

# Employee Handbook



**2020 - 2021**

*62 Holly Avenue  
Denmark, South Carolina 29042*

**Dr. Thelma F. Sojourner, Superintendent**

**E. Michelle Thomas Nimmons, Director of Human Resource Services**

This handbook is available to the general public upon request. Bamberg District Two does not discriminate on the basis of race, sex, color, religion, national origin, or disability in the provision of educational opportunities, employment of benefits. The administrative offices for Bamberg School District Two are located at 62 Holly Avenue, Denmark, South Carolina 29042. Telephone: (803) 793-3346

## Foreword

Dear Bamberg School District Two Staff:

Every organization that exists does so successfully due to order. Order sends a message that members of the organization will be treated fairly and with respect. Please know that this is a personal goal of mine. In order to meet this goal, it is necessary for all to adhere to guidelines which have been put in place. Please accept the enclosed personnel handbook as one of the documents to assist in guiding you throughout school year 2013-2013. Feel free, at any time, to make suggestions, recommendations, and comments to the district administration regarding our handbook. This handbook works in concert with your local school's rules and procedures as well as with the district's board policies and procedures.

Thank you for your reception of the enclosed and best wishes for a great school year.

Sincerely,

Dr. Thelma Sojourner  
Superintendent

# DISCLAIMER

The contents of this personnel handbook are presented as guidelines for some of Bamberg School District Two's current policies, practices, and procedures. This handbook and its contents supercede, replace and make null and void all previously issued handbooks, practices and procedures on the topics contained therein. All employees other than those employees currently working under a properly executed contract for professional services are AT-Will employees. This means that either the employer or the employee may terminate employment at any time, for any reason. Nothing herein or in the School Board policy manual shall be construed as a contract of employment. This handbook and its contents may be changed, amended, modified or discontinued by Bamberg District Two at its discretion, with or without notice. Nothing in this handbook binds Bamberg District Two to a specific or definite period of employment or to any specific policies, benefits, guidelines, working conditions, or privileges of employment. No supervisor or member of management, except the superintendent, has the authority to bind Bamberg District Two to any employment contract with any employee, either verbally or in writing. The only valid contract for employment must be in writing, signed by the superintendent and the employee, and specify a definite period of time during which the contract shall exist.

I hereby acknowledge that I have received a copy of this personnel handbook; that I have read and understand this disclaimer; and that this disclaimer appears on the second page of the Bamberg School District Two handbook.

Employee \_\_\_\_\_ Date \_\_\_\_\_

Building Location: \_\_\_\_\_

# IMPORTANT

Your signature denotes that you have read the policies and procedures herein. Once you have signed and dated the disclaimer please turn it in to your immediate supervisor.

## **Our district ...**

Bamberg School District Two is an isolated rural school district located in the southwestern part of South Carolina in Bamberg County, population 3,844. The nearest cultural centers (Columbia, Charleston) are more than fifty miles. More astounding, the community has no year-round supervised recreational activities for youth such as community centers and parks. District demographics include: 85.9% African American, 54.7% rural, 5.2% unemployment rate, and \$15,248 median household income (Census Report, 2001). Further data (*Rankings of the Counties and School Districts*, 1999), indicate that the district ranks 4th out of the state's 86 school districts in families below the poverty line (29.59% below the poverty line); has more than 94% of its students that qualify for free and reduced lunch; and has the 7<sup>th</sup> highest millage rate in the State. The school district is governed by a five member Board of Trustees who are elected by the qualified electors in the School district to serve staggered, four-year terms. The Board of Trustees appoints the District Superintendent. The school district currently operates one elementary school, one middle school and one high school with an enrollment of approximately 997 students.

## **Our mission ...**

The mission of Bamberg School District Two is to ensure effective instruction for each student through rich, diverse educational experiences supported by qualified and dedicated professionals.

## **Our Beliefs ....**

WE BELIEVE THAT.....

- .....all people deserve to be treated with dignity;
- .....all children can achieve and there is no limit to what they can learn;
- .....excellence is achievable and always worth the investment;
- .....change is necessary for growth;
- .....the most important function of the community is to educate its citizens;
- .....children are our most valuable resource;
- .....high self-esteem is vital to the growth and development of the individual;
- .....the uniqueness of each individual adds to the strength of the group;
- .....each individual has infinite value;
- .....there is a direct correlation between the degree of community involvement and educational excellence;
- .....people are entitled to equal opportunities;
- .....one has to love students to reach and teach them;
- .....God is love;
- .....each person is responsible for his or her behavior;
- .....high expectations positively impact performance;
- .....there is a direct relationship between effort and success;
- .....the family is the foundation of our society.

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## **Board of Trustees**

Mrs. Beverly Boneparte , Chairperson

Mr. Tonie Holman

Mrs. Blossom Thompson, Vice Chairperson

Mr. Larry Bias

Mrs. Loretta P. Goodman, Secretary

### **Meetings**

Meetings of the Board of Trustees of Bamberg School District Two are held on the second Monday of each calendar month. Called meetings are held as often as necessary. All meetings of the Board are open to the public and to representatives of the press, radio, and television agencies.

For more information regarding the Board of Trustees, meeting minutes, and information, please visit the district's web site at [www.denmarkolarschooldistrict2.sc.us](http://www.denmarkolarschooldistrict2.sc.us) .

## **Organization Chart**

The board desires the superintendent to establish clear understandings on the part of all personnel of the working relationships in the system.

Lines of direct authority are shown on the district organization chart.

Personnel are expected to refer matters requiring administrative action to the administrator to whom they are responsible. That administrator shall refer such matters to the next higher administrative authority when necessary. Additionally, all personnel are expected to keep the person to whom they are immediately responsible informed of their activities by whatever means the person in charge deems appropriate.

It is expected that the established lines of authority will serve most purposes, but all personnel shall have the right to appeal any decision made by an administrative office through grievance procedures established through board policy.



## Administrative Personnel

|                      |   |
|----------------------|---|
| Dr. Thelma Sojourner | Superintendent  |
| Deborah Anderson     | Exec. Assistant to Supt.                                    |
| Ogretta Tyler        | Director of Finance   |
| Eartha Atterberry    | Technology Assistant/PowerSchool Clerk/ Truancy Coordinator |
| Dr. Ruby J. Johnson  | Director of Instructional Services                          |
| Michelle Nimmons     | Director of Human Resource Services<br>Title IX Coordinator |
| Shannon Johnson      | Director of Programs for Exceptional Children               |
| Vanessa Freeman      | Accounts Payable Clerk                                      |
| Dorothea Black       | Payroll and Benefits Clerk                                  |
| Amanda Bearden       | Financial Analyst I   |
| Lorraine J. Peeples  | Principal, Denmark-Olar Elementary School                   |
| Walter Baker         | Interim Principal, Denmark-Olar Middle School               |
| Deonia Simmons       | Principal, Denmark-Olar High School                         |
|                      | Secretary   |
| Shaquita Chatman     | Medicaid Clerk  |
| Heather Zwiker       | Supervisor of Food Services                                 |
| Ray Wallace          | Supervisor of Maintenance                                   |
| Walter Baker         | Supervisor Transportation                                   |
| Sheila Jones         | Transportation Coordinator                                  |
| Lucille Moody        | Transportation Coordinator                                  |

## **Bamberg School District Two Schools**

### **Denmark-Olar Elementary School**

Dr. Lorraine J. Peeples

1459 Sol Blatt Blvd.

Denmark, SC 29042

Phone:(803) 793-3112

Fax: (803) 793-2020

### **Denmark-Olar Middle School**

Mr. Walter Baker, Principal

64 Green Street

Denmark, SC 29042

Phone: (803) 793-3383

Fax: (803) 793-2038

### **Denmark-Olar High School**

Dr. Deonia Simmons

197 Viking Circle

Denmark, SC 29042

Phone: (803) 793-3307

Fax: (803) 793-2004

# **Personnel Policies and Procedures**

## **Employment**

The Board of Trustees legally employs and dismisses personnel. The superintendent recommends to the board the highest qualified personnel available for efficient operation of the schools. Each employee must meet one or more of the following minimum requirements, depending on his/her assignment:

1. Certification by the South Carolina Department of Education
2. Qualifications which meet the standards of Bamberg School District Two.

Bamberg School District Two does not discriminate on the basis of race, sex, color, religion, national origin, age, disability, or veteran status in the provision of educational opportunities and benefits in compliance with Title VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the employment provisions (Title I ) of the Americans With Disabilities Act of 1990, Age Discrimination and Employment Act, and all other applicable civil rights laws.

## **Required Documentation for Bamberg District Two Employees**

I. All newly employed personnel for Bamberg School District Two must complete the following prerequisites prior to employment.

1. Completed employment application
2. Drug Free Workplace Form
3. Signed Contract or At Will Agreement
4. I-9 Form (including copy of Driver's License, Social Security Card or other acceptable identification)
5. Retirement Form
6. W-4 Form
7. Insurance Forms (if applicable)
8. Tuberculosis Test (SC Evaluation Certificate)
9. Clear SLED Check and/or DSS Check

## 10. Direct Deposit Form (Required)

II. Personnel employed with Bamberg School District Two will not receive compensation until the following requirements are received.

1. OSHA Bloodborne Pathogens as categorized
2. Tuberculosis Test (SC Evaluation Certificate)
3. Teaching Certificate (if applicable)

### **Your Agreement to Accept Employment and Resignation Guidelines**

A signed “At Will” Agreement, “Letter of Intent” or “Contract” becomes a binding document the moment it is signed. There is no additional or “later date,” after which these documents become binding.

According to district policy, GBO-Resignation (Resignation of Instructional Staff/Administrative Staff), any professional staff member who wants to cancel or terminate a contract must state his/her desire in writing to the superintendent. The district is under no obligation to release a teacher from a contract except as set out below. For such resignation to be effective, it must be accepted in writing by the superintendent.

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

### **Contract releases (teachers)**

The board will not release a teacher from his/her contract after the July board meeting except under one of the following conditions:

- Circumstances beyond the teacher’s control (ex., military/business transfer of spouse)
- Serious illness of teacher

Until a teacher has been formally released from his/her contract, the district expects the teacher to report for duty on the first day of the school year or to continue to report for duty if the request for release is made mid-year.

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

It is the obligation of the individual who cannot fulfill the employment agreement to inform school and district officials immediately upon knowledge of the fact. The date of the termination of your services will be decided by the school system according to the best interest of students and the availability of applicants.

If you have signed a contract with Bamberg School District Two and desire to seek employment elsewhere for any reason, the following guidelines apply:

- Professional courtesy indicates that you should notify your principal. Verbal notification is appropriate initially, but written notification should follow immediately.
- You are responsible for initiating contact with the principal and the Office of Human Resource Services.

A suitable replacement must be retained before Bamberg School District Two would release you from your contract should your request for release be granted.

### **Experience**

Effective September 1992, a teacher must teach 152 days of the 190 days required by the State Department of Education in order to be credited with a year of teaching experience. Ten in-service days can be counted toward the 152 days required for credit. Other certified and classified personnel, except cafeteria employees, are also awarded a year's experience based upon this 152/190 standard. Cafeteria employees are required to work 147 days in order to receive a year's experience.

### **OSHA Blood borne Pathogen Regulations**

The Occupational Safety and Health Administration has established regulations concerning the spread of blood borne diseases. These regulations affect all schools in South Carolina.

It is the responsibility of each district employee to read and to be aware of the location of the district's Exposure Control Plan, as well as the location of personal protective equipment (i.e. gloves, face shields, etc.). Each employee is responsible for adhering to policy and procedures regarding exposure control as discussed in this plan.

### **Sexual Harassment**

Sexual harassment is a form of discrimination prohibited by federal and state law. Consistent with these laws, it is the policy of Bamberg School District Two that sexual harassment of employees and students is prohibited and will not be tolerated in any form, to any degree. You are encouraged to carefully read Board Policy JICFAA Harassment, Intimidation or Bullying.

### **Sexual Harassment Prevention**

Sexual Harassment is unwelcome behavior of a sexual nature. See Policy GBAA.

Quid Pro Quo: Unwelcome advances, requests or sexual favors or other verbal or physical activity of a sexual nature when the acceptance or rejection of such activity, explicitly or implicitly, affects the basis of employment.

Hostile Environment: Any unwelcome verbal, visual, or physical conduct of a sexual nature that is so severe or pervasive that it alters the employee's condition of employment and creates an environment that the employee and a "reasonable person" would find intimidating, hostile, abusive, or offensive. Sexual jokes; graffiti; suggestive remarks; cartoons; physical interference with movement, such as cornering, blocking, or following; or making sexually derogatory comments are examples of hostile environment harassment. Generally, an isolated incident of harassing speech or behavior is not actionable, even if the conduct is sexually offensive.

It is the responsibility of the employee to say the behavior is unwelcome and, if the behavior continues, to report the behavior to the employee's supervisor.

### **Title IX Info Must be Included**

# **Assignments and Responsibilities of Teachers**

## **Duties**

Careful consideration is given to the assignment of duties for each employee. As a matter of course, it is expected that each employee will accept responsibility and serve the schools and district to the best of his/her ability. There should be an understanding that the educational enterprise is not a series of individuals separate and apart, but that each employee is responsible for a cooperative contribution to the entire “Student-Centered” educational program.

## **Teacher Assignment**

According to Board Policy GBM-R the superintendent may make personnel transfers within the district on a voluntary or involuntary basis. The district will use the following procedure in making transfers:

### Voluntary Transfer

1. The person who wants a transfer for the next academic year must discuss his desire with his principal/director (if in a school) or with his immediate supervisor (if on the district level).
2. The person must then write a letter of request to the superintendent or his or her designee no later than March 1 stating his reason for requesting transfer and giving the name of the school to which the transfer is desired.
3. Upon receipt of the request, the superintendent, or his designee, will set a time for the person making the request to meet with the principal of the school to which the transfer is requested (if a vacancy for which he/she qualified exists).
4. Based upon the recommendation of the two principals (and/or other immediate supervisors involved), the superintendent or his designee will give written notice to the person requesting the transfer that the request has been either approved or disapproved. The staff member must be recommended by the principal/director of the school to which he desires a transfer.

### Involuntary Transfer

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

1. The superintendent or his/her designee, will discuss the need for the transfer with the principal (if in a school) or with the immediate supervisor (if on the district level).
2. The superintendent or his/her designee will have a conference with the principal of the school to which transfer is being contemplated.
3. The superintendent or his/her designee, will then talk with the person to be transferred, giving reasons why the transfer is being made. Refusal to comply with the transfer may result in loss of employment for the following year.
4. **The administration will not use transfers as a disciplinary action.**

### **Certification**

All professional personnel must have a valid South Carolina teacher's certificate in the field of his/her employment on file in the Office of Human Resource Services. The certificate is a license to practice the profession of teaching in South Carolina. Each person is responsible for securing his/her own credential from the South Carolina State Department of Education and forwarding the "Superintendent's Copy" promptly to the Office of Human Resource Services in order to insure correct payment of salary. If the credential is not in order or is not on file by the time the October check is issued, compensation may be withheld until proper certification is filed.

### **Length of School Day for Teaching Personnel**

All full time classroom teachers are required to work in their school building seven and one half (7 ½ ) hours each day. All other certified personnel are required to work in their building eight (8) hours each day. Part-time personnel may be assigned to a school by the superintendent. Time schedules, reporting and departing times are set by the principal.



### **Classroom Atmosphere**

Many factors contribute to the overall atmosphere of your classroom. Some are obvious while others are quite subtle. Teachers are urged to survey their rooms to determine the atmosphere. Do students feel welcome there? Are there displays of their work? Are bulletin boards informative, attractive, creative, and up-to-date? If a new student entered the room, could he tell what subject was being taught there? Could he sense an excitement for learning just from entering the room? We believe that teachers are the guiding force in creating a classroom atmosphere which enhances the possibilities of learning.

### **Materials, Supplies, and Equipment Budget**

Requests for materials, supplies, and equipment for individuals in schools must be requisitioned through the principal. The Office of Business Operations processes all requisitions.

### **Changes in Personal Information**

Each individual is responsible for immediately reporting to the Office of the Human Resource Services any change in home address, telephone number, or withholding tax status, and also reporting a name/address change to the State Department of Certification. A copy of the new social security card reflecting the change must accompany any name change.

## **Payroll**

Employees are paid on the 15<sup>th</sup> and 30<sup>th</sup> of the month.

Pay will be withheld if either the Office of Human Resource Services or payroll departments are missing any pertinent information/forms related to hire. Payment will be made only upon completion of all paperwork required by the district for their records.

### **Direct Deposit**

Direct Deposit is required for all district employees. The employee must complete the Authorization Agreement for Automatic Deposit (ACH Credits) form to authorize the direct deposit of earnings. Upon enrolling for direct deposit there is a minimum of one pay period testing for bank account numbers. The employee will receive a regular (paper) paycheck for this pay period. Afterward, the employee will receive a payroll stub each pay period detailing gross pay, deductions, net pay and year to date information. The net pay is deposited into the employee's bank account on his/her pay date each pay period..

In the event an error has occurred and the employee is due retroactive pay, the district will restore earnings on the employee's next scheduled pay day. Retroactive pay up to the effective date of the error, limited to one fiscal year, will be added to the employee's regular pay.

In the event the employee has been overpaid, the employee will be asked to reimburse the District in full the next regular payday through a payroll deduction. If the payment cannot be collected in a single payday, the remainder will be collected on subsequent paydays. The gross amount of the overpayment will be calculated from the onset of the error through current date, but no more than one fiscal year from the date of discovery.

Employees are obligated to immediately report to the payroll office any errors on their paycheck that resulted in an overpayment.

Deductions for Federal and State taxes and Social Security will be withheld from payroll checks as required by law. In addition, required deductions and/or reductions for retirement and any optional benefit program such as health insurance or tax sheltered annuity will be withheld where applicable.

**Earnings:** Employee earnings include base pay.

**Deductions: Mandatory deductions include**

- Federal and state income taxes (based on an individual's W-4 filing status; W-4 filing status may be changed at any time by filing a new W-4 form with the payroll office).
- SC Retirement Contributions;
- Social Security Taxes; and
- Medicare Taxes

Routine questions about tax deductions can be asked of the payroll office. Advice on tax withholding strategies, however, should be discussed with a tax consultant, personal accountant or financial planner.

Optional pre-tax deductions are available for;

- Group health and dental insurance (deduction is automatic for participants in these plans);
- A reimbursement account for medical and dental expenses not covered by insurance (medical expense reimbursement account or MoneyPlu\$)
- Retirement contributions (SCRS) (tax deferred); and
- A dependent care expense reimbursement account.

All federal payroll taxes (income tax, Social Security, and Medicare) and state/local payroll taxes are withheld from paychecks. Paychecks are issued on the 15<sup>th</sup> and 30<sup>th</sup> of each month. Paychecks are normally direct deposited to the employee's bank account and the paycheck stubs are distributed to the employees' school locations. Pay checks and direct deposit stubs are normally mailed to the employee's home address during the

summer months. If the 15<sup>th</sup> or 30<sup>th</sup> falls on a weekend, the paychecks will be issued Friday.

**Note:** An employee's legal name must be registered with the Social Security Administration. The school district gets fined \$50 or more per incident by the IRS for a name that doesn't match the Social Security number. Social Security applications can be picked up from the payroll office to make any necessary changes.

Employees may get a copy of a past year's W-2 from the payroll office by completing a request form. The payroll office can only issue past W-2's for 5 years prior. If a W-2 is needed for years prior to the last five years, the IRS office should be contacted.

### **Termination Pay**

When an employee terminates employment for any reason, the Office of Human Resource Services must be notified in writing immediately. Upon notification, the payroll/insurance/benefits office will be informed. The employee will then be sent, by certified mail, copies of the insurance termination forms with COBRA Enrollees' information.

The final paycheck for the employee will be issued on the next scheduled pay date following the last day of employment. Vacation leave accrued will be paid at a daily rate and will be included in the final paycheck, if possible. Normal withholdings will be made from the final check and, where applicable, and/or possible.

### **Time Sheets**

Employees and supervisors are responsible for tracking work time. If a new sheet is needed, contact the payroll office or check with the school secretary. The supervisor must sign the time sheet.

Time sheets should be placed in a sealed envelope, if delivered by someone else. All corrections, white-out, strikeovers, trace over, etc. should be initialed by the supervisor.

Time sheets are due in the payroll office by 12:00 noon on the cut-off end date. During summer months, holidays or work week variations, the timesheets may be requested at a date other than the pay period end date. Employees will be notified in advance if submission of timesheets are needed on dates other than the normal end date for a pay period.

It is the responsibility of the employee to complete his/her timesheet, sign the timesheet and submit the timesheet to his/her supervisor. The signature of the supervisor is a verification of work performed by the employee. Timesheets may be submitted without the employee's signature on the date requested by the payroll office if an employee is not available. This will allow payroll processing as necessary to meet deadlines. The original timesheet is required with the proper signatures as soon as possible.

Time sheets received after the deadline will be processed with the next payroll. Advance notification is suggested if the timesheets cannot be submitted by the cut-off date or before the deadline. Any payroll questions or concerns can be e-mailed to [dblack@bamberg.2.k12.sc.us](mailto:dblack@bamberg.2.k12.sc.us).

## **Staff Dress Code**

According to district policies, GBEBA and GBEBA-R employees should set an example for the students of the district. Dress is an important part of this example and conveys a message of self-respect and dignity to young people. Appropriate dress fosters confidence in students and citizens alike. In keeping with this belief, both teachers and administrators should dress to conform to the highest acceptable professional standards. The professional status of teachers and administrators should be as apparent by their dress as by their general demeanor.

All employees should dress to conform to the highest acceptable standards of the particular work place.

Principals and supervisors are charged with the day to day implementation of this policy.

As a general rule, jeans (pants) and tee shirts are not considered as acceptable dress for the faculty and staff; however, there are exceptions to this. Individuals must have prior approval from their school principal or supervisor before wearing jeans.

Clothing/hair should not be so extreme or inappropriate to the school setting as to disrupt the educational process. Therefore, clothing deemed distracting, revealing, overly suggestive or otherwise disruptive will not be permitted. This includes bare midriffs, muscle shirts, halter/tank tops and see-through shirts, tops or blouses. No vulgar, obscene or otherwise inappropriate symbols, language or wording will be permitted on clothing. Clothing or accessories (i.e., book bags, jewelry, hats, etc.) that display alcohol, tobacco or other drug symbols are not permitted. Gang attire, gang colors or gang symbols are also not permitted to be worn or displayed on accessories.

Skirts cannot be shorter than two inches above the knee. Dress shorts/skortis (no shorter than two inches above the knee) and dress capris are considered acceptable when worn with appropriate attire, i.e. hose/tights, coordinated blouse, vest, jacket, sweater and dress shoes.

## Personal Leaves and Absences

Your acceptance of employment with Bamberg School District Two is a commitment to a quality educational program. Our philosophy of a “Student-Centered” education is directly associated to the provision of qualified, competent employees who are on the job every day. Anything less than this provision detracts from our being able to offer the very best educational program possible. Bamberg District Two does recognize the fact that there are times when employees must be absent from work. In order to equitably provide a leave policy for all district employees that ensures no reduction in benefits while being legally consistent with the provisions set forth in the “Act to Provide Leave for Full-time Public School Employees” (Section 59-1-400, S.C. Code, 1976), the following provisions have been established. You are encouraged to carefully read Bamberg School District Two’s School Board Policy GBRI as it pertains to all types of leave and absences and provides details about leaves and absences.

### Personal Leave and Absences

According to Board Policy GBRI all full-time employees of Denmark-Olar School District Two shall be granted leave according to the following:

- 12 days per year for 9 month employees or 190 days of active services  
(Exception: Lunchroom employees -185 days of active service)
- 12 days per year for 9.5 month employees (200 days)
- 12.5 days per year for 10 month employees (210 days)
- 14 days per year for 11 month employees (220 days)
- 15 days per year for 12 month employees (240 days)

Leave will be earned at a rate of one and one-fourth (1.25) days per month, rounded up to the next highest day, cumulative up to 90 days for all employees.

Leave of more than five consecutive days or ten days within a period of 15 workdays shall require proof of illness from a physician or the employee must obtain advance approval of such consecutive days from the superintendent.

Any employee using leave for personal illness shall not be terminated from employment, nor shall any such employee be terminated for a continuous period of personal illness of less than 91 days. At the end of 91 days, the employee’s position shall be declared

vacant and will be filled at the discretion of the superintendent with the approval of the school board. You are encouraged to carefully read Board Policy GBRI Personal Leaves and Absences.

**Note:** Leave balances are listed on employee's direct deposit stubs. Sick and vacation leave days are deducted from the employee's leave balance. If an employee does not have a leave balance, the employee's earnings will be docked accordingly.

### **Jury Duty or Court Subpoena**

If you are a teacher, bus driver or other certified staff at the building level, you are entitled to have jury duty postponed until a time when such service does not interfere with your job as a public school employee. Please contact your principal or supervisor immediately upon receipt of a notice to serve, and you will be given assistance to initiate the request for postponement.

### **Benefits for Employees on Extended Leave**

An employee on any type of extended leave should contact the benefits/payroll clerk at the district office to ascertain what insurance and/or other benefits may be available to the employee. This should be done prior to beginning the leave when it is known in advance, or as soon after leave is begun, in an emergency situation.

All employees are requested to provide their immediate supervisor with as much advance notification as soon as possible of any anticipated leave.

### **Long-term Leave**

Request for long-term leave shall be approved in advance, where practical, by the board of trustees. Personnel requesting long-term leave shall make the request in writing to the superintendent who shall convey the request to the board at its next regular meeting. An employee may exhaust any accumulated leave before entering upon a period of long-term leave without pay. This leave is generally six weeks but may be longer with the attending physician's approval.



### **Military Leave**

Any employee who is a member of the South Carolina National Guard, the United States Naval Reserve, the Officers Reserve Corps, the Enlisted Reserve Corps of the Marines, the Coast Guard Reserve or the United Air Force Reserve shall be entitled to leave of absence from his or her respective duties without loss of pay, time, efficiency rating or accumulated leave for a period not exceeding 15 working days in any academic year during which the employee is engaged in military training. However, the employee should make every effort possible to request that training sessions be scheduled at a time which does not conflict with the contractual agreement between the employee and the district.

### **Sabbatical Leave or Emergency Leave**

With the recommendation of the superintendent, leaves of absence without pay may be granted by the board of trustees. Extended emergency leave for unusual circumstances may include catastrophic or traumatic illness in the immediate family. Such requests, historically, are very, very rare. For the purposes of this classification of leave, immediate family is interpreted to mean spouse, child, parent, grandparent, grandchild, sister, brother, mother-in-law, father-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law or other relative living in the home of the employee.

Immediate contact must be made with the principal or immediate supervisor and the human resource office as soon as the need is known. This contact must be followed by a written request for the extended emergency leave – prior to the absence when possible. Making the request is not a guarantee that the request will be granted. Extended emergency leave may be granted only after all personal leave days have been used and any emergency leave granted must be deducted from the employee's accumulated sick leave days.

### **Unused Sick Days in Excess of Ninety**

Teachers employed for 190 days may accumulate (90) sick leave days.

## **Family and Medical Leave Act**

The Board of Trustees will provide leave to eligible employees consistent with the Family and Medical Leave Act of 1993 (FMLA). Eligible employees are entitled to up to twelve (12) weeks of unpaid family and medical leave in any 12 month period. In addition to paying the district's portion of the employee's health benefits during the leave, the employee will return to work in the same or similar position after the termination of the leave. The district will adhere to the requirements of the Americans with Disabilities Act as well as other applicable federal and state laws.

In order to be eligible for FMLA, you must have worked in the district for a period of twelve (12) months. You would then be eligible for 12 weeks of FML provided that you worked a minimum of 1,250 hours in the twelve-month prior to the beginning of the leave. For the purposes of the FMLA, a twelve-month period is the district's fiscal year, July 1 through June 30.

An eligible employee may request FML for the following reasons:

- Birth and first year care of a child
- The adoption or foster placement of a child;
- The serious illness of an employee's spouse, parent or child;
- The employee's own serious health condition that keeps the employee from performing the essential functions of his/her job.

You must deplete all personal leave for purposes of FML. Medical and sick leave must also be depleted for the purposes of FML. As an employee you cannot compel the district to permit your use of accrued medical/sick leave in any situation which the leave could not normally have been used. **The FMLA does not change the District's sick leave policy.** Again, you are encouraged to carefully read the GBRI.

**Transfer and Sick Leave**

Sick leave accumulated in compliance with South Carolina law is transferable to any school district or state agency in the state by the employee with the accumulated leave. You may transfer a maximum of ninety (90) sick days into or out of Bamberg District Two schools to or from any South Carolina school district or South Carolina state agency, provided such leave is certified by the district/agency in which the leave was earned. Employees should check policy and regulations associated with receiving school districts and state agencies.

## **Insurance**

The benefit descriptions below summarize of some of Bamberg School District Two's current insurance benefits. Bamberg Two has the right to change, amend or delete any of these insurance benefits from time to time. In the event of any conflict between the language contained herein and the terms of the then current benefit plan, the terms of the benefit plan controls. For a copy of our most up to date plan description, please contact the payroll office.

The State of South Carolina provides several options for medical coverage to provide you and your dependents with valuable medical coverage if you become sick or injured. Other options include dental, long term care, life insurance benefits for employees and dependents, along with basic and supplemental long-term disability benefit options for employees. This plan includes school district employees.

Medical Insurance Options include the State Health Plan (SHP), Health Maintenance Organizations (HMOs), or the State Health Savings Plan (HSP).

The State Health Plan is self-insured medical plan. We do not pay premiums to an insurance company. Your monthly premium, combined with all premiums collected and the district's contribution, is placed in a trust account maintained by the State of South Carolina to pay claims and administrative costs. Blue Cross/Blue Shield of South Carolina administers the plan. The Plan Document contains a complete description of the Plan. Its terms and conditions govern all health benefits offered by the state. If you would like to review this document, contact the payroll office.

State Health Savings Plan is an alternative to those willing to take greater financial responsibility for their healthcare in return for lower insurance premiums. The plan is part of the Employee Insurance Program's effort to continue to provide economical health insurance in the face of rising medical costs. Because the Savings Plan has a high deductible, subscribers who have no other health coverage may make tax-free deposits in a Health Savings Accounts (HSA). The Account can be used to pay qualified healthcare cost.

Health Maintenance Organizations generally use a gatekeeper approach to medical care. Each covered member must select a primary care physician (PCP) from the HMO's list of qualified physicians for all medical care and referrals.

A comparison of Health Plan Benefits offered shows the benefits of each option is available from the Employee Insurance Program's Web site at [www.eip.sc.gov](http://www.eip.sc.gov).

### **Enrollment Policies and Procedures: (Who, How and When)**

**Eligible Employee:** An employee is a person employed by the school district on a permanent, full-time basis. Such an employee works at least 30 hours per week continuously for more than one year and receives compensation from the school district. Permanent, Part-Time teachers are eligible for State health and dental benefits, MoneyPlu\$ benefits and vision care benefits. The employee must work at least fifteen hours per week, but fewer than 30 hours per week. Premiums are based on one of three part-time categories based on the number of hours worked per week. (Category I=15-19 hours; Category II=20-24 hours; Category III=25-29 hours). Please contact the Benefits Office for eligible positions.

**Eligible Dependents:** You may cover either your lawful spouse or former spouse (if required to do so by court order or divorce decree), and any of your unmarried children under age 19 who are principally dependent upon you for maintenance and support. This includes a natural or adopted child, stepchild, foster child or child for whom the employee has legal custody and who resides in the home in a normal parent/child relationship, or for whom the employee provides support and maintenance because of court order. You may cover an unmarried child age 19 through 24 who is a full-time student and principally dependent upon you for maintenance support. If your child is covered as a full-time student, his/her eligibility for coverage ends the end of the month in which he/she turns age 25, unless he/she is covered as an incapacitated dependent. It is your responsibility to sign and return a student certification letter to your benefits office before your child's 19<sup>th</sup> birthday to certify that he/she is a full time student. If your child is not a full-time student, his/her eligibility for coverage ends the date he/she turns age

19, unless he/she is covered as an incapacitated dependent. Your dependent child's eligibility for coverage also will end if he/she gets married or obtains employment with benefits.

You may cover an unmarried child who is incapable of self-sustaining employment because of mental illness, mental disabilities or physical handicap and is primarily dependent on you for maintenance and support. Incapacitation must be established with documentation prior to the child's 19<sup>th</sup> birthday.

Initial Enrollment: If you are an eligible employee of the school district, you can enroll in the Plan within 31 days of the date you are hired by completing an NOE. Coverage is not automatic. Your coverage will continue from one year to the next as long as you are a full-time, permanent employee. Your coverage begins on the first day of the calendar month coinciding with or following the date you begin employment and are actively at work. Coverage for your enrolled dependents begins when your coverage becomes effective.

If you do not enroll within 31 days of the date you begin employment, you cannot enroll yourself or your dependents until the next open enrollment period or within 31 days of a special eligibility situation. Open enrollment is held every other year. The next open enrollment will be held in the fall of 2008.

During Open Enrollment, (October 1-31), you will be allowed to add or drop your coverage and/or your dependents' coverage unless there are changes made within 31 days of a qualifying event. During an Open Enrollment period, you may:

1. Enroll yourself (if eligible) and any eligible dependents in health coverage without providing medical evidence of good health (subject to 18 month pre-existing periods unless within 31 days of special eligibility).
2. Terminate health coverage or drop dependents from health and/or dental coverage.
3. Change from one health plan to another as detailed in Annual Enrollment.

All changes made during an open enrollment period become effective January 1, of the following year.

Special Eligibility Situations: You must initiate coverage changes allowed because of a special eligibility situation within 31 days of the date of occurrence. Special eligibility situations include:

1. Marriage;
2. Birth, adoption or placement;
3. Divorce or legal separation;
4. Spouse becomes a state employee;
5. Spouse loses or gains employment;
6. Spouse retires;
7. Child turns age 19 and is not a full-time student;
8. Child age 19 through 24 becomes a full-time student;
9. Child is a full-time student who turns age 25;
10. Child becomes incapacitated prior to age 19 or prior to age 25 if a full-time student;
11. Death of covered dependent; and
12. Child marries or gains employment with benefits.

If you do not initiate coverage changes within 31 days of eligibility, you must wait until the next open enrollment period. Documentation is required.

## **COBRA**

COBRA is short for Consolidated Omnibus Budget Reconciliation Act passed by the federal government in 1985. Its purpose is to protect employees and their covered dependents from losing their group health coverage due to certain life-changing events. This means you and your dependents can continue your state offered health and dental insurance for a limited time at your own expense if you are no longer eligible for coverage because:

1. You voluntarily quit work, are laid off or fired (for reasons other than gross misconduct);
2. Your hours are reduced from full-time to part-time;

3. You are a separated or divorced spouse; or
4. You are no longer eligible for coverage as a dependent child.

When you lose coverage, your benefits administrator will notify all individuals (you, your spouse, and dependents) covered under the policy of their right to continue their insurance coverage. You are responsible for the full premium for the coverage you select, plus a 2% administrative charge. COBRA coverage can last 18, 29, or 36 months depending on how you lost coverage. When you are no longer eligible for COBRA coverage you can apply to convert your health insurance to an individual policy. Once you convert your coverage, you are no longer covered by the state and terms of your coverage, and the premiums will change. For more information on COBRA, refer to your Insurance Benefits Guide or contact your benefits administrator.

### **Life Insurance**

**Basic \$3,000 Life Insurance:** The employer provides \$3,000 group term life and accidental death and dismemberment coverage at no cost if you are enrolled in a health plan offered by the state.

**Optional Life Insurance:** This policy includes life, accidental death benefits, a pro-rated benefit for loss of eye or limb, a living benefit for employees under age 60, a waiver of premium for 12 months for disability and a set provision of an additional 10% of the accidental death benefit (when applicable). Your basic level of coverage based on your salary determines the amount of insurance. You may purchase up to three levels above the basic amount. If you elect less than the maximum level of coverage, you will be required to provide medical evidence of good health to increase coverage. Further information is available from your benefits administrator or Employee Insurance Program.

**Dependent Life Insurance:** With dependent life insurance, you can cover your eligible dependents. Dependents can be a spouse who is not a state employee and a dependent child between the ages of 14 days through 19 years or to age 25 if a full-time student.



## **Long Term Care**

Long Term Care (LTC): The LTC program offers coverage that helps pay for a variety of personal care and social services for people of any age who are unable to perform normal activities of daily living such as walking, eating and dressing. A real plus about the LTC is that this kind of care can be provided either in a nursing home, adult day-care center or even at home. Medical evidence of good health is not required if you enroll yourself within 31 days of your hire date. Spouses of eligible employees and parents and parents-in-law of employees may enroll throughout the year with approval of medical evidence of good health. If you are not enrolled in the plan and want more information, contact your benefits office.

## **Disability**

Basic Long Term Disability (BLTD) is provided at no cost when you are enrolled in a state health plan of your choice. Ninety days from onset of a disability, BLTD provides a benefit of 62.5 percent of monthly base earnings, less certain offsets, up to a maximum benefit of \$800.00 per month. This plan is administered by OIS. Taxable benefits are payable for 24 months if you are unable to perform the duties of your own job, and to age 65 if you are unable to perform the duties of any and all jobs for which you are eligible through education, training or experience. There is a two-year limit for mental/dependency disabilities. This plan is not convertible into retirement.

Supplement Long Term Disability (SLTD) is a voluntary, employee-pays-all program. This benefit pays 65 percent of gross monthly salary, with certain offsets, up to a monthly maximum of \$8,000.00. Non-taxable benefits are payable for 24 months if you are unable to perform the duties of your own job, or up to age 65 if you are unable to perform the duties of any kind and all jobs for which you are eligible through education, training and experience. There is a two year limit for mental/dependency disabilities. You may choose either a 90-day or a 180-day waiting period at enrollment. Premiums are based on age and salary. This plan is convertible if you leave employment for reasons other than retirement.

## **MoneyPlu\$**

MoneyPlu\$ is a flexible benefits program made available through the Internal Revenue Service (IRS). With MoneyPlu\$, you can pay health and dental insurance premiums before you pay Uncle Sam. You can save even more money by using MoneyPlu\$ to pay dependent-care expenses and out-of-pocket medical expenses before you pay taxes. You must have completed one year of continuous service with a state-covered entity to participate in the spending accounts. Each benefit has a small administrative charge that is deducted from your paycheck before taxes and is minimal compared to your tax savings. You may set aside up to \$5,000 pretax per year to help pay medical expenses not covered by any medical or dental insurance. You also can set aside up to \$5,000 pretax per year to pay dependent care expenses for dependent children under age 13, physically or mentally handicapped dependents of any age, or elderly dependents. You must re-enroll in the Medical Spending Account and Dependent Care Account each year during the fall enrollment period to continue receiving either of these benefits.

## **General Liability Insurance**

Bamberg School District Two Board of Trustees provides broad based general liability coverage for all employees. The policy is written through the South Carolina School Board's Insurance Trust Fund.

## **South Carolina Workers' Compensation**

The South Carolina Workers' Compensation Law was designed "to provide for an employee, who is physically hurt while at work because of his work, medical care which will bring about, if possible, an early and complete recovery of the injury; and a payment of compensation to the injured employee for a larger percentage of wages lost during the period of disability, or in case of death, certain compensation for the deceased employee's dependents."

According to South Carolina law, accidents must be reported by the principal to the payroll office within twenty-four hours. If desired, additional information concerning the protection offered by the South Carolina School Boards' Insurance Trust may be secured from the payroll office.

If medical attention is needed between 8:00 a.m. and 4:00 p.m. because of a job-related injury or illness, the Benefits/Payroll Office should be contacted immediately by calling

(803) 793-3346, Ext. 33. To arrange for examination or treatment at the appropriate medical center, contact the Benefits/Payroll Office for the necessary papers.

### **Social Security**

All employees must have social security withheld from their pay. There are no exceptions. At the present time, employees contribute 7.65% of gross salary.

Employees are required, upon hire, to provide a copy of their original social security card to the Human Resource Services office. This is necessary in order to accurately record the employee's name for W-2 purposes, and to set up appropriate retirement accounts.

Applications for social security numbers may be made at the social security office (Orangeburg). It is important that employees only have one social security number. If a member loses his/her card or has any change in name, he/she must contact the social security office immediately to receive a new card. A copy of the new card with changes on it must be sent to the Human Resource Services Office as soon as possible. The employee is responsible for reporting all changes promptly!

### **Retirement**

According to Board Policy GBQ(GCQE) any school district employee who is a member of the South Carolina Retirement System may retire with full benefits if the member has reached the age of 65 or has 28 or more years of creditable service. Any member who has reached age 60 may retire with reduced benefits.

Also, the member who has reached the age of 55 and who has at least 25 years of creditable service may elect early retirement with reduced benefits from the retirement system; however, he/she will not be eligible for cost of living adjustments for a period of time.

The employee should notify the district board in writing of his/her intent to retire as soon as possible, but not later than **March 15 of the year** in which he/she plans to retire. For additional information on retirement please carefully read Board Policy GBQ(GBE).

## **The Plans**

South Carolina Retirement System (SCRS) is a defined benefit plan. In a defined benefit plan, the state bears the investment risk and provides a guaranteed monthly pension based on statutory formula, not on your account balance.

State Optional Retirement Program (ORP) is a defined contribution plan. In a defined contribution plan, you invest your funds within the plan's investment choices and then bear the risk, or enjoy the benefit which is based on the balance in your account when you retire.

### **“Tax-Sheltered” Annuity Plan**

“Tax-sheltered” annuity plans are available and have been approved by the Board of Trustees of Bamberg School District Two. Premiums are payroll deductible. Information about these plans may be secured from the Benefits/Payroll Office.

# Drug-Free Workplace

## **Staff Rights and Responsibilities: Substance Abuse and Assistance**

It is the policy of Bamberg School District Two that the work environment should be free from drugs and alcohol. All employees shall be prohibited from:

1. The unlawful manufacture, distribution, dispensing, possession, use or being under the influence of a controlled substance while on district premises or while performing work for the district.
2. Any employee who appears to be under the influence of a controlled substance or alcohol will be immediately suspended pending appropriate disciplinary action.
3. The unlawful use, possession or sale of a controlled substance or alcohol is grounds for immediate suspension pending appropriate disciplinary action.
4. The use of controlled substances or alcohol by employees at any time in such a way that would adversely affect the performance of their duties is grounds for immediate suspension pending appropriate disciplinary action. Whenever it is reasonably suspected that an employee's work performance or on-the-job behavior may have been affected in any way by alcohol or drugs, the district may require the employee to submit a urine or blood specimen for alcohol and drug testing. Any employee who refuses to submit to a test or who test positive for alcohol or drugs will be in violation of this policy.
5. The superintendent will obtain and make available to all employees information concerning the dangers of substance abuse.
6. The superintendent will notify all employees of the names and addresses of area drug counseling and rehabilitation programs.
7. Any employee who has not been disciplined for substance abuse but believes that he/she may benefit from treatment, may receive district assistance in locating appropriate treatment. The district will, at the discretion of the superintendent, allow employees to use sick leave during the time they are absent for treatment when enrolled in a certified rehabilitation program.
8. Any employee who is convicted of an illegal drug offense related to the workplace must notify the district within five days of conviction.
9. Within 10 days of receiving notice of such conviction, the district must report such conviction to federal grantor agencies.

10. The personnel director will provide a copy of this policy to each employee of the district.

For purposes of this policy, a controlled substance is one which is:

1. Not legally obtainable;
2. Being used in a manner different than prescribed; or
3. Legally obtainable but has not been legally obtained by the one in possession.

As a condition of employment, each employee shall:

1. Agree in writing to abide by the terms of the district policy respecting a drug and alcohol-free workplace; and
2. Agree to notify his or her supervisor of his or her conviction of any criminal drug statute for a violation occurring on the district premises or while performing work for the district, no later than five (5) days after such conviction.

In order to make employees aware of dangers of drug and alcohol abuse, the district shall:

1. Provide each employee with a copy of the district drug and alcohol policy;
2. Publish notice of the district drug and alcohol policy in the personnel handbook;
3. Make available materials from local, state, and national anti-drug and alcohol abuse organization; and enlist the aid of community and state agencies with drug and alcohol informational rehabilitation programs to provide information to district employees.

## **Public Relations**

The principal in each school is the point of contact with the public. Each school is responsible for informing the public as to news events relevant to their school. Items pertaining to all District Two Schools are handled through the Superintendent's Office.

In addition to individual school newsletters and brochures, the district publishes a community newsletter, *The D-O Informer*.

Any and all contacts with the news media should be directed through the principal's office. Employees who are not directly supervised by a principal should direct any contact from any representative of the media to his/her immediate supervisor or the Superintendent's Office. Information and district news updates are available on the District Website: [www.bamberg2.k12.sc.us](http://www.bamberg2.k12.sc.us).

## **Advertising and Promotional Policies**

With the Superintendent's approval the school may do the following:

- Cooperate in furthering the work of a non-profit community-wide social service agency, provided such cooperation does not restrict or impair the educational program.
- Use approved films and other multi-media and educational materials bearing a simple notation of the producing firm.
- Announce any lecture or other community activity of particular educational merit.
- Cooperate with any governmental agency in promoting activities in the general public interest which are non-partisan and non-controversial and which promote the education or other best interests of the students.

Lists of teachers or students shall not be provided to commercial firms or to any agency organized wholly or primarily for profit.

## **Parent Teacher Associations/Organizations**

All schools in Bamberg District Two have parent-teacher association/organizations that meet four to five times a year.

## **Volunteer Services**

District Two schools support a volunteer program which serves to increase educational services to students to strengthen the involvement of parents in the education of their children, and to broaden community involvement in our schools. School volunteers, including parents and other interested persons, donate time and talents to the schools and, therefore, contribute to a strong community.

The principal guides the volunteer program in each school. District PTA and School Improvement Councils are a vital part of volunteerism in the district. A professional, responsible attitude is expected of all volunteers. All volunteers must complete a district application for volunteers and pass a SLED check before they are allowed to work in any school building.



## **Health Services**

District nurses strengthen and facilitate the educational process by improving and protecting the health status of students and staff by identifying and assisting in the removal or modification of health-related barriers to the learning and teaching process for individual students. The nurses serve as health advocates for all students, focusing on the promotion of healthful lifestyles and the prevention of illness and disability. Other duties include serving as liaison between school, physicians, families and community agencies to assure access and continuity of health care for students.

## **Crisis Intervention Team**

In an effort to address the needs of students and staff, the District Crisis Intervention Team is designed to assist the school's faculty, students and parents in the event of suicide, death of a student, staff member or parent. In addition, the team is available for any trauma situation that may require special attention. The team consists of all district guidance counselors, the district psychologist, local mental health staff, and district office staff. They are available upon request to all schools.

## **Transportation**

All school buses transporting students to and from the schools are owned and operated by the state. No person is allowed to drive a bus until first successfully completing the School Bus Driver's Training Course given by the State Department of Education and obtaining a valid CDL License. The state does not assume responsibility for transporting students who live within one and one-half miles of the school. No bus is permitted to leave the regular route to pick up children who live within one-half mile of the route. A distance of two-tenths of a mile is required between bus stops. All lawful occupants of the bus are insured. The District does use both state and district-owned buses in order to transport students on special co-curricular trips and activities.

Efficient operation of buses requires local supervision. Each principal works with the bus supervisor, faculty and staff members in order to provide a schedule of bus duty supervision to fit the needs of the local situation and the age of the students being served.

If you have an interest in driving a regular route, being a substitute driver or activity trip driver, please contact the transportation office for more information.

## **Food Services**

District Two participates in the National School Lunch Program which provides resources that support school nutrition programs for the children in Bamberg School District Two. These resources include monetary assistance to participating schools for meals served to students. These funds help purchase equipment, pay food service staff, and purchase foods and supplies used to provide meals.

It is the goal of our program to provide reasonably priced meals to students while promoting good nutrition and encouraging healthy food habits. Participation in the breakfast program is encouraged because hungry students cannot learn effectively.

These programs are an essential part of the total health program and provide teaching opportunities for the classroom teacher as well as offering social experiences for the student. It is recommended that the teacher participate with the students. Meals for teachers and other adults will be paid for by the individual. The cost for each adult meal is determined by the office of School Food Service in the State Department of Education and is based on the amount charged to students plus federal reimbursement per meal plus sales tax. Meals for teachers will contain the same items as those served to students.

## **Building Safety**

Safety in the school is a matter of constant concern to the public in general, to the Board of Trustees, the district administration, principals, and teachers.

A number of measures designed to provide and maintain safe conditions in school buildings are provided. Principals inspect their buildings regularly and arrangements have been made with the fire departments to inspect every school quarterly. All fire extinguishers are inspected and serviced through a contract with a company that specializes in these types of inspections. The district's maintenance department is on the alert for any unsafe conditions and any such conditions receive first priority in the maintenance department.

### **Emergency Drills**

In accordance with State Laws and other regulations and procedures, fire drills, tornado drills, earthquake drills, and other emergency plans will be part of the District Two program helping to ensure the health and safety of all students and employees. Every employee is expected to participate in emergency preparedness drills. Fire drills will be conducted monthly at each of the three schools. Fire drills and other emergency drills may be announced or unannounced. Principals or his/her designee will keep accurate records of drill dates and notes of issues/problems that occurred during the drill. Definite emergency drill instructions will be provided to the students, faculty and staff members at each school. The directions include, but are not limited to, routes to be used in exiting and re-entering the buildings, location and use of fire extinguishers, procedures for pupil accounting during drills, appropriate distance to be maintained from the buildings during drills as appropriate, and exiting and entering procedures. Drills requiring students to remain in buildings will include details as appropriate for special procedures and locations which provide the greatest protection from danger.

# **Facilities and Equipment**

## **Facilities**

As employees in District Two Schools, we are subject to visit from community members, parents, state and local officials, business representatives and any number of other groups or individuals. This being the case, it is most important that we maintain a welcoming environment at all times. All employees are responsible for the facilities used as related to the jobs performed. Classrooms, offices, and other facilities should be neat, uncluttered and attractive at all times. If an educational space or other facility is used by more than one employee, care should be taken to leave facilities in good condition for those who will follow your use of the facility. If your position involves the supervision of students, it is important that they be held appropriately accountable for the condition of the school property and facilities.

All of us should be mindful of energy use as we perform our jobs in District Two Schools. When you leave a room or other facility, it becomes your responsibility to turn off lights, be certain all windows and doors are locked and secured and perform any other routines established by your principal or supervisor. If your position requires security and maintenance of special facilities or areas, you should plan, along with your supervisor or principal, a routine or procedure that would ensure proper care and use of those facilities or areas.

## **Equipment**

Proper care and use of District equipment is also a detail that deserves careful attention. Care and good judgment should be exercised when making decisions about how students use equipment, lab materials, etc. Proper instruction should be given and , in some cases, parental consent obtained prior to use of equipment. If you have questions about any matter associated with student use of equipment, you should contact your principal or immediate supervisor. All employees should use the proper equipment in a responsible way. Employees should provide proper maintenance as equipment is used or make requests through the proper channels should maintenance assistance be needed.

### **School Property**

All employees should perform their jobs in a manner that would safeguard and protect the properties of the district. Students should be instructed in the proper care and use of textbooks and supplies and be taught respect and regard for public property. Employees should be familiar with district requirements for the maintenance of textbooks, supplies, equipment, vehicles and other devices associated with specialized jobs as they relate to individual positions. District employees are not permitted to use school properties or facilities for personal or business gain.

### **Telephones**

Telephones are maintained for the purpose of conducting school business. Conversations should, of course, always be professional and as brief as possible. Long distance phone calls are not appropriate unless they are directly related to school business and appropriate permission is granted prior to making such calls. Certified personnel should follow the direction of the building principal or superintendent. Classified personnel should follow the direction of the immediate supervisor. Students should use telephones only on a very limited basis and always with the permission of a school employee. Students should not be called out of instructional settings in order to make or receive a call except in extreme emergency situations.

### **Computers**

The Board of Trustees believes that any use of the Internet should be in support of education and research and consistent with educational objectives of our district.

All internet users within BSD2 are expected to act responsibly, ethically and legally in accordance with BSD2 guidelines and the laws of the South Carolina and the United States guidelines that have been distributed to all students, teachers, staff and administration.

## **Staff Relations**

All district employees are expected to practice **TEAMWORK**. Every task performed, lesson taught, classroom cleaned, meal prepared, class observed, trip taken, and student transported is important to the total, team-oriented, “Student-Centered” focus of Bamberg School District Two. Total cooperation between and among all employees is a must if the focus of BSD2 is to remain on the students. Any problems, which might detract from maintaining appropriate cooperation between you and any other employee, should be discussed immediately with your principal or immediate supervisor.

Staff development is of great importance to a school system and it has become increasingly more important as the “explosion of knowledge” continues. Ten days beyond the 180 instructional days for students must be used for staff development.

### **Principal/Faculty**

The principal serves as the instructional leader for the school and, as such, is responsible for the organization, control, educational advancement, and growth of the school entrusted to his/her care. The teacher is directly responsible to the principal of the school in which he/she works. Teachers are expected to cooperate with other teachers, the principal and the superintendent in such a manner as to promote the best interest of the school and the district and work for the welfare of students under their supervision. Teachers are expected to act as professionals at all times.

The principal is expected to be responsible for everything that takes place on the school grounds and in the school buildings. He/she is in complete charge of the school, and has the authority to assign the building for any use that complies with board policies.

The principal is responsible to the superintendent and expected to carry out district policies and regulations.

The principal is expected to be at the school during the school day and before and after school in order to supervise its proper operation. The principal’s workday is expected to

be a minimum of eight hours. If the principal must be absent from school, the superintendent is to be notified in advance for approval.

Administrative policies, communication from the Board, work assignments, instructional schedules, and courses of study will reach classroom teachers through the principal. All problems and requests for assistance and materials pertaining to school work should be directed to the principal.

A teacher may expect the principal to guide and assist with problems pertaining to work with students. A teacher may expect the principal to share disciplinary problems, guide, and sustain the teacher as they work for the good of students.

A teacher must consult with the building principal before initiating new procedures, plans, or programs and should express views on school policies and problems to the principal and to the faculty in general meetings. Opportunity for open expression and sharing of responsibility for the successful operation of the school should be encouraged and protected by tolerance and good will. The views of all shall be respected and held in confidence. Loyalty of each staff member to the group and to the organization is necessary to the success of the school.

### **Instructional Aides/Other Paraprofessionals**

Instructional Aides/Other Paraprofessionals are directly responsible to the principal of the school in which he/she works. Instructional Aides/Other Paraprofessionals are expected to cooperate with other teachers, the principal, district office staff and the superintendent in such a manner as to promote the best interest of the school and the district and work for the welfare of students under their supervision. Instructional Aides/Other Paraprofessionals are expected to act as professionals at all times.



## **Custodial Staff**

The general public, parents, students, faculty, and support staff in our schools and school district are directly influenced by the work of a special group of classified staff members – our custodians. Those who work in and visit our schools certainly gain an impression about everything that Student-Centered education entails. Not the least in importance is the cleanliness and order of our schools. Their work helps protect the health of every other person in our schools. Cooperation of all staff members with the custodial staff in keeping the school environment (buildings and grounds) clean and safe will be appreciated. If you have suggestions about cleaning practices or procedures as it relates to the manner in which your room is cleaned, refer the comments/suggestions to your principal or immediate supervisor. The information will be appropriately communicated to the custodian in charge of your work area. **You**, no matter what your position in our District, are a critical link in the chain of individuals required to present the very best image possible to our public. Careful attention to keeping your work area neat, uncluttered and “cleanable” is a must if our custodial staff is to be able to perform as expected. Our custodians are not employed to “pick up after us,” but to clean what should already be a professionally arranged and uncluttered work area. Please keep this in mind as you organize your work area and establish routines that would support good cleaning practices.

## **Evaluation of Staff**

All District Two employees should expect their work to be evaluated. It is through such evaluation that our district focuses more closely on “Student-Centered” education. All certified staff will be evaluated through the procedures associated with ADEPT. Classified staff may be observed and their performance evaluated by the principal, his/her designee, a district-level supervisor and/or the superintendent of schools. Supervisors exist solely for the purpose of providing better instructional services to the students. All employees should expect to be supervised with regards to instructional techniques, procedures, curriculum, time management, facilities management, and any number of performance-related issues no matter what position you hold with the district. It is imperative that the employee and supervisor work in close cooperation in order to promote the most effective and efficient total educational system. Your job is critical as it relates to our mission and vision in District Two Schools.

## **Extracurricular Assignments**

All school staffs are directly responsible to the principal of the school in which he/she works. Staff members are expected to accept the responsibilities and assignments by the principal as to all bus, playground, lunch, extracurricular, or any other school duties to which he/she may be assigned. It is expected that all professional personnel in the school will have duty assignments during recess, lunch and before and after school.

## **Substitutes**

All teachers should carefully prepare for a substitute teacher in the event that the need arises. The very best substitute cannot replace the teacher or duplicate the performance that we expect from our instructors. Substitutes are not appropriate for many of the certified and classified positions that exist in the district, and peers must assume critical responsibilities when you are not present to perform the tasks for which you were employed. In short, you are a very critical part of the total human resources necessary to meet the needs of our students each day. Please make every effort to be at work every day you possibly can. No substitute can replace you.

## **Attendance Reports**

The South Carolina Pupil Accounting System is designed to provide the State Department of Education with pupil membership data to support the South Carolina Education Finance Act of 1997. The role of the teacher is to record student attendance information in homeroom or whatever time designated by the principal on a daily basis.

## **Reporting to Parents**

An essential function of each teacher is that of reporting to parents. It is the desire of the district administration that parents be informed in order that they may work with the school in an attempt to assure satisfactory progress in the educational program.

### **Reports are of the following types:**

1. Formal Report Cards – Issued at the end of each nine weeks period for all schools
2. Teacher Report or Note – Sent at any time the teacher feels such a report would be beneficial
3. Parent-Teacher Conference
4. Parent-Principal Conference
5. Interim Progress Reports
6. Academic Assistance Plan Conferences – Conferences with parents and students are conducted in the fall and throughout the year for students not meeting grade level standards.

## **Supervision of Students**

No group of students, in the classroom or on the playground, shall be left unattended by the teacher. Teachers, at all times, are responsible for the conduct and safety of students and will see that students observe safety rules. In the case of extreme emergency, the teacher must make every effort to provide adequate supervision during his/her absence.

The principal, a teacher, or a principal's designee must be present when students are using a room in the school or other facility. Students or other unauthorized personnel are not to be loaned keys to school facilities. Rooms of the school are not to be unlocked for any reason without the knowledge of the principal or the teacher responsible for the room.

# **Mandatory Reporting of Child Abuse and Neglect**

## ***SOUTH CAROLINA:***

*Statute: 20-7-510(A)*

### **Standards for Reporting:**

- To have reason to believe that a child has been abused or neglected.

### **Persons Required to Report:**

- a physician
- a nurse
- a dentist
- a optometrist
- a medical examiner
- a coroner,
- an employee of a county medical examiner's or coroner's office,
- any other medical, emergency medical services, mental health, or allied health professional,
- member of the clergy including a Christian Science Practitioner or religious healer
- school teacher
- counselor
- principal
- assistant principal
- social or public assistance worker
- substance abuse treatment staff
- childcare worker in a childcare center or foster care facility
- police or law enforcement officer
- undertaker
- funeral home director or employee of a funeral home
- persons responsible for processing films
- computer technicians
- a judge

**Failure to Report:**

S.C. Code Ann. § 20-7-560

- A person required to report a case of child abuse or neglect or a person required to perform any other function under this article who knowingly fails to do so, or a person who threatens or attempts to intimidate a witness is guilty of a misdemeanor.
- Upon conviction, the individual must be fined not more than five hundred dollars, or imprisoned not more than six months, or both.

## **Discipline/Corporal Punishment**

The responsibility of maintaining an environment that supports good teaching and learning falls upon each person in the school system. Proper pupil conduct is an expectation that District Two Schools has for every student. All other employees and adults in every position should conduct themselves in a manner that will support an appropriate learning environment.

Bamberg School District Two will implement Positive Behavioral Interventions and Support (PBIS) a major advance in school-wide discipline. PBIS places emphasis on school-wide systems of support that include proactive strategies for defining, teaching, and supporting appropriate student behaviors to create positive school environments. Instead of using a patchwork of individual behavioral management plans, a continuum of positive behavior support for all students within a school is implemented in areas including the classroom and non-classroom settings (such as hallways, restrooms). Positive behavior support is an application of a behaviorally-based systems approach to enhance the capacity of schools, families, and communities to design effective environments that improve the link between research-validated practices and the environments in which teaching and learning occurs. Attention is focused on creating and sustaining primary (school-wide), secondary (classroom), and tertiary (individual) systems of support that improve lifestyle results (personal, health, social, family, work, recreation) for all children and youth by making problem behavior less effective, efficient, and relevant, and desired behavior more functional.



## **Emergency Care for Students**

Emergency care for students who become sick or injured at school or at a school sponsored function is a responsibility of school personnel.

Procedures to be used in providing such care are as follows:

1. The child will be taken care of until parent/legal guardian or medical authority accepts responsibility.
2. Attempts will be made to contact the parent/legal guardian or other individuals listed on the student's emergency procedure form.
3. If contact with the home cannot be established immediately when a very serious accident occurs or when a student becomes alarmingly ill, medical service will be summoned or an ambulance called to take the child to the hospital. In such instances, parents will be given full information at the earliest possible time.

Each school will be equipped as adequately as possible to render emergency care by providing a specially designated place.

## **Tutoring**

It is expected that every effort will be made by the principal and teacher to help a student with difficulties at school before recommending that parents engage a tutor. Should individual tutoring be recommended, the following regulations relating to tutoring have been established.

1. A teacher may not arrange to tutor, for pay, any student enrolled in the teacher's class.
2. Tutoring, for which a teacher receives a fee, will not be allowed in a school building
3. Teachers who accept outside tutoring engagements make their own arrangement with parents for the fee.
4. The District recommends that parents employ tutors who are certified in the subject area served.

## **Homebound/Home-based Instruction**

Students who have difficulties which prohibit school attendance may be eligible for homebound or hospitalized instruction. A physician must certify that the student is unable to attend school but may profit from instruction given in the home or hospital.

Once the Director of Programs for Exceptional Children has approved the homebound instruction, the proper form is forwarded to the school.

The district has a person who has been appointed as the coordinator of homebound services for each school. This person implements the procedures and secures a person to teach the homebound student. For further information, please read the guidelines that are listed in the District's Policy Manual.

Also, special education students who have been placed on home-based instruction for disciplinary reasons may also receive services.

## **District Curriculum**

The vision for education in District Two Schools is for every student to not only experience success in school, but also to have them attain skills, attitudes, and behaviors that enable them to become successful in life. It is our vision that has given birth to our theme, “Changing Our Conversation - From Vision to Reality!”

In our elementary school the vision begins with the Anderson V Curriculum, a program that is based on the South Carolina Standards. Focusing instruction on the foundation of skills in reading, writing, math and often utilizing techniques that incorporates science, health and social studies standards as well. Great care is taken to show the interrelatedness of various subjects. Writing as a thinking tool in all disciplines is stressed. Throughout their elementary education, the creativeness of children is further nurtured through music and art.

The middle grades provide the bridge between elementary and high school. Making every effort to meet the special needs of middle grade students, career counseling, and exploration are provided in addition to the traditional academic courses. Keyboarding, art and band expand their curriculum offerings to enrich the middle school experience.

The high school offers traditional core academic courses as well as honors course that provide students with an opportunity to participate in courses that best fit their career plans. A partnership with Cope Vocational Center affords juniors and seniors the opportunity for intensive training in various programs such as Cosmetology, Building Construction and Health Services.

Emphasis on using technology as a resource to extend and enrich students in all academic areas and grade levels is interwoven throughout the curriculum. Preparing all students for post-secondary education and successful entry into the world of work once they complete their formal education are the desired outcomes for Bamberg School District Two.

## **Gifted and Talented Program**

All students should have the opportunity to develop to their fullest potential. Bamberg School District Two recognizes that students possessing above average general abilities, high levels of task commitment, and high levels of creativity must be challenged and provided with a variety of educational opportunities and services to meet their unique strengths, weaknesses and needs that are not provided through regular instructional programs.

Bamberg School District Two's program for students identified as academically and intellectually gifted is designed to identify and serve students who demonstrate high intellectual ability and high potential for achievement. The district uses the states criteria to identify academically gifted and talented students.

## **Special Services**

Bamberg School District Two provides special services and related services to students with disabilities from ages 3-21. These services are provided within the district or through multidistrict agreements. Students are served in the following categories of disabilities: learning disabled, educable mentally disabled, emotionally disabled, orthopedic impairment, other health impaired, hearing impairment, and speech impairment. Fully certified teachers who are trained in each disability serve these students. The district employs many different models/programs in dealing with the many disabilities exhibited by students. These models include resource classes, inclusion classes and self-contained classes.

Students with a suspected disability must be referred to the school's Student Assistance Team which will document interventions to accommodate the student's needs in the regular classroom and refer the student for further evaluation to determine eligibility for special services when interventions are not successful. After appropriate screenings, background information and permissions have been obtained, the student is evaluated by a school psychologist or other professional personnel familiar with the suspected disability according to State Department of Education regulations. A committee to determine whether a student meets eligibility criteria for services reviews evaluation results. An Individual Education Program (IEP) which specifies the special services and related services to be provided is developed for qualifying students. Special services include additional instruction in the regular classroom, placement in a resource room for small group instruction for a portion of the day, and instruction in a self-contained classroom for the majority of the instructional day. Regular classroom instruction and resource assistance are available in Bamberg School District Two.

Special services for students with disabilities are coordinated by the Director of Program for Exceptional Children who ensures procedural due process and appropriate placement of students in the least restrictive environment consistent with the IEP. The Director also assists principals in supervising special services teachers with special emphasis on record keeping required by the state and federal regulations.

## **Psychological Services**

A school psychologist is available to all schools and programs for children in Bamberg School District Two. Services are available to all children and students ages 3-12.

Available services include, but are not limited to, psycho-educational evaluations, assessments for possible developmental delays, parent conferencing, classroom/teacher consultation, and crisis management.

The school psychologist is available to serve on crisis management teams at the school and district level. In critical needs situations they may, upon request and with the Superintendent's approval, serve on crisis management teams created by other agencies.

The school psychologist works with principals or their designees to assist teachers in serving children with disabilities or children suspected of having disabilities. School psychologists serve as resource persons to classroom teachers for behavior management techniques, and may provide specific strategies for individual students relating to identified disabilities.

Referrals for psycho-educational evaluations are made through school-based assistance teams. School psychologists may serve assistance teams as resource staff. School psychologists are available to parents as resources for strategies in managing learning difficulties and/or problematic behaviors.

## **District Testing / Test Security**

### **District Two Test Security Policy**

All mandatory tests administered by or through the State Board of Education to the students of Bamberg School District Two shall be administered in accordance with state laws and regulations.

District personnel shall adhere to all procedures specified in all operating manuals governing the state testing program. The District will administer all appropriate tests mandated by the State Department of Education.

The District will not use any state owned test materials or district test materials which are the same as those used in the state testing program for any reason other than those specified by the State Department of Education and on the dates specified by the State Department of Education.

The District will keep all test and test materials relating to these tests under lock and key in a central location, both before and after testing. During testing, once the district's test coordinator has checked out materials to the school's test coordinators, the coordinator will secure all of the test and test materials in a central location under lock and key when testing is not in progress.

Each school year, the District superintendent shall appoint one individual in the district to be solely responsible for getting commercial tests used in the statewide testing programs by the State Department of Education. The superintendent will give the name of this individual to the SDE in writing on an annual basis.



No employee of District Two shall knowingly or willfully:

1. Give examinees access to test questions prior to testing;
2. Copy, reproduce, or use in any manner inconsistent with security regulations all or any portion of any secured test materials;
3. Coach examinees during testing or alter or interfere with examinees responses in any way;
4. Make answer keys available to examinees;
5. Fail to follow security regulations for distribution and return of secured test materials as directed or fail to account for all secured test materials before, during and after testing.

Violations of any state law and regulations or any of the guidelines in this policy shall subject the individual to liability and may lead to criminal proceedings, termination, suspension, or revocation of administrative and/or teaching credential.

# Assessment Program

## **Administration of Test**

Bamberg School District Two shall participate fully in the assessment program established by the South Carolina Legislature in the Education Accountability Act of 1998. The assessment program shall include mathematics, English/Language Arts, social studies and science skills.

The district's basic skills assessment program will include continuous assessment of the individual student's progress in relation to the state minimum standards of student achievement for kindergarten through grade twelve.

## **In-service Training**

Appropriate in-service training will be provided for all staff, including newly employed certified personnel involved in implementing the basic skills assessment program, to ensure efficient and effective methods of instruction.

## **SCRA (South Carolina Readiness Assessment) for First and Second Grade Instruction**

The Education Accountability Act of 1998 requires that the Department of Education develop or select a readiness assessment to determine students' readiness for first and second grade. SCRA is an unobstrusive measure that relies on teacher observation and documentation. It is an adaptation of the Work Sampling System, and was field-tested statewide in 2000-2001. The EAA provides that the results of the assessment are not to be used for either retention of students or accountability.

All children in Kindergarten and First grade participate in SCRA.

### **PACT (Palmetto Achievement Challenge Test)**

PACT is a part of South Carolina's statewide assessment program to measure performance on the state standards. It is administered to all students in grades three through eight each year. The PACT includes tests in four subject areas – English/Language Arts, mathematics, science and social studies.

### **HSAP (High School Assessment Program)**

HSAP is a new high school assessment program that has been developed to meet both federal and state requirements.

- It meets the requirement of the South Carolina Education Accountability Act (EAA) of 1998 that each public school student pass an exit examination to receive a South Carolina high school diploma.
- It is also used to measure students' academic achievement on high school standards in accordance with the federal No Child Left Behind Act (NCLB) of 2002.

The HSAP assesses selected South Carolina curriculum standards in English/Language Arts and mathematics that students have had adequate opportunity to learn by the end of tenth grade.

### **EOCEP (End of Course Examination Program)**

The Education Accountability Act of 1998 requires the development of end of course examinations in gateway or benchmark courses for grades nine through twelve.

The examination will count for 20% of the student's final grades in the gateway or benchmark courses.

## **Assistance to the Student**

The results of the test administered under the basic skills assessment program will be used to help in the diagnosis of student deficiencies. When a deficiency is indicated by the results of the test, basic instruction will be provided to aid the student in bringing his performance to the statewide minimum standards for a particular grade. This program shall be specific to the individual student's needs.

### **Student Records**

The scholastic record of the student shall contain a copy of the aforementioned notice sent to the parent(s) or guardian(s) of students "not ready" for first grade instruction or students in grades 2-12 who need remediation.

### **Make Up Tests**

Any student who is unable to take any of the tests prescribed in the act because of absence from school shall be given the missed test as soon as possible following his return to school. One make up will be given during school hours.

### **Handicapped Students**

Handicapped students shall be given the readiness or the basic skills tests unless the I.E.P. developed for the student pursuant to P.L. 94-142 states otherwise.

## **School Visitors**

The Board and staff of the school district welcome members of the community and other interested persons to visit the schools.

Parents and interested citizens are encouraged to visit schools during school hours and for special events held after school. Visitors are welcome during the school day at the discretion of the principal and provided that the visits are not detrimental to the instructional program. Schools offer many opportunities such as PTA/PTO meetings, athletic events, and special programs for visits after school hours. Customarily, “open house” is scheduled in the fall for parents and citizens to become acquainted with the teachers and staff.

When visiting schools during the school day, persons shall report to the main/front office first. If visitors wish to tour the facilities, the principal shall designate a staff member to accompany the visitor.

Parents are encouraged to arrange conferences with individual teachers by appointments. These conferences may be held during the planning period of a teacher, before school hours, or after school hours. They shall check by the principal’s office to establish identity and purpose and be escorted to meet with the teacher. Periodically, a day during the school year is set aside for parent conferences.

Inspectors, agents, representatives, and others conduct many visits to our schools. Principals will typically be the initial contact for such visitors, but all employees should be aware of the procedures to follow in order to establish a welcoming posture while attaining adequate information in order to establish the credibility of the visitor.

If the inspector, agent, representative, or other visitor is not wearing a visitors’ badge or is not accompanied by an employee of the district, he/she should be directed to the building principal or to your immediate supervisor for assistance. If the individual in

question can present appropriate credentials and written permission to inspect/visit from the Superintendent's Office or the appropriate District-Level Department/Director, the individual should be allowed to continue the visit/inspection. In either case, the building principal or your immediate supervisor should be informed of the guest on school property.

If the visitor cannot produce the appropriate credentials and written permission to visit facilities, he/she should be advised that the inspection or visit cannot continue, nor can the visitor remain on school property without first reporting immediately to the building principal's or other district representative's office.

Requests for interviews with students will normally be denied unless written consent of the parents is given or a parent is present for the interview. Requests for interviews with teachers and other employees of the school will also be denied with the explanation that district employees are not permitted to be interrupted in the performance of their school duties for the purpose of engaging in such interviews.

The purpose for this information is to guard against any unwarranted interference with the operation of the school or any infringement upon the rights and safety of students, teachers, or other district employees. Normal administrative and instructional procedures related to the day to day operation of our schools and visits by those persons authorized by law (Fire Marshall, etc.) are welcomed and expected.

## **Inclement Weather Conditions**

In the event of the necessity of announcing information about the closing of schools due to weather conditions or the opening of schools after they have been closed due to weather conditions, students and their parents are urgently requested to cooperate with school officials and the local/radio/television stations in helping get the accurate information widely distributed as early and as quickly as possible.

There will be times during the year when, occasionally, there will be weather conditions that create hazardous driving conditions. It is the District's intention to operate schools only when the roads are safe for driving. School officials continuously monitor the weather forecast and begin checking road conditions well before 5:00 a.m. However, many times conditions cannot be determined until two or three hours later because snow or ice may move into the area about daybreak. When possible, a decision is made earlier, usually before 6:00 a.m. Once a decision is made, the radio and TV stations are notified, and the announcement is put on the air with the 6:00 a.m. news. The announcement is repeated frequently until the normal time for school to begin.

If a decision to close schools cannot be made by 6:00 a.m., school opening may be delayed for an hour or two. If the 6:00 a.m. announcement is made that the school opening time will be delayed, teachers will not be at the school until the announced time. Therefore, students should not be brought to the school until the announced opening time. Also, please be aware that even though the delay is announced, weather conditions and road conditions may worsen to the point that schools will have to be canceled for the day. Parents and students should continue to listen to the radio or TV for updates.

If the radio and TV stations do not announce school cancellation or school delay, students will follow the school's regular schedule.

The school cannot guarantee the safety of the road conditions at any time, even during the best weather. The school administration makes the decision whether or not to operate

schools. Parents must make the decision whether or not to send their children to school during bad weather conditions.

In the event of school closing due to weather conditions, students and parents are urgently requested to cooperate with school personnel and the local radio and TV stations in helping to get accurate information widely distributed as early and as quickly as possible.

The radio and TV stations are anxious to cooperate with the schools in making these announcements. It is felt that the radio and TV stations are the most effective medium through which the announcement can be made and the cooperation of those stations is greatly appreciated.

**The Plan is as follows:**

1. Local radio and TV stations (WISTV, WWDM, WRDW, WBAW and WSMV.94.5 FM/WGCV-620 AM ) will announce the decision to cancel or delay as soon as it is made. The announcement will be broadcast no later than 6:00 a.m. on the day concerned, provided school personnel can get the message to the radio and TV stations.
2. The announcement will be made no less than once every ten minutes. Students, parents, and other persons concerned are requested not to telephone the superintendent, principal, teacher, radio or TV station. This request is made in order to avoid having telephone lines tied up so that those responsible for making the decision can communicate with each other.
3. If a radio or TV station is not available, the student or other person concerned is requested to arrange to get the information from a friend.
4. Your full cooperation in following this plan will be greatly appreciated.

**All days missed due to inclement weather will be made up at the end of the school year and/or on teacher workdays, as appropriate.**



## Expense Reimbursements

According to district policy DJD, expenses for travel will be paid to all employees and school board members for approved meetings seminars or conferences at the following rates:

Automobile mileage – reimbursed at the prevailing federal rate

Effective August 5, 2013 - .55 cents per mile

Plane or train – coach rate

Taxi or bus- actual fare, including trip, payable upon return, when accompanied by receipt

Hotel – actual rate for single accommodations; employees and board members will be responsible for paying charges above single rate.

In state travel:

Meals - \$35 per day, broken down as follows:

Breakfast - \$6.00

Lunch - \$9.00

Dinner - \$20.00

The per day amount, up to \$35, will be paid for overnight travel.

Out of state travel:

Meals - \$46 per day, broken down as follows:

Breakfast - \$9.00

Lunch - \$12.00

Dinner - \$25.00

The per day amount, up to \$46, will be paid for overnight travel

(Expenses may be paid by the district upon submission of a request to the district office following approved travel.)

**Note:**

1. Hotel reservations, at the single rate, plane or train reservations and registration fees can be prepaid by the district if requested 10 working days in advance.
2. If cancellations are necessary, the employee or board member may be responsible for reimbursing the district for monies not refundable.
3. An itemized statement must accompany the hotel bill and/or expenses charged to the district's credit card.

## **Purchasing**

Teachers/staff must complete a requisition form to purchase supplies or equipment and turn it in to the principal who will then approve the purchase and forward it to the secretary. The secretary is responsible for placing the order into the district's computerized purchasing system once it has been approved. All requisitions must have the principal's signature before it can be entered into the computerized purchasing system. All signed requisitions should be entered into the district's purchasing system in a timely manner in order to make certain that teachers/staff have the necessary supplies to effectively do their jobs. If the requisition is denied, the principal or his/her designee will confer with the teacher to have him/her modify the requisition or defend it. **Any unauthorized purchases will become the financial responsibility of the teacher/staff member who placed the unauthorized order.**

## Who Can Answer Your Questions About....?

### A

|                                  |                      |
|----------------------------------|----------------------|
| Academically Gifted Programs     | Shannon Johnson      |
| Academic Assistance Programs     | Dr. Ruby Johnson     |
| Accountability                   | Dr. Thelma Sojourner |
| Accounting                       | Oggretta Tyler       |
| Accounts Payable/Invoices        | Vanessa Freeman      |
| Adult/Community Education        | Bamberg 1            |
| Advanced Placement Program       | Dr. Ruby Johnson     |
| Alcohol and Drug Abuse Education | Michelle Nimmons     |
| Art Program Coordination         | Dr. Ruby Johnson     |
| Artistically Gifted Programs     | Shannon Johnson      |
| ADEPT                            | Michelle Nimmons     |
| Attendance                       | Eartha Atterberry    |

### B

|                          |                      |
|--------------------------|----------------------|
| Band Program Coordinator | Dr. Thelma Sojourner |
| Benefits, Employee       | Dorothea Black       |
| Board Policies           | Dr. Thelma Sojourner |
|                          | Deborah Anderson     |
| Building Programs        | Dr. Thelma Sojourner |
| Bus Transportation       | Walter Baker         |
| Business Partnerships    | Dr. Thelma Sojourner |

### C

|  |                      |
|--|----------------------|
| CATE (Career & Technical Education)    | Dr. Ruby Johnson     |
| Computers (Software, Repair, Training) | Eartha Atterberry    |
| Construction                           | Dr. Thelma Sojourner |
| Crisis Communication                   | Dr. Thelma Sojourner |
| Crisis Management                      | Dr. Thelma Sojourner |

Curriculum Coordination  
Art, Band, Music  
Language Arts  
Media Specialists  
Social Studies  
Physical Education & Health  
Foreign Language  
Mathematics  
Science

Dr. Ruby Johnson

Custodial Services

Dr. Thelma Sojourner

## **D**

District News/Publications

Dr. Thelma Sojourner

Deborah Anderson

## **E**

Employee Assistance Program (EAP)

Michelle Nimmons

Employee Leaves of Absence

Michelle Nimmons

English as Second Language

Shannon Johnson

Enrollment Projections

Michelle Nimmons

Expulsion Hearings

Dr. Thelma Sojourner

## **F**

Facility Requirements

Dr. Thelma Sojourner

Family Literacy

Dr. Ruby Johnson

Financial Information, Budgeting

Oggretta Tyler

Food Services

Heather Zwicker

## **G**

Governmental Relations

Dr. Thelma Sojourner

Guidance Programs

Dr. Ruby Johnson

Goals Based Evaluation Programs

Dr. Ruby Johnson

## **H**

Health Services

Michelle Nimmons

Health Education

Michelle Nimmons

Homebound Instruction

Shannon Johnson

## **I-J-K-L**

Individualized Education Programs (IEP).

Shannon Johnson

Instructional Coaches

Dr. Ruby Johnson

Insurance

Oggretta Tyler

Liability, Property, Vehicle

## **M**

Maintenance Services

Dr. Thelma Sojourner

Media Relations

Dr. Thelma Sojourner

## **N-O**

National Board Teacher Certification

Michelle Nimmons

Nurses

Shannon Johnson

## **P-Q**

Parenting/Family Literacy

Dr. Ruby Johnson

Payroll

Dorothea Black

Performance Based Evaluation

Dr. Ruby Johnson

Personnel Records

Michelle Nimmons

Physical Education Coordination

Michelle Nimmons

Policy Review

Dr. Thelma Sojourner

Principals' Evaluations

Dr. Thelma Sojourner

Professional Development

Dr. Ruby Johnson

Professional Leave

Michelle Nimmons

Psychological Services

Shannon Johnson

Public Relations

Dr. Thelma Sojourner

Publications (District)

Deborah Anderson

Purchase Orders

Oggretta Tyler

Vanessa Freeman

Purchasing

Oggretta Tyler

**R-S**

Safety and Security

Oggretta Tyler

School Improvement Councils

Dr. Thelma Sojourner

School to Work Programs

Dr. Ruby Johnson

Special Services

Shannon Johnson

Speech Therapy

Shannon Johnson

Student Teacher Assignments

Michelle Nimmons

Substitute Teachers

Michelle Nimmons

Summer School Programs

Dr. Ruby Johnson

Support Staff Evaluations

Michelle Nimmons

Superintendent's Advisory Council

Dr. Thelma Sojourner

Deborah Anderson

**T-U-V**

Technology Education and Services

Eartha Atterberry

Chris Coffey

Testing Programs

Dr. Ruby Johnson

Textbook Adoption

Dr. Ruby Johnson

Transportation

Walter Baker

Volunteer Program

Michelle Nimmons

**W-X-Y-Z**

Warehouse

Dr. Thelma Sojourner

Contact persons may be reached at (803) 793-3346 in the Bamberg School District Two office, except as noted below:

Dr. Thelma Sojourner, Superintendent

Deborah M. Anderson, Executive Assistant to the Superintendent

Dr. Ruby Johnson, Director of Instructional Services

Oggretta Tyler, Director of Finance

E. Michelle Thomas Nimmons, Director of Human Resource Services

Shannon Johnson, Director of Programs for Exceptional Children

Shannon Johnson, Student Psychological Services

Heather Zwicker, Food Services Supervisor

Vanessa Freeman, Accounts Payable

Dorothea Black, Payroll/Benefits

, Secretary

Shaquita Chatman, Medicaid Clerk

Bamberg 1, Adult Education Instructor

Sheila Jones and Lucille Moody, Transportation Supervisors (803) 793- 2034

Ray Wallace, Maintenance Supervisor (803) 793-3346