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Mission/Vision/Belief Statement

Mission
The Beaufort County School District (BCSD), through a personalized learning approach, will prepare graduates who compete and succeed in an ever-changing global society and career marketplace.

Vision
We will work with families and our diverse community to ensure that students perform at an internationally competitive level in a learning environment that is safe, nurturing and engaging.

District Core Beliefs
We believe:

• Every student can learn using his or her valuable and unique talents and skills.
• Learning takes place when the physical, emotional, social and intellectual well-being of all students is assured at every level and during every transition.
• High expectations of the school community positively impact student success.
• Early childhood learning experiences form the foundation of future school success.
• Students learn best when they are engaged and provided with opportunities for problem solving and active participation.
• All students are entitled to learning experiences so that they can become competent and confident in the skills and knowledge needed to become successful and productive citizens.
• Investment, involvement and connection of all members of the school community are essential to a student’s success.
• Frequent informal and formal assessment aligned to clearly defined learning objectives will provide improved student achievement.
• The collection, analysis and use of data from a variety of sources are critical to making decisions.
• Students should be prepared to compete and contribute in a changing global and multilingual society.
### Human Resources Points of Contact

<table>
<thead>
<tr>
<th>Name</th>
<th>Job Title</th>
<th>Number</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
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<td>- My Learning Plan</td>
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<td>- Certificate Renewal</td>
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</tbody>
</table>
Battery Creek Cluster

Battery Creek High (9-12)
1 Blue Dolphin Drive
Beaufort, SC 29906
843-322-5500

Robert Smalls International Academy (PK-8)
43 W. K. Alston Drive
Beaufort, SC 29906
843-322-2500

Beaufort Elementary (PK-5)
1800 Prince Street
Beaufort, SC 29902
843-322-2600

Beaufort Cluster

Beaufort High (9-12)
84 Sea Island Parkway
Beaufort, SC 29907
843-322-5500

Beaufort Middle (6-8)
2501 Mossy Oaks Road
Beaufort, SC 29902
843-322-5700

Lady's Island Middle (6-8)
30 Cougar Drive
Beaufort, SC 29907
843-322-3100

Coosa Elementary (PK-5)
45 Middle Road
Beaufort, SC 29907
843-322-6100

Lady's Island Elementary (PK-5)
73 Chowan Creek Bluff
Beaufort, SC 29907
843-322-2240

Mossy Oaks Elementary (PK-5)
2510 Mossy Oaks Road
Beaufort, SC 29902
843-322-2900

Port Royal Elementary (PK-5)
1214 Paris Avenue
Port Royal, SC 29935
843-322-0820

St. Helena Elementary (PK-5)
1025 Sea Island Parkway
St. Helena Island, SC 29920
843-838-0300

Bluffton Cluster

Bluffton High (9-12)
12 H. E. McCracken Circle
Bluffton, SC 29910
843-706-8800

May River High School (9-12)
601 New Riverside Road
Bluffton, SC 29910
843-836-4900

Bluffton Middle School (6-8)
30 New Mustang Road
Bluffton, SC 29910
843-707-0700

H.E. McCracken Middle (6-8)
250 H.E. McCracken Circle
Bluffton, SC 29910
843-706-8700

River Ridge Academy (PK-8)
3050 River Ridge Drive
Bluffton, SC 29910
843-836-4600

Bluffton Elementary (PK-5)
160 H.E. McCracken Circle
Bluffton, SC 29910
843-706-8500

M.C. Riley Elementary (PK-5)
200 Burnt Church Road
Bluffton, SC 29910
843-706-8300

Oktatie Elementary (PK-5)
1657 Oktatie Highway
Bluffton, SC 29909
843-322-7700

Pritchardville Elementary (PK-5)
9447 Evan Way
Bluffton, SC 29910
843-707-0500

Red Cedar Elementary (PK-5)
10 Box Elder Street
Bluffton, SC 29910
843-707-0600

Charter School

Riverview Charter School (K-8)
81 Savannah Highway
Beaufort, SC 29906
843-379-0123

Vocational School

Beaufort-Jasper Academy for Career Excellence
80 Lowcountry Drive
Ridgeland, SC 29936
843-987-8107

Beaufort County Schools by cluster

Hilton Head Cluster

Hilton Head Island High (9-12)
70 Wilborn Road
Hilton Head Island, SC 29926
843-689-4800

Hilton Head Island Middle (6-8)
55 Wilborn Road
Hilton Head Island, SC 29926
843-689-4500

Hilton Head Island ECC (PK-K)
165 Pembroke Drive
Hilton Head Island, SC 29926
843-689-0400

Hilton Head Island Elementary (1-5)
30 School Road
Hilton Head Island, SC 29926
843-342-4100

Hilton Head School for the Creative Arts (1-5)
10 Wilborn Road
Hilton Head Island, SC 29926
843-342-4380

Whale Branch Cluster

Whale Branch Early College High (9-12)
169 Detour Road
Seabrook, SC 29940
843-466-2700

Whale Branch Middle (5-8)
2009 Trask Parkway
Seabrook, SC 29941
843-466-3000

Whale Branch Elementary (PK-4)
15 Stuart Point Road
Seabrook, SC 29941
843-466-1000

Alternative School

Islands Academy
2900 Mink Point Blvd
Beaufort, SC 29902
843-322-2300

BACK TO INDEX
504 Plan
A written plan designed to meet the needs of disabled students as required by Federal law.

ACCESS
ACCESS for ELLs 2.0 is a secure large-scale English language proficiency assessment administered to Kindergarten through 12th grade students who have been identified as English language learners (ELLs).

Acculturation
ESOL Term – Process of adapting to a new culture, being able to adapt to two or more cultural patterns.

ADD
Attention Deficit Disorder

Address Change Form
Universal Name Change – state form required for changing name or address either at the district or state level.

ADHD
Attention Deficit Hyperactivity Disorder

Administrator
Employment group designation for leadership staff (Principal, Assistant Principal, Asst. Superintendent, Director, Coordinator).

AESOP
Automated substitute placement and absence management system

Affective Filter
ESOL Term – (Socio-Affective Filter) the psychological barrier that inhibits language learning, due to stress and anxiety. A high filter is full of negative feelings and emotions, while a low filter has little anxiety, increasing comprehension and attention.

AIE
Arts in Education – a program for infusing the curriculum with Art Education.

AIMS
Activities in Math & Science – a curriculum for integrating Math and Science.

AMES Academy
Advanced Math Engineering and Science Academy (housed at Beaufort Elementary and Pritchardville Elementary) – a magnet program open to all students in Beaufort County who are highly interested in hands-on learning integrated activities in Math and Science.

AP Courses
Advanced Placement – college level coursework at the High school level

AP
Assistant Principal

APSs
ADEPT Performance Standards – a set of teaching standards to meet the requirements of the four Domains of teaching: Planning, Instruction; Environment and Professionalism.

AUA
Acceptable Use Agreement: Technology agreement for computer and network use. BCSD employees and its students must agree to its terms to participate in the use of district technology; sometimes referred to as the AUP.

AVID
Advancement Via Individual Determination – The AVID Program in Beaufort County Schools is a seventh through twelfth grade system to prepare students in the academic middle for four-year college eligibility.

AYP
Adequate Yearly Progress

BCEA
Beaufort County Education Association

BCSD
Beaufort County School District

Best Practices
Effective teaching practices required by BCSD to be implemented by teachers in the classroom. These include but are not limited to: small group instruction; individualized instruction; hands-on and project-based instruction; differentiation and multiple forms of formative and summative assessment.

BICS
ESOL Term – Basic Interpersonal Communication Skills. Skills necessary for functioning in everyday life, face-to-face interactions. These skills usually take about two years to develop in most second language learners.

BIP
Behavior Intervention Plan – a written plan listing specific strategies to address specific behavioral needs of students.

Bloom’s Revised Taxonomy
A hierarchy of skills designed to increase cognition

BOY
Beginning Of Year

CALP
ESOL Term – Cognitive Academic Language Proficiency. The aspects of language linked to literacy and academic achievement. These skills usually take five to ten years to fully develop in second language acquisition.

Center for Performance Assessment
The Center is a Denver-based organization that publishes books and provides professional development in standards, assessment and accountability. The Beaufort County School District has worked with the Center since 2002 to train teachers in Performance Assessment use in evaluating students.

CERRA
Center for Educator Recruitment, Retention and Advancement— the organization which promotes the recruitment of teachers to SC and works to improve teacher retention in our state housed at Winthrop University.

Certified
Employment group designation for positions requiring certification/licensure such as Teachers, Media Specialists, Guidance Counselors, Speech/Language Therapists, etc.

Change Action Form
Form required by the State Department of education to request action on their part. Educators need to use this form to request advancement in certification/licensure, a change of address at the state department, an extension to their certification/licensure, etc. Having transcripts/documents sent to the state department without this form will result in their only scanning the documents but not acting on them. The form is available on the state website at http://www.scteachers.org/cert/index.cfm

Childfind
The week-long screening program used to identify children for the BCSD’s Pre-K programs in schools. The children...
are screened for speech and language difficulties and for developmental delays using the DIAL-R (3) checklist.

**Classroom Value Added (CVA)** is the average attained growth of all students in a particular classroom compared to expected (anticipated) growth on statewide assessments.

**Classified**
Employment group designated for support staff including clerical, technical, instruction assistants, maintenance, transportation, and food service.

**Clusters**
The term for the groups (clusters) of schools in geographical areas of the county that feed into the five high schools. The clusters are labeled as Beaufort, Battery Creek, Bluffton, Hilton Head and Whale Branch.

**Coaches**
Coaches are those educators who are designated to lead and train others in specific academic areas such as Math, Literacy, and Technology.

**Cog AT**
Cognitive Abilities Test – the test given to students in Grade 2 to determine eligibility for Gifted and Talented instructional service beginning in Grade 3.

**Creative Curriculum**
A system for observing and recording student progress in the areas of physical, social and emotional growth used at the Pre-school level (Pre-K). The assessment is on-going throughout the year but reported three times each year using an on-line software system. Parent/guardian(s) receive progress reports in written form and the information is used to gauge student “readiness” for Kindergarten.

**Cultural Pluralism**
ESOL Term: The political view that different ethnic/cultural groups share equal power and play unique role, which can enrich the United States.

**Culture Shock**
ESOL Term: Feelings of disorientation and confusion upon contact with other, previously inexperienced cultures.

**Curriculum Map**
A district-wide requirement for mapping out a year-long plan for presenting curriculum and following using Rubicon Atlas, an on-line system for mapping curriculum.

**DBAE**
Discipline Based Arts Education

**Deep Culture**
ESOL Term – the non-tangible aspects of culture such as feelings, emotions, attitudes, and rules for interaction. They are not seen at the surface level and they are not taught.

**Des Carte**
A report generated by the NWEA Measurement of Academic Performance software program which reports students’ areas of strengths and weaknesses and provides strategies for improvement.

**DIAL-R (3)**
Developmental Indicators for the Assessment of Learning-Record – A Pre-K checklist of indicators for physical, social and emotional development in 4 year old given to students during “Childfind” in the spring prior to entering Pre-K.

**Dominie**
An instructional assessment for reading, spelling, writing and general literacy skills....available for grades K-5.

**Domain**
A broad category of knowledge. SCTS contains four domains of professional teaching: planning, instruction, environment and professionalism.

**Dossier**
Part of the ADEPT Portfolio system for the collection of teacher data and evaluative work during the summative evaluation process.

**DP**
Diploma Program- a curriculum model used at the High school level in the International Baccalaureate program

**DWA**
Developmental Writing Assessment – A portfolio assessment system for recording student progress in Writing.

**Dynamic Reports**
NWEA reports of student progress using MAP scores.

**EAP**
Employee Assistance Program: comprehensive assistance for employees in need of help with personal and family problems.

**EDM**
Every Day Math – the Math curriculum required by Beaufort County School District

**EFL**
ESOL Term: English as a Foreign Language. Refers to when English is taught to students as a second language while they are still in their native country vs. being in the United States.

**EH**
Emotional Handicapped – Special Education

**Eight Percent Money**
A funding source for allocating money to programs

**ELDA**
English Language Diagnostic Assessment – An assessment given to all English Language Learners to ascertain their progress in acquiring the English Language.

**EMH**
Educable Mentally Handicapped

**EOCEP**
The End-of-Course Examination Program (EOCEP) provides tests in high school core courses and for courses taken in middle school for high school credit. EOCEP results are used in the calculation of middle school and high school Absolute Ratings and Growth Ratings.

**EOY**
End of Year

**ESOL**
English Speakers of Other Languages

**Essential Question**
The main question driving an Inquiry unit which is required to be posted in ALL classrooms in BCSD.

**Expanded ADEPT**
South Carolina’s system for Assisting, Developing, and Evaluating Professional Teaching.
Formative Evaluation

the evaluation model used to determine the growth of the beginning teacher during the Induction period. Formative evaluations are designed to promote professional growth and reflection. Results can be used to inform subsequent evaluations.

Fountas & Pinnell
Tests for determining reading level.

G.A.N.A.G
Lesson plan schema: Goals, Access prior knowledge, New information, Apply skills, Goal summary

Goals-based evaluation (GBE)
Informal evaluation process designed for teachers at the Annual and Continuing contract levels who have successfully complete the summative evaluation.

Growth Target
describes where the teacher expects students to be at the end of the interval of instruction taking into account the baseline scores. The target should be measurable and rigorous, yet attainable within the interval of instruction and period between initial and final assessments.

GT
Gifted and Talented – the designated program used to challenge students with advanced academic skills.

IBNA
International Baccalaureate North America

IEP
Individualized Educational Plan – A written plan designed to meet the needs of disabled students as required by Federal law.

IGP
Individual Graduation Plan – a written plan for high school students for meeting the graduation requirements of SC.

Induction
the support and guidance provided to beginning teachers in the first one or two years of their professional practice. Induction encompasses orientation to the workplace, socialization, mentoring, and guidance through beginning teacher practice.

Interval of Instruction
the duration the teacher is responsible for delivering instruction to the students

IRI
Individual Reading Inventory – a system for assessing a student's reading skills.

ISCA
Island School Council for the Arts – an organization located on Hilton Head Island

ITBS
Iowa Test of Basic Skills

LD
Learning Disabled – a Special Education designation for students who have been tested and meet the criteria.

MAP
Measures of Academic Progress – a standardized on-line computer-based system for evaluating student progress in Reading, Math, and Science. Results are reported to teachers/ schools and used to measure the academic strengths and weaknesses of students. The system is correlated to national and state standards and used to gauge typical performance on state standardized tests.

MLP
My Learning Plan – a computerized on-line system for obtaining and recording certified teachers' professional growth and development activities.

MOY
Middle of Year

MSDA
Materials Safety Data Sheets

MYP
Middle Years Program (from 6th to 10th grade) - the International Baccalaureate Program for Middle School students.

NCLB
No Child Left Behind – Federal legislation known as The Elementary and Secondary Education Act also known as the No Child Left Behind Act of 2001.

NWEA
North Western Educational Association – the organization that owns the Measures of Academic Progress tests used to gauge student progress in Reading, Math and Science.

OHI
Other Health Impaired – a federal designation for students who do not qualify for other categories of disabilities but still have deficits which prevent them from learning in traditional ways.

PA
Performance Assessment – a type of formative or summative assessment designed to allow students to show what they have learned by actually creating something or completing a task as designed by the teacher.

PDD-NOS
Pervasive Developmental Delay – Non Otherwise Specified

POI
Program of Inquiry – the term used to describe a course of study within the curriculum and often associated with the International Baccalaureate program.

PowerSchool
Software program used district-wide for record-keeping of student grades

PowerTeacher
A student and classroom data management system

PSTA
Palmetto State Teachers Association

PTA/PTO
Parent Teacher Association/ Parent Teacher Organization

PYP
Primary Years Program – the International Baccalaureate for students in the Elementary school.

RIT band
Rasch Unit (after the MAP test theory's founder, Danish statistician Georg Rasch).

RTI
Response to Intervention – strategies for meeting the academic and social goals set for students going through the Student Intervention Team process.
**Safe Schools Safety Training**
Training which is required annually for all Beaufort County School District Employees which targets topics such as Bloodborne Pathogens, Bullying, Sexual Harassment and more. The training is offered on-line and can be accessed via the BCSD website.

**S.A.G.E.**
Supporters and Advocates of Gifted Education) is an organization for parents of the academically gifted and talented students in the Beaufort County School District.

**School-wide Value Added**
(SVA) the average attained growth of all students in a school compared to expected (anticipated) growth on statewide assessments

**SES**
Socio-Economic Status – demographic descriptor for information which designates the social and economic status of students such as the poverty level population.

**SIC**
School Improvement Council – a committee made up of parents, teachers and community members at each school whose purpose is to work closely with the Administration and staff to improve, enhance and evaluate the various programs within those schools.

**Sick Leave Bank**
An employee service to provide additional days to employees for short term disabilities. Providing an employee as 11 sick days and has both signed up for the bank and contributed one day to it, he/she becomes eligible to apply to the bank for additional days if needed, due to disability.

**SIOP**
Sheltered Instruction Observation Protocol (SIOP); comprises strategies for classroom organization and delivery of instruction

**Six plus One Traits of Writing**
An instructional program for teaching writing skills adopted by BCSD as the expected form of writing instructional program.

**SLD**
Specific Learning Disability – a learning deficit identified in a student through a series of observations and tests generally conducted as a result of a RTI process.

**SLOs**
Student Learning Objectives 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

**SC Teaching Standards (SCTS) 4.0 Rubric for Classroom-Based Teachers**
an observation instrument for classroom-based teacher evaluations.

**South Carolina Teaching Standards (SCTS) Indicators**
Subsets of the domains that establish the state's expectations for teaching performance. There are 23 Indicators for classroom-based teachers. Each Indicator includes Descriptors designed to help evaluators score teachers’ practice.

**SPED**
Special Education – The Individuals with Disabilities Education Act (IDEA) is the law that provisions service and support to children with disabilities throughout the US. IDEA governs how states and public agencies provide early intervention, special education and related services to US children. IDEA, ensures that children with disabilities receive a “free appropriate public education” (FAPE). This means that schools will provide Students who are eligible (have a disability) with special education and related services.

**Summative Evaluation**
Summative evaluations are accountability measures that are used to measure and report learning outcomes. These evaluations are more “high-stakes” than formative evaluations, and can be used to inform certificate advancement, contract status, and contract renewal.

**Teacher Self-Evaluations.**
Opportunities for the teacher to explain the reasoning and purpose behind his or her professional decisions and actions.

**Title I**
Federal Designation given to schools with high Free & Reduced lunch (poverty level) populations of students.

**TOY**
Teacher of the Year – a master teacher who is elected by individual schools within BCSD to represent them at the district level. The candidates are each interviewed by a committee and one is selected among them to represent the district at the state level.

**Unit Work Sample**
(UWS) provides the evidence regarding the teacher’s performance relative to APS 2 (Short-Range Planning of Instruction) and APS 3 (Planning Assessments and Using Data)

**Value Added Measures**
(VAM) analysis is a statistical method that helps educators measure the impact schools and teachers have on students’ academic progress rates from year to year by examining changes in student test scores.
Key administrative rules are summarized below. The full text, and all administrative rules, are available at beaufortschools.net.

**Non-Discrimination and Non-Retaliation in Employment (HRS-1)**
The BCSD prohibits discrimination in employment on the basis of race, religion, color, creed, disability, sex, age, or national origin. No employee may engage in unlawful harassing conduct, which creates either a hostile learning environment for students or a hostile working environment for staff.

Retaliation is prohibited against an individual because s/he has either opposed an unlawful employment practice or has made a charge, testified, assisted or participated in an investigation, proceeding, or hearing regarding an alleged incident of illegal discrimination or harassment.

If you have questions or concerns please contact Chief Administrative and Human Resource Services Officer, 2900 Mink Point Boulevard, Beaufort, South Carolina 29901; 843-322-2300.

**Harassment, Intimidation & Bullying (HRS – 2)**
The BCSD prohibits acts of harassment, intimidation, or bullying by staff towards colleagues, students, or third parties, which interferes with or disrupts a safe and orderly environment at school, in the workplace, on buses, or at BCSD activities, wherever occurring. All personnel are expected to conduct themselves in a professional manner and respect other employees, students, parents, and third parties at all times.

Harassment, intimidation, or bullying may be defined as including but not limited to the following:
- A gesture, an electronic communication, or a written, verbal, physical, or sexual act, which a reasonable person should know will have the effect of harming an individual physically or emotionally;
- Damaging an individual’s property;
- Placing someone in reasonable fear of personal harm or damage to his/her property; and/or
- Insulting or demeaning one or more persons in such a way as to cause substantial disruption in or interference with the orderly operation of a school or the BCSD.

Anyone who believes he/she has been subject to subject to harassment, intimidation, or bullying should file a complaint with his/her Principal or Supervisor. If a BCSD employee receives a complaint of harassment, intimidation, or bullying or observes any behavior which could amount to harassment, intimidation, or bullying, the employee shall transmit without delay the complaint to his/her Principal or Supervisor or other designated contact person as soon as practicable.

Allegations of harassment, intimidation and/or bullying occurring at an individual school shall be promptly investigated. If the investigation determines harassment, intimidation, or bullying occurred, the Superintendent or his/her designee shall take appropriate, reasonable, timely, and effective corrective action.
Sexual Harassment and/or Discrimination (HRS – 3)

It is the Superintendent’s expectation all BCSD personnel conduct themselves in a professional manner and respect other employees, students, parents, and third parties at all times. The BCSD prohibits sexual harassment, all forms of sexual discrimination, and other unprofessional conduct of a sexual nature. The BCSD does not condone or tolerate sexual harassment, and any BCSD employee who violates this administrative regulation is subject to disciplinary action up to and including dismissal from employment.

All BCSD employees, including Supervisory level employees, must avoid any action or conduct which could be viewed as sexual harassment or unprofessional conduct of a sexual nature. This includes any action or conduct communicated or performed in person, in writing, or electronically through such means as a telephone, cellular telephone, personal data device, computer, or other telecommunication devices, and includes text messaging and instant messaging.

Definitions
For purposes of this administrative regulation, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example, (1) submission to such conduct is made either expressly or impliedly a condition of employment, (2) submission to or rejection of such conduct by an individual is used as the basis for any employment decisions affecting the individual, or (3) such conduct has the purpose or effect of unreasonably interfering with the employee’s work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment may include a range of subtle to not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to, unwelcome sexual advances or requests for sexual favors, sexual jokes and innuendo, verbal abuse of a sexual nature, commentary about an individual’s body, sexual prowess or sexual deficiencies, leering, whistling or touching, insulting or obscene comments or gestures, displaying sexually suggestive objects or pictures in the workplace, and other physical, verbal or visual conduct of a sexual nature.

Types of Behavior Which Constitute Inappropriate Conduct of a Sexual Nature with Students
The primary focus of interactions between BCSD employees and students should further academic achievement and support the BCSD educational mission. The relationship should be one of mutual respect with employees acting as role models -- fostering positive, cooperative associations -- while conducting themselves appropriately. BCSD employees are to take special effort to avoid any appearance of impropriety with students.

Inappropriate conduct with a student may include, but is not limited to, the following:

- Consistently working with a student behind closed and/or locked doors;
- Inappropriately hugging or touching a student;
- Kissing a student;
- Leaving a school campus or event with a student without prior approval from the school administration and the student’s parent/legal guardian;
- Tutoring a student at a private location without parental knowledge or consent;
- Using obscene or profane language with or toward a student;
- Engaging in improper communications with a student, including through e-mail, telephone or messaging;
- Dating a student who is enrolled in the BCSD;
- Engaging in sexual activity or any other activity involving a sexual or romantic overture;
- Leering at a student’s body;
- Making comments, gestures, or jokes of a sexual nature;
- Spreading sexual rumors or commenting about a student’s sexual behavior or teasing and/or bullying a student in sexual terms;
- Inflicting sexual assault or abuse; or
- Any other behavior toward a student which would reasonably cause the student to feel uncomfortable or would reasonably give the appearance of impropriety or unprofessional conduct, regardless of whether the behavior is overtly sexual and regardless of whether such behavior would constitute a crime.

Inappropriate conduct of a sexual nature is prohibited against students of the opposite sex as well as against students of the same sex. Furthermore, students are prohibited from directing inappropriate conduct of a sexual nature toward employees, whether of the opposite or same sex.
Behavior Prohibited of Administrators/Supervisors

No Administrator/Supervisor may condition any offer of employment, employee benefit, or continued employment on an employee’s acquiescence to any of the sexual behavior defined above.

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

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

No Administrator/Supervisor will destroy evidence relevant to an investigation of sexual harassment.

Additional Obligations of All Employees

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

Any employee who receives information in his/her professional capacity which gives him/her reason to believe a child under the age of eighteen (18) has been or may be sexually abused by an employee or third party shall without delay report such to either a law enforcement agency in Beaufort County or to the Beaufort County Department of Social Services. If such a report is made, the employee must also advise his/her Principal or immediate Supervisor.

All employees shall cooperate with and maintain the confidentiality of any investigation of alleged acts of sexual harassment or inappropriate conduct of a sexual nature conducted by the BCSD or by an appropriate state or federal agency. Failure to do so may result in disciplinary action, up to and including dismissal from employment.

No employee shall take any action to discourage any other employee or student from reporting alleged sexual harassment or inappropriate conduct of a sexual nature.

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

Reporting Procedures

Any employee who believes he/she has been the object of sexual harassment or inappropriate conduct of a sexual nature is encouraged to provide his/her complaint to his/her immediate Supervisor or Principal except for situations covered below.

Any employee who believes he/she has witnessed inappropriate conduct of a sexual nature toward an employee or a student shall immediately report such a situation to his/her immediate Supervisor or Principal except for situations covered below. If an employee is uncomfortable with reporting to his/her Principal or immediate Supervisor, the employee may then make a report to the BCSD Chief Administrative and Human Resources Officer (“CAHRO”).
Under no circumstances will an employee be required to first report allegations of harassment or inappropriate conduct of a sexual nature to his/her Principal or immediate Supervisor if that person is the individual who is accused of the harassment or inappropriate conduct. In such cases, the employee will provide his/her complaint to the BCSD Title IX Coordinator. In the event the BCSD Title IX Coordinator is the alleged perpetrator, the employee shall provide his/her complaint to the Superintendent. In the event the alleged perpetrator is the Superintendent, then upon receiving such an allegation, the alleging employee’s Principal or immediate Supervisor shall notify the CAHRO and the school attorney. The school attorney shall then notify the Chair of the BCSD Board of Education.

**Investigative Procedure**

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

All Administrators/Supervisors will report in writing to the Title IX Coordinator, with a copy to the Superintendent, the results of any investigation of sexual harassment or inappropriate conduct of a sexual nature, including corrective or disciplinary action taken.

The employee or student who brought the sexual harassment or inappropriate conduct of a sexual nature allegation will be informed that appropriate actions were taken and will be advised as to how to report any subsequent problems.

**Disciplinary Consequences**

If an employee is determined to have sexually harassed another employee or engaged in inappropriate conduct of a sexual nature with a student, the administration will take whatever disciplinary action is warranted, up to and including dismissal from employment. If a student is found to have directed inappropriate conduct of a sexual nature toward an employee, the student will be subject to disciplinary action in accordance with the BCSD Student Code of Conduct.

All Administrators/Supervisors will follow up periodically on any incident of sexual harassment or inappropriate conduct of a sexual nature to determine whether the employee or student has been subjected to any further sexual harassment or inappropriate sexual conduct since the corrective action was taken.

Any person who intentionally provides false information in connection with a report or investigation of sexual harassment or inappropriate conduct of a sexual nature will be subject to disciplinary action, up to and including dismissal from employment.

**Preventive Action**

The administration will ensure the following on an annual basis.

- These procedures will be fully referenced in employee handbooks and available on-line at the BCSD website. Annually, the BCSD Office of Human Resource Services and each Principal shall ensure this administrative regulation is reviewed by all professional and support staff members.
- All employees will be informed about the nature of sexual harassment and inappropriate conduct of a sexual nature, the procedures for registering a complaint, and the possible redress that is available.
- Administrators and designated sexual harassment contact persons are expected to be knowledgeable of this administrative regulation and to understand how to address and/or investigate complaints. For example, they should be made aware of the kinds of acts that constitute sexual harassment and inappropriate conduct of a sexual nature, the BCSD commitment to eliminating and avoiding sexual harassment and inappropriate conduct of a sexual nature in the schools, the penalties for engaging in harassment or inappropriate conduct of a sexual nature, the procedures for reporting incidents of sexual harassment.
and inappropriate conduct of a sexual nature, and the procedures for conducting a sexual harassment or inappropriate conduct of a sexual nature investigation.

- The Human Resources Department shall make available information from the Equal Employment Opportunity Commission and the South Carolina Human Affairs Commission about filing claims of sexual harassment with these entities.

The District will designate a Title IX Coordinator. That person is the Chief Administrative and Human Resources Officer, at 2900 Mink Point Blvd., Beaufort, SC 29902, telephone number is 843-322-2300.

**Conduct (HRS – 4)**

One of the best methods of instruction is that of setting a good example. BCSD employees are expected to set the kind of example for students which will serve them well in their own conduct and which subsequently contributes to an appropriate school atmosphere. Towards that end, in dress, conduct, and interpersonal relationships, employees should recognize they are being consistently observed by students and others and their actions and demeanor shall be reflected in students’ conduct. Employees are expected to act professionally at all times.

The personal life of a BCSD employee shall be the concern and warrant the attention of the administration only as it may directly prevent or impair the employee from effectively performing assigned functions during duty hours, violates local, state, or federal laws and/or District policies, or, in the case of a certified employee, contravenes provisions of his/her employment contract.

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

All employees shall engage in professional behavior toward other employees, students, parents and others at all times. Employees shall not engage in inappropriate conduct of a sexual nature with a student at any time. This includes any action or conduct communicated or performed in person, in writing, or electronically through telephones, cellular telephones, or other telecommunication devices, through computers, laptops, personal data assistants, or other mobile computing devices, and through email, text messaging, instant messaging, or similar methods of communication.

Principals and Supervisors shall not treat employees under their supervision in a belittling, demeaning, or disrespectful manner, including verbal and/or written statements, especially within the hearing of students, other employees, or others. Such behavior may be considered harassment and shall be reported to the proper Supervisory authority and the BCSD Human Resources Department.

While on duty and in the presence of students, employees shall not use profanity, tobacco in any form, and/or consume or be under the influence of intoxicating beverages. They will also not be involved in drug abuse, possession or trafficking.

Violations of this administrative regulation shall be grounds for disciplinary action, up to and including dismissal from employment.

The following list includes, but is not limited to, actions considered misconduct while on duty, whether on or off BCSD premises:

- Possessing, using, selling, manufacturing, distributing, or dispensing illegal drugs or alcohol;
- Fighting or deliberately harming another;
- Being absent without approval or without timely and proper notification;
- Refusing to follow a Supervisor’s instructions and directions;
- Failure to adhere to safety and health regulations as established by Federal and/or State law and/or the BCSD;
- Intentionally destroying school property;
• Using obscene language;
• Having any interaction/activity of a sexual or romantic nature with a student;
• Possession or accessing printed, photographic or technological material inappropriate for the school setting;
• Possessing weapons on school property;
• Using or removing school property without proper authorization; and
• Behaving in any inappropriate manner to the extent of adversely affecting the employee’s ability to perform his/her work.

**Arrest/Criminal Charge of an Employee**

No employee shall commit any act constituting a crime pursuant to federal or State law.

Absent exigent circumstances, employees are required to report any criminal arrests, charges, convictions, guilty pleas, pleas of no contest, prayers for judgment, deferred prosecutions, and any other similar disposition to their Principal or Supervisor within 24 hours of so receiving. The employee’s Principal or Supervisor shall then notify the Chief Administrative and Human Resources Services Officer. It is the employee’s sole responsibility to keep his/her Principal or Supervisor apprised of the status of the criminal case involving the employee.

Employees are not required to report minor traffic offenses unless the employee has a job responsibility to drive a school bus or activity bus or other motor vehicle owned by the BCSD, the charge is a felony, or the charge involves alcohol or drugs.

Failure to report an arrest, conviction, guilty plea, plea of no contest, prayer for judgment, deferred prosecution, or other similar disposition may result in discipline sanction, up to and including dismissal from employment. If a criminal history or background check or another verified source shows an employee failed to disclose a criminal charge or disposition, the employee may be dismissed from employment.

**Staff Conduct – Staff and Student Boundaries (HRS-4.1)**

The Beaufort County School District (“BCSD”) is committed to protecting students from sexual misconduct and abuse. The purpose of this Administrative Regulation is to establish and emphasize procedures regarding the prevention and reporting of sexual misconduct and abuse and to establish clear and reasonable boundaries for interactions between students and employees. For purpose of this Administrative Regulation, “employee” refers to any BCSD employee and approved volunteers interacting with students.

The BCSD encourages healthy and positive relationships with students promoting student achievement and success. However, employees shall ensure their own interactions, communications, and relationships with students are appropriate at all times and in all manner of conduct. Employees shall avoid conduct that can be reasonably construed as grooming, sexual misconduct, abuse, or inappropriate behavior.

This Administrative Regulation cannot capture all behavior constituting misconduct or abuse, and shall be read in conjunction with BCSD Administrative Regulations HRS-3, Sexual Harassment and/or Discrimination, and HRS-4, Staff Conduct. This Administrative Regulation addresses and is intended to prevent a range of behaviors including not only unlawful or improper interactions with students but also grooming and other behaviors and conduct which blur the appropriate boundary between employee and student. Employee conduct in contravention of this Administrative Regulation may be grounds for discipline, up to and including dismissal from employment.
Prohibited Conduct
In addition to the prohibited conduct set forth in other BCSD Administrative Regulations, BCSD employees are prohibited from engaging in sexual misconduct, sexual exploitation, and/or abuse of students regardless of the age of the student or the proximity in age of the employee to the student. Moreover, in accordance with South Carolina law, it is a crime for an employee to engage in sexual conduct with students of any age. Prohibited behavior with students includes, but is not limited to:

- Making contact or touching a student’s body or clothing in an inappropriate or sexual manner;
- Dating, flirtation, making sexual remarks or advances, and/or seeking romantic or sexual relationships;
- Engaging in conversations or making comments of a sexual nature if such conversations or comments are not related to the employee's professional responsibilities;
- Other than for purposes of addressing student dress code violations or concerns, referencing the physical appearance of clothes of a student in a way that could be interpreted as sexual;
- Making sexual or derogatory comments, gestures, or jokes;
- Displaying, sharing, or transmitting sexually inappropriate or explicit materials; and
- Singling out one or more students for personal attention or friendship beyond the ordinary and acceptable employee-student relationship.

With the knowledge of parents and guardians of students, appropriate and professional relationships and interactions between employees and students may exist outside of school, including, but not limited to during community activities and sporting events. Employees, however, should not make outside student interaction a regular part of their social life.

Communication and Interaction with Students
Communications, interactions, and relationships between employees and students should be based upon mutual respect and trust, an understanding of the appropriate boundaries between employees and students inside and outside of the educational setting, and be consistent with the BCSD educational mission. Employees shall not use profanity in the presence of students or in any way attempt to degrade or belittle students.

Employees should be aware of behaviors that may create an appearance of impropriety. Physical contact meant to encourage or reassure students, such as a hand on the shoulder or pat on the back, should be brief and unambiguous in meaning. Employees must not share secrets with students or conduct private conversations with individual students unrelated to school activities or the well-being of the student. Conversations must not take place in locations inaccessible to others or in situations on school premises unknown to the employee’s Supervisor.

In accordance with BCSD Administrative Regulation HRS-7, Gifts and Solicitations by Staff, the giving of gifts to students by employees is prohibited, unless such gift is the same or similar to one provided an entire class or classes. Employees are further prohibited from receiving gifts of a personal nature from students. Exceptions may be made in emergencies or special circumstances such as helping a student in financial need, but in no circumstance shall an employee provide a gift of a personal nature to a student or group of students. Employees...
shall not grant special privileges, rewards, or opportunities to a specific student beyond those school-approved incentives provided to students to promote and recognize achievement and behavior.

The BCSD supports the use of technology to communicate for educational purposes. However, all electronic communications between employees and students shall be professional and appropriate in content and tone, and be transparent and accessible to parents and Supervisors.

Private one-on-one electronic communication, including, but not limited to, calling, text messaging, and the use of social media or messaging system with individual students unrelated to school activities and occurring without the knowledge of a student’s parent or guardian is strictly prohibited. Nothing in this Administrative Regulation prohibits employees, staff, or students from the use of approved educational websites or on-line programs.

Training and Awareness
The BCSD shall implement a training program so all employees are aware of the content of this Administrative Regulation. All BCSD employees shall be trained and provided information annually pertaining to the prevention, identification, and reporting of possible sexual misconduct or abuse of students. Administrators and employees shall be observant for and immediately report suspected grooming of students. Grooming is defined for purposes of this Administrative Regulation as the process by which an offender draws a victim into an intimate relationship and maintains that relationship in secrecy. Administrators are also expected to conduct regular reviews of their buildings to identify locations of the building needing to be enhanced to ensure appropriate student supervision. This Administrative Regulation shall be communicated to employees, students, and parents and guardians through employee and student handbooks, posting on the BCSD website, and by other appropriate methods.

Reporting of Suspected Misconduct and/or Abuse
The BCSD shall ensure all employees are aware of their legal obligation to immediately report suspected child abuse, neglect, and sexual misconduct to law enforcement and the Department of Social Services in accordance with State law. Employees must also immediately report suspected abuse and misconduct to their Supervisor, who is required to notify Human Resources of the information if the matter involves potential employee misconduct. Employees shall err on the side of reporting any suspected misconduct or mistreatment of students to their Supervisor even if the suspected misconduct or mistreatment does not rise to the level of child abuse or neglect as defined by State law. If the employee's Supervisor is the subject of or related to the concern, the employee will report that concern directly to the BCSD Chief Human Resources Officer.

Parents, students, and community members should directly report concerns about misconduct or abuse by employees to the responsible school Administrator or to the BCSD Chief Human Resources Officer. The BCSD shall thoroughly and promptly investigate all reports of abuse or misconduct by employees. Based upon the results of an investigation, the BCSD will take appropriate action, including providing support to students, and take personnel action, including up to and including dismissal of an employee.

When a certified employee is dismissed or resigns due to misconduct or abuse, the Superintendent or his/her designee shall immediately report that misconduct or abuse to the South Carolina Department of Education in accordance with State law and regulation.

Retaliation against anyone reporting or thought to have made a report is prohibited. Any individual filing a complaint is assured he/she will be free from any retaliation for having filed such a complaint.

Nothing in this Administrative Regulation shall be construed to prevent an employee from engaging in responsibilities required with their position. Educational activities requiring appropriate physical contact such as teaching an instructional technique or skill is not only acceptable but encouraged. Employees who exercise necessary and appropriate restraint to prevent students from endangering or harming themselves or other individuals will not be disciplined or be in violation of this Administrative Regulation.
Ethics (HRS – 6)
Staff members will not engage in any activity that conflicts or raises a reasonable question of conflict with their responsibilities in the Beaufort County School District ("BCSD").

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

Staff members will not engage in work of any type where information concerning a customer, client, or the school system originates from any information available to him/her through BCSD sources.

A professional employee will not sell instructional supplies, equipment or reference books in the attendance area served by his/her school. The employee will not furnish the names of students or parents/legal guardians to anyone selling these materials.

Nepotism
For purposes of this administrative regulation, “immediate family member” shall be defined as including the parent, spouse, sibling or child of a BCSD employee.

The BCSD will assign employees so that one immediate family member does not have direct Supervisory authority over another. For purposes of this section, “direct Supervisory authority” will be defined as the ability to hire, evaluate, or recommend the termination of individuals an employee supervises.

Additionally, no members of the same immediate family, certified or support staff, will be hired to work in the same administrative building or school building or under the same immediate Supervisor without prior approval of the Superintendent. This procedure, however, will not affect the continued employment of personnel who are related to other staff members.

When an immediate family member of the Executive Leadership, the Facilities Planning and Construction Officer, or personnel in the Procurement and Contracting offices is offered employment with a current contracted service or construction vendor associated with the BCSD and/or a company that has submitted a bid offer package to the district, the matter shall be reported to the Superintendent immediately to determine if a conflict of interest exists. For purposes of this administrative regulation, “Executive Leadership” shall be defined as the Superintendent and any member of the Superintendent’s Senior Staff.

State Ethics Law Provisions
BCSD employees are governed by South Carolina Ethics, Government Accountability, and Campaign Reform Act, S.C. Code Ann. § 8-13-700, et seq., and is subject to its rules of conduct.

In cases where an employee is required to take action or make a decision which affects himself/herself or other individuals, the employee will take such steps as the State Ethics Commission will prescribe to remove himself/herself from the potential conflict of interest.

The Superintendent, the Chief Financial Officer, and all other BCSD employees required by state law, must file an annual statement of economic interest with the State Ethics Commission.

The Executive Leadership, the Facilities Planning and Construction Officer, or personnel in the Procurement and Contracting Officers will complete an annual statement of economic interest, which must be submitted to the Superintendent and will subsequently be kept on file in the Superintendent’s Office.
Gifts to and Solicitation by Staff (HRS – 7)

Selling items for personal profit
The superintendent does not permit its employees to sell for personal profit on district property products of any kind to students or their parents/legal guardians.

Soliciting of staff
No organization may solicit funds from employees on district property, and no organization may distribute flyers or other materials related to fund drives through the schools without the prior approval of the superintendent or his/her designee. Otherwise, staff members will not be held responsible or assume responsibility for the collection of any money or distribution of any fund drive literature within the schools.

The superintendent expects school fund drives to be kept to a minimum.

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

Gifts from staff to students
Individual employees may not give a gift to any student.

Gifts from others to staff
Consistent with the ethics law, staff may not accept personal gifts, bonuses or gratuities from companies engaged in business or seeking to do business with the district, whether or not companies give such gifts in the hopes of increasing the sale of a product or to influence school personnel. Exceptions to this policy are the acceptance of minor items which are generally distributed by the company or organization through their public relations program.

The superintendent discourages the giving of gifts to staff members by students as well as the exchange of gifts at holiday parties.

Drug and Alcohol-Free Workplace (HRS – 8)

Expectations
“Workplace” includes any district-owned building, including schools, any district-owned vehicle or any other district-approved vehicle used to transport students to and from school or school activities. It also includes off-district property during any school-sponsored or school-approved activity, event or function such as a field trip or athletic event where students are under the jurisdiction of the district.

The district is committed to providing a drug and alcohol-free learning environment and workplace. Drug and alcohol use and/or being under the influence of illicit drugs or alcohol in the workplace threaten the health and safety of students and employees and adversely affect the educational mission of the school system.

No staff member will manufacture, distribute, dispense, possess or in any way transfer any illicit substances or alcohol in the workplace. No employee will be under the influence of or use any illegal drug or alcohol in the workplace.

Employees are prohibited from using medications lawfully prescribed by a physician in an unapproved or abusive manner while on duty or just prior to coming on duty.
**Conditions of employment**

Any employee shall report any arrest or citation for and the disposition of any criminal drug or alcohol statute in accordance with BCSD Administrative Regulation HRS-4, Staff Conduct.

As a condition of employment, each BCSD employs shall respect a drug free and alcohol free workplace. An employee violating the terms of Administrative Regulation HRS-8 Drug and Alcohol Free Workplace shall be subject to discipline, up to and including dismissal from employment.

**Employee Drug Testing**

Any employee who appears to be under the influence of drugs or alcohol in violation of this Administrative Regulation shall be immediately placed on administrative leave, with pay, pending an investigation.

An employee shall submit to drug and/or alcohol testing as permitted by law and the needs of the BCSD dictate if the employee’s supervisor has a reasonable suspicion the employee may be under the influence of drugs or alcohol. Reasonable suspicion exists if the employee’s supervisor believes the actions, appearance, and/or conduct of the employee are indicative of the use of drugs or alcohol. This determination shall be made on an individual, case by case basis.

Any BCSD employee who drives a school bus and/or other BCSD owned vehicles requiring a Commercial Driver’s License (“CDL”) shall undergo drug and alcohol testing in compliance with the Omnibus Transportation Employee Testing Act of 1991.

For a non-transportation related workplace injury occurring to a BCSD employee, in the event employee drug and/or alcohol use is likely to have contributed to the accident or event causing the injury and the Superintendent and/or his designee have an objectionably reasonable basis for testing, the Superintendent and/or his designee reserve the right to order a drug and/or alcohol test of the involved employee(s) be completed.

An employee who, when requested by the Superintendent or his/her designee, refuses to submit to an established drug and/or alcohol test or who shows a positive result from such test(s) shall be subject to discipline, up to and including dismissal from employment.

**Tobacco-Free Workplace (HRS – 9)**

The superintendent does not permit smoking in the workplace. The “workplace” is defined as in any district-owned buildings or vehicles; on district property and grounds and/or on school or activity buses; and at district-sponsored activities, whether on or off district property. For purposes of this policy, “smoking” means all uses of tobacco, including cigarettes, cigars, pipes and all smokeless tobacco.

No novelty items that look like tobacco products including, but not limited to, candy, gum or beef jerky cigarettes are permitted in the workplace.

Staff and/or students may not wear or possess clothing or accessories in the workplace such as, but not limited to, book bags, jewelry, hats, shirts, etc. which display or make reference to tobacco, tobacco products or to use of the same.

The administration will ensure that “No Smoking” signs are conspicuously displayed in all schools and other district-owned facilities.
Legal Protection (HRS-10)
The district is obligated by state law to defend staff in legal actions resulting from acts done or omitted in good faith in the course of their employment. This requirement applies to civil or criminal actions or special proceedings in the courts of South Carolina and/or in federal courts.

Any employee needing legal assistance in a legal action arising out of his/her employment must submit a request in writing to the Chief Administrative and Human Resource Services Officer. He/She, in consultation with the superintendent, will act on the request to determine whether legal assistance will be provided to the employee appropriate and consistent with the intent of the law. If assistance is granted, the superintendent will bring the matter to the board’s attention as information.

Health (HRS-11)
Health screening
The district will not initially hire any person to work in the system until that individual has been appropriately evaluated for tuberculosis according to guidelines approved by the South Carolina Department of Health and Environmental Control (DHEC). Any person applying for a position in the district must secure a health certificate on the appropriate form from a licensed physician certifying that he/she does not have tuberculosis in an active stage.

Should the district have questions or concerns about the physical or mental capabilities of a staff member to perform the essential functions of his/her position with or without reasonable accommodations, the office of human resource services may require an appropriate health examination.

Communicable diseases
The district defines a chronic communicable disease as a persistent or recurring infection which may be transmitted to a susceptible person by contact with an infected individual. The National Center for Disease Control and Prevention will be the definitive authority on the identification and transmission of chronic communicable diseases.

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

All staff have a duty to treat as highly confidential any knowledge or speculation concerning the health status of students or employees with a communicable disease including, but not limited to, acquired immunodeficiency syndrome (AIDS), human immunodeficiency virus (HIV), hepatitis and tuberculosis. Information regarding the medical condition of students and employees must be maintained in strict confidence and may only be revealed consistent with laws and regulations.

Bloodborne pathogens
The district has an exposure-control plan. This plan includes appropriate training for employees, as well as establishing universal precautions that all staff must follow when dealing with blood and other bodily fluids. A copy of the district’s exposure-control plan is on file at the district office and in each Principal’s office.

Staff health
Unless otherwise provided by law, an employee with a communicable disease must inform the Chief Administrative and Human Resource Services Officer at the time of diagnosis or upon employment by the district.

The district will make decisions regarding appropriate placement of employees known to have communicable diseases on a case-by-case basis. The administration may reassign an employee with a chronic communicable disease to a position which limits student/employee contact. Alternatively, the administration may place the employee on medical leave if appropriate medical judgment substantiates that the employee poses a significant health threat to students and/or other employees. The superintendent reserves the right to place on leave or exclude any employee whose physical condition would interfere with his/her ability to work or would expose other students or employees to infection.
When an employee has been placed on leave or excluded as provided above, the office of human resource services may require a satisfactory certificate from one or more licensed physicians that the employee’s presence is no longer a risk to the employee or to others at school before allowing the employee to resume his/her duties.

The district will notify staff of the existence of a communicable disease in accordance with DHEC regulations and guidelines. The Chief Administrative and Human Resource Services Officer will be responsible for ensuring that procedural safeguards are followed when determining the employment status of employees with chronic communicable diseases.

**Workers’ Compensation (HRS – 12)**

The district provides workers’ compensation insurance for all staff. That coverage is administered through The PMA Insurance Group.

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

It is the responsibility of the district to provide medical treatment for employees injured on the job. Staff must use those providers specified by the employer. Designation of medical treatment providers will be made by the office of risk management in consultation with and upon the recommendation of the The PMA Insurance Group. The refusal of an employee to accept any medical, hospital, surgical or other treatment when provided by the district will bar such employee from further compensation until such refusal ceases unless, in the opinion of the South Carolina Workers’ Compensation Commission, the circumstances justified the refusal.

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

Every injured employee or his/her representative will immediately, on the occurrence of an accident or as soon thereafter as practicable, give or cause to be given to his/her Principal or immediate Supervisor and to the office of risk management a notice of the accident.

**Modified duty**

When an employee is injured on the job and can perform the essential functions of his/her position, the employee’s Supervisor or his/her designee will work with the employee to develop strategies to accommodate temporary job restrictions.

When a physician approves an employee’s return to modified duty with job restrictions and the employee is unable to fulfill the essential job duties of their position, risk management should be contacted. An employee who has been released by his/her treating physicians with restrictions that prevent the employee from performing a necessary or essential function of his/her position can report to any school or department on a modified duty assignment. If an employee is assigned to work at a school or department while on modified duty, the original department or school will pay his/her salary.

If the employee with a temporary modified duty assignment has not progressed to a full work status by the end of the 90 days, he/she will be removed from work. The workers’ compensation claims Administrator will be notified that temporary total disability (TTD) payments are to commence or resume, and the employee will not be able to return to work until the treating physician releases the employee to perform all essential functions of his/her position with or without reasonable accommodations, or until the employee reaches a permanent and stationary status and a further decision can be made.
The injured employee may appeal the 90 day limit for temporary modified work. This appeal must be made in writing and must be submitted to the attention of the risk manager within five working days of notification to the employee that the 90-day period of temporary modified work has been exhausted. The appeal will be reviewed by a committee which includes the Chief Administrative and Human Resource Services Officer, the financial services officer, the director of benefits and the risk manager. The employee will be notified of the outcome.

**Political Activities (HRS – 13)**

**Employee candidacy**

The district recognizes that staff members have the same fundamental civic responsibilities and privileges as other citizens including campaigning for an elective public office and/or holding an elective or appointive public office to the extent that neither activity conflicts with the employee’s duties.

When running for elective public office, the employee should notify his/her Principal or immediate Supervisor with a copy to the Chief Administrative and Human Resource Services Officer at the earliest practical moment. This written notice must include the position sought, employee’s intention as to the possibility of continued employment and conditions of that employment. In connection with campaigning and/or holding public office, a staff member may not use school system facilities, equipment or supplies; discuss his/her campaign with school personnel, students or citizens during the work day; and/or use any time during the work day for campaigning purposes, either through his/her own activities or the activities of a colleague.

An employee who intends to offer for an elective or an appointive position on a governing public board or agency should verify in writing to the Chief Administrative and Human Resource Services Officer that such a position will not conflict with state or federal laws or regulations concerning the employee’s right to serve, e.g., dual office holding, conflict of interest, etc.

**Compliance with this policy**

Staff members who fail to comply with the provisions of this policy may be subject to disciplinary action.

**Political activities in schools**

The superintendent firmly believes in the democratic process and principles and in the exposure of mature students to persons of political prominence and/or current events as part of the educational process. On the other hand, the superintendent opposes actions which transform schools into arenas for political activism, including advocating for any political party or candidate for public office. Such activities can and do create friction within schools and thereby disrupt the educational environment.

The superintendent directs that no one may distribute or post cards, flyers, pamphlets, brochures, signs, pins, badges or any other political paraphernalia espousing any political party or candidate at any time on district property. No one may collect or solicit funds for political use or solicit for campaign workers in district buildings or on district grounds during the work day. During the work day, on district property or at district-sponsored events, on or off school campuses, staff may not influence or attempt to influence any student, teacher, parent/legal guardian or other person to vote for or against any candidate or political party.

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

Nothing in this policy is to be construed as precluding mock elections, debates, conventions or other simulated political activities where the activity is primarily intended as an educational experience.
Grievances (HRS – 15)
The purpose of this policy is to settle staff grievances as defined below at the lowest administrative level when an informal resolution of the situation is not possible. The district will keep all grievance proceedings as informal and confidential as is appropriate at all levels of the procedure.

A grievance is a claim by an employee of a violation, misinterpretation or misapplication of a provision of federal or state laws and/or district policies as they may affect the employment or work of an employee.

The superintendent does not consider actions subject to the Teacher Employment and Dismissal Act, S.C. Code of Laws 2004; Section 59-24-410, et seq., as amended; Section 59-26-40, as amended; employment decisions implemented under the district’s reduction-in-force policy; reassignments/transfers of any employee; support staff terminations; and professional and support staff evaluations to be grievances under this procedure.

An employee who wishes to file a grievance must complete the prescribed grievance form and present it to his/her Supervisor within 10 days following either the event giving rise to the grievance or the time when the employee reasonably should have gained knowledge of its occurrence. At the school level, the Supervisor is the Principal.

Should the employee believe that resolution of the grievance requires a decision beyond the Supervisor’s level or area of authority, the employee will so state such belief on the grievance form. If the Supervisor is in agreement concerning a lack of authority to resolve the grievance, he/she will immediately pass the grievance on to his/her Supervisor. If, however, the Supervisor determines that resolution of the grievance is not outside his/her authority, the Supervisor will hear the grievance.

The Supervisor will arrange a meeting with the employee within 10 days of receipt of the grievance. At the grievance hearing, the employee may have a representative of his/her choice other than an attorney.

The Supervisor will provide the employee with a written response to the grievance within 10 days after the meeting. The response will include the name of the next level Supervisor to whom the grievance may be appealed, provided such appeal is presented in writing within 5 days of the date of the Supervisor’s written response.

The grievance may be appealed through each Supervisory or administrative level to the superintendent’s level. At each of the lower levels, the procedure above will be followed. The original grievance and the Supervisor/Supervisors’ response(s) will serve as the bases of the grievance appeal.

On an appeal to the superintendent’s level, the superintendent or his/her designee, the Chief Administrative and Human Resource Services Officer, will arrange a hearing within 15 days of receipt of the request and will respond in writing to the employee within 15 days of hearing the grievance. The superintendent or the Chief Administrative and Human Resource Services Officer may, at his/her discretion, hear witnesses and evidence directly. At this level, the employee may be accompanied by a representative, including an attorney at the employee’s expense provided that notice of legal representation be given to the superintendent or the Chief Administrative and Human Resource Services Officer at least 4 days prior to the grievance appeal hearing.

The superintendent or Chief Administrative and Human Resource Services Officer’s decision is final and binding on all grievances.

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

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

The right of an employee to a prompt and equitable resolution of any civil rights grievance will not be impaired by the employee’s pursuit of other remedies such as the filing of a complaint with the responsible federal or state agency. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies.
Leaves and Absences (HRS – 16)
The Superintendent recognizes employees must sometimes take leave and certain absences are unavoidable. On such occasions, the Superintendent expects employees to take leave in accord and compliance with the provisions of BCSD Administrative Regulation.

For this Administrative Regulation, the term “full-time employees” means persons employed by the BCSD who work a minimum of 30 hours per week. The term “active service” means days actually worked or earned sick leave days used. “Immediate family member” includes parents, spouse, child, and other relatives who live in the home of the employee.

Sick Leave
- All full-time District employees will accrue sick leave on a proportionate rate for each month of active service. An employee may accumulate up to 90 days of unused sick leave.
- An employee shall accrue sick leave on the basis of days for which the employee receives compensation (i.e., days actually worked or days on which the employee is on paid leave, including personal leave, in accordance with BCSD Administrative Regulation). An employee shall also accrue sick leave on the basis of days which the employee is on leave pursuant to the Family and Medical Leave Act, regardless of whether such leave is paid or unpaid.
- An employee may only use sick leave that he/she has accrued, unless otherwise approved in advance by the Chief Administrative and Human Resources Officer (“CAHRO”) or his/her designee. However, a first-year employee may, prior to earning, use the sick leave the employee will earn during the first year of employment. This use of sick leave is a conditional benefit of employment, not a right, made available to first-year employees.
- In the event an employee who has utilized sick leave in excess of his/her then-accrued sick leave allotment is dismissed, non-renewed, or resigns from employment during the course of a fiscal year, an adjustment will be made to the employee’s final paycheck to account for the overused sick leave.

Use of Sick Leave for Absences
An employee may use sick leave solely for absences caused by personal illness or illness of an immediate family member requiring the employee to provide care, and for no other reason. Only the Superintendent or CAHRO may grant sick leave for the illness for other members of an employee’s family in unusual situations.

An employee shall notify his/her Principal or Supervisor as early as practicable when it is necessary for him/her to be absent. Unless the length of absence has been definitively established and communicated by the employee to his/her Principal or Supervisor, each employee who is absent shall notify his/her Principal or Supervisor.

An absent employee may be required to furnish a signed statement setting forth the specific reason(s) for his/her absence and submit such within two work days of the employee’s return to work. The Principal or Supervisor may also require a physician’s statement verifying the nature of the employee’s illness. If, upon written request from the employee’s Principal or Supervisor, the employee fails or refuses to provide the required medical physician’s statement within five work days or after ten work days of consecutive sick leave, the employee may be subject to disciplinary action, up to and including dismissal from employment.

An employee returning from sick leave may also be required to present to the Office of Human Resource Services a statement from the attending physician certifying the employee’s ability to return to normal duties.
Dismissal from Employment.
The Superintendent may recommend the dismissal of any certified staff member or terminate the employment of any support staff member who:

- a. Fails to comply with the requirements of this Administrative Regulation;
- b. Fails to request extended leave as contained herein;
- c. Fails to report to work at the expiration of authorized leave;
- d. Fails to obtain an extension of previously approved leave should it become necessary; and/or
- e. Fails to produce requested absence or physician’s statements.

The Superintendent may also recommend the dismissal of any certified staff member or terminate the employment of any support staff member for misstatements of fact and/or misrepresentations of purpose for which sick leave is desired or obtained.

Employees will not be recommended for or terminated from employment during a continuing sick leave of less than 91 work days unless one of the aforementioned grounds for immediate dismissal are present and/or other misconduct occurs.

Organ Donor Leave
Employees may take a leave of absence to be an organ donor without loss of pay, time, or leave not exceeding a total of 30 work days in a fiscal year. An employee seeking leave to be an organ donor must forward a written request, including the appropriate documentation from the attending physician verifying the employee will be a donor, to the CAHRO with a copy to his/her Principal or Supervisor at least 30 days prior to the commencement of leave or as soon as practicable based on the specific circumstances.

Personal/Legal/Bereavement Leave and Procedures

Personal Leave
Employees may use a maximum of five (5) of their accrued sick leave days per year for personal leave. This leave is not cumulative, must be requested in writing and approved in writing and in advance by the employee's supervisor, and shall be used only for personal matters which cannot be attended to on non-school days or before/after school hours. A supervisor or Principal shall not require the requesting employee set forth the reason(s) for the requested personal leave.

A request for personal leave must be submitted in writing to the employee’s Principal or immediate supervisor. Unless impossible to do so, personal leave requests shall be made no fewer than two (2) working days in advance of the date for which the employee desires to take personal leave. Partial days for personal leave shall be allowed in either full or half-day increments.

Personal leave may be granted or denied by the employee’s Principal or supervisor based on the best interests of students. Personal leave shall not be granted during the first five (5) days and last five (5) days of student attendance of the school year, on staff development days, or the day before or immediately after a holiday. Exceptions to this provision may be made only upon prior written approval of both the employee’s Principal or supervisor and the CAHRO.

An employee’s failure to comply with the provisions of this section shall be grounds to deny the employee’s request for personal leave.

Legal Leave
Employees shall notify their Principal or Supervisor as soon as they know they are being called for jury duty or subpoenaed. The Superintendent shall grant employees leave without loss of pay when employees are summoned for jury duty or subpoenaed to testify in any BCSD related case or in a criminal case. An employee must submit a copy of a jury duty summons or subpoena to his/her Principal or Supervisor commensurate with requesting leave for this purpose. If an employee on jury duty is released prior to the conclusion of the work...
day, the employee is required to return to his/her official duties. If an employee must appear in court for any reason other than the above and does not have appropriate leave, the BCSD shall deduct full pay for the time missed from his/her salary.

Any jury fee and travel payment may be retained by the employee.

When selected for jury service during the school term, school level certified employees and bus drivers are required to request their service be postponed to a date not in conflict with school responsibilities.

**Bereavement Leave**

The BCSD shall grant an employee up to three days of bereavement leave at full salary upon the death of a member of an immediate family member. For purposes of this policy, “immediate family member” shall include only the employee’s spouse, parent, child, or sibling, (documentation of such will be required). The CAHRO or his/her designee is authorized to extend this leave for an additional three days with pay in special circumstances.

The BCSD shall grant an employee up to one day of bereavement leave at full salary upon the death of a mother-in-law, father-in-law, son-in-law, daughter-in-law, grandparent, grandchild, aunt, uncle, niece, or nephew. The CAHRO or his/her designee is authorized to extend this leave for an additional two days with pay in special circumstances.

A request for bereavement leave must be submitted in writing to the employee’s Principal or immediate Supervisor, who will determine whether to approve the leave in accordance with this Administrative Regulation.
Military Leave
Employees may take military leave without loss of pay, seniority, or efficiency rating for one or more periods not exceeding a total of fifteen work days in one year. Saturdays, Sundays and state holidays may not be included in this fifteen days unless the Saturday, Sunday or holiday is a regularly scheduled work day for the employee.

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

In the event an employee is called upon to serve during an emergency, he/she will be entitled to such leave of absence for a period not exceeding 30 additional days without loss of pay, seniority, or efficiency rating. The Superintendent expects employees to request their training for a period when school is not in session.

An employee seeking leave for annual active duty training must forward a written request, including the appropriate verifying data, to the Chief Administrative and Human Resources Officer, with a copy to the employee’s Supervisor, no later than 30 days prior to the prearranged military activity.

Employees who enlist or are called to active duty are eligible for up to five years extended military leave without pay. All provisions of federal law apply to extended military leave.

Professional Leave
The BCSD may grant professional leave to an employee for the purpose of attending activities designed to improve employee competency or to improve the instructional or service programs of the BCSD.

Approved professional leave will be with pay. The employee must apply for professional leave through his/her Principal or Supervisor in accordance with guidelines established by the Office of Human Resource Services. Principals and Supervisors are authorized to grant up to three (3) days of professional leave to an employee. For professional leave beyond three (3) days, authorization from the CAHRO shall be obtained.

Special consideration for additional days may be granted if the employee is an officer or is a participant on the program of a professional meeting. The mere fact an employee holds an office in the organization would not in itself justify approval of a leave request. Approved absences for professional leave shall not result in a deduction from the employee’s leave time or pay.

Fitness for Duty Evaluation
If the BCSD has a reasonable belief an employee's present ability to perform one (1) or more essential job functions is or will be impaired by a medical condition or if the BCSD believes the employee poses or will pose a direct threat to himself/herself and/or others in the workplace due to a medical condition, the Superintendent or the CAHRO may require an employee undergo an examination by a doctor or psychologist/psychiatrist selected by the BCSD to determine whether the employee is fit to resume or continue his/her duties. The examination shall be limited in scope to what information is needed to make an assessment of the employee’s ability to perform his/her essential job functions. The BCSD shall pay for the cost of this examination. Failure on the part of the affected employee to carry out said directive is grounds for discipline, up to and including dismissal from employment.

Reimbursement of Unused but Accumulated Sick Leave at Separation.
The BCSD shall reimburse full-time employees for unused accumulated sick leave days, up to 90, at the time of retirement. Reimbursement for unused sick leave will be at the rate of $10.00 per day.
FMLA Procedures (HRS - 16.1)
It is the policy of the BCSD to grant up to twelve (12) weeks of family and medical leave during any twelve (12) month period to eligible BCSD employees, in accordance with the Family and Medical Leave Act of 1993 (“FMLA”) and up to 26 weeks of leave in any twelve (12) month period in compliance with the expansion of the FMLA pursuant to The Support for Injured Service Members Act of 2007. Calculation of leave shall be on a rolling twelve (12) month period measured backwards from the date the employee used FMLA leave. Where permitted by the FMLA, the BCSD required employees to use their accumulated sick leave and annual leave in conjunction with the FMLA.

Eligibility Requirements
An employee who has worked for the BCSD for at least twelve (12) months is eligible to for twelve (12) work weeks of FMLA leave during a twelve (12) month period, provided the employee worked at least 1,250 hours during the twelve (12) month period preceding the beginning of the leave. The principles established pursuant to the Fair Labor Standards Act (“FLSA”) determine the number of hours worked by an employee. The FLSA does not include time spent on paid or unpaid leave as hours worked, and such hours are not to be used in determining whether the employee worked 1,250 hours during the previous twelve (12) months.

Leave Entitlement
An eligible employee may take FMLA leave for the following reasons:
A. The birth of a son or daughter of the employee;
B. The placement of a child with the employee for adoption or foster care;
C. To care for a spouse, son, daughter, or parent of the employee if such spouse, son, daughter, or parent has a serious health condition;
D. Because of a serious health condition of the employee rendering the employee unable to perform the essential functions of the position; or
E. A qualifying exigency arising out of the fact a spouse, child, or parent of the employee is on covered active duty or has been notified of an impending call or order to covered active duty in the Armed Forces.

Military Leave Entitlements
An eligible employee seeking to use military caregiver leave must provide 30 days’ advance notice of the need to take FMLA leave for planned medical treatment for a serious injury or illness of a covered service member. If leave is foreseeable, but 30 days’ advance notice is not practicable, the employee must provide notice as soon as practicable, which would generally be on the same or next business day.

An employee must provide notice of the need for foreseeable leave due to a qualifying exigency as soon as practicable. The BCSD may require an employee’s request for military family leave be supported by appropriate certification.

A. Military Caregiver Leave. An eligible employee who is a spouse, son, daughter, parent, or next of kin of a covered service member with a serious injury or illness is entitled to up to a total of 26 work weeks of unpaid leave during a single twelve (12) month period to care for the service member. A covered service member is a current member of the Armed Forces deployed to a foreign country, including a member of the National Guard or Reserves deployed to a foreign country, or a veteran of such services who was in active service during the five years previous, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list for a serious injury or illness. A serious injury or illness is one incurred by a service member in the line of duty on active duty that may render the service member medically unfit to perform the duties of his or her office, grade, rank, or rating. The single twelve (12) month period for leave to care for a covered service member with a serious injury or illness begins on the first day the employee takes leave for this reason and ends twelve (12) months later, regardless of the twelve (12) month period established herein by the BCSD for other types of FMLA leave. An eligible employee is limited to a combined total of 26 work weeks for any FMLA qualifying reason during a single twelve (12) month period. Only twelve (12) of the 26 available weeks may be for a FMLA qualifying reason other than to care for a covered service member.
B. Qualifying Exigency Leave. An eligible employee is entitled to up to a total of twelve (12) work weeks of unpaid leave during the normal twelve (12) month period established by the BCSD for FMLA leave for qualifying exigencies arising out of the fact the employee’s spouse, son, daughter, or parent is on active duty or has been notified of an impending call or order to active duty in support of a contingency operation. Qualifying exigency leave is available to a family member, as defined above, of a military member in the National Guard, Reserves, or Regular Armed Forces.

1. Qualifying exigencies include:
   a. Issues arising from a covered military member’s short notice deployment, i.e., deployment on seven (7) or fewer days of notice for a period of seven (7) days from the date of notification;
   b. Military events and related activities such as official ceremonies, programs, or events sponsored by the military or family support or assistance programs and informational briefings sponsored or promoted by the military, military service organizations, or the American Red Cross related to the active duty or call to active duty status of a covered military member;
   c. Certain childcare and related activities arising from the active duty or call to active duty status of a covered military member such as arranging for alternative childcare, providing childcare on a non-routine, urgent, immediate need basis, enrolling or transferring a child in a new school or day care facility, and attending certain meetings at a school or a day care facility if necessary due to circumstances arising from the active duty or call to active duty of the covered military member;
   d. Making or updating financial and legal arrangements to address a covered military member’s absence;
   e. Attending counseling provided by someone other than a health care provider for oneself, the covered military member, or the child of the covered military member, the need for which arises from the active duty or call to active duty status of the covered military member;
   f. Taking up to five (5) days of leave to spend time with a covered military member who is on short-term temporary, rest, and recuperation leave during deployment;
   g. Attending to certain post-deployment activities, including attending arrival ceremonies, reintegration briefings and events, and other official ceremonies or programs sponsored by the military for a period of 90 days following the termination of the covered military member’s active duty status or addressing issues arising from the death of a covered military member;
   h. any other event the employee and the BCSD agree is a qualifying exigency.

C. An eligible employee who desires to take leave pursuant to this Administrative Regulation shall request such leave from his/her immediate supervisor, who will then notify the Superintendent’s designee, the Chief Administrative and Human Resources Officer (“CAHRO”) of the request. Requests will be responded to in a timely manner. An employee needing FMLA leave shall follow the BCSD usual and customary procedures for reporting an absence, absent unusual circumstances.

Other Qualifying Events

A. Birth, Adoption, or Foster Care Placement of a Child.

1. An eligible employee may take FMLA leave for either of the following:
   a. The birth of the employee’s son or daughter and to care for the newborn child; and
   b. The placement with the employee of a son or daughter for adoption or foster care and to care for the newly placed child.

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

3. “Foster care” is 24-hour care for children in substitution for, and away from, their parents or guardian, by or with the agreement of the State or pursuant to a judicial determination.
4. “Son or daughter” means a biological, adopted, or foster child, stepchild, legal ward, or child of a person standing in loco parentis, who is either under age eighteen (18), or who is eighteen (18) years of age or older and incapable of self-care because of a mental or physical disability. Persons who are “in loco parentis” include those with day-to-day responsibilities to care for and financially support a child, or in the case of an employee, who had such responsibility for the employee when the employee was a child.

B. Serious Health Condition of Employee. An eligible employee may take leave because of a serious health condition making the employee unable to perform the functions of his/her position.
   1. This Administrative Regulation covers illnesses of a serious and long-term nature, resulting in recurring and lengthy absences. Generally, a chronic or long-term health condition which, if left untreated, would result in a period of incapacity of more than three (3) days would be considered a serious health condition.
   2. A “serious health condition” is an illness, injury, impairment, or physical or mental condition involving either:
      a. Inpatient care such as an overnight stay in a hospital, hospice, or residential medical-care facility including any period of incapacity, i.e., the inability to work, attend school, or perform other regular daily activities or subsequent treatment in connection with such inpatient care; or
      b. Continuing treatment by a healthcare provider as defined below.
   3. “Continuing treatment by a healthcare provider” means any of the following:
      a. A period of incapacity lasting more than three (3) consecutive, full calendar days, and any subsequent treatment or period of incapacity relating to the same condition that also includes:
         i. Treatment two (2) or more times by or under the supervision of a health care provider, which includes in-person visits, the first within seven (7) days and both within 30 days of the first day of incapacity; or
         ii. One (1) treatment by a health care provider, which includes an in-person visit within seven (7) days of the first day of incapacity with a continuing regimen of treatment, e.g., prescription medication, physical therapy, etc.;
      b. Any period of incapacity related to pregnancy or for prenatal care; a visit to the healthcare provider is not necessary for each absence;
      c. Any period of incapacity or treatment for a chronic serious health condition which continues over an extended period of time, requires periodic visits (at least twice a year) to a health care provider, and may involve occasional episodes of incapacity (a visit to a health care provider is not necessary for each absence);
      d. A period of permanent or long-term incapacity due to a condition for which treatment may not be effective. In such case, only supervision by a health care provider is required, rather than active treatment; or
      e. Any absences to receive multiple treatments for restorative surgery or for a condition that would likely result in a period of incapacity of more than three (3) days if not treated.
   4. “Healthcare provider” shall be defined as set forth in the FMLA and its implementing regulations, as amended.
   5. Employees with questions about whether an illness is covered by the FMLA and this Administrative Regulation are encouraged to consult with the BCSD Human Resources Department.
   6. As set forth below, the BCSD requires an employee to provide a medical certification of the serious health condition.

C. Serious Health Condition of Employee’s Spouse, Child, Parent. An employee may take leave to care for the employee’s spouse, son, daughter, or parents, if such spouse, son, daughter, or parent has a serious health condition, as described above. The terms “son” or “daughter” do not include individuals over the age of eighteen (18) unless they are incapable of self-care because of mental or physical disability limiting one (1) or more major life activities as defined by the Americans with Disabilities Act, as amended, and its implementing regulations. FMLA leave for this reason is not available to care for an employee’s parent-in-law or grandparents who do not meet the “loco parentis” standard.
Intermittent or Reduced Schedule Leave

A. “Intermittent leave” may be taken in separate blocks of time due to a single illness or injury, rather than for one (1) continuous period of time and may include leave periods from one (1) hour or more to several weeks.

B. A “reduced schedule leave” reduces an employee’s usual number of working hours per work week or hours per workday.

Intermittent leave or a reduced work schedule may be taken only for a serious health condition requiring periodic medical treatments or appointments including, but not limited to, chemotherapy for a cancer patient or for periodic prenatal examinations. Intermittent leave may be used for a chronic serious health condition characterized by or involving sporadic episodes of illness or disability.

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

D. If an eligible employee requests intermittent or reduced schedule leave that is foreseeable based on planned medical treatment, the Superintendent or his/her designee may require such employee to transfer temporarily to an available alternative position for which the employee is qualified with equivalent pay and benefits and which better accommodates recurring periods of leave or family and medical leave if such position is available. When leave is needed for planned medical treatment, the employee must make a reasonable effort to schedule treatment so as not to unduly disrupt the BCSD operations.

E. Intermittent or Reduced Schedule Leave for Instructional Employees.

1. If an eligible employee employed principally in an instructional capacity requests leave to care for a seriously ill spouse, child, or parent or for the employee’s own serious health condition, which is foreseeable based on planned medical treatment, and the employee would be on leave for greater than twenty percent (20%) of the total number of working days in the period during which the leave would extend, the Superintendent or his/her designee, in consultation with the employee’s Principal, may require the employee elect either of the following:
   a. To take leave for periods of a particular duration, not to exceed the duration of the planned medical treatments; or
   b. To transfer temporarily to an available alternative position for which the employee is qualified and has equivalent pay and benefits and which better accommodates recurring periods of leave.

2. Rules applicable to periods near the conclusion of an academic term for employees employed principally in an instructional capacity.
   a. If an eligible employee employed principally in an instructional capacity begins leave near the end of an academic semester for the birth or placement of a child or to care for a seriously ill child, spouse or parent, the Superintendent or his/her designee, in consultation with the school principal, may require the employee to continue taking leave until the end of the semester under the following conditions:
      i. If more than five (5) weeks prior to the end of an academic semester and the leave is of at least three (3) weeks duration or the return would occur during the three (3) week period before the end of the term;
      ii. If during the five (5) week period prior to the end of an academic semester and the leave is greater than two (2) weeks or the return to employment would occur during the two (2) week period before the end of the term; or
      iii. if during the three (3) week period prior to the end of an academic semester and the duration of the leave is greater than five (5) work days.

3. If the BCSD requires an employee to remain on leave until the end of an academic term and this results in the employee taking more leave than is necessary to resolve the condition which necessitated the leave, the additional leave time required to be taken will not be deducted from the employee’s total available FMLA leave. The employee, however, will continue during this time to be entitled to the maintenance of health benefits and job restoration in accordance with this Administrative Regulation.
Substitution of Paid Leave
A. Under certain conditions, employees or the BCSD may choose to substitute or run concurrently accrued paid leave to cover some or all of the FMLA leave. An eligible employee’s ability to substitute accrued paid leave is determined by the terms and conditions of BCSD Administrative Regulation HRS-16, Staff Leaves and Absences.
B. An eligible employee may elect, or the Superintendent or his/her designee may require the eligible employee, to substitute any available accrued paid leave in keeping with the provisions of other leave policies for leave taken for the following:
   1. The birth or placement of a child;
   2. To care for a seriously ill spouse, child, or parent; or
   3. For the employee’s own serious health condition.

Foreseeable Leave/Notice Required
A. When the necessity for leave for the birth or placement of a child is foreseeable based on an expected birth or placement, the employee shall provide at least 30 days’ notice to his/her immediate supervisor of the anticipated timing and duration of the employee’s leave. The failure to provide such notice with no reasonable excuse for the delay may result in the denial of a request for leave until 30 days after the employee provides notice.
B. If the date of the birth or placement requires leave to begin in less than 30 days, the employee must provide as much notice as is practicable.
C. When leave to care for a seriously ill spouse, child, or parent or for an employee’s own serious health condition is foreseeable based on planned medical treatment, the employee must do the following:
   1. Make a reasonable effort to schedule the treatment so as not to disrupt unduly BCSD operations, subject to the approval of the healthcare provider and
   2. Provide at least 30 days’ notice to his/her immediate supervisor of the anticipated timing and duration of the employee’s leave, except if the date of treatment requires leave to begin in less than 30 days, the employee shall provide as much notice as practicable.
D. An employee who fails or refuses to follow the notice requirements set forth in this Administrative Regulation or in the FMLA may be required to provide proof of an unusual circumstance justifying the employee’s failure/refusal to comply with or follow such notice requirements.

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

Documentation and Certification
A. An employee requesting FMLA leave due to the covered family’s member active duty or call to active duty in the armed forces shall provide proof of the such active duty or call to active duty. The documentation may be a copy of the military orders or other official armed forces communication.
B. An employee requesting FMLA leave to care for an injured or ill service member shall provide documentation of the family member’s or next-of-kin’s injury, recovery, or need for care. The documentation may be a copy of the military medical information orders for treatment or other official armed forces communication pertaining to the service member’s injury or illness incurred on active duty rendering the member medically unfit to perform his/her military duties.
C. The BCSD requires certification of a serious medical condition issued by the healthcare provider of the employee or family member. Medical certification shall be provided using the BCSD medical certification form.
D. The employee shall make a diligent, good faith effort to respond and provide the required medical certification at or before the time the employee gives notice of the need for leave, or within five (5) business days thereafter, or in the case of unforeseen leave, within (5) business days after the leave commences, or provide a reasonable explanation for the delay. The BCSD may request certification at some later date if the BCSD has reason to question the appropriateness of the leave or its duration. In such a case, the employee shall provide the requested certification to the BCSD within fifteen (15) calendar days after the BCSD request unless it is not practicable under the particular circumstances to do so.

E. The certification shall contain the following information:
   1. The date on which the serious health condition commenced;
   2. The probable duration of the condition;
   3. The appropriate medical facts regarding the condition;
   4. For leave taken to care for a seriously ill spouse, child, or parent, a statement the employee is needed to care for the spouse, child, or parent and an estimate of the amount of time the employee will be needed for that purpose;
   5. For leave taken due to an employee's serious health condition, a statement the employee is unable to perform the essential functions of the position;
   6. For intermittent or reduced schedule leave for planned medical treatment, the dates on which such treatment is expected to be given and the duration of such treatment;
   7. For intermittent or reduced schedule leave for an employee's serious health condition, a statement of the medical necessity for the intermittent or reduced schedule leave and the expected duration of such leave; or
   8. For intermittent or reduced schedule leave to care for a seriously ill spouse, child, or parent, a statement the employee's intermittent or reduced schedule is necessary for the care of the spouse, child, or parent or will assist in their recovery and the expected duration and schedule of the intermittent or reduced schedule leave.

F. The BCSD may contact the health care provider for purposes of clarification and authentication of the medical certification, whether initial certification or recertification, after giving the employee an opportunity to cure any deficiencies. To make such contact, the BCSD shall use a health care provider, an Office of Human Resources professional, a leave administrator, or a management official. The employee's direct supervisor shall not contact the employee's health care provider. Authentication means providing the health care provider with a copy of the certification and requesting verification the information contained on the certification form was completed and/or authorized by the health care provider who signed the document. No additional medical information may be requested. Clarification means contacting the health care provider to understand the handwriting on the medical certification or to understand the meaning of a response.

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

H. If the first and second opinions of the healthcare providers are conflicting, the opinion of a third healthcare provider designated or approved jointly by the Superintendent or his/her designee may require the employee or family member to submit to an examination, though not treatment, to obtain a second or third certification from a healthcare provider other than a Christian Science practitioner.

I. The Superintendent or his/her designee may require subsequent recertification on a reasonable basis but no more often than every 30 days unless one of the following occurs:
   1. The employee requests an extension of leave;
   2. The circumstances described by the original certification have changed significantly; or
   3. The Superintendent or his/her designee receives information which casts doubt on the continuing validity of the prior certification.
Employment, Exemptions, and Benefits Protection

A. Restoration to Position.
1. Any employee who takes leave for the intended purpose of the leave will be entitled, on return from leave, to be restored to the position of employment held by the employee when the leave commenced or to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment.
2. A restored employee is not entitled to the accrual of any seniority or any right, benefit, or position of employment other than that to which the employee would have been entitled had the leave not been taken.
3. As a condition of restoration for an employee who has taken leave due to his/her own serious health condition, the employee must provide a certification from the healthcare provider stating that the employee is able to resume work.
4. An employee on leave must report periodically to his/her immediate supervisor on his/her status and intention to return to work.

B. Exemption of Certain Highly Compensated Employees.
1. The Superintendent or his/her designee may deny restoration to a salaried employee who is among the highest paid 10% of BCSD employees under the following circumstances:
   a. Such denial is necessary to prevent substantial and grievous economic injury to BCSD operations;
   b. The Superintendent or his/her designee notifies the employee of the intent to deny restoration at the time he/she determines such injury would occur; or
   c. If after leave has commenced, the employee decides not to return to work.
2. If the Superintendent or his/her designee believes reinstatement may be denied to a key employee, the Superintendent or his/her designee shall provide written notice to the employee at the time leave is requested he/she qualifies as a key employee. In addition, the employee must be fully informed of the potential consequences with respect to reinstatement and maintenance of health benefits if it is determined substantial and grievous economic injury will result from the employee’s reinstatement.
3. As soon as the Superintendent or his/her designee determines such an injury will result from reinstatement, he/she must again notify the employee in writing of this determination and advise the employee the BCSD cannot deny leave but intends to deny restoration to employment on completion of the leave. This notice must be delivered in person or by certified mail. It also shall explain the basis for the finding substantial and grievous economic injury will result and shall provide the employee a reasonable time in which to return to work.
4. Once the key employee’s leave has expired, he/she still is entitled to request reinstatement. The Superintendent or his/her designee must then determine whether there will be substantial and grievous economic injury from reinstatement based on the facts at that time. If it is determined such an injury will result, the Superintendent or his/her designee shall notify the employee in writing of the denial of restoration.

C. Maintenance of Health Benefits
1. During an employee’s leave, the BCSD shall maintain coverage under any group health plan at the level and under the conditions coverage would have been provided if the employee had continued in employment continuously for the duration of the leave.
2. The employee shall continue to pay his/her portion of all insurance premiums to maintain coverage. If an employee’s premium payment is more than 30 days late, the BCSD may discontinue coverage of the employee under the policy. The BCSD shall provide fifteen (15) days advance notice before any such cancellation of coverage.
3. If coverage lapses because an employee has not made premium payments, upon the employee’s return from leave, the BCSD shall restore the employee to coverage and benefits equivalent to those the employee would have had if leave had not been taken and the premium payments had not been missed.
4. If the BCSD continues coverage under the policy by paying the employee’s portion of the premiums, the BCSD is entitled to recover all such payments from the employee. Further, the BCSD may recover from an employee its share of health plan premiums paid during a period of leave under this Administrative Regulation if the employee fails to return to work.
at the expiration of the leave, unless the reason for the employee’s failure to return is due to the continuation, recurrence or onset of a serious health condition or other circumstances beyond the employee’s control. If an employee fails to return because of the continuation, recurrence or onset of a serious health condition, the employee must provide a certification of the employee’s or family member’s serious health condition. The BCSD also will not seek recovery for its share of premiums for any portion of paid leave substituted or used by an employee.

Other Employment While on Leave
A BCSD employee who is on FMLA leave is prohibited from unauthorized work for personal gain for or through another employer while on leave through the BCSD.

Non-FMLA Medical Leave of Absence
A. Non-FMLA Medical Leave within First Twelve (12) Months of BCSD Employment. An employee with a serious medical condition as defined by the FMLA and who is in his/her first year of BCSD employment may request a leave of absence for a qualifying medical event. This leave shall be considered for employees needing to be absent from work for no fewer than ten (10) consecutive work days. Employees may take leave up to 30 work days within their first twelve (12) months of service with the BCSD. Intermittent leave under this provision may only be permitted with a healthcare provider certification and may not total more than 30 work days. All non-FMLA medical leaves shall be reviewed for approval by the CAHRO. The decision of the CAHRO regarding non-FMLA medical leave shall be final.

B. Non-FMLA Medical Leave after First Twelve (12) Months of Employment. An employee with a serious medical condition as defined by the FMLA who does not meet the 1,250 hour requirement or who has exhausted leave available pursuant to the FMLA may request a leave of absence for a qualifying medical event. This leave shall not exceed 30 work days in a “rolling” 12-month period. Intermittent leave under this provision may only be permitted with a healthcare provider certification and may not total more than 30 work days. All non-FMLA medical leaves shall be reviewed for approval by the CAHRO. The decision of the CAHRO regarding non-FMLA medical leave shall be final.

C. Requesting a Non-FMLA Medical Leave. An employee requesting leave pursuant to the non-FMLA leave provisions shall, if reasonably possible, provide at least 30 days’ advance notice when requesting leave. Should an employee become aware of a need for leave less than 30 days in advance, the employee shall provide notice of the need for the leave either the same day, the next business day, or as soon as reasonably practicable. Leave requests not submitted in accordance with this Administrative Regulation shall be denied.

D. Certifications for Non-FMLA Medical Leave. The BCSD requires certification of the employee’s serious health condition. The CAHRO or his/her designee shall receive all medical certifications. An employee requesting leave pursuant to the non-FMLA leave provisions shall respond to any request for certification within fifteen (15) calendar days of the notice of eligibility. Failure to comply with this requirement shall result in denial of leave or the immediate reinstatement from leave, in which case the employee’s leave of absence would be unauthorized, subjecting the employee to disciplinary action, up to and including dismissal from employment.

E. Pay Status While on Non-FMLA Medical Leave. Generally, non-FMLA medical leave is unpaid. An employee using non-FMLA medical leave shall first use all accrued sick leave prior to being placed in an unpaid leave status.

F. Job Restoration from Non-FMLA Medical Leave. An employee who uses non-FMLA medical leave does not possess job restoration rights. However, the BCSD shall endeavor to reinstate the employee to the same position or a position with equivalent status, pay, benefits, and other employment terms upon the employee’s return before or at the end of the approved leave period. In the event the BCSD is not able to restore the employee, the employee will receive written notice from the CAHRO or his/her designee.

G. Notice Requirements for Returning from Non-FMLA Medical Leave. An employee requesting leave pursuant to the non-FMLA leave provisions shall return to work by the end of the approved leave. Prior to returning from leave for a personal health condition, the employee shall secure a release from his/her healthcare provider confirming the release to return to work to perform
regular duties or set forth any restrictions. The return to work note from the employee’s healthcare provider shall be completed and submitted to the BCSD Benefits Department in advance of the expected date of return reflected on the Request for Leave form. After review of the form, the CAHRO or his/her designee shall notify the employee of his/her ability to return to work.

H. Unable to Return from Non-FMLA Medical Leave. If an employee requesting leave pursuant to the non-FMLA leave provisions is not medically released to return to work at the end of his/her leave, and if the employee has not been granted any additional leave, the employee’s employment shall conclude as “unable to return from leave” effective the last day of the approved leave, unless a continuation of leave has been granted as an accommodation under the ADAAA or for other reason. An employee may submit a request for an extension of leave for 30 days at a time. To be considered for a continuation of leave, the employee shall submit in writing the reason for the request and an updated healthcare provider certification stating the employee is not released to return to work. All continuation of leave requests shall be reviewed by the CAHRO. The decision of the CAHRO regarding extension of non-FMLA medical leave shall be final.

I. Failure to Return from Non-FMLA Medical Leave. An employee who fails to return to work as scheduled after leave may be subject to dismissal from employment. An employee who exceeds his/her leave without an approved extension is subject to disciplinary action, up to and including dismissal from employment.

Fringe Benefits (HRS – 17)
The district provides fringe benefits as required by South Carolina law and the school system’s practice. The district also permits deductions for private annuities. The fringe benefits presently available to employees either at no cost or at an employee’s expense include workers’ compensation insurance; health insurance; retirement programs; leave benefits; tax deferred annuities; 401-K, 457 and 403-B plans; credit unions; supplemental long-term disability insurance; long-term care insurance; dental insurance; optional life insurance; and 529 college plans.

Vacations and Holidays (HRS-18)

Calendars
The adopted district calendar establishes the school recess periods and holidays for professional and support staff employed on a school-year basis.

All staff assigned to a fiscal-year work calendar of 260 days will receive vacations and holidays. No other employees are eligible to earn vacation days.

Vacations
School-based, 12-month support staff assigned to guidance offices who observe the same schedule as teachers during the school year will earn 10 days of vacation leave per year.

School-based, 12-month support staff who follow the district office schedule will earn vacation leave in accordance with the schedule listed below.

- after one full year, 10 days
- after three years, 12 days
- after four years, 13 days
- after five years, 15 days
- after six years, 16 days
- after seven years, 17 days
- after eight years, 18 days
- after nine years, 20 days
An employee who begins employment or leaves employment during the fiscal year will have his/her vacation entitlement prorated to reflect the portion of the year worked.

An employee may accumulate a maximum of 45 vacation days to carry forward to the subsequent year as of July 1. Upon separation from the district, an employee will be compensated for all accrued but unused vacation days at his/her daily rate at the time of separation.

Vacation may only be used in increments of one-half day or one full day. An employee must obtain the prior approval of his/her Supervisor before using accrued vacation leave. An employee is to request leave in writing on an approved leave form. The completed form must be submitted to the employee’s Supervisor. Upon approval, the form is to be forwarded to the payroll department.

If a legal holiday falls during a scheduled vacation, an employee will be granted an additional day of vacation.

**Holidays**
The fiscal-year work calendar will reflect holidays. These may include, but not be limited to, the following.

- New Year’s Day – January 1; if it falls on a Saturday, Friday is the holiday. If January 1 falls on a Sunday, Monday is the holiday.
- Martin Luther King, Jr. Day – Third Monday of January
- Good Friday
- Easter Monday
- Memorial Day – Last Monday of May
- Independence Day – July 4; if it falls on a Saturday, Friday is the holiday. If July 4 falls on Sunday, Monday is the holiday.
- Labor Day – First Monday of September
- Veteran’s Day – November 11; no make-up day if Veteran’s Day falls on a weekend as this holiday is to allow employees to participate in Veteran’s Day events specific to November 11, regardless of the day of week.
- Thanksgiving Holiday – Thanksgiving Thursday and Friday following Thanksgiving
- Winter Holiday – Christmas Eve, Christmas, day after Christmas

**Annual Leave Pay (HRS-18.1)**
Upon separation from employment with the BCSD, an employee shall be entitled to annual leave pay earned in the current year plus any unused annual leave accumulated, not to exceed 45 work days. Annual leave pay shall be made at retirement or resignation in good standing of a BCSD employee. Annual leave pay shall not be made upon dismissal, non-renewal, resignation in lieu of dismissal or non-renewal, or termination of a BCSD employee.

**Network And Internet Acceptable Use (IS-40-R(2))**
The purpose of the district’s available IT assets and network(s) is the support of education and educational research within the district and collaboratively with other academic institutions. Student and staff use of the district’s IT assets and networks must be consistent with the educational objectives of Beaufort County School District. Use or access to other networks through the district’s assets or network(s) must comply with the rules of those networks as well as district rules.

Access to the district IT assets and network(s) imposes certain responsibilities on the users and is subject to district policies and rules and local, state and federal laws.

Acceptable use is always ethical, reflects honesty and shows restraint in the consumption of shared, limited resources. It demonstrates respect for intellectual property; ownership of information; system security; and the individual’s rights to privacy, freedom from intimidation, harassment and unwarranted annoyance.
**Privileges and restrictions**
Student and staff access to and use of district IT assets and networks are a privilege, not a right. Inappropriate use may result in loss or severe restriction of that privilege and other penalties.

Content of any material, including email, created or accessed through use of district IT assets and network(s) may not interfere with the district’s educational programs and may be reviewed by any staff member responsible for the user at any time. Parents/Legal guardians have the right to request inspection of any material created or accessed by their child or children.

**Access and orientation to information technology assets and network(s)**
The director of virtual learning and director of technology or his/her designee is responsible for providing students and staff with an account for use of district IT assets and network(s). Orientation on appropriate and proper use of district IT assets and network(s) will be provided to all users before access is permitted.

**Education, supervision and monitoring**
All staff members are responsible for educating, supervising and monitoring appropriate use of district computer network(s) and access to the Internet in accordance with this rule, CIPA, the Neighborhood Children’s Internet Protection Act and the Protecting Children in the 21st Century Act.

The director of virtual learning and director of technology or his/her designee will have specific responsibility for the procedures for disabling, minimizing or otherwise modifying any technology protection measures.
Network etiquette
All students and staff are expected to abide by the generally accepted rules of network etiquette at all times. These rules include, but are not limited to, the following.

- Be polite; always use appropriate language; do not be abusive toward others.
- Illegal activities are forbidden.
- Do not reveal personal information such as the user’s home physical and email addresses, telephone numbers and other identifying information about oneself or others.
- Do not share passwords. Do not allow anyone to access the network using the user’s account.
- Assume that all communications and information accessible via the network are private property.
- Do not use the network in any manner that would disrupt its use by others.
- Remember that electronic activity, including email, is not guaranteed to be private. Illegal activities will be reported to the proper authorities.
- Cyberbullying will not be tolerated.
- The following list, while not intended to be exhaustive, contains examples of inappropriate use prohibited by the district.
- Commercial advertising or unethical/illegal solicitation.
- Accessing, copying, distributing and/or exposing others to files or websites that contain obscene or pornographic images, videos, stories or similar material.
- Sending or receiving messages that are obscene, profane, racist, sexist, inflammatory, threatening or slanderous toward others.
- Use of copyrighted material without express consent or permission.
- Creating, placing or allowing placement of a virus or malware on district IT assets or network(s).
- Sending messages or information with attribution to someone other than the sender or misrepresenting the source of the information.
- Sending, receiving or assisting in sending or receiving messages or information that violates the district’s conduct code.
- Sending chain letters or engaging in “spamming”.
- Making a purchase, without prior Administrator permission, which requires submission of a credit card number or obligates the student or school to another party.
- Attempting to access and/or alter information in restricted areas of any network or in any way violating 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 or district resources.
- Introducing or installing any software or program not explicitly authorized and supported by technology services.
- Attempting, by any means, to bypass security restrictions.
- Using the account credentials (user name and password) of another user or allowing your credentials to be utilized by another user.

Cyberbullying
A user is required to report immediately the following to his/her teacher, network Administrator or Supervisor.

- Any messages, files, websites or user activities that contain materials in violation of this regulation.
- Any messages, files, websites or user activities that solicit personal information about the user or someone else or request personal contact with the user or another user.
- Any error messages or problems that may indicate potential system or network problems.
- Attempts by any user to abuse or damage district IT assets, systems or resources or to compromise the security of the network(s).
- Any illegal activity or violation of school policy.
- Any instance of cyberbullying, taunting or sending inappropriate content about a student or containing a depiction of a student.
Penalties
Technology services personnel, school Principals and department heads will determine the appropriate use of
district IT assets and network(s).
Technology services personnel, Principals and department heads may revoke access privileges and/or close
a user account for inappropriate use. The district administration, faculty and staff may also recommend
or request suspension and/or revocation of access privileges. Other disciplinary measures may be applied
as determined by the administration, as described in the student code of conduct and district personnel
guidelines.
The district will seek reimbursement for damages to or interference with its IT assets, systems and network(s)
and may bring criminal charges when deemed appropriate and necessary.

Sick Leave Bank (HRS – 48)
A sick leave bank for catastrophic illness and/or injury for active, full-time eligible employees has been
established. The bank can provide payment during extended sick leave to an employee (not family member)
for catastrophic illness, injury or incapacitation sufficiently severe to self so that regular attendance at work
is inadvisable and/or impossible. To be a member of the sick leave bank to contribute one earned sick leave
day upon admission during open enrollment will occur from October 1 to October 31 of each school year or
election to join upon the employee’s one-year.
Bank members may be granted leave from the bank only after all their available paid sick leave and/or vacation
leave has been exhausted and upon approval of the bank committee. The maximum number of bank days that
can be granted in any school year is 15 days.

Dress Code (HRS - 50)
The Beaufort County School District (“BCSD”) expects appropriate dress of all BCSD employees. All BCSD
employees shall consider themselves professionals and should always dress to gain respect from those with
whom they come in contact and to model success for BCSD students. Administrators and Supervisors shall be
expected to ensure staff members under their supervision are appropriately dressed at all times.

Inappropriate Dress and Appearance
The following dress is considered inappropriate for BCSD employees:

- Clothing and/or accessories distracting or detracting from the learning environment, such as
  piercings, controversial tattoos, revealing or provocative clothing, or unprofessional hair styles.
- Wearing an undergarment as an outer garment or any clothing revealing the employee’s
  undergarments;
- Denim jeans of any colors, except for specified spirit days as approved in advance by the
  employee’s Principal or Supervisor;
- Leggings or tights, except under skirts, dresses, or jumpers;
- Warm up pants/suits or overalls;
- Sweatshirts/T-shirts, except for specified spirit days as approved in advance by the employee’s
  Principal or Supervisor;
- Clothing or accessories with slogans or advertisements, by words or symbols, or which
  advocates the use of, alcoholic beverages, tobacco, and/or a controlled substance;
- Clothing containing profanity or nudity in words or symbols, or otherwise suggestive of sexual
  activity;
- Clothing not in good condition, i.e. with holes, rips, or tears;
- Flip flops; and
- Clothing with thin straps, or low necklines, without straps, which is too tight or too short, which
  does not cover an employee’s waist or mid-riff, and tube tops.
Allowed Garments. The following garments are allowable for BCSD employees:

- Dress shirts, sport shirts with collars, polo shirts and sweaters, shirts without collars as professional and appropriate.
- Dress or casual slacks, skirts of modest length, skorts, dresses, jumpers, Capri pants, cropped pants. Shorts may be worn by employees who teach physical education, by employees while involved in athletic coaching of BCSD students, and as otherwise allowed by a school Principal.
- Shoes worn may be casual, business, boat shoes, sport shoes, heels, or flats. Employees are to wear footwear suitable for walking on multiple surfaces during the workday and suitable for their specific job functions and responsibilities.
- Shirts will be tucked in as appropriate.

Student Dress Code. BCSD employees assigned to schools are encouraged to participate in and model their school’s student dress code, as set forth in BCSD Administrative Regulation SS-17, Student Dress Code.

Special Circumstances

Exceptions may be made by an employee’s Principal or Supervisor based on employee’s individual medical needs.

It is recognized there may be special circumstances or situations in which an employee may not dress as he/she normally would, including but not limited to field trips, field days, and work days.

The BCSD respects the religious and cultural diversity of our community. Principals and Supervisors are directed to make reasonable accommodations for employees who, because of a sincerely held religious belief or cultural heritage, request a waiver or exception of a particular guideline for dress or appearance.

The Americans with Disabilities Act (ADA)

The Americans with Disabilities Act (ADA) became law in 1990. The ADA is a civil rights law that prohibits discrimination against individuals with disabilities in all areas of public life, including jobs, schools, transportation, and all public and private places that are open to the general public. The purpose of the law is to make sure that people with disabilities have the same rights and opportunities as everyone else. The ADA gives civil rights protections to individuals with disabilities similar to those provided to individuals on the basis of race, color, sex, national origin, age, and religion. It guarantees equal opportunity for individuals with disabilities in public accommodations, employment, transportation, state and local government services, and telecommunications. The ADA is divided into five titles (or sections) that relate to different areas of public life.

In 2008, the Americans with Disabilities Act Amendments Act (ADAAA) was signed into law and became effective on January 1, 2009. The ADAAA made a number of significant changes to the definition of “disability.” The changes in the definition of disability in the ADAAA apply to all titles of the ADA, including Title I (employment practices of private employers with 15 or more employees, state and local governments, employment agencies, labor unions, agents of the employer and joint management labor committees); Title II (programs and activities of state and local government entities); and Title III (private entities that are considered places of public accommodation).
Technology Information for New BCSD Teachers

The goal of the BCSD Educational Technology Team is to provide focused, consistent, and rigorous training to the faculty and staff throughout the district. The Educational Technology Team strives to strengthen technology skills and show how to integrate various technology tools and resources in order to engage and motivate students and teachers.

Beaufort County School District Vision for Instructional Technology
- BCSD's goal for using advanced technology to specifically target student achievement.
- BCSD will strive for all students to be technology literate by the completion of eighth grade.
- BCSD will use research-proven strategies to accomplish this goal.
- BCSD will provide curriculum development and professional development to increase the competency of all educators so research-proven strategies and effective integration of instructional technology systems can increase student achievement.
- BCSD will create learner-centered instructional environments that enhance academic achievement.

As a tech team, we can provide help with the following:
- **Training**: Our goal is to provide a well-rounded after school training catalog each month. If you can't attend training, request one-on-one training at a convenient time.
- **Ideas**: If you are working within a unit and you need an idea, let us know! Our group is made up of teachers with experience across grade levels and content areas.
- **Modeling and Co-Teaching**: From start to finish, we are happy to help you. We can model the lesson, teach it with you or just be in the classroom to assist when needed.

[http://tinyurl.com/bcsdedtechtraining](http://tinyurl.com/bcsdedtechtraining)

**Directives for Safe Computing**
Protecting your identity is key to your on-line safety and the safety of all the District data and services to which you have access. **Do not allow** others access to your Network account. Examples would be such things as:

- **Giving your username/password to another person**
  - BCSD will never send an unsolicited email asking you for personal information. If you receive such a message, delete the email immediately. If there is question about legitimacy, contact Technology Services help desk at 843-322-HELP (4357).

- **Logging yourself in, then allowing another individual to use the computer**
  - Every BCSD staff member and student is assigned their own unique network account. Access to specific district and personal information is determined by this account. It is not acceptable to compromise this information by allowing another person access to your account for any reason.

- **Walking away from the computer while logged in**
  - Anyone who sits at the computer can do anything you can do, such as posting/changing grades and attendance, sending emails, deleting files, etc.
  - As indicated in the BCSD Acceptable Use Policy, each individual is responsible for all activity under their account.
  - Use Ctrl+Alt+Del, then “Lock This Computer” (or Windows-key+L) to lock computer when you walk away.

- **Putting your passwords on a Post-It Note on your monitor, keyboard or near computer**
  - Never write your password down and leave it in a location that is accessible to others

If you think your password may have been compromised, use Ctrl-Alt-Del, then “Change a Password”. When Technology Services becomes aware that an account has been compromised due to an individual providing someone else access to their account, our first step is to disable the account to prevent further risk. We then notify the Principal/Manager and turn the matter over to Human Resources. The account remains disabled until Human Resources directs Technology Services to restore access.

**Safe Schools Online Safety Training Instructions**

BCSD provides some of our safety training to employees on-line through Safe Schools. When you log on to the website, a list of classes that you must complete will be listed along with their due dates. Within a week of orientation, you should be entered into the system after July 1. Topics will cover topics such as: Boundary Invasion, Bullying Awareness, Safety in the Classroom and several others.

**How to log on:**
1. Go to this website: [http://beaufort.sc.safeschools.com/](http://beaufort.sc.safeschools.com/) You can also access the Safe Schools site from the District website at [www.beaufort.k12.sc.us](http://www.beaufort.k12.sc.us). Click on “Employees” at the top of the screen, then on “Online Training” at the bottom of the left-hand column. Then click on “Safe Schools Online Training.”
2. Your user name is your employee ID number. Enter your employee ID number into the box and click the “Login” button. If you don’t know your employee ID number, it is on the upper left hand corner of your pay stub. If you would like your employee # before you receive your first paycheck, please contact Jennifer Staton.
3. The system will verify your name on the next page, and if it’s correct, press the button that says “Log me in!”
4. Once inside the system, you will see a list of training assignments. Click on a course title to launch the course, and be sure to turn up your speakers so you can hear the narration.
5. You must go through the entire course and pass the quiz at the end to receive full credit. If you do not complete the entire course by the due date, you will be listed as “incomplete” on the compliance reports.

**Thanks for taking the time to make our district a safer place to work and learn!**

If you have any questions or problems with the site, please contact: BCSD Risk Management Coordinator, 843-322-2355
Technology Information for New BCSD Teachers

BCSD Network login/password information
- Login username = MMDD+firstname+middleinitial
- Login activates 1-5 days (HR)
- School tech provides password at setup
- Must change password on first login
- Required to change password every 90 days
- Techs and coaches can assist

Email address format
- Firstname.lastname@beaufort.k12.sc.us
- Based on your Social Security name

Teacher laptop checkout process
- District Tech provide the laptop
- Signed form required – “Employee Technology Acceptance Document”
- Laptop is assigned to teacher in Destiny
- Tech will assist with:
  - Initial login and Outlook (email) configuration
  - Assignment of network printers
  - Report a technical issue - Web HelpDesk

Technology Services Help Desk
- http://bcsdwhd/
- If no computer, call 322-HELP (4357) or 24357

Acceptable Use Policy
- Electronic signature is required yearly via Safe Schools Online Training
- Directives for Safe Computing

ID Badge – Identification & Building Access
- Human Resources provides ID badge with use instruction
- Access schedule determined by principal
- Swipe to use print/copy/scan functionality on school multi-function devices
- If lost, report immediately to principal and Technology Services

Classroom telephone and voicemail use
- Training provided by school telephone contact or Technology Services staff member

Educational Technology Support
- http://beaufortschools.net – Employees – Technology
- To request training, fill out this form: http://tinyurl.com/bcsdedtechtraining
- Google Apps
  - Username = firstname.lastname@beaufortschools.org
  - Password = same as network login password

Remote Access
- Email – Use Outlook on issued laptop or or http://beaufortschools.net – Employees – BCSD Webmail
- Home Directory (H:) – Use Aurora site at https://aurora.beaufort.k12.sc.us
  - Use Network Username and Password

Evaluation Process: Classified Staff
Classified Staff fulfill a vital role to keep the schools and districts running. Classified Staff are initially evaluated within 90 days of hire through the 90 Day Probationary Evaluation. Within this evaluation, employees will be evaluated on the following expectations:
- Mutual Support/Trust/Respect
- Adaptability/Initiative/Productivity
- Cooperation/Attitude/Customer Service
- Attendance
- Decision Making and Problem Solving
- Professionalism
- Effective Communication
- Job Knowledge

Classified Staff will be evaluated on a yearly basis after the initial 90 day evaluation. The rubric is based upon the following rating scale - Exemplary, Proficient, Improvement Needed, Unsatisfactory. Classified Staff are evaluated based upon eight Performance Standards:
- PS1: Mutual Support/Trust/Respect
- PS2: Adaptability/Initiative/Productivity
- PS3: Cooperation/Attitude/Customer Service
- PS4: Attendance
- PS5: Decision Making and Problem Solving
- PS6: Professionalism
- PS7: Effective Communication
- PS8: Job Knowledge
Munis Employee Self Service

MUNIS Employee Self Service (ESS) is a web based application that allows Beaufort County School District employees to securely access basic employment information.

ACCESSING MUNIS EMPLOYEE SELF SERVICE

From the Beaufort County School District Homepage click on the Employee Link. In the bottom left corner of the Employees page is a section called Links.

Click on the link titled MUNIS Employee Self Service to access the login screen, or enter the following website into your search engine: http://ess.beaufort.k12.sc.us/MSS/Default.aspx

LOGIN PROCESS

Step 1:
Click on the Login link on the top right of the screen.

Step 2:
User Name: enter your Employee Number (Note: employee number is located on the top left corner of your pay stub)

Password: First time users will enter the last 4 digits of their SSN# as the password and will then be prompted to change their password.

*To reset a forgotten password, please contact Margaret McCarthy at Margaret.McCarthy@beaufort.k12.sc.us

Step 3:
Click on Login and select Employee Self Service form the left side of the screen. The main page for Employee Self Service will give you an overview of your profile. You can review your personal information on file with us, along with available time and the last few paychecks received. All other tabs listed to the left of the first Self Service page provide information to which you have access (Certifications, Pay/Tax Information, Personal Information and Time Off).

Benefits to MUNIS Employee Self Service

The following are some features and information available through MUNIS ESS:

Certifications – This section will show any Certifications that the District has on file for you. If it is blank and you have a certification, then you must contact Human Resources immediately to update your records. This is for Certified staff only.

Pay/Tax Information – This displays a summary of each pay check going back to 2009. To view the details of each pay period, click on the View Details button. This will display your pay along with all the deductions.

Personal Information – This section shows the information that is entered in MUNIS concerning your home address, phone number, email address, and emergency contact information.

Time Off – (applicable to non-Aesop users) this screen displays your accrual amounts. You can see the amount you've earned, taken, and have available.
Requesting a Substitute
Employee Quick Start Guide for SAMs (Source4Teachers Absence Management System)

Logging in on the Web
To log in, type www.source4teachers.com/sams/ in your web browser's address bar.
Enter your ID number and PIN which you received within the welcome letter you received from SAMs, then click Login.

Can’t remember your login info?
If you’re having trouble logging in, click the Forgot your login? link next to the "Login" button for more information.

Creating an Absence
You can enter a new absence right from your Aesop home page under the Create Absence tab.

Creating an Absence

Fill out the absence details including the date of the absence, the absence reason, notes to the administrator or substitute, and more. You can also attach files to the absence from here. When you’ve complete entering the absence details, click the Create Absence button.

Managing your PIN and Personal Information
Under the "Account" tab, you can manage your personal information, change your PIN number, upload shared attachments (lesson plans, classroom rules, etc.), view absence reason balances, manage your preferred substitutes, and more in the "Account" tab.

Getting Help and Training
If you have questions, want to learn more about a certain feature, or need want more information about a specific topic, click the Help tab to go to the Learning Center where you can search the knowledge base of help and training materials.

Using Aesop on the Phone
Not only is Aesop available on the web, but you can also create absences, manage personal information, check absence reason balances, and more, all over the phone.

To call Aesop, dial 1-800-942-3767. You’ll be prompted to enter your ID number (followed by the # sign), then your PIN number (followed by the # sign).

Over the phone you can:
- Create an absence (within the next 30 days) – Press 1
- Check your absence reason (entitlement) balances – Press 2
- Review upcoming absences – Press 3
- Review a specific absence – Press 4
- Review or change your personal information – Press 5

If you create an absence over the phone, be sure to make note of the confirmation number that is assigns the new absence for reference.
**My Learning Plan**

My Learning Plan is an online professional development and evaluation management system for teachers, classified staff and administrators.

- MLP puts BCSD’s catalog of professional development at your fingertips. As a member of the BCSD group within MLP, you will be able to view and sign up for professional development that is offered throughout the district.
- MLP also enables you to track your professional growth to ensure you’re meeting recertification/licensure requirements. You can view recertification/licensure credits and graduate credits you have accrued and submitted to MLP during your recertification/licensure cycle.

For assistance or questions about My Learning Plan, please contact Carolyn Jenkins.

**Log in**

- Visit [www.mylearningplan.com](http://www.mylearningplan.com)
- User name is school email address (firstname.lastname@beaufort.k12.sc.us)
- Your default or temporary password is changeme

**Use the Calendar Feature**

The calendar feature enables users to view the professional development catalog in calendar format. Individual users can add personal events to “My Calendar.” Personal events cannot be viewed by anyone other than the user that has entered them.

Use these steps:
- Click the Learning Plan tab to access the main workspace.
- Click the “Calendar” link on the left navigation bar.
- Navigate to the correct month by clicking on the previous month/next month links.
- View multiple calendars
- Additional calendars are located in the navigation bar on the left side of the screen. Click the box next to the calendar name to view events on that calendar (a check in the box indicates that the associated calendar events are displayed on the calendar). Select multiple calendars to view them simultaneously. Clicking the box again removes the check mark and associated activities from calendar view.

**View a Catalog**

BCSD posts professional development offerings in a Catalog. Simply click District Catalog to view course offerings.

Use these steps:
- Click the Learning Plan tab
- By clicking the Learning Plan tab along the top of the screen, you will be brought to the main workspace.
- Review the Catalogs listed under the Activities section of the left navigation bar
- By default, the District Catalog is visible under the Activities heading in the left navigation bar.
- Clicking the District Catalog link will list all of your organization’s activities.
- If other catalogs are listed, click the title of that catalog and follow the on-screen prompts to view the activities from those regional course providers.
- Click the appropriate catalog to view the activities/courses by clicking the catalog name, you will be presented with a list of courses/activities that are available in that catalog.

**Update Your User Profile**

The User Profile contains vital information about your account. The routing of approval forms and activities that are viewed in the catalog are determined by the assignment selections in the User Profile. It is important to make sure they are accurate.

Specifically, review the following and change as necessary:
- A. User Information - Update First/Last Name and email address
- B. Email Notification Preferences - Update email address and set notifications as desired.
  
  Please note: Multiple email addresses can be added by separating each with a semicolon (for example: jdoe@GreatRiver.k12.ny.us ; jdoe@MyLearningPlan.com).
- C. Building Selection - Pick a primary building assignment.
- D. Department Selection - Pick your primary department assignment.
- E. Grade Selection - Pick grade levels

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Safe Schools Online Safety Training Instructions

The Beaufort County School District provides some of our safety training to employees on-line through Safe Schools. When you log on to the website a list of classes that you must complete will be listed along with their due dates. New employees will be entered into the system about a week before school starts.

How to log on:

1. Go to this website: http://beaufort.sc.safeschools.com/ You can also access the Safe Schools site from the District website at beaufortschools.org. Click on “Employees” at the top of the screen, then on “Safe Schools Online Training” in the left-hand column.

2. Your username is your employee ID number. Enter your employee ID number into the box and click the "Login" button. If you don't know your employee ID number, it is on the upper left hand corner of your pay stub. If you would like your employee # before you receive your first paycheck, please contact your office manager.

3. The system will verify your name on the next page, and if it's correct, press the button that says "Log me in!"

4. Once inside the system, you will see a list of training assignments and their due dates. Click on a course title to launch the course, and be sure to turn up your speakers so you can hear the narration.

5. You must go through the entire course and pass the quiz at the end to receive full credit. If you do not complete the entire course by the due date, you will be listed as "incomplete" on the compliance reports.

Thanks for taking the time to make our district a safer place to work and learn!

If you have any questions or problems with the site, please contact:

Jennifer Staton
Jennifer.Staton@beaufort.k12.sc.us
843-322-2355
Title I (Employment)
Equal Employment Opportunity for Individuals with Disabilities

This title is designed to help people with disabilities access the same employment opportunities and benefits available to people without disabilities. Employers must provide reasonable accommodations to qualified applicants or employees. A reasonable accommodation is any modification or adjustment to a job or the work environment that will enable an applicant or employee with a disability to participate in the application process or to perform essential job functions. To request a reasonable accommodation, contact the Risk Manager at the District Office.

This portion of the law is regulated and enforced by the U.S. Equal Employment Opportunity Commission. Employers with 15 or more employees must comply with this law. The regulations for Title I define disability, establish guidelines for the reasonable accommodation process, address medical examinations and inquiries, and define “direct threat” when there is significant risk of substantial harm to the health or safety of the individual employee with a disability or others.

Title II (State and Local Government)
Nondiscrimination on the Basis of Disability in State and Local Government Services

Title II of the ADA prohibits discrimination against qualified individuals with disabilities in all programs, activities, and services of public entities. It applies to all state and local governments, their departments and agencies, and any other instrumentalities or special purpose districts of state or local governments. It clarifies the requirements of section 504 of the Rehabilitation Act of 1973, as amended, for public transportation systems that receive federal financial assistance, and extends coverage to all public entities that provide public transportation, whether or not they receive federal financial assistance. It establishes detailed standards for the operation of public transit systems, including commuter and intercity rail (e.g., AMTRAK).

This title outlines the administrative processes to be followed, including requirements for self-evaluation and planning; requirements for making reasonable modifications to policies, practices, and procedures where necessary to avoid discrimination; architectural barriers to be identified; and the need for effective communication with people with hearing, vision and speech disabilities. This title is regulated and enforced by the U.S. Department of Justice.

Title III (Public Accommodations)
Nondiscrimination on the Basis of Disability by Public Accommodations and in Commercial Facilities

This title prohibits private places of public accommodation from discriminating against individuals with disabilities. Examples of public accommodations include privately-owned, leased or operated facilities like hotels, restaurants, retail merchants, doctor’s offices, golf courses, private schools, day care centers, health clubs, sports stadiums, movie theaters, and so on. This title sets the minimum standards for accessibility for alterations and new construction of facilities. It also requires public accommodations to remove barriers in existing buildings where it is easy to do so without much difficulty or expense. This title directs businesses to make “reasonable modifications” to their usual ways of doing things when serving people with disabilities. It also requires that they take steps necessary to communicate effectively with customers with vision, hearing, and speech disabilities. This title is regulated and enforced by the U.S. Department of Justice.

Title IV (Telecommunications)

This title requires telephone and Internet companies to provide a nationwide system of interstate and intrastate telecommunications relay services that allows individuals with hearing and speech disabilities to communicate over the telephone. This title also requires closed captioning of federally funded public service announcements. This title is regulated by the Federal Communication Commission.
Title V (Miscellaneous Provisions)
The final title contains a variety of provisions relating to the ADA as a whole, including its relationship to other laws, state immunity, its impact on insurance providers and benefits, prohibition against retaliation and coercion, illegal use of drugs, and attorney’s fees. This title also provides a list of certain conditions that are not to be considered as disabilities.

Benefits
Health insurance plans
State Health Plan
The South Carolina Public Employee Benefit Authority (PEBA) administers the State Health Plan, which administers three health insurance plans and offers a supplemental plan for members of the military community. Check out www.peba.sc.gov to learn more about each plan, find out which plans you’re eligible for and which plan you think best meets your needs.

Other benefits
Prescription benefits
PEBA contracts with a pharmacy benefits manager, currently Express Scripts, to provide you with prescription drug benefits. Prescription drugs are a major benefit to you and a major part of the cost of our self-insured health plan.

Patient-Centered Medical Home
The focus in a Patient-Centered Medical Home (PCMH) is on proactively addressing health conditions rather than just reacting to health issues when they arise. A team of doctors and professionals helps patients improve their health by working with them to set goals and make a treatment plan. This approach may be particularly beneficial to members with chronic illnesses, such as diabetes and high blood pressure.

Dental
PEBA offers two plans to help you offset the costs of your dental care, which is an important part of your overall health care: the State Dental Plan and Dental Plus. BlueCross BlueShield of South Carolina is the current Administrator for both plans.

Vision care
PEBA provides you with two options for taking care of your vision. The State Vision Plan and the Vision Care Discount Program both offer benefits to help you take action to keep seeing clearly. The State Vision Plan is administered by EyeMed.

Life insurance
Life insurance can help you protect your loved ones in the event of your untimely death, and eligible employees can do so with Optional Life coverage. If you’re eligible to do so, you can also cover your eligible spouse and/or children with Dependent Life coverage. The life insurance programs PEBA offers are underwritten by Minnesota Life, a Securian Financial Group Affiliate.

Long term disability
Most of us don’t think we will ever become disabled and be in a position in which we can no longer work. Statistics tell another story and it’s best to be prepared in case it happens to you. PEBA can help with the state’s Basic Long Term Disability coverage and optional Supplemental Long Term Disability insurance, both administered by Standard Insurance Company (The Standard).
MoneyPlus
Everyone likes to save a few dollars here and there, and the state’s tax-favored accounts program, which includes a pretax premium payment, medical spending account and dependent care spending account features, can help you pay for some of your medical and dependent care expenses before Uncle Sam gets his share of your pay.

Adoption assistance
PEBA administers the State Employee Adoption Assistance Program, which can help pay some of the expenses associated with adopting a child if you are an eligible state employee.

Pregnancy (The South Carolina Pregnancy Accommodations Act)
The South Carolina Pregnancy Accommodations Act, found here, was signed into law on Friday, May 18, 2018. The Act amends the South Carolina Human Affairs Law. In passing the legislation, the General Assembly stated, It is the intent of the General Assembly by this act to combat pregnancy discrimination, promote public health, and ensure full and equal participation for women in the labor force by requiring employers to provide reasonable accommodations to employees for medical needs arising from pregnancy, childbirth, or related medical conditions. Current workplace laws are inadequate to protect pregnant women from being forced out or fired when they need a simple, reasonable accommodation in order to stay on the job. Many pregnant women are single mothers or the primary breadwinners for their families; if they lose their jobs then the whole family will suffer. This is not an outcome that families can afford in today's difficult economy.

What the Act requires:

- The Act defines “sex” to include pregnancy, childbirth, or related medical conditions, lactation, and women affected by pregnancy, childbirth, or related medical conditions.
- The Act requires employers to treat any of these situations the same as it would any other medical condition or accommodation and all employment-related purposes, including the receipt of benefits.
- The Act does not require an employee to take leave where an accommodation would do or accept any accommodation if the applicant or employee would otherwise perform the essential functions of the job without an accommodation.
- The Act also requires employers to post notice of the right to be free from discrimination for medical needs arising from pregnancy, childbirth, or related medical conditions, and also to provide written notice of this information to all new employees at the commencement of employment and to existing employees within one hundred twenty days of May 18, 2018.

The Act provided examples of reasonable accommodation:

(1) making existing facilities used by employees readily accessible to and usable by individuals with disabilities and individuals with medical needs arising from pregnancy, childbirth, or related medical conditions provided the employer shall not be required to construct a permanent, dedicated space for expressing milk; however, nothing in this section exempts an employer from providing other reasonable accommodations; and

(2)(a) for individuals with disabilities: job restructuring, part-time or modified work schedules, reassignment to a vacant position, acquisition or modification of equipment or devices, appropriate adjustment or modifications of examinations, training materials or policies, the provision of qualified readers or interpreters, and other similar accommodations; or

(b) for individuals with medical needs arising from pregnancy, childbirth, or related medical conditions providing more frequent or longer break periods; providing more frequent bathroom breaks; providing a private place, other than a bathroom stall for the purpose of expressing milk; modifying food or drink policy; providing seating or allowing the employee to sit more frequently if the job requires the employee to stand; providing assistance with manual labor and limits on lifting; temporarily transferring the employee to a less strenuous or hazardous vacant position, if qualified; providing job restructuring or light duty, if available; acquiring or
modifying equipment or devices necessary for performing essential job functions; modifying work schedules; however, the employer is not required to do the following, unless the employer does or would do so for other employees or classes of employees that need a reasonable accommodation:

(i) hire new employees that the employer would not have otherwise hired
(ii) discharge an employee, transfer another employee with more seniority, or promote another employee who is not qualified to perform the new job
(iii) create a new position, including a light duty position for the employee, unless a light duty position would be provided for another equivalent employee
(iv) compensate an employee for more frequent or longer break periods, unless the employee uses a break period which would otherwise be compensated

Position Specific Support (Classified) Staff

Probation
Newly hired support staff are considered to be on probation during their first 90 working days of employment. During the probationary period, the superintendent may terminate a probationary employee’s employment based on a recommendation from the Principal or district office Supervisor and approved by the Chief Administrative and Human Resource Services Officer. Prior to a support staff member moving from probationary to regular employment status, he/she must receive a “satisfactory” evaluation rating from his/her Principal or district office Supervisor.

Overtime
It may occasionally be necessary for non-exempt employees to work more than forty (40) hours during a given work week. BCSD employees shall be paid time and a half, in money or compensatory time off, for each hour of overtime worked. No overtime, as defined by the Fair Labor Standards Act (FLSA), shall be required or permitted without prior written authorization of the employee’s immediate Supervisor. The Superintendent does not permit any other overtime, as defined by the FLSA.

Work Week
A work week shall be a continuous period of 168 hours in the form of seven (7) consecutive 24-hour periods. The BCSD work week begins at 12:01 a.m. each Monday for all employees and runs for seven (7) consecutive days. Each work week stands alone for the purpose of determining overtime pay for non-exempt employees.

Work Day
In accordance with the support staff employee’s employment agreement with the BCSD, the work day for support staff employees shall be either eight (8) hours consisting of seven and one-half (7 ½) hours of work time and thirty minutes for lunch and/or breaks; or eight and one-half (8 ½) hours consisting of eight (8) hours of work time and thirty minutes for lunch and/or breaks.

Employees are not to be paid for bona fide lunch or meal periods, because they are not work time and not compensable. Employees are to be completely relieved from job-related duties during the meal time. However, should an employee perform job-related functions during his/her lunch period, he/she shall be paid for time worked.

Compensatory Time Off
Non-exempt employees who work more than 40 hours during any work week may be awarded compensatory time off (“comp time”). Comp time shall be awarded at the rate of one and one-half hours for each hour of overtime worked during a given work week.

Comp time may be accrued up until 48 hours, which is 32 overtime hours only. Overtime work beyond this maximum accrual will be monetarily compensated at the rate of one and one-half times the individual’s
normal hourly rate of pay. Every effort will be made to permit the use of comp time on a schedule mutually agreed upon by the employee and his/her Supervisor; however, where the employee’s absence would unduly disrupt the operations of the BCSD or the employee’s school, the BCSD shall retain the right to postpone or reschedule comp time usage and/or monetarily compensate the employee.

The BCSD requires employees taking comp time to schedule comp time in minimum increments of no less than one-half work day, unless the employee does not accrue or does not have remaining four (4) comp time hours.

All comp time must be used within the fiscal year in which it is earned, i.e., from July 1 through June 30, excepting comp time accrued between June 1 and June 30 of a fiscal year approved in accordance with this Administrative Regulation. Such accrued comp time shall be used no later than the immediately following August 1 after such comp time is accrued.

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

Certified Staff

Work Day

The typical work day is ½ hour before school starts and ½ hour after. For example, if you are an elementary school teacher your work hours will most likely be 7:15am to 3:15am. Your principal will clarify the work expectations at your school. As professional staff you will need to be available for other meetings and events such as parent conferences, back to school night, staff meetings, etc.

Bell Schedule

<table>
<thead>
<tr>
<th>School Type</th>
<th>Start Time</th>
<th>End Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elementary</td>
<td>7:45am</td>
<td>2:45pm</td>
</tr>
<tr>
<td>Pre-K – 8</td>
<td>8:45am</td>
<td>3:45pm</td>
</tr>
<tr>
<td>Middle Schools</td>
<td>8:45am</td>
<td>3:45pm</td>
</tr>
<tr>
<td>High Schools</td>
<td>8:45am</td>
<td>3:45pm</td>
</tr>
</tbody>
</table>

Contract Levels

Induction-Contract Teachers

- Are in their first or second year of teaching and hold a valid South Carolina initial teaching certificate
- Are evaluated formatively in order to provide them with feedback and guidance to enhance their effectiveness
- Receive support, assistance, and feedback from mentors, building administrators, and other experienced and novice teachers

Annual-Contract Teachers

- Hold a valid South Carolina teaching certificate
- Completed induction year requirements (or equivalent)
- First year teaching in South Carolina

Continuing-Contract Teachers

- Hold a valid South Carolina professional teaching certificate
- Are evaluated on a continuous basis either formally or informally
- Renewal of Certification
Teacher Certification
Valid Teaching Certificates
All certified employees must maintain valid teaching certificates from the South Carolina State Department of Education.

Professional certificates are valid for five years and expire on June 30th of the expiration year.

Changes in Certification
It is the responsibility of each certified employee to update and renew their professional development and courses used for certificate renewal should be maintained in MyLearningPlan.com. It is the educator’s responsibility to keep Human Resources and the state department updated with changes in name, address or any certification changes.

Please contact the District Renewal Coordinator, Carolyn Jenkins, 843-322-5403 or Carolyn.Jenkins@beaufort.k12.sc.us with questions.

The requirements for certificate renewal are as follows:

- one 3-hour graduate level course = 60 credits
- If a teacher doesn’t have a master’s degree, there must be at least three hours of graduate credit.
- 120 in-service points earned through an approved district certificate renewal plan.
- Six semester hours of State Department of Education in-service points, or State Department of Education approved in-service credit.
- Any combination of college transcript credit, in-service points, or State Department of Education approved in-service credit.
- Courses taken for renewal credit must be directly related to particular educator’s area(s) of certification, or to the goals of the educator and/or the educator’s employing educational entity.

Travel Reimbursement
District employees who incur reasonable and necessary travel expenses in the course of carrying out their authorized duties will be reimbursed upon submission of a district travel expense reimbursement request form that is properly completed and approved. All employees are expected to be frugal and remain cognizant of public accountability when traveling at district expense. Detailed instructions and guidelines can be found at beaufortschools.net/common/pages/.
Payroll Information

Current salary schedules and paycheck dates can be found on the district website at [www.beaufort.k12.sc.us/pages/BCSD](http://www.beaufort.k12.sc.us/pages/BCSD).

In the menu bar on the top,
- Select “Departments”
- Select “Administrative and Human Resource Services”
- Select “Salary and Stipend Schedules.”

All Beaufort County School District employees are paid on a 26-paycheck cycle for the year.

**How is your annual salary determined?**
The teacher’s annual salary is determined by the degree level and years of teaching experience on file with the South Carolina Department of Education (SCDOE). If the SCDOE does not have this information on file, then the teacher’s application for employment will be used to determine the starting salary. If needed, the starting salary will be adjusted once the SCDOE has processed their teaching certificate/license. If it has been determined the teacher has been underpaid, then a retro pay back to the start date will be processed. Likewise, if determined that a teacher has been overpaid, then the overpayment will be recouped as well. Your payroll salary will be paid out over 26 equal amounts.

**How does certification/licensure affect your annual salary?**
It is the teacher’s responsibility to ensure the certification/licensure information on file with the SCDOE is current and accurate. If the teacher receives a certificate/license upgrade, they must notify Human Resources of this change in order for the annual salary to be adjusted. The SCDOE does not notify the school district when a certificate/license has been changed. The teacher is responsible for notifying the Director of Classified Staff/Information Systems or Personnel Specialist - Certified in Human Resources of the certificate/license change.

If a certificate/license upgrade takes place during the school year, then the “effective date” of the class change will be used to determine the retro pay date.

**Direct Deposit Email Notification**
1. When you receive your email notification a few days prior to the pay date (your funds will still be deposited in your bank on the pay date), the subject line will state: “EMPLOYEE NAME, here is your Direct Deposit Notification” as shown below:

   ![Direct Deposit Notification Email](image)

2. When you open this email, the body of the email will state the following:

   ![Password Request](image)

   If you do not have Adobe Acrobat Reader on your computer, you may use this free download.

3. When you open the attachment you will be asked to enter a password as shown:
   Your password is your Munis employee number which was given to you by the Human Resources department or you can obtain this number from your school’s Office manager.

4. You can save, print, or forward this email to your home email address to file at home.