# BOARD MEMBER REMOVAL FROM OFFICE

*Code* **BBBD** *Issued* **10/26**

Any board member who willfully commits or engages in chronic unexcused absenteeism, misconduct in office, persistent neglect of duty in office, misfeasance, malfeasance, conflicts of interest, or is considered medically incompetent or medically incapacitated is subject to removal from office by the Governor.

Prior to removal, the board member will receive written notice of the specific reasons for removal and an opportunity to be heard.

**Removal for noncompliance with mandatory training**

Any newly elected, reelected, appointed, or reappointed board member who fails to complete the state approved training program within the timeframe prescribed in state law and in policy BIA/BIB, *Board Member Training/Development Opportunities*, is subject to having his/her name referred to the Governor by the State Board of Education for removal from office.

Prior to a board member's name being submitted to the Governor, the board member will be provided an opportunity by the State Board of Education to cure his/her noncompliance in accordance with state law.

**Vacancies**

Vacancies will be filled for the unexpired term in the same manner as provided for in policy BBBE, *Unexpired Term/Vacancies*.

Cf. BIA/BIB, BBBE

Adopted 10/26/2026

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Legal References:

A. S.C. Code of Laws, 1976, as amended:
   1. Section 59-19-45 - Recommendation for removal of board members by the Governor
   2. Section 59-19-60 -Removal of board members by the Governor; vacancies.

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# ~~NEW MEMBER ORIENTATION/~~BOARD MEMBER TRAINING/ DEVELOPMENT OPPORTUNITIES

*Code* **BIA/BIB** *Issued* **10/26**

~~Purpose: To establish the basic structure for facilitating awareness by board members of their role and responsibility to ensure their accountability to the public.~~

The board and superintendent, to the best of their ability, will assist each newly elected, reelected, appointed, or reappointed member ~~to~~ in understanding the board's functions, policies and procedures. The superintendent will provide each newly elected member with materials pertinent to board operations, including ~~a copy of~~ access to the board policy manual. The board will provide each newly elected, reelected, appointed, or reappointed member with information about training required by state law and administrative support to ensure members comply with mandatory training requirements.

## ~~Orientation for new~~ Training for members

State law requires all newly ~~members~~ elected, reelected, ~~or~~ appointed, or reappointed members ~~after July 1, 1997,~~ to successfully complete a state-approved ~~orientation~~ training program within ~~one year~~ nine months of taking office. The program will include the powers, duties and responsibilities of board members as well as other topics, including but not limited to policy development, personnel, superintendent and board relations, instructional programs, district finance, school law, ethics, nepotism, conflicts of interest, and community relations.

~~Board members already serving on July 1, 1997, and continuously reelected or reappointed are exempt from this requirement.~~

Board members who fail to comply with the mandatory training requirements may be referred by the State Board of Education to the Governor for possible removal from office in accordance with state law and the procedures outlined in policy BBBD, Board Member Removal from Office.

*Certification*

The board will certify that all members have complied with the training requirements, the State Ethics Act, and the local code of ethics within nine months of an election, reelection, appointment, or reappointment of its members. The certification will be published in the minutes of the next regularly scheduled board meeting.

**Board member development opportunities**

The board will encourage all ~~its~~ members to participate in meetings and activities of state, area and national school boards associations, and other educational groups, and to study and examine the materials received from these organizations.

The district budget will include allocations for travel expenses for individual members to advance their development as ~~school~~ board members. When the full board does not attend a conference, convention or workshop, those who do participate will be ~~requested~~ asked to share information, recommendations and materials acquired at the meeting.

To help members develop an understanding of the education program, the superintendent will request members of the professional staff or consultants to appear before the board ~~from time to time~~ to present and discuss new developments in various areas of curriculum and instruction and district administration.

Cf. BBBD

Adopted 1974; Revised 9/22/97, 3/26/12, 10/26/26

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Legal references:

A. S.C. Code, 1976, as amended:
   1. Section 8-15-60 - In-service training for employees.
   2. Section 59-19-45 - Orientation program for new board members.

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*Policy*

# PAYROLL PROCEDURES/SCHEDULES

*Code* **DKA** *Issued* **10/26**

Purpose: To establish the basic structure for payment of salary to district employees.

~~The business office issues all paychecks for regular staff members and substitute or part-time workers.~~

~~The district issues checks on the 25th of the month for salaried employees. If the 25th falls on a weekend or holiday, the district will issue checks on the last working day prior to the 25th. For nine and one-half month employees, the last two checks due for a school year will be issued June 14th and June 15th each year.~~

~~School lunch personnel, bus drivers, and temporary cleaning employees will be paid every other Friday.~~

*Effective January 2027*

Payroll Schedule:

Annual pay day schedules identifying all dates of wage payments for district employees shall be prepared by the finance office and approved by the Superintendent. Upon approval, the pay day schedules shall be posted on the district's website no later than June 1st of each year.

For any staff member terminating employment with the District, the District will reconcile compensation earned and compensation paid through the date of separation. Any earned but unpaid salary, less any leave or compensation overpayments owed to the District, will be paid on the next regularly scheduled payday, but no later than thirty (30) days after separation.

Adopted prior to 1974; Revised 3/22/93, 7/94, 3/22/99, 1/7/02, 6/25/12, 8/27/18, 10/26/2026

# USE OF UNMANNED AIRCRAFT SYSTEMS (DRONES)

*Code* **ECAH** *Issued* **10/26**

To ensure the safety, security, and privacy of its students, staff, and visitors, Spartanburg School District Five prohibits the operation of unmanned aircraft systems or drones above or near district-owned property unless prior authorization has been obtained from the superintendent or his/her designee. Authorization may be granted for educational or instructional purposes, district operations, or approved district events.

**Definitions**

*Unmanned Aircraft Systems (UAS), or "drones,"* are defined as any aircraft weighing less than 55 pounds, or any unmanned aerial vehicle (UAV) that is operated or controlled remotely or autonomously, without the possibility of direct human intervention from within or on the aircraft.

*District-owned property* refers to any school buildings, parking lots, playgrounds, stadiums, and all other facilities owned by the district.

*Operate* means to manipulate or control a drone in flight, including managing its flight path, altitude, or automated flight functions, directly or through an automated or pre-programmed system.

*Weaponize* means to equip, modify, or configure a drone with any explosive, destructive device, firearm, hazardous substance, or any other item designed to cause and capable of causing death, bodily injury, or other property damage.

*Controlled airspace* refers to areas where drone operations are prohibited or require prior authorization, including FAA-designated UAS flight-restricted areas and locations designated by the Aeronautics Commission.

**Authorized Use**

The use of drones on district-owned property is permitted only for educational or instructional purposes, district operations, or approved district events. It must comply with all federal, state, and local laws and regulations, including all Federal Aviation Administration (FAA) guidelines, including but not limited to the following:

- all drones operated on district-owned property must weigh no more than 55 pounds
- drones weighing more than 55 pounds must be registered with the FAA, unless the operation qualifies for an exception under 49 U.S.C. Section 44809(a)
- operators must not operate a drone unless it is in a condition safe for operation
- operators must maintain control and line of sight of the drone during all stages of operation, and remain clear of surrounding obstacles
- operators must not operate a drone higher than 400 feet above district-owned property
- the groundspeed of a drone must not exceed 100 miles per hour

- drones must not be operated in a manner that interferes with operations and traffic patterns at any airport, heliport, or seaplane base operators must abide by any other airspace restrictions

*Request for authorization*

Requests for drone use must be submitted to the superintendent or his/her designee in writing ten days prior to use. The request must specify the purpose, type of drone, names of the operator(s), date, time, and location.

The superintendent or his/her designee will review the request based on educational value, safety, security, and privacy considerations.

**Prohibited Uses**

The district prohibits the use of a drone for surveillance, mapping, photography, monitoring, or video recording without written authorization from the superintendent or his/her designee.

~~The operation of drones indoors is strictly prohibited.~~

The district prohibits weaponizing a drone or the operation of a drone to threaten, harm, or attempt to harm another person or property.

Unauthorized use of a drone, including use that violates applicable state, federal, or local laws and regulations, may result in confiscation, disciplinary action, and/or referral to law enforcement.

The district will maintain a record of any drone confiscated in violation of this policy. If the drone is confiscated, the district will retain the drone until the result of any legal or administrative proceeding in which it may be involved is finally determined. Upon conclusion of any legal or administrative proceeding in which the drone may be involved, the district may release the drone to its owner.

**Incidents**

Any incidents that cause injury to individuals or damage to property as a result of drone use must be reported immediately to the appropriate district personnel responsible for supervising district-owned property.

Adopted 10/26/2026

Legal References:

A. United States Code of Laws, as amended:
   1. Small unmanned aircraft systems, 49 U.S.C. Section 40101, *et seq*.
   2. Exception for limited recreational operations of unmanned aircraft, 49 U.S.C. Section 44809.

B. S.C. Code of Laws, 1976, as amended:
   1. Section 55-1-200, *et seq.* – Drone regulation and public safety.

C. Code of Federal Regulations, as amended
   1. Federal Aviation Administration Regulations, 14 C.F.R. Section 1.1, *et seq*.

# STAFF ETHICS/CONFLICT OF INTEREST

*Code* **GBEA** *Issued* **10/26**

Purpose: To establish the basic structure for ethical conduct and the avoidance of conflicts of interest on the part of the district staff.

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

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

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

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

**Nepotism**

Neither a board member nor an employee may participate in an action relating to the discipline of his/her family member.

The district will not place an employee in a position wherein an employee will exercise **direct** administrative or supervisory authority over a member of his/her family.

~~The district will not place an employee with family members within the same facility.~~

South Carolina law Section 59-25-10 provides that no board member's immediate family member (parent, child, brother or sister) may be employed as a teacher without the written consent of the board of trustees.

**State ethics law**

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

A public employee must do the following.

- may not use his/her position or office for personal financial gain (Section 8-13-700)

 (see next page)

- must report the receipt of anything of value worth $25 or more under certain circumstances (Section 8-13-710)
- may not receive compensation to influence action (Section 8-13-705)
- may not receive additional monies as payment for advice or assistance given in the course of their employment (Section 8-13-720)
- may not receive anything of value for speaking before a public or private group if the employee is acting in an official capacity (Section 8-13-715)
- may not use government personnel, equipment or materials in an election campaign (Section 8-13-765)
- may not use or disclose confidential information gained in the course of employment (Section 8-13-725)
- may not cause the employment, appointment, promotion, transfer or advancement of a family member to a state or local office or position in which the public official, public member or public employee supervises or manages (Section 8-13-750)
- may not participate in an action relating to the discipline of the public official's, public member's or public employee's family member (Section 8-13-750)
- may not serve as a member or employee of a governmental regulatory commission that regulates any business with which the employee is associated (Section 8-13-730)
- may not represent another person before a governmental entity (Section 8-13-740)
- may not have an economic interest in a contract if the employee is authorized to perform an official function relating to the contract (Section 8-13-775)
- may not use or disclose confidential information in any way that would affect his/her economic interest (Section 8-13-725)

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

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

Adopted 3/23/93; Revised 9/27/93, 8/94, 10/23/95, 3/31/04, 6/28/10, 10/24/11, 10/22/12, 10/26/26

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Legal references:

A. S. C. Code, 1976, as amended:
   1. Section 8-13-700, et seq. - State ethics law.
   2. Section 8-13-100(15) - Family member means an individual who is the spouse, parent, brother, sister, child, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, grandparent or grandchild or a member of the individual's immediate family.
   3. Section 8-13-100(18) - Definition of immediate family.
   4. Section 59-15-10 - No employee may serve on the county board of education.
   5. Section 59-19-300 - A board member may not receive pay as a teacher in same district where he/she serves on the board of trustees.
   6. Section 59-31-590 - A teacher may not have pecuniary interest in textbook selection.
   7. Section 59-25-10 - Employment of teachers related to board members or serving as board members.

# PROFESSIONAL STAFF PAID PARENTAL LEAVE

*Code* **GCC-R3** *Issued* **10/26**

**Paid Parental Leave for Newborn Biological Child or Foster of a Child**

Eligible district employees who are employed by the district and who give birth or experience a stillbirth are entitled to receive six weeks of paid parental leave upon the occurrence of a qualifying event. Other eligible district employees who do not give birth but are a parent or co-parent are entitled to receive ~~two~~ four weeks of paid parental leave upon the occurrence of a qualifying event. Eligible district employees who foster a child are entitled to receive four weeks of paid parental leave upon the occurrence of a qualifying event.

- 'Child' means a newborn biological child or foster of a child in state custody and under the age of 18. No child can have more than two parents eligible for paid parental leave.
- 'Eligible District employee' means an employee who occupies a position eligible to earn annual leave ~~defined by the Department of Education using the Professional Certified Staff system or any full-time equivalent position Categorized as certified staff.~~
- 'Paid parental leave' means six weeks of paid leave at 100 percent of the eligible district employee's base pay or ~~two~~ four weeks of paid leave at 100 percent of the eligible district employee's base pay. Leave for an eligible part-time district employee must be on a prorated basis corresponding to the percentage of hours the employee is normally scheduled to work. Paid parental leave is based on the employee's average workday and cannot be donated.
- 'Parent/Co-Parent' means the person listed as a legal parent in applicable required documentation or the foster parent of a child.
- 'Qualifying event' means the birth or stillbirth of a newborn biological child to an eligible district employee or after a co-parent's birth or stillbirth of a newborn child or fostering a child in state custody.
- "Stillbirth" has the same meaning as defined in South Carolina Code Section 44-63-55.

**Paid Parental Leave Usage Includes the Following:**

- The entitlement of this leave expires at the end of the 12-month period beginning on the date of such birth or stillbirth or initial legal placement. An eligible district employee shall receive no more than one occurrence of six or ~~two~~ four weeks of paid parental leave for any 12-month period, even if more than one qualifying event occurs. However, nothing in this item prohibits a foster parent from requesting and receiving approval for parental leave in nonconsecutive one-week time periods.
- If the leave is not used by the eligible district employee before the end of the 12-month period after the qualifying event, such leave does not accumulate for subsequent use. Paid parental leave may not be donated. Any leave remaining at the end of the 12-month period or at separation of employment is forfeited.
- Days of paid parental leave taken under this policy must be taken consecutively, except that foster parents may request and receive approval for parental leave in nonconsecutive one-week time periods. Once paid parental leave commences, the eligible district employee must continue leave until the leave is exhausted or the employee chooses to return to work.



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- If both parents are eligible district employees, paid parental leave may be taken concurrently, consecutively, or a different time as the other eligible district employee.
- District holidays and vacation on the District calendar must not be counted against paid parental leave.
- When an eligible District employee's entitlement to leave under this policy extends beyond their designated term of employment for their contractual term, the employee may continue their period of paid parental leave in the subsequent contractual term, provided the employee remains an eligible District employee.
- Paid parental leave must run concurrently with leave taken pursuant to the Family Medical and Leave Act and any other unpaid leave to which the eligible district employee may be entitled as a result of the qualifying event. However, leave granted under this policy is with pay and is not sick/personal leave and therefore does not deduct from the eligible district employee's accrued leave balance. An eligible district employee does not have to exhaust all other forms of leave before being eligible to take leave granted under this policy. An eligible district employee is eligible for paid parental leave even if the employee has exhausted all other leave or is not eligible for FMLA leave at the time of the qualifying event. If the employee becomes eligible for FMLA leave while on paid parental leave, FMLA leave will run concurrently with paid parental leave. The District will require that an employee use paid parental leave before using annual leave if the employee's leave is taken pursuant to the Family and Medical Leave Act. Eligible district employees shall accrue sick/personal leave at the normal rate while on this leave, if applicable.
- The use of paid parental leave by an eligible District employee shall not prevent the eligible District employee from earning a STEP increase the following year. Paid parental leave is considered paid leave and the time must count toward the eligible District employee's years of service.

**Paid Parental Leave for Adoption of a Child**

Eligible district employees who are employed by the district and are primarily responsible for furnishing the care and nurture of the child, are entitled to six weeks of paid parental leave upon the occurrence of a qualifying event. Eligible district employees who are employed by the district who are not primarily responsible for furnishing the care and nurture of the child, are entitled to ~~two~~ four weeks of paid parental leave upon the occurrence of a qualifying event.

- 'Child' means a child initially legally placed for adoption and under the age of 18. No child can have more than two parents eligible for paid parental leave.
- 'Eligible district employee' means an employee who occupies a position eligible to earn annual leave. ~~defined by the Department of Education using the Professional Certified Staff system or any full-time equivalent position categorized as a certified staff.~~
- 'Paid parental leave' means six weeks of paid leave at 100 percent of the eligible district employee's base pay or ~~two~~ four weeks of paid leave at 100 percent of the eligible district employee's base pay. Leave for an eligible part-time district employee must be on a prorated basis corresponding to the percentage of hours the employee is normally scheduled to work.
- 'Qualifying event' means the initial legal placement of a child by adoption.

**Paid Parental Leave Usage Includes the Following:**

- The entitlement of this leave expires at the end of the 12-month period beginning on the date of initial legal placement. An eligible district employee shall receive no more than

one occurrence of six or ~~two~~ four weeks of paid parental leave for any 12-month period, even if more than one qualifying event occurs.

- If the leave is not used by the eligible district employee before the end of the 12-month period after the qualifying event, such leave does not accumulate for subsequent use. Paid parental leave may not be donated. Any leave remaining at the end of the 12-month period or at separation of employment is forfeited.
- Days of paid parental leave taken under this policy must be taken consecutively. Once paid parental leave commences, the eligible district employee must continue leave until the leave is exhausted or the employee chooses to return to work.
- If both parents are eligible district employees, paid parental leave may be taken concurrently, consecutively, or a different time as the other eligible district employee.
- District holidays and vacation on the District calendar must not be counted against paid parental leave.
- When an eligible District employee's entitlement to leave under this policy extends beyond their designated term of employment for their contractual term, the employee may continue their period of paid parental leave in the subsequent contractual term, provided the employee remains an eligible District employee.
- Paid parental leave must run concurrently with leave taken pursuant to the Family Medical and Leave Act and any other unpaid leave to which the eligible district employee may be entitled as a result of the qualifying event. However, leave granted under this policy is with pay and is not sick/personal leave and therefore does not deduct from the eligible district employee's accrued leave balance. An eligible district employee does not have to exhaust all other forms of leave before being eligible to take leave granted under this policy. An eligible district employee is eligible for paid parental leave even if the employee has exhausted all other leave or is not eligible for FMLA leave at the time of the qualifying event. If the employee becomes eligible for FMLA leave while on paid parental leave, FMLA leave will run concurrently with paid parental leave. Eligible district employees shall accrue sick/personal leave at the normal rate while on this leave, if applicable. The District will require that an employee use paid parental leave before using annual leave if the employee's leave is taken pursuant to the Family and Medical Leave Act.
- The use of paid parental leave by an eligible District employee shall not prevent the eligible District employee from earning a STEP increase the following year. Paid parental leave is considered paid leave and the time must count toward the eligible District employee's years of service.

## Paid Parental Leave Before a Qualifying Event

Eligible district employees are not entitled to and may not use paid parental leave before the occurrence of a qualifying event. Other available leave benefits must be used if an employee requires leave before the qualifying event, including for medical reasons related to pregnancy or legal obligations related to adoption or foster care placement.

## Parental Leave Payment and Other Leave Accrual

Paid parental leave is paid at 100 percent of the eligible district employee's base pay and does not include additional pay, including overtime, supplements, bonuses, temporary salary adjustments, special assignment pay, or other additional compensation beyond base pay. Eligible district employees shall accrue applicable leave at the normal rate and receive holiday pay while on paid parental leave, if applicable.

## Requesting Paid Parental Leave

Eligible district employees requesting paid parental leave must submit a request to the Director of Human Resources or designee. Requests should be submitted not less than 30 days prior to the qualifying event. If 30 days' notice is not possible, the employee must submit the request as soon as practicable, along with a reasonable explanation as to why earlier notice was not possible.

To receive paid parental leave, eligible district employees must submit satisfactory documentation of the qualifying event as soon as practicable but not later than 30 days after the qualifying event. Documentation must include the date of the qualifying event and verify the employee's status as a legal parent, co-parent, adoptive parent, or foster parent, as applicable.

- For the birth of a child, a valid birth certificate, physician's statement, custody order, certified DNA results, or other documentation acceptable to the district.
- For the foster placement of a child, a court order or lawful foster care placement agreement.
- For the adoption placement of a child, a court order or lawful adoption agreement.
- Any other valid and lawful certification, order, agreement, or documentation confirming the qualifying event that is satisfactory to the district.

The district will endeavor to notify the employee of eligibility status within five business days after receiving the request and all required documentation. Requests and documentation for paid parental leave are separate from, and in addition to, documentation required for FMLA leave and other paid or unpaid leaves of absence.

Any employee who knowingly and intentionally submits false information or makes a misrepresentation concerning paid parental leave may be subject to disciplinary action, up to and including termination.

Issued 9/26/22; Revised 10/23/23, 10/26/26

# SUPPORT STAFF PAID PARENTAL LEAVE

*Code* **GDC-R3** *Issued* **10/26**

**Paid Parental Leave for Newborn Biological Child or Foster of a Child**

Eligible district employees who are employed by the district and who give birth or experience a stillbirth are entitled to receive six weeks of paid parental leave upon the occurrence of a qualifying event. Other eligible district employees who do not give birth but are a parent or co-parent are entitled to receive ~~two~~ four weeks of paid parental leave upon the occurrence of a qualifying event. Eligible district employees who foster a child are entitled to receive four weeks of paid parental leave upon the occurrence of a qualifying event.

- 'Child' means a newborn biological child or foster child in state custody and under the age of 18. No child can have more than two parents eligible for paid parental leave.
- 'Eligible District employee' means any person employed by the district who occupies a position eligible to earn annual leave. ~~an employee in any full-time equivalent position categorized as classified staff.~~
- 'Paid parental leave' means six weeks of paid leave at 100 percent of the eligible district employee's base pay or ~~two~~ four weeks of paid leave at 100 percent of the eligible district employee's base pay. Leave for eligible part-time staff members must be on a prorated basis corresponding to the percentage of hours they are normally scheduled to work. Paid parental leave is based on the employee's average workday and cannot be donated.
- 'Parent/Co-Parent' means the person listed as a legal parent in applicable required documentation, such as a birth certificate, adoption order, or other documentation acceptable to the district, or the foster parent of a child.
- 'Qualifying event' means the birth or stillbirth of a newborn biological child to an eligible district employee or ~~after~~ a co-parent's birth or stillbirth of a newborn child or fostering a child in state custody.
- "Stillbirth" has the same meaning as defined in South Carolina Code Section 44-63-55.

**Paid Parental Leave Usage Includes the Following:**

- The entitlement of this leave expires at the end of the 12-month period beginning on the date of such birth or stillbirth or initial legal placement. An eligible district employee shall receive no more than one occurrence of six or ~~two~~ four weeks of paid parental leave for any 12-month period, even if more than one qualifying event occurs. However, nothing in this item prohibits a foster parent from requesting and receiving approval for parental leave in nonconsecutive one-week time periods.
- If the leave is not used by the eligible district employee before the end of the 12-month period after the qualifying event, such leave does not accumulate for subsequent use. Paid parental leave may not be donated. Any leave remaining at the end of the 12-month period or at separation of employment is forfeited.
- Days of paid parental leave taken under this policy must be taken consecutively, except that foster parents may request and receive approval for parental leave in nonconsecutive



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one-week time periods. Once paid parental leave commences, the employee must continue leave until the leave is exhausted or the employee chooses to return to work.

- If both parents are eligible district employees, paid parental leave may be taken concurrently, consecutively, or a different time as the other eligible district employee.
- District holidays and vacation on the District calendar must not be counted against paid parental leave.
- When an eligible District employee's entitlement to leave under this policy extends beyond their designated term of employment, the employee may continue their period of paid parental leave in the subsequent year, provided the employee remains an eligible District employee.
- Paid parental leave must run concurrently with leave taken pursuant to the Family Medical and Leave Act and any other unpaid leave to which the eligible district employee may be entitled as a result of the qualifying event. However, leave granted under this policy is with pay and is not sick/personal leave and therefore does not deduct from the eligible district employee's accrued leave balance. An eligible district employee does not have to exhaust all other forms of leave before being eligible to take leave granted under this policy. Eligible staff members remain eligible for paid parental leave even if they have exhausted all other leave or are not eligible for FMLA leave at the time of the qualifying event. If the employee becomes eligible for FMLA leave while on paid parental leave, the FMLA leave will run concurrently with the paid parental leave. The District will require that an employee use paid parental leave before using annual leave if the employee's leave is taken pursuant to the Family and Medical Leave Act. Eligible district employees shall accrue sick/personal leave at the normal rate while on this leave, if applicable.
- The use of paid parental leave by an eligible District employee shall not prevent the eligible District employee from earning a STEP increase the following year. Paid parental leave is considered paid leave and the time must count toward the eligible District employee's years of service.

**Paid Parental Leave for Adoption of a Child**

Eligible district employees who are employed by the district and are primarily responsible for furnishing the care and nurture of the child, are entitled to six weeks of paid parental leave upon the occurrence of a qualifying event. Eligible district employees who are employed by the district who are not primarily responsible for furnishing the care and nurture of the child, are entitled to ~~two~~ four weeks of paid parental leave upon the occurrence of a qualifying event.

- 'Child' means a child initially legally placed for adoption and under the age of 18. No child can have more than two parents eligible for paid parental leave.
- 'Eligible district employee' means any person employed by the district who occupies a position eligible to earn annual leave. ~~an employee in any full-time equivalent position categorized as a classified staff.~~
- 'Paid parental leave' means six weeks of paid leave at 100 percent of the eligible district employee's base pay or ~~two~~ four weeks of paid leave at 100 percent of the eligible district employee's base pay. Leave for part-time eligible district employees must be on a prorated basis corresponding to the percentage of hours they are normally scheduled to work. Paid parental leave is based on the employee's average workday and cannot be donated.
- 'Qualifying event' means the initial legal placement of a child by adoption.

**Paid Parental Leave Usage Includes the Following:**

- The entitlement of this leave expires at the end of the 12-month period beginning on the date of initial legal placement. An eligible district employee shall receive no more than one occurrence of six or ~~two~~ four weeks of paid parental leave for any 12-month period, even if more than one qualifying event occurs.
- If the leave is not used by the eligible district employee before the end of the 12-month period after the qualifying event, such leave does not accumulate for subsequent use. Paid parental leave may not be donated. Any leave remaining at the end of the 12-month period or at separation of employment is forfeited.
- Days of paid parental leave taken under this policy must be taken consecutively. Once paid parental leave commences, the employee must continue leave until the leave is exhausted or the employee chooses to return to work.
- If both parents are eligible district employees, paid parental leave may be taken concurrently, consecutively, or a different time as the other eligible district employee.
- District holidays and vacation on the District calendar must not be counted against paid parental leave.
- When an eligible District employee's entitlement to leave under this policy extends beyond their designated term of employment, the employee may continue their period of paid parental leave in the subsequent year, provided the employee remains an eligible District employee.
- Paid parental leave must run concurrently with leave taken pursuant to the Family Medical and Leave Act and any other unpaid leave to which the eligible district employee may be entitled as a result of the qualifying event. However, leave granted under this policy is with pay and is not sick/personal leave and therefore does not deduct from the eligible district employee's accrued leave balance. An eligible district employee does not have to exhaust all other forms of leave before being eligible to take leave granted under this policy. Eligible staff members remain eligible for paid parental leave even if they have exhausted all other leave or are not eligible for FMLA leave at the time of the qualifying event. If the employee becomes eligible for FMLA leave while on paid parental leave, the FMLA leave will run concurrently with the paid parental leave. Eligible district employees shall accrue sick/personal leave at the normal rate while on this leave, if applicable. The District will require that an employee use paid parental leave before using annual leave if the employee's leave is taken pursuant to the Family and Medical Leave Act.
- The use of paid parental leave by an eligible District employee shall not prevent the eligible District employee from earning a STEP increase the following year. Paid parental leave is considered paid leave and the time must count toward the eligible District employee's years of service.

**Paid Parental Leave Before a Qualifying Event**

Eligible district employees are not entitled to and may not use paid parental leave before the occurrence of a qualifying event. Other available leave benefits, including sick leave, FMLA leave, PTO, or unpaid leave, must be used if leave is required before the qualifying event, such as for medical reasons related to pregnancy or legal obligations related to adoption or foster care placement.

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## Parental Leave Payment and Other Leave Accrual

Paid parental leave is paid at 100 percent of the eligible district employee's base pay and does not include additional pay such as overtime, supplements, bonuses, longevity pay, temporary salary adjustments, shift differential pay, on-call pay, call-back pay, special assignment pay, or market or geographic differential pay. All additional pay that the employee would receive during other paid leave should end for the period of paid parental leave.

The hours of paid parental leave are calculated based on the employee's average workday. Paid parental leave for eligible part-time employees is calculated on a prorated basis corresponding to the percentage of hours the employee is normally scheduled to work. Eligible employees shall accrue annual and sick leave at the normal rate and receive holiday pay while on paid parental leave, if applicable.

## Requesting Paid Parental Leave

Eligible district employees requesting paid parental leave must submit a request to the Director of Human Resources or designee. Requests should be submitted not less than 30 days before the qualifying event. If 30 days' notice is not possible, the employee must submit the request as soon as practicable, along with a reasonable explanation as to why earlier notice was not possible.

To receive paid parental leave, eligible employees must also submit satisfactory documentation of the qualifying event to the Director of Human Resources or designee as soon as practicable but no later than 30 days after the qualifying event. The documentation must include the date of the qualifying event and verify that the employee is a legal parent or co-parent of the child.

- For the birth of a child, a valid birth certificate, physician's statement, custody order, or certified DNA results.
- For the foster placement of a child, a court order or lawful foster care placement agreement.
- For the adoption placement of a child, a court order or lawful adoption agreement.
- Any other valid and lawful certification, order, agreement, or documentation confirming the qualifying event that is satisfactory to the district.

The district will endeavor to notify the employee of eligibility status within five business days after receiving the request and all required documentation. If the qualifying event occurs before the district's eligibility determination, the employee may commence paid parental leave following the qualifying event pending receipt of the required documentation and the district's determination.

Requests and documentation for paid parental leave are separate from, and in addition to, documentation required for FMLA leave and other paid or unpaid leaves of absence. Any employee who knowingly and intentionally submits false information or makes a

misrepresentation concerning paid parental leave may be subject to disciplinary action, up to and including termination.

Issued 9/26/22; Revised 10/23/23, 10/26/26

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# PROFESSIONAL STAFF VACATIONS AND HOLIDAYS/BREAKS

*Code* **GCD** *Issued* **10/26**

**Effective July 1, 2025**

Purpose: To establish the basic structure for professional staff vacations and holidays.

**School-Year Personnel**

The school calendar, as adopted by the board, establishes the school recess periods and holidays for instructional staff members employed on a school-year basis.

**Administrators and Year-Round Personnel**

Staff employed on a 12 month basis are entitled to vacation days exclusive of school holidays. Vacation accrual for service in the district of full-time staff will be as follows:

- 0 – five years - 5/6th day per month - 10 days
- after five years - 1 day per month – 12 days
- after ten years – 1.25 days per month – 15 days

Vacation days may be taken as accumulated, subject to the approval of the immediate supervisor. Vacation should be arranged as far in advance as possible so as not to disrupt the continuity of the educational process.

Anything beyond five consecutive days must be approved by the superintendent. Any accumulated vacation days in excess of 24 days will be forfeited at the end of the fiscal year. Any accumulated vacation will be lost at the termination of employment unless other specific arrangements are agreed upon in writing by the superintendent or his/her designee.

Upon official retirement from employment with the district through a retirement system administered by the South Carolina Public Employee Benefit Authority (PEBA), a staff member will be compensated up to 24 days of accrued vacation. For purposes of this provision, retirement means the employee has officially retired under the South Carolina Retirement System (SCRS), the Police Officers Retirement System (PORS), or another applicable PEBA-administered retirement system. This payment is a one-time benefit. An employee who subsequently returns to employment with the district as a working retiree will not be eligible for an additional payout of accrued vacation upon a subsequent separation from employment.

*Holidays/Breaks*

| | |
|---|---|
| Independence day | one day |
| Labor Day | one day |
| October Fall Break | one day |
| Election Day | one day (general election-even years) |
| Thanksgiving | three days |
| Christmas/New Year's | number of days varies by school year |



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*(maintenance employees and full-time custodians will work five days)*

| | |
|---|---|
| Martin Luther King | one day |
| February Mid-Winter Break | one day |
| Spring Vacation | five days |

*(maintenance employees and full-time custodians will work three days)*

| | |
|---|---|
| Memorial Day | one day |
| Juneteenth | one day |

If an employee's job requires him/her to work on a holiday, the employee may take that day at a later date.

Adopted 3/22/93; Revised 9/27/93, 2/7/02, 10/24/05, 9/25/06, 6/23/08, 11/26/12, 4/28/25, 3/23/26, 10/26/26

# SUPPORT STAFF VACATIONS AND HOLIDAYS/BREAKS

*Code* **GDD** *Issued* **10/26**

**Effective July 1, 2025**

Purpose: To establish the basic structure for support staff vacations and holidays.

**School-Year Personnel**

The school calendar, as adopted by the board, establishes the school recess periods and holidays for staff members employed on a school-year basis.

**Administrative Year-Round Personnel**

Regular full-time administrators employed on a full-year basis (52 weeks) and year-round instructional personnel will receive vacations and holidays as follows:

*Vacations*

Staff employed on a 12 month basis are entitled to vacation days exclusive of school holidays. Vacation accrual for service in the district of full-time staff will be as follows:

- 0 – five years - 5/6$^{th}$ day per month - 10 days
- after five years - 1 day per month – 12 days
- after ten years – 1.25 days per month - 15 days

Vacation days may be taken as accumulated, subject to the approval of the immediate supervisor. Vacation should be arranged as far in advance as possible so as not to disrupt the continuity of the educational process.

Anything beyond five consecutive days must be approved by the superintendent. Any accumulated vacation days in excess of 24 days will be forfeited at the end of the fiscal year. Any accumulated vacation will be lost at the termination of employment unless other specific arrangements are agreed upon in writing by the superintendent or his/her designee.

Upon official retirement from employment with the district through a retirement system administered by the South Carolina Public Employee Benefit Authority (PEBA), a staff member will be compensated up to 24 days of accrued vacation. For purposes of this provision, retirement means the employee has officially retired under the South Carolina Retirement System (SCRS), the Police Officers Retirement System (PORS), or another applicable PEBA-administered retirement system. This payment is a one-time benefit. An employee who subsequently returns to employment with the district as a working retiree will not be eligible for an additional payout of accrued vacation upon a subsequent separation from employment.

*Holidays/Breaks*

| | |
|---|---|
| Independence day | one day |
| Labor Day | one day |
| October Fall Break | one day |



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| | |
|---|---|
| Election Day | one day (general election-even years) |
| Thanksgiving | three days |
| Christmas/New Year's | number of days varies by school year |
| *(maintenance employees and full-time custodians will work five days)* | |
| Martin Luther King | one day |
| February Mid-Winter Break | one day |
| | |
| Spring vacation | five days |
| *(maintenance employees and full-time custodians will work three days)* | |
| Memorial Day | one day |
| Juneteenth | one day |

If an employee's job requires him/her to work on a holiday, the employee may take that day at a later date.

Adopted 3/22/93; Revised 9/27/93, 2/7/02, 10/24/05, 9/25/06, 6/23/08, 11/26/12, 4/28/25, 3/23/26, 10/26/26

# TECHNOLOGY GOVERNANCE

*Code* **IJNDBA** *Issued* **10/26**

*Purpose:* To establish the district's expectations for the governance, security, and management of technology systems and resources.

The district is committed to protecting student and staff data, ensuring reliable and secure access to technology resources, and supporting instructional and operational effectiveness. The district will align its cybersecurity practices with recognized industry standards, including the CIS Critical Security Controls, to maintain a consistent and defensible security posture.

## Authority

The superintendent or designee shall be responsible for implementing and enforcing this policy. The superintendent or designee will develop, maintain, and make available supporting technology standards and procedures, as appropriate, to implement this policy; monitor compliance across all systems and users; and report risks and incidents to district leadership.

## Scope

This policy applies to all district-owned devices and systems; all network infrastructure and wireless environments; all cloud services and third-party applications; and all users, including employees, students, contractors, and vendors.

## Governance Framework

The district will maintain a structured technology governance model consisting of:

- Policy – establishes expectations and authority
- Standards – define required technical controls
- Procedures – define operational processes

All technology operations shall align with this framework.

Supporting standards and procedures may address cybersecurity controls, access management, data protection, network and device security, incident response, and other technology requirements. Current standards and procedures will be maintained by the Technology Department and made available to applicable staff and students as appropriate.

## Identity and Access Management

The district shall implement controls to ensure secure authentication and appropriate access to systems and data. The district will require multi-factor authentication for access to systems containing sensitive or administrative data; assign access based on the principle of least privilege; require unique user accounts for all users; and enforce password and account security controls through established standards.

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**Device and Endpoint Security**

The district shall ensure that all district-managed devices are secured and monitored. The district will implement endpoint protection on all district-managed devices; maintain device configurations in accordance with district standards; and prohibit unauthorized software installation or system modification.

**Network Security**

The district shall maintain a secure network environment to protect systems and users. The district will implement appropriate network segmentation; restrict unauthorized access to internal systems; and provide controlled access for student and guest networks.

**Data Protection and Privacy**

The district shall protect the confidentiality, integrity, and availability of student, staff, and district data. The district will restrict access to sensitive data to authorized users based on legitimate educational or operational need; comply with applicable federal and state laws and regulations, including FERPA; require review and approval of third-party applications and services prior to use; require the district's Data Sharing Agreement, or other approved contractual safeguards, when personally identifiable information is shared with third-party providers; and maintain administrative standards and procedures governing the appropriate access, use, storage, transmission, and protection of district data.

**Email and Records Retention**

The district shall retain electronic communications in accordance with legal and operational requirements. The district will maintain email archiving in accordance with district standards; and manage records requests, including FOIA requests, through designated district leadership.

**Backup and Disaster Recovery**

The district shall maintain backup and recovery capabilities to support continuity of operations. The district will perform regular backups of critical systems; test recovery processes periodically; and protect backup data from unauthorized access.

**Student Device Governance (1:1 Program)**

The district shall manage student devices to support instructional use while maintaining security and accountability. The district will, maintain appropriate restrictions for student device access; require compliance with the district's acceptable use policy; and establish procedures for lost, stolen, or damaged devices.

**Vendor and Third-Party Risk Management**

The district shall ensure that third-party providers meet data security and privacy requirements. The district will require approval of all vendors prior to implementation; evaluate vendor data protection practices; and require the district's Data Sharing Agreement, or other approved contractual safeguards, when vendors receive personally identifiable information.

**Incident Response**

The district shall maintain the capability to identify, report, respond to, and recover from cybersecurity and data security incidents. The district will require employees and other authorized users to immediately report suspected security incidents to the Technology Department or other designated district personnel; treat suspected unauthorized access, compromised accounts or credentials, phishing, malware, loss or unauthorized disclosure of sensitive information, lost or stolen devices containing district data, and other suspected cybersecurity events as reportable incidents; direct users not to independently investigate or remediate suspected security incidents beyond actions directed by authorized district personnel; and maintain separate incident response procedures defining responsibilities, escalation, communication, containment, recovery, and legally required notifications.

**Compliance and Enforcement**

All users are required to comply with this policy. Failure to comply may result in revocation of access to district technology resources; disciplinary action in accordance with district policies; and/or legal action where applicable.

**Review and Continuous Improvement**

The superintendent or designee shall ensure this policy is reviewed annually and updated as necessary to address:

- Emerging cybersecurity threats
- Changes in technology
- Regulatory requirements

**Device Privacy and Monitoring Controls**

The district shall restrict the use of devices capable of audio or video recording on its networks and within its facilities when such devices present a risk to student or staff privacy. The district will prohibit unauthorized devices with listening or recording capabilities from connecting to district networks; evaluate and approve devices with recording capabilities based on instructional or operational need; and ensure compliance with student privacy protections and applicable laws.

**Relationship to Acceptable Use Policy (IJNDB)**

This policy establishes requirements for the governance and security of district technology systems. User behavior and acceptable use of technology resources are governed separately under Policy IJNDB.

Adopted 10/26/2026

Legal references: S.C. Code Ann. § 59-1-490(G); Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g and 34 C.F.R. Part 99; additional references as determined through administrative/legal review.

# CONTENT AND CREDIT RECOVERY

*Code* **IKADD-R** *Issued* **10/26**

School administrators will coordinate with staff members to identify students appropriate for participation in content and credit recovery programs.

**Content Recovery**

Students must be currently enrolled in a course to participate in content recovery.

*Eligibility*

Students are eligible for participation in content recovery through the recommendation of their classroom teacher based upon a variety of factors including, but not limited to, documented student performance on formative and summative classroom assessments, student attendance patterns, and course content and curriculum pacing.

Students are generally not limited in the amount of courses for which they may participate in content recovery; however, school administrators may elect to limit participation based upon parent/legal guardian and/or teacher recommendation.

*Grading*

Content recovery assignments must be completed no later than the official course completion date. Seniors must complete any content recovery assignments no later than the official date teachers submit final senior grades. Upon satisfactory completion of all assigned work within the time allowed, the teacher will factor the content recovery grade by replacing individual classroom grades with the corresponding individual content recovery grades.

**Credit Recovery**

Students must have previously failed a course to be eligible for credit recovery. Participation in credit recovery will not affect a student's GPA. Should a student wish to modify his/her GPA, he/she should repeat the full course for credit and not seek participation in the credit recovery program.

*Eligibility*

Students are eligible for a credit recovery course if they have previously taken and failed an initial credit course. Students must have submitted all required assignments and obtained a grade of 52 or higher in the initial credit course or the student is not eligible for credit recovery and must retake the full course to receive credit. Students who have already received credit for a course are ineligible to participate in credit recovery to improve their final grade.

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Students will be required to complete an application to request placement in a credit recovery course. Consent of the student's parent/legal guardian must be obtained prior to enrollment.

Students may take no more than four credit recovery courses per year.

*Instruction and curriculum*

The method of instruction for credit recovery courses may vary based upon the district resources available, and includes, but is not limited to, use of an online or computer-based program, VirtualSC, direct instruction by a certified teacher either in person or via distance learning, or blended learning. Individuals charged with facilitating credit recovery courses will receive training in online instruction management and related technology, when applicable.

Each credit recovery course will be based upon state curriculum standards and objectives for the corresponding subject and will be aligned across courses within the district. The standards and concepts to be addressed in credit recovery courses will be determined by the teacher who assigned the student the failing grade in the initial credit course, through a diagnostic tool utilized by the credit recovery course facilitator or software program, or through another diagnostic assessment offered by the district.

Credit recovery course offerings may be limited by the availability of space, facilitators, and appropriate computer-based content and/or due to district budgetary constraints.

*Grading*

Students enrolled in a fall semester credit recovery course are not permitted to remain in a credit recovery course past the official fall course completion date. Students enrolled in a spring semester credit recovery course must complete the credit recovery course within two weeks of the official last day of school. Students enrolled in a credit recovery course during summer school are not permitted to remain in the credit recovery course past the official summer school course completion date.

Credit recovery courses taken during the final semester of the school year must be completed no later than two weeks following the last day of the academic year. Graduating seniors must complete credit recovery courses no later than the day prior to graduation. Additionally, rising seniors enrolled in credit recovery courses during a summer session must complete those courses no later than August 15th to count for the current academic year. Other students enrolled in credit recovery courses during a summer session may extend past August 15th, but the course credit will be recorded in the next academic year.

When a student has shown mastery of the credit recovery material, the student will receive credit for the course. Because end-of-course examinations focus on assessing a student's mastery of an entire course, and credit recovery only focuses on a portion of the course's content, students will not be permitted to retake the exam.

Student grades in credit recovery courses are designed to be GPA-neutral, meaning that the student's GPA will not be affected by the student's grade in the course. The failing grade in the initial credit course will remain on the student's transcript. If the student passes the credit recovery course with a 60 or higher, the passing grade will be entered as "P." If the student does not pass, the failing grade will be entered as "NP." Neither the "P" nor the "NP" grade designation will impact the student's GPA.

*Cost*

Credit recovery courses are typically provided to students without charge. However, a student's parent/legal guardian will be responsible for any and all costs associated with a district-approved request to utilize an alternative method of instruction in lieu of the no-cost option the district offers.

Issued 5/21/18; Revised 10/26/2026