarding illness or disability. Any such second opinion will be procured at district expense. A staff member is expected to return to work as soon as the doctor certifies that the staff member may return to his/her normal work schedule.

When returning, the staff member must present a doctor's statement certifying that he/she may return to his/her normal work schedule and responsibilities.

Upon written request, the superintendent may grant a staff member an extension of leave without pay for personal illness following exhaustion of all accrued sick leave.

Staff member absences under this policy in excess of accumulated sick leave benefits or any absence in violation of this policy will result in a deduction from the staff members pay at the current daily rate of compensation of the staff member.

Unused Sick Leave Days in Excess of 90 Days

All full-time staff will earn a bonus at the end of each school year for any days accumulated above 90 days that are not used. The bonus will be determined by multiplying the number of unused sick leave days above 90 by the non-certified substitute teacher rate. The staff member will begin the next school year with 90 accumulated sick leave days.

Termination

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

A staff member is subject to termination from employment with the district for misstatements of fact and/or misrepresentations of purpose for which a leave of absence is desired or on the basis of which such leave is obtained.

The district will not terminate from employment those staff members under this policy who have accrued sick leave and who are using it in compliance with this policy. The district will not terminate from employment any such staff member during a continuing sick leave of less than ninety-one (91) workdays.

Transfer of Sick Leave

A staff member of a state agency transferring to any school district in the state or a school district employee transferring to a state agency may transfer to and retain any accumulated leave, up to a maximum of 90 days, at his/her former employer.

Organ Donor Leave

Staff members may take a leave of absence to be an organ donor without loss of pay, time, leave, or efficiency rating for one or more periods not exceeding a total of thirty (30) workdays in one fiscal year.

Saturdays, Sundays, and state holidays may not be included in these thirty (30) days unless the Saturday, Sunday, or holiday is a regularly scheduled workday for the staff member.

A staff member seeking leave to be an organ donor must forward a written request, including the appropriate documentation from the attending physician verifying that the staff member is the donor, to the superintendent no later than thirty (30) days prior to the leave.

Family and Medical Leave Act (FMLA)

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

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

Benefits

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

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

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

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

Personal/Emergency/Legal Leave

Personal leave

The district will grant all full-time employees three (3) days for personal leave with the approval of the

immediate supervisor and without question as to need. Personal leave will be deducted from accrued sick leave. No more than three consecutive workdays may be used for personal business except in emergencies. A three-day notice should be given to the principal/immediate supervisor when taking a personal business day.

When a staff member makes a request in writing, the superintendent or his/her designee may grant the staff member leave without pay for personal leave beyond three (3) days. Personal leave without pay will not normally exceed five (5) days and will not extend beyond the immediate school year.

Emergency leave

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

Legal absence

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

Teachers, certified staff members at the building level, and/or bus drivers may request a postponement of jury duty to a date that does not conflict with the school term when selected for jury duty.

Military Leave

Staff members may take military leave without loss of pay, seniority, or efficiency rating for one or more periods not exceeding a total of fifteen (15) workdays in one year. Saturdays, Sundays, and state holidays may not be included in these fifteen (15) days unless the Saturday, Sunday, or holiday is a regularly scheduled workday for the staff member.

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

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

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

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

Extended military leave

Staff members who enlist or are called to active duty are eligible for up to five (5) years extended military leave. All provisions of federal law apply to extended military leave (re-employment, benefits, etc.).

However, the district is not required to maintain staff member benefits for extended leave.

Written substantiation of leave under this policy is required. Falsification of reason for leave may be cause for disciplinary action up to and including termination of employment.

Application and approval for leave under this policy are made on the leave application form.

Conferences/Training Workshops

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

The district may grant temporary leave to a staff member for the purpose of attending activities designed to improve staff member competency or to improve the instructional or service programs of the district. The superintendent may authorize professional leave for attending state, regional, and national meetings, workshops, and conferences (including observing in other schools) without pay deduction. The staff member must apply for prior approval through his/her supervisor.

The superintendent will determine the number of absences allowable for professional leave. Absences will also be subject to budget limitations for employing substitutes and reimbursement for travel, meals, and lodging.

Adopted 12/4/84; Revised 7/6/93, 10/1/96, 2/8/00, 9/4/01, 2/7/23, 6/6/23

Legal References:

A. United States Code of Laws, as amended:

1. Americans with Disabilities Act of 1990, 42 U.S.C.A. Section 12101, et seq.
2. Family and Medical Leave Act, 29 U.S.C.A. Section 2601, et seq.
3. Uniformed Services Employment and Reemployment Rights Act, 38 U.S.C.A. Section 4301, et seq.

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

1. Section 8-7-20 - Requires granting of military leave, without pay, up to five years.
2. Section 8-7-90 - Requires 15 days per year of leave with pay for members of National Guard and Reserve Units of the various Armed Forces; grants an additional 30 days of leave with pay in emergency situations.
3. Section 8-11-65 - Organ donor leave.

4. Section 14-1-190 - Compensation received for jury duty deemed to be expense money.
5. Section 14-7-845 - Relating to optional postponement of jury service for students and staff members.
6. Section 25-1-2250 - Staff members entitled to leave with pay when serving in National Guard.
7. Section 59-1-400 - Sick leave accrual and use.
8. Section 59-25-47 - Unused leave payments authorized.

B. Paid Parental Leave

Definitions

Child means (a) a newborn child; (b) a child not yet eligible to attend kindergarten because of age who is in state custody and legally placed for foster care; or (c) a child not yet eligible to attend kindergarten because of age who is legally placed by adoption.

Eligible staff member means a full-time or part-time staff member of the district. Temporary staff members and independent contractors are not eligible staff members for paid parental leave.

Paid Parental Leave (PPL) means (a) six weeks of paid leave at 100 percent of the eligible staff member's base pay or; (b) two weeks of paid leave at 100 percent of the eligible staff member's base pay. Paid parental leave is subject to all deductions and withholdings. Following the six weeks of paid parental leave, additional leave is subject to Policy GCC, Professional/Support Personal Sick Leave.

Qualifying Event means (a) the birth of a child to an eligible staff member; (b) the birth of a child to the spouse or co-parent of an eligible staff member; (c) legal placement of a child not yet eligible to attend kindergarten because of age with the eligible staff member for foster care; or (d) legal placement of a child not yet eligible to attend kindergarten because of age with the eligible staff member by adoption. The qualifying event must occur on or after the effective date of this policy.

Paid Parental Leave Eligibility

The amount of paid parental leave entitlement depends on the qualifying event and the eligible staff member's relationship to the child. Eligibility determinations will be made on a case-by case basis as of the date of the qualifying event. To be eligible, staff members must meet all eligibility requirements at the time of the qualifying event. Eligible staff members may receive paid parental leave as follows:

- Eligible staff members who give birth are entitled to up to six weeks of paid parental leave.
- Eligible staff members whose spouse or co-parent gives birth (i.e., the eligible staff member does not give birth) are entitled to up to two weeks of paid parental leave.
- Eligible staff members who foster a child are entitled to up to two weeks of paid parental leave.
- Eligible staff members who are primarily responsible for furnishing the care and nurture of their child initially placed for legal adoption are entitled to up to six weeks of paid parental leave.
- Eligible staff members who are not primarily responsible for furnishing the care and nurture of their child initially placed for legal adoption are entitled to up to two weeks of paid parental leave.

No child can have more than two parents eligible for paid parental leave. Only one eligible staff member may be designated as the parent primarily responsible for furnishing the care and nurture of their child.

An eligible staff member shall receive no more than one occurrence of six weeks or two weeks of paid parental leave for any 12-month period, even if more than one qualifying event occurs. However, an eligible staff member may be approved for paid parental leave for two separate qualifying events that occur within the same 12-month period if the start date of the second period of paid parental leave is at least 12 months from the end date of the first period of paid parental leave.

Use of Paid Parental Leave

Eligible staff members are not entitled to and may not use paid parental leave before the occurrence of a qualifying event. Paid parental leave can only be used on or after the date the qualifying event occurs. Other available leave benefits (e.g., sick leave, PTO, FMLA leave, or unpaid leave) must be used if a staff member requires leave before the occurrence of the qualifying event, such as for medical reasons related to the birth of a child or legal obligations related to adoption or foster care placement.

Paid parental leave taken for the birth or adoption of a child must be used consecutively. Once leave commences, the staff member must continue leave until the leave is exhausted or the staff member chooses to return to work. Any unused paid parental leave remaining when the staff member returns to work is forfeited.

Paid parental leave used for the foster care placement of a child may be taken consecutively, or upon prior request and approval from the Director of Personnel, in non-consecutive one-week periods (i.e., two separate one-week increments). Paid parental leave for foster care placement may not be used in less than one-week increments. Once leave commences, the staff member must continue leave for the one-week or two-week period, as applicable, until the leave is exhausted, or the staff member chooses to return to work. If the staff member chooses to return to work prior to the end of the oneweek or two-week leave period, as applicable, then any unused paid parental leave remaining for that period is forfeited.

Paid Parental Leave and Other Leave

Eligible staff members do not have to exhaust all other forms of leave before being eligible to use paid parental leave entitlements. Paid parental leave is with pay and does not deduct from the eligible staff member's balance of other accrued leave benefits. Eligible staff members will continue to accrue paid leave benefits in accordance with district policies while on paid parental leave, if applicable.

Paid parental leave shall run concurrently with unpaid leave taken pursuant to the Family Medical and Leave Act (FMLA) and any other unpaid leave to which the eligible staff member may be entitled as a result of the qualifying event. However, eligible staff members shall be eligible for paid parental leave even if the staff member has exhausted all FMLA leave or is not eligible for FMLA leave at the time of the qualifying event. If the staff member becomes eligible for FMLA leave while on paid parental leave, the staff member must use FMLA leave, and the paid parental leave will run concurrently with the FMLA leave.

If a qualifying event occurs during the district's summer break (as determined based on the school calendar) while the eligible staff member is not required to work and is not paid, the district will provide

paid parental leave for any portion of the applicable six-week or two-week period remaining after the staff member is required to return to work as calculated from the date of the qualifying event. By way of example:

- If a 190-day teacher gives birth to a child on June 15th, and is required to report to work on August 15th, the district will not grant any paid parental leave after returning to work.
- If a 190-day teacher gives birth to a child on August 1st, and is required to report to work on August 15th, the district will grant up to four weeks of paid parental leave after returning to work.

Requesting Paid Parental Leave

Staff members requesting paid parental leave must submit a completed and signed request form to the Chief Human Resources Officer or his/her designee. Requests should be submitted not less than 30 days prior to the qualifying event. If 30 days' notice is not possible, the staff member is required to submit the request form as soon as practicable along with a reasonable explanation as to why earlier notice was not possible.

In order to receive paid parental leave, eligible staff members must also submit satisfactory documentation of the qualifying event to the Chief Human Resources Officer or his/her designee as soon as practicable as but not later than 30 days after the qualifying event occurs. The documentation must include the date of the qualifying event and verify the staff member is a legal parent or co-parent of the child. The staff member may provide any of the following forms of documentation based on the applicable qualifying event:

- For the birth of a child, a valid birth certificate, physician's statement, or certified DNA results.
- For the foster placement of a child, a court order or lawful foster care placement agreement.
- For the adoption placement of a child, a court order or lawful adoption agreement.

Any other valid and lawful certification, order, agreement, or other form of documentation confirming the qualifying event that is satisfactory to the district.

The district will endeavor to notify the staff member of his or her eligibility status within five business days after receiving the request and all required documentation. If the qualifying event occurs prior to the district's eligibility determination, the staff member may commence paid parental leave following the qualifying event and pending receipt of all required documentation and the district's determination. If the eligible staff member fails to provide all required documentation within 30 days of the qualifying event, or if the district at any time determines the staff member is not eligible for paid parental leave for any reason, the district may, in its sole discretion, terminate the paid parental leave and require the staff member to substitute all other available paid leave for the days the staff member has been absent from work. If the staff member's other paid leave is insufficient to cover the days the staff member has been absent from work, the staff member will be placed on unpaid leave for the days not covered by paid leave.

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

Adopted 6/6/23

Legal References:

United States Code of Laws, as amended:

Americans with Disabilities Act of 1990, 42 U.S.C.A. Section 12101, et seq.

Family and Medical Leave Act, 29 U.S.C.A. Section 2601, et seq.

Uniformed Services Employment and Reemployment Rights Act, 38 U.S.C.A. Section 4301, et seq.

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

Section 8-11-151 – Requires granting Paid Parental Leave for eligible school district employees, birth of child or placement of foster child.

Section 8-11-156 – Requires granting Paid Parental Leave for eligible school district employees, adoption.

C. Professional Leave for Advanced Degrees

Educators/employees of the district may request leave time to meet the requirements for clinicals, practicums, internships, etc. Leave time will come from the employee's accumulated leave. If the leave request exceeds the employee's accumulated leave, time off to meet the education requirement will be without pay.

Follow these steps:

- The request for placement must come from the university to the Chief Human Resources Officer
- If approved by the Chief Human Resources Officer, the request will be forwarded to the principals at the requested schools
- If the principal approves, the principal will seek the host teacher
- The educator seeking the placement may NOT contact the host principal or teacher
- If the clinical, practicum or internship requires time away from your current position, you must submit a plan (approved by your principal) to the Chief Human Resources Officer for approval detailing the dates and times.
- If the leave time for the clinical, practicum or internship exceeds the employee's accumulated leave, the educator/employee must contact the Benefits Coordinator for the continuation of benefits.

D. Vacation Days - Administrators and Year-Round Personnel

Regular full-time administrators and year-round district staff employed on a full-year basis (at least 240-days) will receive vacations and holidays as follows:

Vacations

- All staff who are at least 240-day employees will be advanced 10 vacation days per year on July 1 of each fiscal year (July 1 - June 30).
- If a staff member uses advanced vacation days and fails to complete the period of employment covered by the days advanced, the district will make an adjustment in salary at the termination of his/her employment.
- Vacation days will be prorated based on the date of hire for staff employed after the start of a fiscal year (July 1).

- Vacation time may be taken in one-half day increments.
- Vacation time must be used between July 1 and June 30 (fiscal year). It cannot be accumulated or carried over fiscal years.
- Any vacation time not used by June 30 of each fiscal year is forfeited.
- Vacation days must be used prior to the date of separation or resignation. Unused vacation will not be paid when an employee separates from the district.
- When a staff member wishes to take vacation, he/she must secure the approval of his/her supervisor in advance. Vacation should be arranged as far in advance as possible so as not to disrupt the continuity of the educational process.
- Administrative personnel and district staff who are 240-day employees will observe the school calendar holidays.

E. Family and Medical Leave Act

The Board will provide leave to eligible employees consistent with the Family and Medical Leave Act of 1993 (FMLA). To qualify for leave under this policy, an employee must have been employed by Spartanburg School District Seven 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.

For purposes of FMLA leave, a 12-month period is the district's fiscal year, July 1 through June 30. The district will continue to pay the district's share of the employee's health benefits during the leave. In addition, the district will restore the employee to the same or similar position after the termination of the leave in accordance with Board policy.

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

Your Rights under the Family and Medical Leave Act of 1993

The Family and Medical Leave Act (FMLA) requires this district to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for certain family and medical reasons. Employees are eligible if they have worked for the district for at least one year, and for 1,250 hours over the previous 12 months, and there are at least 50 employees within 75 miles.

Reasons for Taking Leave

The district must grant unpaid leave for any of the following reasons:

- * to care for the employee's child after birth, or placement for adoption or foster care
- * to care for the employee's spouse, son or daughter, or parent, who has a serious health condition
- * for a serious health condition that makes the employee unable to perform the essential functions of the employee's job
- * because of a qualifying exigency arising out of the fact that your spouse, child, or parent is a covered military member on active duty (or has been notified of an impending call or order to active duty) in support of a contingency operation as a member of the National Guard, Reserves, or retired Regular Armed Forces
- * to care for your spouse, child, parent, or next of kin who is a covered service member with a serious injury or illness incurred in the line of duty on active duty

At the district's or the employee's option, certain kinds of paid leave may be substituted for unpaid leave.

Advance Notice and Medical Certification

The district may require the employee to provide advance leave notice and medical certification. The district may deny the leave if the employee does not meet the following notice requirements:

- * The employee ordinarily must provide 30 days' advance notice when the leave is foreseeable.
- * The district may require medical certification to support a request for leave because of a serious health condition and may require second or third opinions (at the employer's expense) and a fitness for duty report to return to work.

Job Benefits and Protection

- * For the duration of the FMLA leave, the district will maintain the employee's health coverage under the district's group health insurance plan
- * Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms
- * An employee's use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of the employee's leave

Unlawful Acts by Employers

FMLA makes it unlawful for the district to:

- * interfere with, restrain, or deny the exercise of any right provided under FMLA
- * discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA

Enforcement

- * The U.S. Department of Labor is authorized to investigate and resolve complaints of violations
- * An eligible employee may bring a civil action against an employer for violations

FMLA does not affect any federal or state law prohibiting discrimination, or supersede any state or local law or collective bargaining agreement which provides greater family or medical leave rights.

Personnel Personal Leaves And Absences (Family and Medical Leave)

Eligibility

To qualify for leave under this policy, an employee must have been employed by the school 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.

For purposes of the Family Medical Leave Act (FMLA) of 1993, a 12-month period is the district's fiscal year, July 1 through June 30.

Types of Leave

An eligible employee may take FMLA (maximum of 12 weeks) leave for:

- * the birth and first-year care of a child
- * the adoption or foster placement of a child
- * the serious illness of a member of an employee's immediate family (spouse, parent, children)
- * the employee's own serious health condition that keeps that employee from performing the essential functions of his/her job
- * because of a qualifying exigency arising out of the fact that your spouse, child, or parent is a covered military member on active duty (or has been notified of an impending call or order to active duty) in support of a contingency operation as a member of the National Guard, Reserves, or retired Regular Armed Forces
- * to care for your spouse, child, parent, or next of kin who is a covered service member with a serious injury or illness incurred in the line of duty on active duty

Definitions of a Serious Health Condition

Under federal regulations, employers must designate leave as "FMLA" leave if the leave is taken for an employee's serious health condition or for the employee to care for a parent, spouse or child with a serious health condition. A "serious health condition" means an illness, injury impairment, or physical or mental condition that involves one or more of the following:

1. Inpatient Care An overnight stay in a hospital, hospice, or residential medical care facility including any period of incapacity or subsequent treatment in connection with such inpatient care.
2. Incapacity Plus Treatment A period of incapacity of more than three consecutive, full calendar days, including any subsequent treatment or period of incapacity relating to the same condition, that also involves:
 - a Treatment two or more times within 30 days of the first day of incapacity (unless extenuating circumstance exist), by a health care provider, by a nurse or physician's assistant under direct supervision of a health care provider, or by a provider of health care services (e.g. physical therapist) under orders of, or on referral by a health care provider; or
 - b Treatment by a health care provider on at least one occasion within seven days of the condition, which results in a regimen of continuing treatment under the supervision of the health care provider.

Incapacity means inability to work, attend school or perform other regular daily activities due to the serious health condition, treatment therefor, or recovery therefrom.

Treatment means an in-person visit to a health care provider. Treatment includes, but is not limited to, examinations to determine if a serious health condition exists and evaluations of the condition. Treatment does not include routine physical examinations, eye examinations, or dental examinations.

A regimen of continuing treatment includes, for example, a course of prescription medication (e.g., an antibiotic), or therapy requiring special equipment to resolve or alleviate the health condition (e.g., oxygen). A regimen of treatment does not include the taking of over-the-counter medications such as aspirin, antihistamines, or salves; or bed-rest, drinking fluids, exercise, and other similar activities that can be initiated without a visit to a health care provider.

3. Pregnancy
 - (a) Any period of incapacity due to pregnancy; and
 - (b) Prenatal care

4. Chronic Conditions

A chronic condition:

- (a) Requires periodic visits for treatment by a health care provider (at least two per year), or by a nurse or physician's assistant under direct supervision of a health care provider.
- (b) Continues over an extended period of time (including recurring episodes of a single underlying condition); and
- (c) May cause episodic rather than a continuing period of incapacity (e.g. asthma, diabetes, epilepsy)

5. Permanent or Long-term Conditions

A period of **incapacity** which is permanent or long-term due to a condition for which treatment may not be effective. The employee or family member must be under the continuing supervision of, but need not to be receiving active treatment by a health care provider. Examples include Alzheimer's, a severe stroke, or the terminal stages of a disease.

6. Conditions Requiring Multiple Treatments

Any period of absence to receive multiple treatments (including any period of recovery therefrom) by a health care provider or by a provider of health care services under the orders of, or on referral, by a health care provider, for: (a) restorative surgery after an accident or other injury; or (b) a condition that would likely result in a period of incapacity of more than three consecutive calendar days in the absence of medical intervention or treatment, such as cancer (chemotherapy, radiation, etc.), severe arthritis (physical therapy), kidney disease (dialysis).

Substitution of Paid Leave

The district will require the employee to substitute any available accrued paid vacation leave, personal leave, or family leave of the employee for leave taken:

- * for the birth or placement of a child
- * to care for a seriously ill spouse, child or parent
- * to care for a seriously ill spouse, child or parent, or for the employee's own serious health condition
- * because of a qualifying exigency arising out of the fact that your spouse, child, or parent is a covered military member on active duty (or has been notified of an impending call or order to active duty) in support of a contingency operation as a member of the National Guard, Reserves, or retired Regular Armed Forces
- * to care for your spouse, child, parent, or next of kin who is a covered service member with a serious injury or illness incurred in the line of duty on active duty

Paid vacation or personal leave will be substituted for any qualified unpaid family or medical leave without limitation. Paid family, medical or sick leave entitle the employee to paid leave under the applicable policy.

Spouses Employed by the School District

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

Intermittent and Reduced Leave

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

Reduced leave is a leave schedule that reduces the employee's usual number of hours per week, or hours per work day.

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

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

Benefits

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

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

Notice

When the FMLA leave is foreseeable, the employee must notify the district of his/her request for leave 30 days prior to the date the leave is to begin. If the leave is not foreseeable, the employee must give notice as early as is practical. When the employee requests medical leave, he/she must make reasonable attempts to schedule treatment so as not to disrupt the district's operations.

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

Certification

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

Upon the employee's return to work, the district will require the employee to present a fitness statement from the employee's health care provider certifying the employee is able to return to work.

Restoration

When the employee returns from leave, the district will restore the employee to the same or equivalent position with equivalent benefits, pay, and terms, and conditions of employment in accordance with Board policy.

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

Instructional Employees

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

Limitations apply to instructional employees who take intermittent or reduced leave. If the leave requested is:

- * to care for a family member
- * for the employee's own serious health condition
- * is foreseeable, based on planned medical treatment
- * the employee would be on leave for more than 20 percent of the total number of working days over the period the leave would extend, then the district may require the employee to choose either to (1) take the leave for a period or periods of a particular duration, not greater than the duration of the planned treatment; or (2) transfer temporarily to an available alternative position for which the employee is qualified which has equivalent pay and benefits and which better accommodates recurring periods of leave than does the employee's regular position

Limitations also apply to instructional employees who take leave near the end of a semester. When an instructional employee begins leave more than five weeks before the end of a semester, the district may require the employee to continue taking leave until the end of the semester, if

1. the leave will last at least 3 weeks
2. the employee would return to work during the 3-week period before the end of the semester

When an instructional employee begins a leave for a purpose other than the employee's own serious health condition during the 5-week period before the end of the semester, the district may require the employee to continue taking leave until the end of the semester, if

1. the leave will last more than 2 weeks
2. the employee would return to work during the 2-week period before the end of the semester

When an instructional employee begins leave for a purpose other than the employee's own serious health condition during the 3-week period before the end of the semester and the leave will last more

than 5 working days, the district may require the employee to continue taking leave until the end of the semester.

Failure to Return

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

F. Workers' Compensation Board Policy

When an employee is injured on the job or becomes ill or otherwise incapacitated as a result of conditions brought about by his/her employment and is unable to perform the duties incidental to his/her job assignment, he/she may be entitled to medical attention and compensation for lost time.

1. MEDICAL ATTENTION:

Under state law, it is the responsibility of the school district to provide medical treatment for employees injured on the job. School employees must use those providers, physicians, clinics and others as specified by the employer.

Only those providers specified in advance by the school district will be covered by the workers' compensation insurance. In special emergency situations, where approval in advance is not possible, the school district may approve of a provider after treatment has been given.

Where time lost from work is involved, the school district may also require that an employee be examined by its designated physician, even though the employee has chosen to seek treatment at his/her own expense.

A list of approved providers, including specialists who are competent and able to provide effective treatment for injured employees, is established by United Heartland. This list is maintained at the District Office for the purpose of directing employees to approved providers for medical treatment.

The school district may grant prior approval for the use of alternate providers in emergency situations when it is in the best interest of the injured employee to do so.

2. COMPENSATION

An injured employee may choose one of the two options regarding compensation for lost time. An election form must be completed by the injured employee noting their choice of one of the following options:

Option A:

The employee may elect to receive full compensation from the school district using accrued vacation and/or sick leave.

When accrued vacation and/or sick leave has been exhausted, the employee will, if eligible, receive compensation from the Workers' Compensation Fund in the manner provided by state law.

Option B:

Employee may elect compensation for lost time from Workers' Compensation. Compensation for lost wages is calculated and paid at two-thirds of the employee's salary. To receive Workers' Compensation benefits for lost wages, an employee must be out of work for more than seven

consecutive days.

3. STATE LAW ON COMPENSATION:

If the employee is out of work seven calendar days or less, South Carolina law prohibits payment of workers' compensation for lost wages (Section 42-9-200) and the employee is not entitled to compensation for the period. However, if the employee is disabled for a period of fifteen calendar days or more, he/she will then be paid for the first seven calendar days. If the period of disability is more than seven calendar days, but less than fifteen days, the employee will be paid for those calendar days in excess of seven.

IV. Harassment

ANTI-HARASSMENT STATEMENT

Spartanburg School District Seven is committed to providing a safe educational environment by effectively preventing, responding to, and remedying allegations of gender discrimination and sexual harassment. Any student who believes he or she has been subjected to sexual or gender-based harassment is encouraged to report the harassment to their school's administration. The district is committed to conducting a prompt investigation. Students, parents or staff should note the following contact information should a district-level administrator need to be contacted: *phone 864-594-4400; Dr. Kira Reaves (klreaves@spart7.org), Chief Human Resources Officer, Ms. Nicole Thompson (BThompson@spart7.org), Director of Student Services*

School level administrators should be contacted first. Afterwards, district administrators may be contacted. Counseling and educational resources are available to students who have been harassed and to students who are found to have engaged in acts of sexual or gender-based harassment. Under the District's code of conduct, harassers may be disciplined, including, if circumstances warrant, suspension or expulsion. Students, parents and staff are encouraged to work together to prevent sexual and gender-based harassment.

SEXUAL HARASSMENT POLICY

Employee Rights and Responsibilities

I. Sexual Harassment

The Spartanburg School District Seven Board of Trustees recognizes that in order to maintain an environment in which the dignity and worth of all members of the district are respected, sexual harassment must be prohibited. The Board has adopted Policy GAMC to provide direction to this process. The following procedures have been developed and approved by the Board to implement this policy.

A. Definition

Sexual harassment is defined in Board Policy

Prohibited acts of sexual harassment may take a variety of forms ranging from subtle pressure for sexual activity to physical assault. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, verbal or otherwise expressive behaviors, or physical conduct commonly understood to be of a sexual nature, by a person of either sex against a person of the opposite or same sex.

B. Examples of Prohibited Behavior

Examples of the kinds of conduct included in the definition of sexual harassment include but are not limited to:

1. Threats or intimidation of sexual relations or sexual contact which is not freely or mutually agreeable to both parties
2. Continual or repeated verbal abuses including graphic commentaries, innuendoes, comments, jokes, or propositions of a sexual nature; unwelcome touching or interference with movement; the visual display of sexually derogatory cartoons, drawings, or posters; or sexual suggestive or insulting sounds, leering, whistling, or obscene gestures
3. Threats or insinuations that the person's employment, wages, promotional opportunities, work assignments, or other conditions of employment may be favorably or adversely affected by not submitting or by submitting to sexual advances

II. Complaint Procedures

An aggrieved individual is encouraged to inform the person engaging in sexually harassing conduct that such conduct is offensive and must stop. If the aggrieved person is not comfortable with direct communication, or if direct communication is unsuccessful, the aggrieved person should initiate the complaint procedure described below.

A. Informal Consultation

The purpose of informal consultation is to clarify what constitutes sexual harassment, to provide guidance and information on administrative procedures, and to resolve cases of harassment. A request for informal consultation should be directed to either the immediate Supervisor, the Title IX Coordinator, or the Chief Administrative Officer.

The individual who receives the request for informal consultation must inform the complainant about the options available under this policy. Anyone else receiving a complaint should encourage the complainant(s) to request an informal consultation or should notify one of the designated individuals directly.

Contact with any of the designated individuals may conclude on one or more of the following options.

Contact with any of the designated individuals may conclude on one or more of the following options:

1. Complainant decides that no sexual harassment has occurred. In this case, no further action will be taken, and the consultation will remain entirely confidential
2. Complainant decides that sexual harassment has occurred but chooses not to pursue further action. The consultation will remain entirely confidential
3. Complainant decides that sexual harassment has occurred and requests that an informal resolution be pursued. At this point, the complainant must be advised that, depending upon the circumstances of the complaint, it may be impossible to protect the complainant's identity from the accused
4. Complainant decides that sexual harassment has occurred and chooses to file a formal complaint for investigation.

Documentation that the informal consultation has taken place should be kept in a confidential file and should include a written statement from the complainant and/or notes taken by the consultant. Such notes should be reviewed by the complainant for accuracy. If the name of an accused is revealed during the informal consultation, the accused should be advised of the allegations and permitted to furnish a response.

B. Formal Complaint

1. Filing a Complaint

After completing the informal consultation step, a complainant who wishes to file a formal complaint for investigation and possible action should do so with the individual who conducted the informal consultation, who will complete a sexual harassment complaint form {have we found this form?} and refer the matter to the Chief Administrative Officer or designee who will conduct an investigation. Once a formal complaint has been filed, it must proceed through all the steps in the Administrative Procedures for Sexual Harassment Complaints. No one should be precluded from filing an informal complaint at any time; or from pursuing a claim of sexual harassment with the Office of Civil Rights, U.S. Department of Education.

2. Investigation

The purpose of the investigation is to establish whether there is a reasonable basis for believing that the alleged violation of this policy has occurred. In conducting the investigation, the Chief Administrative Officer or designee will interview the complainant and the accused, and will normally interview other persons believed to have pertinent factual knowledge. While it may be necessary at times to reveal the name of the accused or the complainant, confidentiality will be maintained by all persons involved. Failure to maintain the confidentiality of the investigation could result in disciplinary action. The investigation will afford the accused a full opportunity to respond to the allegations. Within a reasonable period of time (normally 40 calendar days from the time the complaint was filed), the investigator will provide both the complainant and the accused with written notification that the investigation has been completed, that a written report has been sent to the immediate Supervisor of the accused, and that they will be notified as to what further action, if any, will be taken.

3. Process of Formal Action

After receiving a written report of the findings of the investigation from the Principal, the Chief Human Administrative Officer will initiate a consultation.

Based upon the report and the consultation, the Principal/Supervisor will decide upon one of three possible courses of action:

- a. a judgment that the allegations are not warranted
- b. informal resolution as agreed upon by the parties
- c. corrective and disciplinary action as described below

4. Protection of Complainant, Witnesses and Others

At the time that the formal complaint is filed, the complainant will be informed fully by the individual who conducted the informal consultation and/or the Chief Administrative Officer of steps which the investigation will follow, including the projected timetable for completion of the process.

All reasonable action will be taken to assure that the complainant and those testifying on behalf of the complainant, or supporting the complainant in other ways, will suffer no retaliation as a result of their activities in regard to the process. Steps to avoid retaliation may include:

- a. lateral transfers of one or more of the parties in an employee setting
- b. arrangements that employment evaluations concerning the complainant or others be made by an appropriate individual other than the accused. If in the judgment of the Superintendent it is in the best interest of the district, the accused may be relieved of his/her duties during the investigation

5. Protection of the Accused

At the time the investigation commences, the accused will be informed in writing of the allegations, the identity of the complainant, and the facts surrounding the allegations.

In the event the allegations are not substantiated, all reasonable steps will be taken to advise those involved in the allegations and generally to restore the reputation of the accused if damaged by the proceeding.

A complainant found to have been intentionally dishonest in making the allegations or to have made them maliciously is subject to disciplinary action, including suspension and/or dismissal.

C. Disciplinary Action

Any administrator, Supervisor or employee who is found to have engaged in sexual harassment will be notified of the outcome of the investigation and will be subject to appropriate disciplinary action, which may include, but is not limited to, oral or written warnings, demotion, transfer, suspension or dismissal for cause.

D. Remedial Action

The complainant will be notified of the outcome of the investigation. If applicable, the complainant will also be notified of the specific remedy available to him/her and the general category of disciplinary action taken against the accused. Every reasonable effort will be made to ensure that the complainant is free from any further harassment. The individual who conducted the informal consultation will be responsible for counseling the complainant to ensure that he/she is comfortable with the resolution and for following up with the complainant at least once within three months of the resolution to ensure that the complainant has not been subjected to any further harassment.

III. Education of the School District Community

- A. Following the adoption of policy GAMC, Principals and Supervisors will provide each of their staff and faculty members with a copy of revised policy and make copies of those administrative procedures available. They will also conduct a review of policy GAMC and these administrative procedures for all staff members to provide orientation on the nature of sexual harassment, how to identify it, and the appropriate actions to follow should they encounter sexual harassment.
- B. Principals and Supervisors will provide orientation for new staff and faculty near the beginning of their association with the district.
- C. Near the beginning of each subsequent school year, Principals and Supervisors will provide for their staff and faculty a review of policy and these administrative procedures.

V. Grievance

PERSONNEL GRIEVANCE PROCEDURE

In the interest of effective personnel management, the Board recognizes the necessity for a procedure providing a prompt and effective means of resolving differences that may arise among employees and between employees and administrators. Such procedure shall be available to all employees of the Board irrespective of membership in any recognized professional organization.

A grievance shall be defined as follows:

. . . a disagreement involving the work situation in which an individual or group of individuals believes that an injustice has been done due to lack of policy, an unfair policy, or the misapplication or misinterpretation of a policy. Issues relating to salary, benefits and insurance are not grievances and are not covered by this procedure.

The purpose of this procedure is to settle personnel grievances and complaints at a level as close as possible to their point of origin. Proceedings should be kept informal and confidential, whenever possible, with the objective of resolving the matter at the lowest possible administrative level.

It is important that grievances be settled as quickly as possible; therefore, there will be no extension of the prescribed time for moving through the grievance procedure except upon a compelling showing of good cause. All requests for such an extension of time will be subject to the approval of the Superintendent.

LEVEL ONE

Step - 1 Any employee having a grievance shall review or discuss such grievance orally with his/her immediate Supervisor within 10 working days of the event upon which the grievance is based.

Step - 2 If discussion at Step 1 does not resolve the matter to the satisfaction of the employee, such employee shall have the right to present the grievance in writing to the building Principal.

This must be done within 10 working days after completing Step 1 above. The written grievance shall consist of a concise statement of the facts upon which the grievance is based and a reference to the specific provision of the policy, rule or regulation in question. A copy of such grievance shall be filed with the Superintendent. The employee shall have the right to include in the appeal a request for a hearing before the building Principal. Such hearing shall be conducted within 5 working days after the Principal's receipt of such request, and the aggrieved employee shall be advised in writing of the time, place and date of such hearing. The building Principal shall take action on the grievance within 5 working days after the receipt thereof or, if a hearing is requested, within 5 working days after the conclusion of said hearing. The action taken and the reasons for the action shall be reduced to writing and copies sent to the grievant and the Superintendent. Failure on the part of the employee to attend the hearing established by the building Principal after receiving notice thereof shall be deemed a waiver of the right to appeal and shall end the grievance procedure.

LEVEL TWO

Step - 1 If the decision of the building Principal does not resolve the grievance to the satisfaction of the employee, or if no decision is made within the allotted time, the grievant may appeal in writing to the Superintendent. Failure to file such appeal within 5 working days from the grievant's receipt of the written memorandum of the Principal's decision (or within 5 working days of the date by which the building Principal was required under this procedure to have rendered a written decision) shall be deemed a waiver of the right to appeal and shall end the grievance procedure. If, in appealing to the Superintendent, the grievant requests to be heard by the Superintendent, a hearing shall be conducted by the Superintendent within 10 working days after the receipt of the request.

The Superintendent shall render a decision on the matter within 5 working days after receipt of the appeal or, if a hearing is requested, within 5 working days after the conclusion of said hearing. The decision and the reasons therefore shall be reduced to writing and copies sent to the grievant and the building Principal. Failure on the part of the employee to attend the hearing established by the Superintendent after receiving notice thereof shall be deemed a waiver of the right to appeal and shall end the grievance procedure.

LEVEL THREE

Step - 1 If the action taken by the Superintendent does not resolve the grievance to the satisfaction of the grievant, or if no decision is made within the allotted time, the grievant may request in writing that the Superintendent notify the Board of Trustees of the grievant's wish to be heard by the Board.

Any such request must include a brief statement of the questions to be presented to the Board. The Board will not consider issues which were not part of the grievant's appeal at levels one or two. Failure to file such a request with the Superintendent within 5 working days after receipt of the Superintendent's decision (or within 5 working days of the date by which the Superintendent was required under this procedure to have rendered a written decision) shall be deemed a waiver of the right to appeal and shall end the grievance procedure.

Upon receiving the grievant's request to be heard by the Board, the Superintendent will, at the next regularly scheduled meeting of the Board, present to the Board the grievant's request to be heard together with the copies of all correspondence and decisions from levels one and two. After examining these materials, the Board may or may not grant the request. Written notice of the Board's decision on whether to grant the request shall be rendered within forty-five (45) calendar days of the Board's receipt of the request. If the Board decides to hear the matter, the grievant will be given written notice of the date, time and place of such a hearing. Copies of the Board's decision shall be sent to the grievant, Superintendent and the building Principal.

GENERAL PROVISIONS

1. 1. All notices to be given under this procedure by the district administration should be hand-delivered to the grievant or sent by certified mail, return receipt requested.
2. The grievant may be represented at levels one and two by a colleague or friend also employed by the district. At level three, the grievant may be represented by legal counsel. Such legal counsel must

be admitted to the practice of law in South Carolina and a member in good standing of the South Carolina Bar. The district will not provide legal counsel for the grievant. If the grievant chooses to be represented by legal counsel at level three, written notice to the Superintendent of that intent must be given no later than fifteen (15) calendar days prior to the scheduled date of the hearing before the Board. Failure to give such notice may result in postponement of the hearing.

3. No person shall be the object of administration reprisal, sanction or penalty of any kind for either activating or participating in the grievance procedure.
4. The procedure prescribed herein shall be adhered to in processing both student and employee complaints under Title IX of the Education Amendments of 1971 (sex discrimination).

SUPPORT PERSONNEL

The Board authorizes the Superintendent to dismiss support personnel.

GRIEVANCE FORM

Name: _____

Address: _____

Home Telephone: _____ Mobile Telephone: _____

School: _____ Telephone: _____

Present assignment: _____

1. Statement of grievance: _____

2. Date grievance occurred: _____

3. Policy, procedure, practice or right violated: _____

4. Relief sought: _____

5. Comments: _____

Signature: _____

Date: _____

VI. Benefits, Finance, Payroll

BENEFITS

Tax-Sheltered Annuity Plan

“Tax-Sheltered” Annuity Plans offered by several companies have been approved by the District Seven Board of Trustees. Information about these plans may be secured from a representative of any one of these companies. A list of these plans may be secured from the District Office. All premiums are payroll deductible.

Changes In Annuities

Questions concerning changes in annuities should be directed to the relevant company agent. The district only provides payroll deductions as a service to our employees and must take changes from the agent or company.

Insurance

The State of South Carolina provides a complete medical insurance, dental and vision plans to its eligible employees and their dependents, plus limited life and long-term disability benefits for employees. This plan includes school district employees. Please refer to the appropriate current years Insurance Benefits Guide located at www.peba.sc.gov

Dependents

An Eligible Spouse

- Is a lawful spouse recognized by South Carolina. A former spouse may enroll in coverage under his/her own policy if an active employee or retiree is required by a court order to provide coverage.

An Eligible Child

- Must be younger than age 26
- Must be the subscriber's natural child, adopted child (including child placed for legal adoption), stepchild, foster child, a child for whom the subscriber has legal custody, or a child the subscriber is required to cover due to a court order
(A foster child is a child placed by an authorized placement agency with the subscriber, who is a licensed foster parent.)

When Insurance Begins

Employees and their dependents will be covered on the first day of the month following the date of employment, provided an appropriate notice of election is filed and necessary payroll deductions are authorized within 31 days of the date of employment. For any employee hired on the first working day of a month, coverage will begin on that day provided the employee is actively at work. “Actively at work” means performing the regular duties of employment on a full-time basis. If the employee is not actively at work on the date he would otherwise become eligible, coverage will begin on the first day of the calendar month coinciding with or following the day he returns to work. However, for Disability Insurance one must not have been disabled by injury or sickness for two weeks before becoming insured.

Consolidated Omnibus Budget Reconciliation Act Of 1986 (COBRA)

Continuation of Coverage

The United States Congress passed a law that pertains to continuation of group insurance coverage for you and your dependents after you are no longer eligible for coverage under this plan. The law is known as the Consolidated Omnibus Budget Reconciliation Act (COBRA). COBRA pertains to the State of South Carolina as of July 1, 1986, for Health Insurance.

Eligibility for and Period of Continuation of Health Coverage

COBRA requires that employers let the following people continue their health coverage, after they would not be eligible for it, for a period* of up to 18 or 36 months, depending on the circumstances.

1. 18 months for employees whose working hours are reduced from full time to part time (See number 5)**
2. 18 months for employees* who voluntarily quit work**
3. 18 months for employees* who are part of an economic layoff**
4. 18 months for employees* who are fired, unless the firing is due to gross misconduct**
5. 29 months for employees* who are determined, under the terms of the Social Security Act, to be disabled at the time of termination or reduction of hours. Coverage may be extended up to a total of 29 months if the employee has provided notice of the determination of disability before the end of 18 months
6. 36 months for separated or divorced husbands or wives and their dependent children
7. 36 months for dependent children who lose coverage because they no longer meet the definition of a dependent child in the group's health coverage contract
8. 36 months for deceased employee's* dependent children

* Including any family members who lose coverage for the same reason.

** If a COBRA subscriber is participating because of a qualifying event allowing him/her 18 or 29 months of coverage, and he/she becomes eligible for Medicare during that period, then the subscriber's dependents would be entitled to a total of 36 months of COBRA continuation coverage. The total of 36 months would accumulate from the date of the initial qualifying event (based on the "multiple qualifying event" rule).

Employee Assistance Program

The Employee Assistance Program (EAP) is an employee benefit program that assists employees with personal problems and/or work-related problems that may impact their job performance, health, mental and emotional well-being. Take the time to take care of yourself with this *free*, confidential help for personal, work-related and family concerns. D7 has partnered with MYGroup (www.mygroup.com) Call our EAP to find out more 1-704-529-1428 or 1-800-633-3353

How to Get Continuation of Coverage

Except for items 5 through 8 above, the employer is responsible for getting the proper form to an employee so the employee can apply for continuation of coverage. This form is called a COBRA Notice of Election.

For items 6 and 7 above, the employee or eligible dependents are responsible for letting an employer know within 60 days that the situation has occurred. Then the employer can get the COBRA Notice of Election to the employee or dependents.

The employee or dependents must complete the application form and return it to PEBA in Columbia no later than 60 days from the following: (1) the date health coverage ends, or (2) the date one receives notice of the right to apply for continuation of coverage, whichever is later. However, if a person does not give the required notice of divorce or change in a dependent child's status, the election period will not be extended beyond the 60 days after the date coverage ends.

It is acceptable to file only one COBRA application for continuation of coverage for the entire family that is losing coverage. And the same COBRA application applies to all other family members who

are losing coverage for the same reason. For example, a COBRA application by a widow for continued coverage also applies to all eligible dependent children.

During an 18-month continuation of coverage period, some spouses and dependent children may have another situation occur to them among items 5 through 8 above. They will be entitled to continuation of coverage for an overall total of up to 36 months. For items 5 through 8 above, the employer should be notified within 60 days that the situation has occurred.

Additional Information About Continuation of Coverage

If an employee wants additional information about continuation of coverage or transferring to another district or state agency, contact the Benefits Coordinator or the Office of Insurance Services of the Public Employee Benefits Authority. In order to avoid a break in your health insurance coverage, you must state in your resignation letter that you are transferring to another state agency. You will need to acquire a “notice of election” (NOE) from the Benefits Office.

Non-transfer Academic Employees

Employees that complete the academic year and resign, but are not transferring to another covered academic setting, must be terminated the first of the month following the last day worked. The benefits administrator must refund any premium collected to pay for summer months.

Accidental Death and Dismemberment Insurance Program

All full time employees who elect a state health plan are covered up to \$15,000.00 by an Accidental Death and Dismemberment Insurance Program. This amount of coverage is provided at no cost to the employee.

South Carolina Retirement System

All newly hired state, public school and public higher education employees are eligible to choose between the two plans within the South Carolina Retirement System. This includes all permanent full-time employees, temporary and part-time employees, and political appointees. Employees must select one of the two retirement plans within 30 days from your date of hire unless your position is exempted by state law. Your employer can tell you whether your position is exempt from mandatory participation/ membership. If you do not make a selection, you will automatically be enrolled in the South Carolina Retirement plan. Members of the system contribute 9.00% (subject to change) of their gross salary during the calendar year.

South Carolina law provides a pre-retirement benefit for members of the South Carolina Retirement System. Upon the death of an active employee who has been a contributing member of the Retirement System for at least one year, there will be paid to his/her beneficiary a death benefit equal to the annual compensation of the deceased member.

Money Plus

District Seven participates in the state-sponsored flexible benefit plan called “Money Plus.” This is an IRS-approved plan whereby an employee may elect to have the State medical, dental, vision, premium for \$50,000 of optional life, and tobacco surcharge insurance premiums that are deducted from his/ her pay be treated as tax exempt for Social Security, federal, and state income taxes. Also available for the savings are “Dependent Care Accounts and Medical Spending Accounts,” expenses and unreimbursed medical expenses which can be deducted from pay before taxes, then reimbursed when the expenses are incurred. Enrollment for Money Plus is the month of October for January 1 -December 31. No changes can be made after enrollment, with the exception of certain changes in family status. For more information, contact the benefits department.

South Carolina Workers' Compensation

The Board of Trustees of Spartanburg School District Seven provides insurance through the South Carolina School Boards' Insurance Trust for all employees, professional and non-professional. The South Carolina Workers' Compensation Law was designed "to provide for an employee, who is physically hurt while at work because of his work, medical care which will bring about if possible, an early and complete recovery of the injury; and a payment of compensation to the injured employee for a large percentage of wages lost during the period of disability, or in case of death, certain compensation for the deceased employee's dependents." According to the South Carolina law, accidents must be reported by the Principal/Supervisor to the Human Resources office within twenty-four hours. If desired, additional information concerning the protection offered by the South Carolina School Boards Insurance Trust may be secured from the Office of the Superintendent.

FINANCE

Spending School or District Funds (Purchasing)

Only authorized personnel may commit the district to the expenditure of funds whatever the source of those funds. Purchase Orders must be created and in place for all district expenditures before the goods or services are ordered. This applies to all reimbursable expenses such as travel. The exceptions are district-approved purchases with a P-card, whereby a Purchase Order has been created for Bank of America to encumber funds. Individuals must assume personal responsibility for unauthorized purchases. Abuse of this policy, or our P-card policy, may require disciplinary action. Each school and department has a district-trained bookkeeper on site for assistance in compliance with our regulations and the state law. Advance planning is a necessary requirement.

PAYROLL

Changes in Personal Information

Each individual should report any change in name, address or phone number to the Benefits/Payroll Office. When a name change occurs, a new Social Security card is required listing your new name before any changes can be made. Information is to be changed on all insurance and retirement forms.

Founders Federal Credit Union

The Founders Federal Credit Union offers all employees of the Spartanburg County school districts the opportunity of systematic payroll savings, above-average dividends, and the benefit of convenient, low-cost loans. Additional information may be obtained by contacting the office at 146 1 East Main Street, 577-9771.

Direct Deposit

All instructional and administrative personnel will have their payroll checks deposited directly to their personal checking or savings accounts. Please contact the Finance Department at the district office to initiate this service.

Salary Payment Dates

Salary checks for teachers, administrators, and aides will be distributed on the twenty-third of each month. Checks for persons who work more than 190 days will be issued on the twenty-third of each month. Inquiries concerning benefits, salary, etc., should originate from the employee. Due to confidential matters, Human Resources will respond only to District Seven employees.

Salary Deductions

The following payroll deductions are required by law:

1. FICA (Medicare and Social Security)
2. State and federal income taxes
3. State retirement

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

1. Extended family benefits for health and dental insurance
2. Tax-sheltered annuity plans which meet Board-established criteria
3. Employee credit unions
4. Deductions for state-authorized group survivor monthly income insurance program, term life insurance, and deferred compensation

Payroll deductions for charitable organizations exempt under 501(c) (3) of the Internal Revenue Service Code must be approved on an individual basis by the Board.

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

The district will not make any deduction for any organization which is chartered by Section 501 (c) (4) (5) or (6) of Title 26 U. S. Code. The district will not make any deduction for any organization which has a parent or subsidiary organization which fails to meet the requirements herein.

The district will not make any deduction if the proceeds of the deduction would be for the benefit of a labor organization. The Board allows deductions only with the written approval of the employee on a form supplied by the district.

VII. Technology

Technology Policy

Spartanburg School District Seven provides computer and network services only for the purpose of education, instruction, and necessary support activities. All network activity is recorded and logged, and no file, document, email or website, created or accessed, is guaranteed to be private. District Network resources are not to be used for personal or commercial purpose or gain. District network resources are not to be used to create, use, view or download materials that would not be permissible in a SCSD7 classroom in any other form (i.e. obscene, profane, or pornographic materials). Network resources are not to be used to access, view, modify, delete, copy, or obtain any school or district records without authorization. No software, hardware or modifications are to be made to any network resource without the knowledge and approval of the school or district technology staff.

Copyright Compliance

The copyright law of the United States (Title 17, U.S. Code) governs the use of copyrighted materials including copying and distribution. Fair use (Section 107) allows for limited use of copyrighted materials without the permission of the copyright owner. Individuals using copyrighted materials in excess of fair use may be liable for copyright infringement.

PROFESSIONAL ELECTRONIC SIGNATURE

As part of District 7's employee expectations, all faculty and staff should create and use an official District 7 email signature for correspondence sent via their district email account. Use of an official signature puts District 7's best foot forward in our internal and external communications by presenting a consistent professional identity for employees, schools and the district alike.

Email signature versions are available for each school as well as general version for employees whose work site is located outside of a school. Access to the email signature versions, along with instructions for creating a signature, is available on the employee resources page located in the "I Am..." drop menu on the District 7 website homepage.

Technology Resources and Internet Board Policy IJNDB

Purpose: To establish the board's vision and the basic structure for the use of technology resources in instruction.

Technology is a vital part of education. In an effort to promote learning and expand educational resources for students, the district provides a variety of technology resources for students and staff. The district's goal in providing these resources is to promote educational excellence by facilitating resource sharing, communication and innovation.

The purpose of the district's educational network 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 the Internet and network must be in support of education and research and consistent with the educational objects of the district. Use of other networks or computing resources must comply with the rules governing those networks. Transmission of any material in violation of any federal or state laws or regulations is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material or material protected by trade secret. Access to computer systems and networks owned or operated by the district imposes certain responsibilities and obligations on users and is subject to district policies and local, state and federal laws.

Technology 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 the Internet. By providing this access, the district intends to promote educational excellence in schools by allowing access to resources unavailable through traditional means. The district provides this instructional resource as an educational tool for staff and students and its use will be governed by this Internet acceptable use policy. The failure to follow this policy or responsibilities may result in the loss of privileges or other disciplinary measures.

With access to computers and people all over the world also comes the availability of material that may not be of educational value in the context of the school setting. The district has taken precautions to restrict access to controversial or inappropriate materials; however, on a global network it is impossible to control access to all materials and an industrious user may discover controversial information. Users (and parents/legal guardians of students who are users) must understand that neither the district nor any district employee controls the content available on outside systems. The district firmly believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the district. The smooth operation of the Internet network relies on the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided so that students and staff are aware of their

responsibilities when using the Internet. All staff and students must abide by the generally accepted rules of network etiquette, including the following:

- Vandalism is prohibited. Vandalism includes any malicious attempt to harm or destroy data of others. Vandalism also includes, but is not limited to, the uploading or creation of computer viruses, deletion or alteration of other user files or applications, removing protection from restricted areas.
- Never access or attempt to access inappropriate or restricted information not directly related to the educational purposes. Restricted information includes obscene, libelous, indecent, vulgar, profane, or lewd materials, advertisements or services not permitted to minors by law; insulting, fighting and harassing words; and other materials which may cause a substantial disruption of the academic environment.
- Do not be abusive in messages to others. Profanity, vulgarities or other inappropriate language is prohibited. Illegal activities are strictly forbidden. Do not disrupt, harass or annoy other users.
- Documents, electronic mail, chat room messages and any other form of direct communications may not include a student's Social Security number or any other personally identifiable information that may lead to the identity of one's self or others. For example, do not reveal personal home addresses or phone numbers to others.
- No student pictures (video or still) or audio clips will be published without permission from the student's parent/legal guardian. No original student work will be published without permission from the student's parent/legal guardian.
- Electronic mail is not guaranteed to be private. People who operate the system have access to all electronic mail.
- Messages relating to or in support of illegal or inappropriate activities will be reported to the appropriate authorities.
- All communications and information accessible via the network should be assumed to be private property. Always cite all quotes, references and sources. Users may not reproduce copyrighted material without permission.
- All subject matter on district web pages will relate to curriculum, instruction, school-authorized activities or to the district. Neither students nor staff may publish personal home pages as part of district web sites or home pages for other individuals or organizations not directly affiliated with the district. All pages on the district's server(s) are property of the school district.
- Use of the internet is for educational and educational support activities only. Users may not use the system for financial or commercial gain.
- All work should be proofread so as to avoid spelling and grammatical errors. Always follow the instructions of the supervising staff members.
- No user of the system may use the system to make an unauthorized disclosure or use of, or otherwise disseminate, the personal identification information regarding minors and/or students.

- No user of the system may send messages or information with someone else's name on it or misrepresent the source of information entered or sent.
- No user of the system may send messages or information that is inconsistent with the school's conduct code or assist others to violate that code.
- No user of the system may distribute addresses, home phone numbers or other personal information which could then be used to make inappropriate calls or contacts.
- No user of the system may engage in "spamming" (sending an annoying or unnecessary message to large numbers of people).
- No user of the system may purchase something which requires a credit card number and obligates a student or school to provide payment to another party without the consent of the supervisor.
- No user of the system may access or attempt to access and/or alter information in restricted areas of any network.
- No user of the system may download or load any software or applications without permission from the building network administrator or system administrator.
- No user of the system may violate the confidentiality rights of other users on any network. Failing to report abuses or other conditions that may interfere with the appropriate and efficient use of school resources will result in disciplinary actions.

Technology Protection Measures

In compliance with the Children's Internet Protection Act (CIPA), 47 USC § 254(h), the district uses technological devices designed to filter and block the use of any of the district's computers with Internet access to retrieve or transmit any visual depictions that are obscene, child pornography or "harmful to minors" as defined in the CIPA. Adult users of a district computer with Internet access may request that the "technology protection measures" be temporarily disabled for valid educational research purposes or other lawful purposes not otherwise inconsistent with this acceptable use policy.

Internet Safety Policy

Prior to accessing the Internet, students and staff must receive instruction on the appropriate use of the Internet. In addition, parents/legal guardians will be required annually to sign a permission form before students will be allowed access to the Internet. Students also must sign a form annually acknowledging that they have read and understand this policy, that they will comply with the guidelines set forth herein and that they understand the consequences for violating these guidelines. Employees must sign a similar acknowledgment form.

Email, Phone and Internet Usage

The district will monitor email, phone and Internet activity and may disclose the content and/or details when, in the district's sole discretion, there is a business need to do so. Employees and any students granted email accounts should not expect that email messages, even those marked as personal or accessed by a personal ID, are private or confidential.

Email, phone and Internet usage should be used only for business/educational purposes. The district reserves the right to monitor personal use to the same extent that it monitors business use. Use by employees of the district's communication system constitutes consent to monitoring. Continued use of the system is conditioned on acceptance of and strict adherence to the district's policies. Failure to adhere to policy requirements may result in discipline or dismissal.

Employees should exercise the same restraint and caution in drafting and transmitting email messages as when writing a formal memorandum on district or school letterhead. Users should assume that messages will be saved and reviewed by someone other than the original addressee.

Adopted 6/3/08; Revised 6/5/12

Legal references:

Federal law:

47 USC Section 254(h) - Children's Internet Protection Act.

The Digital Millennium Copyright Act of 1998, Section 512 - Limitations on liability relating to material online. S.C. Code of Laws, 1976, as amended:

Section 10-1-205 - Computers in public libraries; regulation of Internet access.

Section 16-3-850 - Encountering child pornography while processing film or working on a computer.

Section 16-15-305 - Disseminating, procuring or promoting obscenity unlawful; definitions; penalties; obscene material designated contraband.

Section 59-19-90 - General powers and duties of school trustees.

Court cases:

Purdham v. Fairfax Co. Sch. Bd., 637 F.3d 421, 427 (4th Cir. 2011).

VIII. Social Media (Policy GBEEA)

Issued 11/22

NOTE: This policy constitutes only a portion of the district Internet Acceptable Use/Safety Policy. The board acknowledges the role that communication through social media plays in 21st century learning. Staff members should take advantage of this technology in a manner that encourages professionalism, responsibility, safety, and awareness. However, social media use has the potential to result in disruption of the school environment and/or the workplace and can be in violation of board policy and/or local, state, or federal law. As such, the board recommends that district staff ensure all content associated with their social media accounts are consistent with their role as public school/state employees. Staff members will be held to the same professional standards in their use of social media as they are for any other public conduct.

Because of the rapid evolution of technology, every possible use of social media cannot be addressed in board policy. If a staff member has a question regarding the appropriateness of a given use of social media, he/she should consult his/her direct supervisor or building principal for guidance.

This policy is designed to serve as a general code of conduct for appropriate use of social media, and every provision does not constitute a basis for potential staff member discipline. However, all district policies and all local, state, and federal laws and regulations that cover staff conduct may be applicable in the social media environment, and violations thereof could result in disciplinary action, up to and including termination.

Mandated Reporting

Staff members are encouraged to report to the appropriate individuals or service providers any concerning behaviors they encounter in their use of personal or district-approved social media. Staff members who are mandated reporters are required to abide by the same reporting responsibilities in the context of social media and must report abuse or neglect when, in their professional capacity, they receive information giving them reason to believe that a child's physical or mental health has been or may be adversely affected by abuse or neglect.

Educational Social Media

At the beginning of each school year, staff members should provide parents/legal guardians with information on any social media sites where information relevant to his/her child's education or extracurricular activities may be posted. However, no student or parent/legal guardian should be required to access information through a social media platform. Any essential information therein should be readily accessible in an alternate format.

Staff members should ensure all social media platforms that students are asked to access for purposes of education or extracurricular activities are closely monitored. All content on these sites and/or pages must relate to education, curriculum, instruction, school-authorized activities and athletics, school or district news, or general information relating to work, activities, and accomplishments of the district, its staff, or students.

Staff members are encouraged to create social media accounts separate from their personal accounts to house any content that students will be asked to utilize or view. Only students, parents/legal guardians, and other individuals with a legitimate educational interest should have access to the information therein. Staff members will provide usernames, passwords, and other information necessary to access such social media sites to their building-level principal and/or direct supervisor. Any such site or page must be closely monitored for appropriateness of content. Posted content should be immediately removed if it is abusive, defamatory, or obscene; is fraudulent, deceptive, or misleading; targets, disparages, or discriminates; contains spam, advertising, solicitations, or includes links to other sites unrelated to an educational purpose; contains confidential information; is in violation of any intellectual property right of another; is in violation of any law or regulation; violates any board policy; or is otherwise offensive, graphic, or inappropriate in tone.

The board recognizes that maintenance of student and staff privacy is essential. Therefore, staff members should not post confidential student information.

No private messages should be sent directly from a staff member to a student, except where the communication is clearly related to a district-approved school or extracurricular purpose. No ongoing communication with students in this format is appropriate. Whenever possible, a student's parents/legal guardians should be included as recipients of any such correspondence. Staff members should exercise discretion in personal social networking friendships with students enrolled in the district.

Public records

Electronic communications sent and received by district staff, including those transmitted via social media, may be considered public records subject to public disclosure or inspection under the South

Carolina Freedom of Information Act. Staff members should ensure that all electronic communications, including social media contributions, are professional in tone and content and are made for the express purpose of furthering the educational goals of the district.

Cf. GBEB, GBEBB, GBEE, IJNDB, JLF

Adopted 11/1/22

Legal References:

United States Code of Laws, as amended:

Children's Internet Protection Act, 47 U.S.C.A. Section 254(h).

Digital Millennium Copyright Act, 17 U.S.C.A. Section 512.

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

Section 10-1-205 - Computers in public libraries; regulation of Internet access.

Section 16-15-305 - Disseminating, procuring, or promoting obscenity unlawful; definitions; penalties; obscene material designated contraband.

Section 30-4-10, et seq. - Freedom of Information Act.

Section 63-7-310, et seq. - Mandatory reporting.

Federal Cases:

Connick v. Myers, 461 U.S. 138 (1983) - Government has a legitimate public interest in regulating the speech of its employees.

Garcetti v. Ceballos, 547 U.S. 410 (2006) - When public employees make statements pursuant to their official duties, they are not speaking as citizens for First Amendment purposes, and they may be subject to employer discipline.

Grutzmacher v. Howard County, 851 F.3d 333 (4th Cir. 2017) - Court upheld termination of public employee for likes and comments on Facebook when his speech on matters of public interest impaired the effective and efficient provision of services to the public.

Pickering v. Board of Education, 391 U.S. 563 (1968) - Public employees maintain their First Amendment rights to comment on matters of public interest.

IX. Reduction in Force

PROFESSIONAL PERSONNEL REDUCTION IN FORCE

1. General Statement of Policy

Under South Carolina law, the Board is responsible for maintaining good public elementary and secondary schools. The Board is also responsible for implementing the educational interests of the state. The Board's primary consideration is the maintenance of a sound and balanced educational program that is consistent with the functions and responsibilities of the school district. The Board recognizes, however, that it may become necessary to eliminate certified staff positions in certain circumstances. Therefore, the Board adopts this policy to provide a fair and orderly process should such reductions in force become necessary.

2. Reasons for Eliminations of Licensed Staff Positions

The Board has the sole and exclusive prerogative to eliminate licensed staff positions consistent with the provisions of state statutes and laws. This elimination should not result in a failure in its duty to implement the educational interests of the state and to provide good public elementary and secondary schools.

The Board may find it necessary to eliminate licensed staff positions because of decreases in student enrollment, changes in curriculum, financial exigency or other circumstances as determined by the Board.

3. Definitions (as used in this policy)

- A. "Days" means calendar days.
- B. "Teacher" means any employee of the district who holds a license issued by the South Carolina State Department of Education and is employed in a teaching or administrative position below the rank of Superintendent.
- C. "Financial exigency" means any significant decline in the district's financial resources that is brought about by the decline or anticipated decline in enrollment or by other actions or events that compel a reduction in the schools' current operations budget.
- D. "Change in curriculum" means any elimination, curtailment or reorganization of a curriculum offering, program or school operation or a reorganization or consolidation of two or more individual schools that is unrelated to financial exigency.

4. Procedure

- A. Before it begins action to not renew teacher contracts under this procedure, the Board will consider its ability to eliminate positions and/or reduce staff by:
 - 1. voluntary retirement
 - 2. voluntary resignation
 - 3. transfer of existing staff members
 - 4. voluntary leaves of absence
 - 5. salary reductions
 - 6. part-time employment
- B. In the event further reduction is required, the Board will adhere to the following guidelines:
 - 1. Reduction in force will be on district-wide basis. Therefore, the Superintendent is not limited to considering for RIF termination only those teachers in a particular school, area or program in which the loss of enrollment, program change or financial exigency has occurred.
 - 2. Once the Board (after consulting with the Superintendent) has determined that a reason for elimination of certified staff positions as set forth in this policy exists, the Superintendent will, after considering the possibilities set forth procedures (A) to determine which positions must be eliminated. The Superintendent will present his/her recommendations to the Board for approval.
 - 3. Once the Board has approved the elimination of the specified positions, or changes to be made in programs, the Superintendent will use specific criteria to select those teachers who are to be considered for nonrenewal. The Superintendent will make a recommendation to the Board based on the application of the following criteria:
 - a. licensure – i.) areas (ii.) type;
 - b. degrees earned;
 - c. teaching experience in other areas which may be available;
 - d. total years of teaching experience in the district;

- e. total years of teaching experience; and
- f. qualifications and ability as determined by the district evaluation procedure.

5. Notice to Individual Teacher

If, after considering the Superintendent's recommendation, the Board acts to terminate employment of a teacher or teachers, the Board will give written notice of that decision to the affected teacher. The Superintendent will send the written notice by certified mail, return receipt requested. The notice will include a statement of the conditions requiring termination of employment.

The district will assume that the teacher's address, as it appears on the school district record, is the correct address. It is the teacher's responsibility to see that the district has his/her current address on file.

6. Review of Individual Termination

A teacher may request a review of the Board action, provided such request is made within 10 calendar days after his or her receipt of the notice of termination. The only purpose of the review will be to determine whether the decision to terminate was arbitrary or capricious or generated by ill-will, fraud, collusion or other such motives with respect to that individual.

The request for review must be in writing and addressed to the chairman of the Board. The request must clearly state the grounds on which the teacher contends the decision was arbitrary or capricious or generated by ill-will, fraud, collusion or other such motives. The request must include a short, plain statement of facts that the teacher believes supports the contention.

The Board will hold a hearing within 30 calendar days after it receives the request. The Board will give the teacher at least five days' notice of the hearing.

The Board will conduct the hearing informally, in public or in private as the teacher may wish. The teacher and the Superintendent may each be accompanied by legal counsel. The Board will consider only the evidence that is presented at the hearing. The Board will consider only the evidence that it considers fair and reliable. The Board, teacher and Superintendent may question all witnesses.

Except as herein provided, the chairman of the Board will control the hearing. The hearing will begin with the teacher's presentation of contentions. This presentation will be limited to those grounds specified in the request for a hearing and supported by such proof as he/she desires to offer.

When the teacher concludes his/her presentation, the Board will consider whether the proof offered in support of the contention establishes the contention, unless it is not rebutted. This consideration will take place in executive session. If the Board determines that the contention has not been established, it will notify the parties and conclude the hearing. This action finally determines the decision to terminate.

If the Board determines that rebuttal is desirable, it will notify the parties and the hearing will proceed. The Superintendent may then present, in the rebuttal of the teacher's contention or in general support of the decision to terminate, such testimonial or documentary proofs as he/she desires to offer, including his/her own testimony.

After the Superintendent completes his/her presentation, the Board will consider the matter in executive session. The burden is on the teacher to satisfy the Board by clear and convincing evidence that the decision to terminate was arbitrary or capricious, or generated by ill-will, fraud, collusion or other such motives.

If the Board determines that the teacher did not establish his/her contention, it will, by a simple unelaborated statement so notify the teacher and the Superintendent. Such a determination finally

confirms the decision to terminate. If the Board determines that the teacher's contention has been established, it will inform him/her and the Superintendent by a written notice that states what corrective action must be taken.

7. Obligations with Respect to Re-Employment or Other Employment

- A. A. For two years after the effective date of a termination pursuant to this policy, the Board will not replace the teacher whose employment has been terminated without first offering the position to the terminated teacher. The Board will make the offer by certified mail, return receipt requested. The Board will notify the teacher that he/she must submit written acceptance within 15 calendar days. Failure to make written acceptance within 15 calendar days or rejection of the position eliminates all re-employment rights of the teacher.
- B. B. If the teacher is recalled within one year, the district will restore all of the sick leave and unused personal leave he/she had accrued on the effective date of the layoff.
- C. C. If the teacher whose employment has been terminated requests assistance, the school district will give him/her reasonable assistance in finding other employment.

8. Exclusive RIF Procedure

This RIF procedure is the only procedure that may be used in a reduction in force.

Any existing procedure for reconsidering or examining an employee discharge, nonreappointment, or grievance is not available for considering an issue that arises from a reduction in force. Similarly, no other personnel action other than a reduction in force may be considered under this RIF procedure.

2023

JULY

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

AUGUST

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

SEPTEMBER

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

OCTOBER

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

NOVEMBER

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

DECEMBER

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



Spartanburg
School District **SEVEN**

Academic Calendar 2023-2024

Modified year-round calendar in accordance with SC Law

July Summer Learning Opportunities**August**

7-11 Staff Development Days

14 First Day of School Students

September

4 Labor Day Holiday

13 Progress Reports

October16 45th Day/End of 1st 9 weeks

23 Report Cards

November

6 Staff Development Day

7 Election Day Holiday

17 Progress Reports

22-24 Thanksgiving Holidays

December20 Half Day Students/End 1st Semester

21-29 Winter Holidays

January

1-2 Winter Holidays

3 Staff Development Day

4 Student Return 2nd Semester8 90th Day

9 Report Cards

15 MLK, Jr. Holiday

February

8 Progress Reports

16 Staff Development Day

March13 135th Day

15 Staff Development Day

20 Report Cards

April

1-5 Spring Break

22 Progress Reports

May

23 Half Day/Last Day of School Students

24 Staff Development Day

27 Memorial Day Holiday

June

Summer Learning Opportunities

19 Juneteenth Holiday

2024

JANUARY

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

FEBRUARY

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

MARCH

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

APRIL

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

MAY

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

JUNE

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

	First/Last Day of School
	Staff Development Day
	Half Day
	Holiday

Days missed due to inclement weather are typically designed as eLearning days. In the event a missed day is not made up through eLearning, in-person makeup days will be held on Staff Development days: Feb 16, Mar 15, and May 24, 2024.

Purpose of the Human Resources Handbook

The contents of this handbook are presented as guidelines for some of the current policies of Spartanburg School District Seven and the Board of Trustees relating to personnel. Such policies may be changed and updated by the Board of Trustees as deemed appropriate. The contents of this handbook are not intended to create a contract between the School District and any employee.

Nothing in this handbook binds the School District or any employee to any conditions or privileges of employment or definite period of employment. The only valid contract for employment between the School District and any employee must be in writing, signed by the Superintendent and approved by the School District Board of Trustees.

The complete and official text of all policies of the Board of Trustees is contained in the Spartanburg School District Seven Board Policy Manual, which can be accessed online at spartanburg7.org.

Spartanburg School District Seven does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The Chief Human Resources Officer has been designated to handle inquiries regarding discrimination policies and procedures at (864) 594-4400, 610 Dupre Drive, Spartanburg, SC 29307.