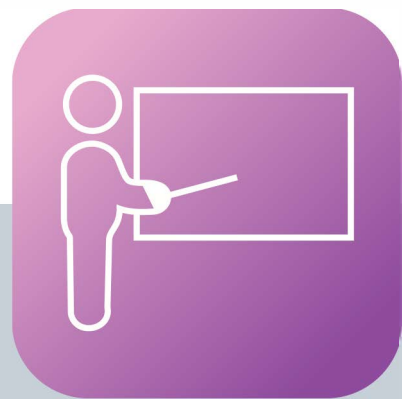


Lexington County School District One

# SUBSTITUTE HANDBOOK

2022-2023



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

## Substitute Questions

**Amanda Wansley:** (803) 821-1191 or [awansley@lexington1.net](mailto:awansley@lexington1.net)

Personal information such as name, address or phone number changes must be reported to the Human Resources Employee Services Specialist.

[kbarrett@lexington1.net](mailto:kbarrett@lexington1.net)

## Retirement Questions

**Lydia Ancrum:** (803) 821-1179

(if your last name begins with **A-Ch**)

[lancrum@lexington1.net](mailto:lancrum@lexington1.net)

**Jennifer Berry:** (803) 821-1105

(if your last name begins with **Go-K**)

[jberry@lexington1.net](mailto:jberry@lexington1.net)

**Lauren Hite:** (803) 821-1116

(if your last name begins with **L-Pa**)

[lehite@lexington1.net](mailto:lehite@lexington1.net)

**Katherine Rawl:** (803) 821-1233

(if your last name begins with **Pe-So**)

[krawlarnold@lexington1.net](mailto:krawlarnold@lexington1.net)

**Kate Barrett:** (803)-821-1037

(if your last name begins with **Sp-Z**)

## Absence Management PHONE Login

1. Call... 1-800-942-3767
2. Enter your ID number  
(10 digit phone number + the # sign)
3. Enter your PIN number  
(5 digit number + the # sign)

## Payroll Questions

**Katrina Walker:** (803) 821-1164

[khwalker@lexington1.net](mailto:khwalker@lexington1.net)

**PAYCHECKS ISSUED:** Paychecks are generally issued on the 10<sup>th</sup> and 25<sup>th</sup> of the month.

**PAY PERIODS:** Pay periods are designated by the Finance Department.

A full list of paycheck issue dates and pay periods is listed in this handbook and also posted electronically on the Absence Management message board

## Absence Management COMPUTER Login

1. Type <https://app.frontlineeducation.com/> OR [www.aesonline.com](http://www.aesonline.com) in your web browser's address bar.
2. Enter your User Name and password.
3. Click User Name or Password if you need help.

## Other Important Numbers

- **Chris Ellisor**, Director of Security & Emergency Services [cellisor@lexington1.net](mailto:cellisor@lexington1.net) (803) 821-1026
- **Amy Wood**, District Nurse Coordinator [awood@lexington1.net](mailto:awood@lexington1.net) (803) 821-3794

## Employee Online Information

(Direct Deposit, Check Stubs, W2, Tax Information)

1. User Name=E Number WITH the E. (Example: E00000)
2. Initial Password= A total of 8 digits with NO spaces (4-digit birthday) **MMDD** + last **4 digits of SS#**  
Example: For a birthday of January 2<sup>nd</sup> and social security number of 111-22-3333, the password would equal 01023333. You will receive a prompt to set up a new password (one of your own choosing).  
For trouble logging in to Employee Online, contact the I.T. Help Desk at (803) 821-1201

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# School Opening/Closing Times

School Name	Teacher Arrival	School Begins	School Ends	Teacher Dismissal
Alternative Education Services (AES)	7:45 a.m.	8:00 a.m.	3:00 p.m.	3:15 p.m.
Beechwood Middle	7:45 a.m.	8:05 a.m.	3:20 p.m.	3:45 p.m.
Carolina Springs Elementary	7:15 a.m.	7:40 a.m.	2:20 p.m.	2:35 p.m.
Carolina Springs Middle	7:45 a.m.	8:05 a.m.	3:20 p.m.	3:30 p.m.
Centerville Elementary	7:25 a.m.	7:40 a.m.	2:20 p.m.	2:35 p.m.
Deerfield Elementary	7:25 a.m.	7:40 a.m.	2:20 p.m.	2:35 p.m.
Forts Pond Elementary	7:25 a.m.	7:40 a.m.	2:20 p.m.	2:35 p.m.
Gilbert Elementary	7:15 a.m.	7:40 a.m.	2:20 p.m.	2:45 p.m.
Gilbert High	8:20 a.m.	8:40 a.m.	3:45 p.m.	4:00 p.m.
Gilbert Middle	7:45 a.m.	8:05 a.m.	3:20 p.m.	3:40 p.m.
Lake Murray Elementary	7:25 a.m.	7:40 a.m.	2:20 p.m.	2:35 p.m.
Lexington Elementary	7:25 a.m.	7:40 a.m.	2:20 p.m.	2:35 p.m.
Lexington High	8:20 a.m.	8:40 a.m.	3:45 p.m.	4:00 p.m.
Lakeside Middle	7:45 a.m.	8:05 a.m.	3:20 p.m.	3:35 p.m.
Lexington Technology Center	8:15 a.m.	8:20 a.m.	3:23 p.m.	4:00 p.m.
Meadow Glen Elementary	7:25 a.m.	7:40 a.m.	2:20 p.m.	2:35 p.m.
Meadow Glen Middle	7:45 a.m.	8:05 a.m.	3:20 p.m.	3:35 p.m.
Midway Elementary	7:25 a.m.	7:40 a.m.	2:20 p.m.	2:35 p.m.
New Providence Elementary	7:25 a.m.	7:40 a.m.	2:20 p.m.	2:35 p.m.
Oak Grove Elementary	7:25 a.m.	7:40 a.m.	2:20 p.m.	2:35 p.m.
Pelion Elementary	7:25 a.m.	7:40 a.m.	2:20 p.m.	2:35 p.m.
Pelion High	8:20 a.m.	8:40 a.m.	3:45 p.m.	4:00 p.m.
Pelion Middle	7:45 a.m.	8:05 a.m.	3:20 p.m.	3:15 p.m.
Pleasant Hill Elementary	7:25 a.m.	7:40 a.m.	2:20 p.m.	2:35 p.m.
Pleasant Hill Middle	7:45 a.m.	8:05 a.m.	3:20 p.m.	3:35 p.m.
Red Bank Elementary	7:25 a.m.	7:40 a.m.	2:20 p.m.	2:35 p.m.
River Bluff High	8:20 a.m.	8:40 a.m.	3:45 p.m.	4:00 p.m.
Rocky Creek Elementary	7:25 a.m.	7:40 a.m.	2:20 p.m.	2:35 p.m.
Saxe Gotha Elementary	7:25 a.m.	7:40 a.m.	2:20 p.m.	2:35 p.m.
White Knoll Elementary	7:25 a.m.	7:40 a.m.	2:20 p.m.	2:35 p.m.
White Knoll High	8:20 a.m.	8:40 a.m.	3:45 p.m.	3:50 p.m.
White Knoll Middle	7:45 a.m.	8:05 a.m.	3:20 p.m.	3:35 p.m.

# Schools/Offices/Programs

## Serving All Attendance Areas

### **Alternative Education Services (AES)**

North Lake Community Learning Center  
702 North Lake Drive, Lexington, SC 29072  
Telephone 821-1300; Fax 821-1303

### **Building Maintenance and Facilities**

946 Pisgah Church Road, Lexington, SC 29072  
Telephone 821-1380; Fax 821-1383

### **Continuing Education**

North Lake Community Learning Center  
702 North Lake Drive, Lexington, SC 29072  
Telephone 821-2950; Fax 821-2960

### **Educational Foundation**

Mailing Address  
P.O. Box 1869, Lexington, SC 29071  
Building Address  
100 Tarrar Springs Road, Lexington, SC 29072  
Telephone 821-1008; Fax 821-1280

### **Food Service and Nutrition**

Rosenwald Community Learning Center  
420 Hendrix Street, Lexington, SC 29072  
Telephone 821-1186; Fax 821-1198

### **Lexington District One Office**

Mailing Address: P.O. Box 1869, Lexington, SC 29071  
Building Address: 100 Tarrar Springs Road,  
Lexington, SC 29072  
Telephone 821-1000; Fax 821-1010  
General Info Line 821-1299; Tip Line 821-1232  
Website [www.lexington1.net](http://www.lexington1.net)

**Dr. Greg Little, Ed.D, Superintendent**

### **Lexington Technology Center**

2421 Augusta Highway, Lexington, SC 29072  
Telephone 821-3000; Fax 821-3003

### **Parent Information Center**

North Lake Community Learning Center  
702 North Lake Drive, Lexington, SC 29072  
Telephone 821-1360; Fax 821-1363

### **Transportation**

315 Barr Road, Lexington, SC 29072  
Telephone 821-1340; Fax 821-1343

## Gilbert Attendance Area

### **Centerville Elementary**

4147 Augusta Highway, Gilbert, SC 29054  
Telephone 821-5900; Fax 821-5903

### **Gilbert Elementary (K–5)**

520 Main Street, Gilbert, SC 29054  
Telephone 821-1600; Fax 821-1603

### **Gilbert High (9–12)**

840 Main Street, Gilbert, SC 29054  
Telephone 821-1900; Fax 821-1903

### **Gilbert Middle (6–8)**

120 Rikard Circle, Gilbert, SC 29054  
Telephone 821-1700; Fax 821-1703

## Lexington Attendance Area

### **Beechwood Middle School (6-8)**

1340 Highway #378  
Lexington, SC 29072  
Telephone 821-5700; Fax 821-5703

### **Lake Murray Elementary (K–5)**

205 Wise Ferry Road, Lexington, SC 29072  
Telephone 821-3100; Fax 821-3103

**Lexington Elementary (K–5)**

116 Azalea Drive, Lexington, SC 29072  
Telephone 821-4000; Fax 821-4003

**Lexington High (9–12)**

2463 Augusta Highway, Lexington, SC 29072  
Telephone 821-3400; Fax 821-3403

**Lakeside Middle (6–8)**

455 Old Cherokee Rd., Lexington, SC 29072  
Telephone 821-3700; Fax 821-3703

**Meadow Glen Elementary (K–5)**

510 Ginny Lane, Lexington, SC 29072  
Telephone 821-0400; Fax 821-0403

**Meadow Glen Middle (6–8)**

440 Ginny Lane, Lexington, SC 29072  
Telephone 821-0600; Fax 821-0603

**Midway Elementary (K–5)**

180 Midway Road, Lexington, SC 29072  
Telephone 821-0300; Fax 821-0303

**New Providence Elementary (K–5)**

1118 Old Cherokee Road, Lexington, SC 29072  
Telephone 821-3300; Fax 821-3303

**Oak Grove Elementary (K–5)**

479 Oak Drive, Lexington, SC 29073  
Telephone 821-0100; Fax 821-0103

**Pleasant Hill Elementary (K–5)**

664 Rawl Road, Lexington, SC 29072  
Telephone 821-2800; Fax 821-2803

**Pleasant Hill Middle (6–8)**

660 Rawl Road, Lexington, SC 29072  
Telephone 821-2700; Fax 821-2703

**River Bluff High (9–12)**

320 Corley Mill Road, Lexington, SC 29072  
Telephone 821-0700; Fax 821-0703

**Rocky Creek Elementary (K–5)**

430 Calks Ferry Road, Lexington, SC 29072  
Telephone 821-4200; Fax 821-4203

**Pelion Attendance Area**

**Forts Pond Elementary (K–5)**

7350 Fish Hatchery Road, Pelion, SC 29123  
Telephone 821-2500; Fax 821-2503

**Pelion Elementary (K–5)**

1202 Pine Street, Pelion, SC 29123  
Telephone 821-2000; Fax 821-2003

**Pelion High (9–12)**

600 Lydia Drive, Pelion, SC 29123  
Telephone 821-2200; Fax 821-2203

**Pelion Middle (6–8)**

325 Main Street, Pelion, SC 29123  
Telephone 821-2315; Fax 821-2303

**White Knoll Attendance Area**

**Carolina Springs Elementary (K–5)**

6340 Platt Springs Road, Lexington, SC 29073  
Telephone 821-5100; Fax 821-5103

**Carolina Springs Middle (6–8)**

6180 Platt Springs Road, Lexington, SC 29073  
Telephone 821-4900; Fax 821-4903

**Deerfield Elementary (K–5)**

638 Longs Pond Road, Lexington, SC 29073  
Telephone 821-5500; Fax 821-5503

**Red Bank Elementary (K–5)**

246 Community Drive, Lexington, SC 29073  
Telephone 821-4600; Fax 821-4603

**Saxe Gotha Elementary (K–5)**

100 Bill Williamson Court, Lexington, SC 29073

Telephone 821-4800; Fax 821-4803

### **White Knoll Elementary (K–5)**

132 White Knoll Way, West Columbia, SC 29170

Telephone 821-4500; Fax 821-4503

### **White Knoll Middle (6–8)**

116 White Knoll Way, West Columbia, SC 29170

Telephone 821-4300; Fax 821-4303

### **White Knoll High (9–12)**

5643 Platt Springs Road, Lexington, SC 29073

Telephone 821-5200; Fax 821-5203

## **2022-2023**

### **Lexington County School District One**

#### **Substitute Coordinators**

<b><u>Coordinators:</u></b>		<b><u>Phone Number:</u></b>
<b>Gilbert Attendance Area</b>		
Brandi Snyder	Centerville Elementary	821-5900
Tracey Harris	Gilbert Elementary	821-1600
Jan Nell Faulkner	Gilbert Middle	821-1700
Karen Benton	Gilbert High	821-1900
<hr/>		
<b>Lexington Attendance Area</b>		
Mary Ann Ivey	Alternative Education Services (AES)	821-1300
Amanda Kyzer	Beechwood Middle School	821-5700
Rebekah Hill	Lake Murray Elementary	821-3100
Gena Atkinson	Lexington Elementary	821-4000
Barbara Tanfara	Lakeside Middle	821-3700
Veronda Campbell	Lexington High	821-3400
Jane Catoe	Lexington Technology Center	821-3000
Tamlyn Ritchie	Meadow Glen Elementary	821-0400
Brenda "Suzy" Beaty	Meadow Glen Middle	821-0600
Terri Felkel	Midway Elementary	821-0300
Becky Trotter	New Providence Elementary	821-3300
Cheryl Sox	Oak Grove Elementary	821-0100
Anita Macinnis	Pleasant Hill Elementary	821-2800
Terrie Walley	Pleasant Hill Middle	821-2700
Tammy Pearson	River Bluff High	821-0700
Brandon Wooten	Rocky Creek Elementary	821-4200
<hr/>		
<b>Pelion Attendance Area</b>		
Kristina Sox	Forts Pond Elementary	821-2500
Marsha Lander	Pelion Elementary	821-2000
Cindy Calvert	Pelion Middle	821-2300
Dona Smith	Pelion High	821-2200
<hr/>		
<b>White Knoll Attendance Area</b>		
Ann Siderman	Carolina Springs Elementary	821-5100
Jennifer Gilley	Carolina Springs Middle	821-4900



Jessica Robinson	Deerfield Elementary	821-5500
Meri Goff	Red Bank Elementary	821-4600
Kim Williams	Saxe Gotha Elementary	821-4800
Amanda Ryan	White Knoll Elementary	821-4500
Melissa Hall	White Knoll Middle	821-4300
Elizabeth Timmerman	White Knoll High	821-5200
<b>District Substitute Program Coordinator</b>		
Amanda Wansley	Staff Services Specialist	821-1191

**Lexington County School District One**  
**2022-2023**  
**Substitute Pay Schedules**

**Substituting for a teacher:**

The applicant must be 21 years of age unless enrolled in an undergraduate program for education or related program (seeking at minimum a bachelor’s degree), have a high school diploma or GED, or hold a teaching certificate and attend Lexington District One’s substitute training.

**Criteria for pay:**

High school diploma	\$85/day
Four-year degree	\$90/day
Certified teacher	\$100/day

**Substituting for a nurse:**

The applicant must be 21 years of age, attend Lexington District One’s substitute training, and have a valid nursing license.

**Criteria for pay:**

High school diploma (Can substitute for Health Room Asst. only)	\$75/day
Licensed Practical Nurse (LPN)	\$90/day
Certified Registered Nurse (RN)	\$120/day

**Substituting for instructional assistants:**

The applicant must be 21 years of age unless enrolled in an undergraduate program for education or related program (seeking at minimum a bachelor’s degree), have a high school diploma or GED, and attend Lexington District One’s substitute training.

**Criteria for pay:**

Instructional Assistant	\$75/day
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**Substituting for custodial and food service staff:**

The applicant must be 21 years of age and attend Lexington District One’s substitute training.

**\*\*Food Service substitutes must also attend a mandatory Food Service substitute training session.**

Custodial Hourly pay:	\$9.37/hour
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**Food Service pay:**

\$9.37/hour

\*Food Service Substitutes will not work more than 5 hours per day.

Substitutes work on an **as needed basis** to meet the needs of the district. Substitute work is only available when school is in session. To return as an active substitute each school year, qualified subs will receive an invitation in the summer with details. Your invitation to return as a substitute will be based on, but not limited to, the number of days you worked during the previous school year. **Substitutes must work on average 2 days per month to be recommended as a substitute for the following year.**

## Payment Information

All substitutes will receive paychecks on the 10<sup>th</sup> and 25<sup>th</sup> of each month. Daily substitutes will be paid for time worked during the previous pay period. Long-term contracted substitutes will be paid based on a rate determined by the Office of Human Resources and this salary will be distributed over a predetermined number of paychecks depending on the length of the contract.

Paychecks are calculated, prepared and issued by the payroll division of Fiscal Services. Please report any miscalculations or questions about your check to the payroll coordinator at [LSPrice@lexington1.net](mailto:LSPrice@lexington1.net). Check stubs contain pertinent information. For example, calendar and fiscal year-to-date cumulative total earnings, FICA, state and federal tax withholdings, in addition to other withholdings and deductions, are reported in a semi-monthly and cumulative format. Any substitute paper paychecks are held and distributed from the Payroll Department at Central Services until 12:00 p.m. on the paycheck issue dates. After that time, the remaining substitute checks will be mailed to the substitute's home address. Substitutes may request that checks be held for pickup after 12:00 p.m. and before 4:00 p.m. on the pay date by emailing the Payroll Bookkeeper at [khwalker@lexington1.net](mailto:khwalker@lexington1.net). Substitutes who have enrolled in Direct Deposit will not receive a paper check stub. An electronic version of paycheck stubs can be accessed from Employee Online.

### PAYCHECKS ISSUED

Pay Date	Pay Period	Pay Date	Pay Period
September 9, 2022	8/15/22 – 8/28/22	September 26, 2022	8/29/22 – 9/12/22
October 7, 2022	9/12/22 – 9/25/22	October 25, 2022	9/26/22 – 10/16/22
November 10, 2022	10/17/22 – 10/30/22	November 22, 2022	10/31/22 – 11/13/22
December 9, 2022	11/14/22 – 11/27/22	December 16, 2022	11/28/22 – 12/4/22
January 10, 2023	12/5/22 – 1/02/23	January 25, 2023	1/03/23 – 1/15/23
February 10, 2023	1/16/23 – 1/29/23	February 24, 2023	1/30/23 – 2/12/23
March 10, 2023	2/13/23 – 2/26/23	March 24, 2023	2/27/23 – 3/12/23
April 10, 2023	3/13/23 – 3/26/23	April 25, 2023	3/27/23 – 4/16/23
May 10, 2023	4/17/23 – 4/30/23	May 25, 2023	5/1/23 – 5/14/23
June 08, 2023	5/15/23 – 5/28/23	June 26, 2023	5/29/23 – 6/11/23

\*\* Pay period dates are subject to change due to adjustments in payroll deadlines.

### WITHHOLDING TAX (FEDERAL AND STATE)

Employees who have experienced changes in tax exemption status should file a new Employee's Exemption Status Certificate (W-4). Responsibility for accuracy of exemption certificates lies with the employee. The latest form can be downloaded and printed from the Tax Info option in Employee On-Line.

**WORKER'S COMPENSATION INSURANCE**

All district employees are automatically covered under General Workers' Compensation Law. All claims must be routed through the Human Resources Office. Employees who participate in a state sponsored health insurance plan are eligible for long-term disability protection and life insurance.



# THE SUBSTITUTE PROGRAM

## **General Employment Information**

- Substitutes of Lexington County School District One are subject to federal, state, and local laws as well as policies set forth by the Board of Trustees.
- Substitutes are part-time intermittent employees and have no contract with Lexington District One. Employment is on a day-to-day basis.
- Substitutes are expected to perform all regular duties assigned to the absent employee (certified or support staff). If a substitute for a certified employee has a planning period on his/her schedule for the day, an administrator or the substitute coordinator may ask the substitute to cover another class or assist in the office area. Substitutes are to remain on campus the entire school day. If a substitute needs to leave early, he/she must inform an administrator or the substitute coordinator before accepting the assignment.
- Substitutes are required to wear ID badges assigned to you each day. You will be required to sign a badge out and return it each day.
- Lexington District One substitutes should be aware that placement on the Absence Management calling list **does not** guarantee the inclusion of your name on requested school substitute lists. Employment as a substitute is a privilege and not a right. The administration reserves the right to add and remove substitute's names from its substitute list as it deems in the best interests of the students and the school system.
- If at any time a school has a concern regarding your performance, the school will address the concern with you. At that time, you may be inactivated as a substitute and asked to meet with a Human Resource Administrator. The Office of Human Resources will determine your status as a substitute.

## **Liability Insurance**

Substitutes are protected by the district liability insurance while working for the district.

## **Worker's Compensation**

Substitutes are not eligible for state health, dental, and other insurance benefits but are covered by Worker's Compensation. If you are injured while working as a substitute at one of our sites during your assigned work hours, you are required to report the injury to the school's administration, nurse, supervisor or their designee immediately.

## **Retirement**

Substitutes may elect to participate or not to participate in the South Carolina Retirement System. However, any non-retired substitute who has money in the retirement system must participate.

## **School Closings or Delays**

Parents and employees can get information about school openings and closings during weather-related emergencies or other emergency situations by waiting for the district's SchoolMessenger® calling system to call, calling the district's 24-hour pre recorded telephone message center at 821-1299, going to our district website at [www.lexington1.net](http://www.lexington1.net) for updated information, listening to local radio stations or watching local television stations.

Please do NOT call our schools, the district office, or the media. We need to keep all telephone lines open to deal with any emergencies.

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

Substitutes are paid for time worked. You would not be paid for a day that you may have scheduled but which is closed for a weather related or other emergency day.

## **The Role of the Substitute**

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

### **For substitute teachers, regular teachers should provide items listed below:**

- Emergency preparedness plans
- Class roster for each block of students
- The name of a teacher within close vicinity
- Daily plans for all classes
- Time schedules of all classes and activities
- Seating chart for each teaching block
- List of students with special needs (including allergies)
- Record of students eating lunch
- Notice of any supervisory responsibilities such as bus, car or playground duty
- Desk copies of all teaching materials
- Directions for use of phone system
- Notations of any special situations that may exist
- Schedule of building routines and regulations

## **Responsibilities of Substitute Teachers**

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

- Direct and evaluate the learning experiences of students in both curricular and extracurricular activities.
- Provide guidance to students that will promote their proper educational development and welfare
- Be responsible for student accounting
- Provide for the care and protection of school property

- Maintain cordial relationships with colleagues
- Follow the ethics of the profession
- Support actively the parent-teacher organization
- Enforce policies and regulations as established by the board and professional staff, and accept a fair share of supervisory duties at pupil activities in buildings and on grounds during school hours.

### **Condition of Classrooms**

Substitute teachers are responsible for the condition of the classroom and the equipment at all times. Substitute teachers will hold students responsible for leaving the room clear of clutter of papers, textbooks, and other items of classroom use. If a classroom is used by more than one teacher, it becomes the responsibility of all teachers using the room. On leaving the room for the day, substitute teachers will turn out all lights, close and lock all windows, and close all doors.

### **Student's Access to Rooms**

A teacher must be present when students are using a room or building of the school. Students or other unauthorized personnel are not to be given access to keys at any time. Teachers should not unlock rooms other than their own for any reason without the knowledge of the teacher responsible for the room.

### **Use of Telephones**

Personal use of cell phones and classroom phones are prohibited during instructional time and should only be used in case of emergencies.

### **Instructions for Students with Special Health Needs**

The substitute folder will include Emergency Action Plans for any students with Special Health Needs such as diabetes, seizure disorder, severe allergies, or asthma. The Emergency Action Plans will tell the substitute what signs and symptoms to be aware of and procedures to follow if symptoms are present. If you have any questions or concerns about a student with special health needs, ask the school nurse. Severe food allergies are on the rise. There are many students in our schools with potentially life-threatening allergies to peanuts, tree nuts, milk, or eggs. For that reason, we ask that substitutes never distribute food or snacks in class. If a parent brings in birthday snacks, please check with the school nurse to determine if any students in your class have food allergies to that particular snack food.

### **Confidentiality**

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

Confidential information is shared on a "need to know" basis only and must not be shared in open communication with others who do not "need to know" in order to perform their jobs.

Employees should never disclose, share or disseminate student data in any form (verbally, electronically or in hard copy) unless disclosing, sharing or disseminating that student data is required by law or necessary professionally.

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

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

### **Professional Dress Code**

Dress professionally, but appropriately, for grade level or subject. More casual attire may be appropriate for special activities or outings. Students usually respond to the clothing of adults; for example, if the teacher is dressed very casually, the students may think that the teacher is not serious about the work.

- Blue jeans, tank tops, sundresses, short tops showing midriiffs, short shorts, shorts skirts, soiled clothes, see-through garments, too-tight tops and pants, and other very casual-wear tend to lessen the importance of school and may create disciplinary problems.
- Building administrators determine when hats may be worn.
- Inappropriately dressed substitutes may be asked to go home to dress more appropriately.

### **Student Dress Code**

As a substitute with the district you may have occasion to question the appropriateness of a student's attire. The following is the student dress code as outlined in the Student Handbook. If you believe a student is not in compliance with the dress code, you should contact a school administrator to make that determination.

The district has established a basic structure for determining appropriate dress standards for students. Clothing should not be so immodest or inappropriate to the school setting as to disrupt the educational process.

Therefore, the district will not permit clothing deemed distracting, revealing, overly suggestive or otherwise disruptive. This includes (but is not limited to) bare midriiffs, halter/tank tops, spaghetti straps, and see-through shirts, tops or blouses.

The district will not permit clothing that displays vulgar, obscene or otherwise inappropriate symbols, language or wording.

The district will not permit clothing or accessories (i.e., book bags, jewelry, hats, etc.) that display or make reference to alcohol, tobacco or illegal substances.

Students may not wear or display gang attire, colors or symbols on clothing or accessories.

Under most conditions, students may not wear bandanas, hats, head stockings or kerchiefs while on campus or attending school-sponsored events/activities. Some classes require that students wear safety hats. Religious headgear is allowed.

Students must wear proper shoes at all times.

Students may wear special dress or costumes for specific events or special occasions when approved by the principal.

During the regular school day, students' athletic attire such as tennis, track, cheerleading outfits, etc. must conform to all other regulations of the dress code.

Students may not wear accessories/clothing that could pose a safety threat including heavy chains, fish hooks, multi-finger rings, studded bracelets or collars, nose- or lip-to-ear chains, etc.

The district does not allow unusual body piercing that disrupts the order of school or that disturbs the learning environment.

Students may not wear overly tight or shorter than fingertip- or mid-thigh-length shorts, skirts, skorts or dresses. The district does not allow bike shorts unless worn under another pair of shorts.

Students must wear pants at the natural waistline. Undergarments should not show and should not be worn outside of clothing.

Each school's administrators make the final judgment on appropriateness of any student's dress and reserve the right to prohibit any clothing/accessory disruptive to their school.

An individual school may have a more restrictive dress code if recommended by school administrators and the School Improvement Council, and approved by the superintendent or her designee.

### **Bullying Policy**

Lexington District One prohibits acts of harassment, intimidation or bullying of a student by students/third parties that interfere with or disrupt a student's ability to learn and the school's responsibility to educate students in a safe and orderly environment. This is true whether that harassment, intimidation or bullying takes place on school grounds, on a school bus or other school-related vehicle, at an official school bus stop, at a school-related activity on or off school property, or at a function where the school is responsible for the student.

Harassment is unwanted acts of aggression toward others. Under federal civil rights laws, harassment is unwelcome conduct demonstrated to others that is based on race, national origin, color, sex, disability or religion; that is severe, pervasive or persistent; and that creates a hostile environment or an unsafe environment.

Intimidation is to create fear of harm in individuals for themselves, others or their personal properties.

Bullying is unwanted, mean behavior among school-aged children that involves a real or perceived power imbalance. Bullying has four critical elements: 1) the behavior must be repetitive; 2) it must be intended to harm; 3) there must be a difference of power (physical, social or otherwise) between the bully and victim; and 4) the bully gains control over the victim. In order to prove bullying, three of the four must be present. The district defines harassment, intimidation or bullying as a gesture, electronic communication or a written, verbal, physical or sexual act reasonably perceived to have the effect of either of the following:

- Harming a student physically or emotionally, or damaging a student's property, or placing a student in reasonable fear of personal harm or property damage; or
- Insulting or demeaning a student or group of students, causing substantial disruption in or substantial interference with the orderly operation of the school.

The district encourages all employees, parents, students and community members to help the district prevent bullying. All school employees must report alleged violations of this policy to the principal.

Students who feel they have been subjected to harassment, intimidation or bullying are encouraged to file a complaint in accordance with district procedures.

Other members of the school community (students, parents/ guardians, volunteers, visitors, etc.) are encouraged to report any act that may be a violation of this policy. Individuals may make reports anonymously by calling the Lexington District One Tip Line, 803-821-1232.

Schools will investigate complaints promptly and thoroughly, while protecting the identity of the victim or reporter of bullying or harassment to the extent allowed by law. The district prohibits retaliation or reprisal in any form against any student or employee who files a complaint/report of harassment, intimidation or bullying.

The district will not allow anyone to make a false accusation against another person as a means of harassment, intimidation or bullying.

A student who commits one or more acts of harassment, intimidation or bullying may receive consequences/appropriate remedial actions that range from positive behavioral interventions up to and including expulsion and/or referral to law enforcement.



Administrators determine the consequences according to the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors and performance.

Remedial measures will be designed to correct the problem behavior, prevent another occurrence of the problem and protect the victim of the act.

The district may take disciplinary action if the problem behavior is initiated off-campus through use of electronic methods, the internet or web-based resources.

### **Religion in Public Education**

The relationship between religion and government in the United States is governed by the First Amendment to the Constitution, which both prevents the government from establishing religion and protects privately initiated religious expression and activities from government interference and discrimination.

The First Amendment thus establishes certain limits on the conduct of public school officials as it relates to religious activity, including prayer.

The Supreme Court has repeatedly held that the First Amendment requires public school officials to be neutral in their treatment of religion, showing neither favoritism toward nor hostility against religious expression such as prayer.

The Supreme Court's decisions over the past 40 years set forth principles that distinguish impermissible governmental religious speech from the constitutionally protected private religious speech of students. For example, teachers and other public school officials may not lead their classes in prayer, devotional readings from the Bible, or other religious activities.

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

Similarly, public school officials may not themselves decide that prayer should be included in school-sponsored events. In *Lee v. Weisman*, for example, the Supreme Court held that public school officials violated the Constitution in inviting a member of the clergy to deliver a prayer at a graduation ceremony. Nor may school officials grant religious speakers preferential access to public audiences, or otherwise select public speakers on a basis that favors religious speech. In *Santa Fe Independent School District v. Doe*, for example, the Court invalidated a school's football game speaker policy on the ground that it was designed by school officials to result in pregame prayer, thus favoring religious expression over secular expression.

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

## **Guidelines of a Successful Substitute**

- ✓ **The successful substitute has a positive attitude.**

- Your attitude about school and students will have a profound effect on the success of your day.
- Think positively, act confidently, and speak with authority to ensure a productive experience.
- Expect the day to go well.
- Be enthusiastic.
- Believe that students will conduct themselves respectfully. When teachers are organized and act confidently, Students are more apt to behave and follow directions.

✓ **The successful substitute demonstrates an understanding of the student's needs.**

- Realize that each student is unique.
- Identify students with special needs and address those needs.
- Treat students with respect at all times.
- Handle emergencies and discipline problems quickly, calmly, and with good judgment.
- If a special problem or concern surfaces, you may want to talk to an administrator.

✓ **The successful substitute is cooperative with students, with school faculty and staff, and with parents if the need arises.**

- Introduce yourself to the teachers located closest to you as soon as you can. If they know a substitute is in a classroom, they can be more alert to any unusual circumstances and offer assistance more readily. Be open to their suggestions.
- Respect is usually earned. Speaking to students in respectful ways will help to avoid power struggles. Saying “thank you,” “please,” “excuse me,” and other polite communications will indicate your caring attitude and respect for students.

✓ **The successful substitute maintains a sense of humor.**

- Being able to laugh at one’s own mistakes is important.
- Laughing with students is okay; laughing at them or putting them down will only create problems.
- You are not at school to entertain; students are NOT your friends.
- Be careful not to fall into a trap of teasing students too much.

✓ **The successful substitute uses appropriate language.**

- Never call students disrespectful names.
- Never use sarcastic or disrespectful phrases.
- Never use profanity.
- Never embarrass students in the presence of their peers.
- Be especially careful about your speech. Speak as correctly as possible and do not use expletives or current slang. This helps maintain a professional atmosphere in the classroom.

✓ **The successful substitute refrains from showing dissatisfaction with the regular teacher and his/her work.**

- Never discuss any dissatisfaction with other teachers or students. The successful substitute refrains from making negative remarks about the school, administration, teachers, or students to others in the community.
- If you feel it necessary, consult with the principal at the end of the day.

✓ **The successful substitute exercises confidentiality.**

- As a teacher you may have access to confidential information regarding students. It is your responsibility as a professional to respect that confidentially.
- Any information learned at school is confidential and not to be shared in the community. Practice the “Golden Rule”.
- It is policy of the district that confidentiality be strictly maintained.
- Information regarding students or class rosters should not leave the building.

✓ **The successful substitute is dependable and punctual.**

- Arrive at school as early as you can to get “settled” inside the classroom, read over plans, locate places and materials, etc.
- Ask for a floor plan of the building, regulation regarding copies, lunch times and procedures, rules about hall passes, etc.
- Leave feedback for the teacher to let him/her know how the lesson plans were received and how the students behaved.
- Stay for the entire workday. Unexpected situations can arise, and the principal may need your assistance.
- Unless there is an emergency, NEVER cancel a job at the last minute. Teachers, school administrators, and students rely on you to help our students and schools succeed.

✓ **The successful substitute maintains poise, patience, and self-control.**

- Remember, you are the adult.
- You will gain the respect of your students if you maintain your poise, patience, and self-control.
- Maintain your composure. Do not let students see you lose your temper.
- Do not raise your voice. Yelling usually makes matters worse.
- Teachers should model the kind of behavior they expect from their students.
- Students will always test a substitute, and failure to remember that you are the professional may cause you to fall victim to certain games students try with substitutes.

✓ **The successful substitute exercises boundaries.**

- Students are not to call you by your first name while you are at school. As a substitute teacher, you should be addressed as Mrs., Mr. or Miss.
- Remember students are NOT your friends. They are quick to tell everyone what they learned or didn't learn that day.
- Do not leave a group unattended for any reason. If you have an emergency, send a student to the office with a note that you need another adult present in the room or press the emergency buzzer or phone.
- Do not be a "pal". You are a teacher, and too much familiarity will weaken your status with the students.
- Avoid engaging in conversations that are not related to the lesson. Sometimes students will ask questions of a substitute to delay the class work.
- Do not photograph or video students. Do not post pictures or comments about students or teachers on electronic devices or social media.

✓ **The successful substitute is organized.**

- Start a notebook of ideas and information that have been beneficial in previous substituting experiences.  
Try to take care of as many responsibilities of the teacher for whom you are substituting as possible.
- If you are a long-term substitute, take part in school activities, cooperate with and support the staff, and participate just as a regular teacher.



## Absence Management

Formerly Aesop

Absence Management's Toll Free Phone Number:

**1-800-942-3767**

Absence Management's Web Address: <https://app.frontlineeducation.com>

or

check out Jobulator in the App Store on your cellular phone (fee based service paid for by the substitute)



### Absence Management Calling Times

Mornings call out: 5:00 a.m. – 12:00 p.m.

Evening call out: 4:00 p.m. – 9:00 p.m.

For assistance with Absence Management, between the hours of 7:30 a.m. and 3:00 p.m., please contact:

**Amanda Wansley**

Lexington County School District One

Employee Services Specialist

[awansley@lexington1.net](mailto:awansley@lexington1.net)

803-821-1191

Lexington District One substitutes should be aware that placement on the Absence Management calling list **does not** guarantee the inclusion of your name on requested school substitute lists. Employment as a substitute is a privilege and not a right. The administration reserves the right to add and remove substitute's names from its substitute list as it deems in the best interests of the students and the school system.

If at any time a school has a concern regarding your performance, the school will address the concern with you. At that time, you may be inactivated as a substitute and asked to meet with a Human Resource Administrator. At that time, the Office of Human Resources will determine your status as a substitute.

## ***Using Absence Management over the Phone***

*Not only is Absence Management available on the web, but you can find and accept available jobs, manage personal information, change your PIN number, and more, all over the phone.*

### **When you call Absence Management**

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

#### **Find available Jobs – Press 1**

- To accept a job – Press 1
- To hear the information again – Press 2
- To reject a job – Press 3
- To listen to the next job – Press 4
- To replay the skipped job – Press 5
- To return to the main menu – Press 6

#### **Review or cancel upcoming jobs – Press 2**

- To hear the information again – Press 2
- To review an assignment in the next 7 days – Press 3
- To listen to the next job – Press 4
- To return to the main menu – Press 6

#### **Review or cancel a specific job – Press 3**

- Enter the confirmation number followed by the # sign.
- To cancel a job – Press 3
- To listen to the next job – Press 4

#### **Review or change your personal information – Press 4**

- To change the name recording – Press 1
- To change the PIN number – Press 2
- To change the phone number – Press 3
- To return to the main menu – Press \* sign

### **When Absence Management Calls You**

If you are interested in the available job, Press 1. You will be asked to enter your PIN number (followed by the # sign). At this point, Absence Management will list the job details, and you will have the opportunity to accept or reject the job.

#### **When you receive a call from Absence Management, you can:**

- Listen to available jobs – Press 1
- Prevent Aesop from calling again today – Press 2
- Prevent Aesop from ever calling again – Press 9

*When Absence Management calls you, be sure to say loud and clear "Hello" after answering the call. This will ensure that the system knows you picked up the call. It will be calling about one job at a time, even if you're eligible for other jobs. You can always call into Absence Management (see "When You Call Absence Management" section above) to hear a list of all*

## Keep In Mind...

- Absence Management will not leave a message on your answering machine to offer you a job. If you have a Call Blocker on your phone, it may need to be disengaged.
- Let family members know to give you the phone immediately when Absence Management calls. It begins by saying, “Hello, I am calling for [Substitutes Name] if you are interested in a job, press 1 now”). It will only hold for a short period of time before it will hang up and move on to the next substitute on the calling list.
- When you accept a job, be sure to stay on the line until you obtain a specific “Job Confirmation Number”. You will need it to identify yourself at the school, and Absence Management will need it should you have to cancel the job.

## Logging in on the Web

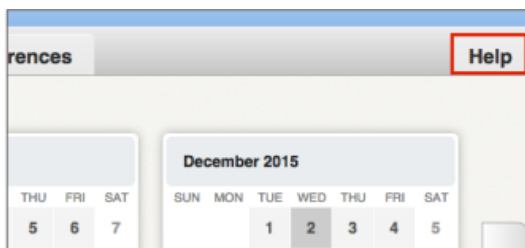
To log in to the Absence Management, type, <https://app.frontlineeducation.com> in your web browser’s address bar. Enter your User Name and Password to login.

### Can’t remember your login info?

If you’re having trouble logging in, click **Forgot User Name** or **Forgot Password** and you will receive an email to reset.

### Finding Available Jobs

Frontline makes it easy to find available jobs right on the homepage. Jobs available for you to accept show in green on the calendar and in list form under the **“Available Jobs”** tab.

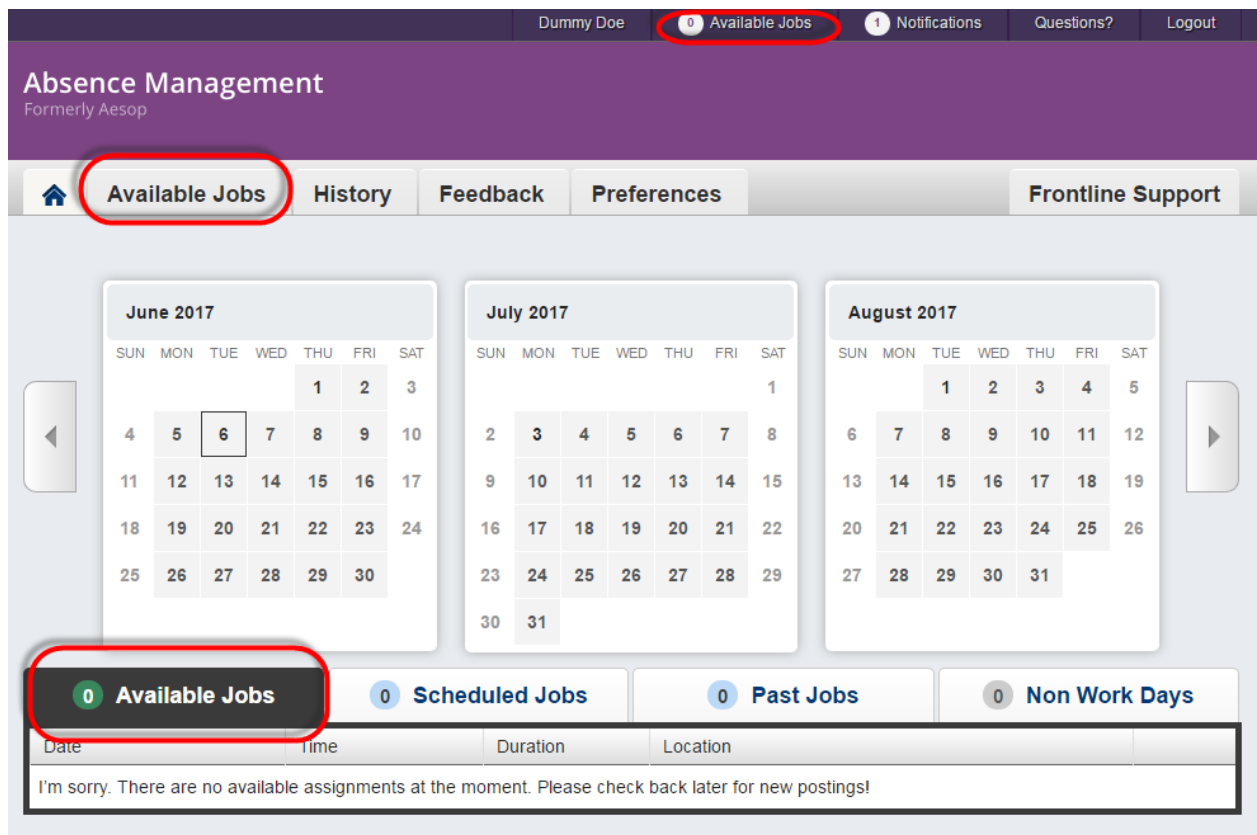


### Getting Help and Training

If you have questions, want to learn more about a certain feature, or want more information about a specific topic, click the **HELP** tab to go to the Aesop Learning Center to search Aesop’s knowledge base of help and training materials.

# Finding and Accepting Jobs

In Frontline, finding and accepting available jobs is as easy as pie! From your homepage, here are two places you can click to access a list of jobs that you are qualified and available to fill. Available jobs will show up in the black info bar at the very top of the page and on the **Available Jobs** tab.



The fastest way to find jobs is the “Available Jobs” section on the home page below the calendar. Here, you’ll see a list of jobs that you are qualified and available to accept.



## Viewing the Job Details

All the important job details are here, like the name of the employee you will be subbing for, the location of the job, the date and the time of the job, and more.



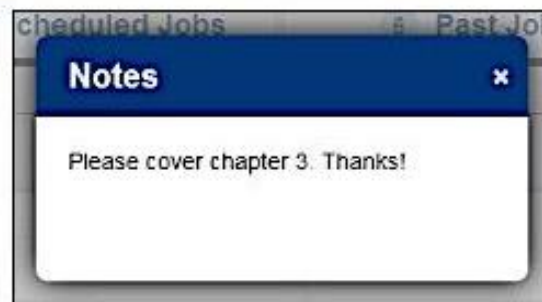
There are other details about the job (notes, attachments, and multi-day jobs) that will show here too.

### View the Jobs Notes

The icon that looks like a sheet of paper indicates that this job has notes associated with it. These could be notes from the letting you know about the job. Click view the notes.

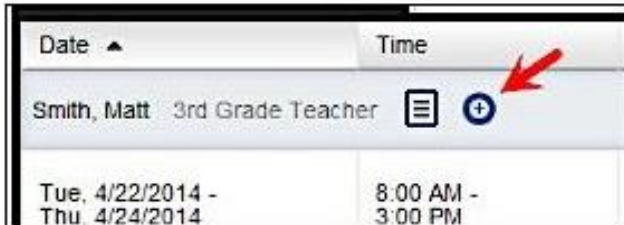


The notes for this to view. To exit the top right corner of



job will pop up for you notes, click the X in the the pop-up.

## *Multi Day Jobs*



Some jobs in your available jobs list may be multi-day jobs. Multi-day jobs will be indicated by a circle icon with a plus inside it.

On multi-day jobs, you won't see an button right away. To view the individual days, click the **See Details** button.



“Accept”

This will reveal each individual day for the job, as well as a new button, **Accept Multi-Day**.

## *Accepting or Rejecting Jobs*

Now that you have seen the job details, you are ready to accept or reject the job.

## Rejecting the Job

To reject a job, all you have to do is click the **Reject** button on the right side of the job listing. Rejecting a job will make it disappear from your available jobs and you will not see it again. Only click the reject button if you are absolutely sure that you will not want to come back to this job later.

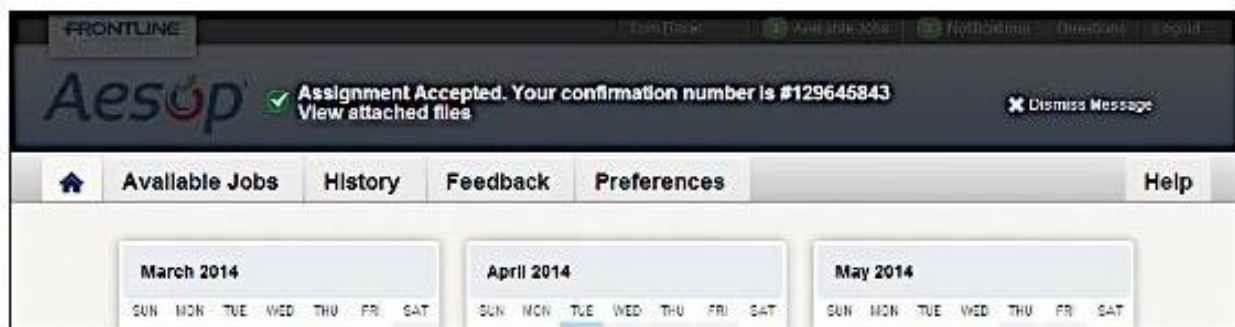


## Accepting a Job

To accept a job, click the green **Accept** button on the right side of the job listing.



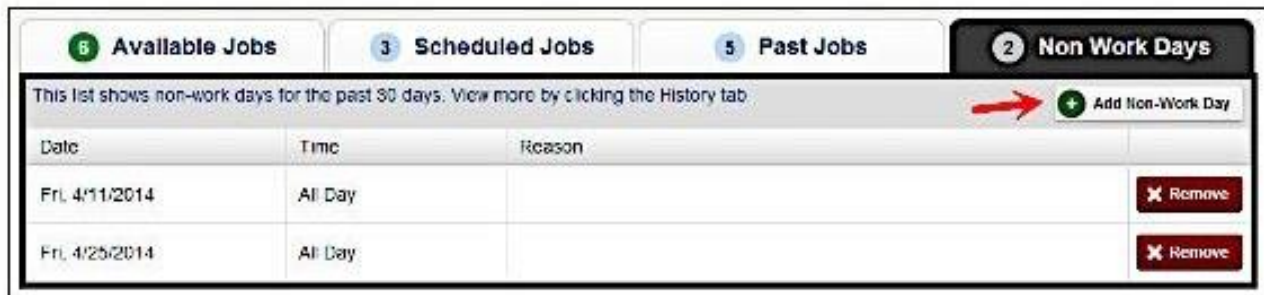
Once you have accepted the job, you will receive a pop-up at the top of your screen showing you the confirmation number. If there is a file attached to the absence, you will also see a link to view the attached file. This pop-up will stay on your screen until you dismiss it by clicking the **X** next to "Dismiss Message".



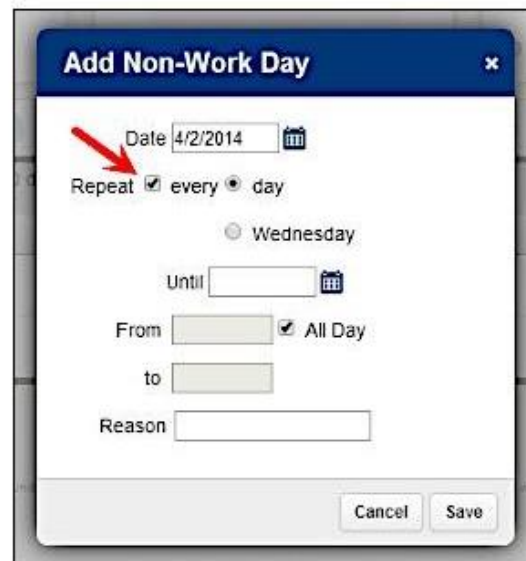
# Adding Non-Work Days

If you have days or partial days when you are not able to substitute, you can create “Non-Work Days” so Absence Management will not offer you jobs on those days.

Click the **Non-Work Days** tab to view your non-work days and to create new ones. The tab will have a number on it indicating how many Non-Work Days you have scheduled.



To create a new Non-Work Day, click the **Add Non-Work Day** button. This will bring up a window where you can enter your Non-Work Day info.



*To create a single Non-Work Day...*

**Date** – Type the date into the box or use the calendar icon to select the date.

**From/to** – Enter the start and end times for when you can't work.  
You must un-check the “All Day” box to edit the times.

**Reason** – Enter the reason for your Non-Work Day. This info is required.

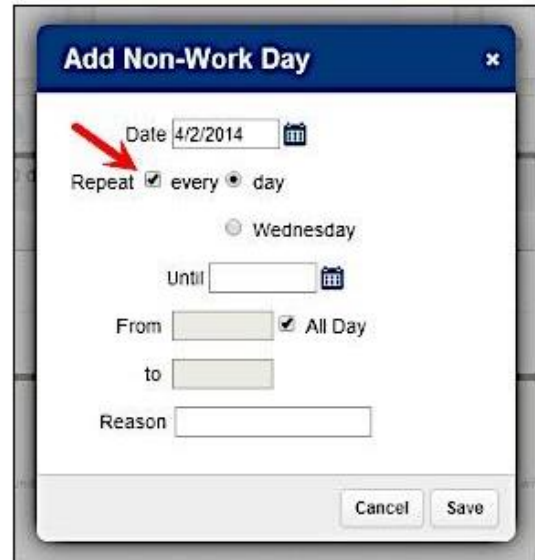
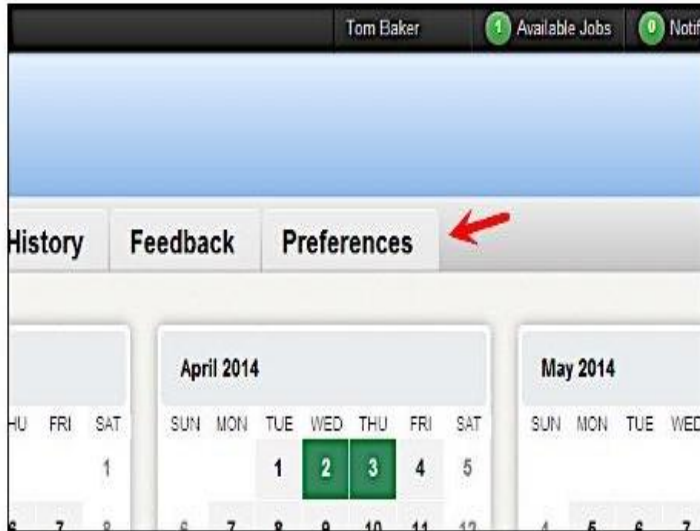
Click the **Save** button when you are ready to save the Non-Work Day.

# Repeating Non-Working Days

You can also create a Non-Work Day that will repeat. For example, maybe you can't work on Tuesdays for the entire month.

When creating the Non-Work Day, click the

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You will receive a confirmation pop-up.



My Preferences				
District Call Times	12:00 PM - 6:00 PM	District Call Times	District Call Times	District Call Times
Edit	Edit	Edit	Edit	Edit

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**Setting**

## *and* **Changing Call Times**

By default, Absence Management calls you for jobs during the time period set up by your school district. You can customize these times or turn off calling altogether.

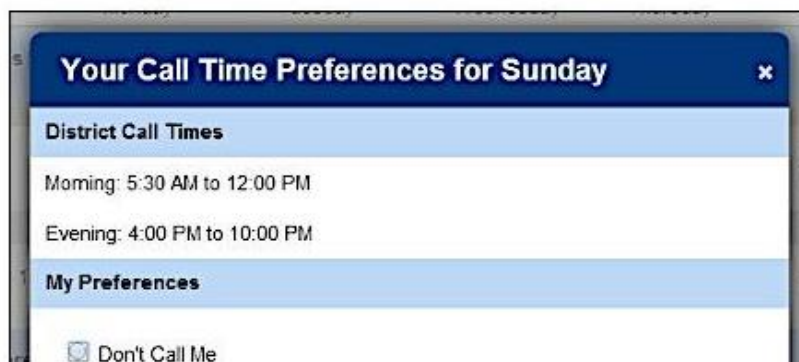
If you wish to edit your options, simply click the **Preferences** tab on the home page.



Now, click the **Call Times** option in the "Preferences Menu".

Absence Management displays your district's default morning and evening call times. Click the **Edit** button to change your call time settings and edit each day as needed.

This action brings up a window where you determine daily call times.



Personal Info

Change Pin

Schools

**Call Times**

District List

## Call Times

Victoria County School District • Accept phone calls for available jobs?  
 Yes  No

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

**Call times for Victoria County School District**

Morning						
No Calls	5:30 AM - 12:00 PM	5:30 AM - 12:00 PM	5:30 AM - 12:00 PM	5:30 AM - 12:00 PM	5:30 AM - 12:00 PM	No Calls
Evening						
4:00 PM - 10:00 PM	4:00 PM - 10:00 PM	4:00 PM - 10:00 PM	4:00 PM - 10:00 PM	4:00 PM - 10:00 PM	No Calls	No Calls

**My Preferences**

District Call Times	12:00 PM - 8:00 PM	District Call Times	District Call Times	District Call Times	District Call Times	District Call Times
Edit	Edit	Edit	Edit	Edit	Edit	Edit

- **Don't Call Me** – Choose this option for Absence Management to not call on the selected weekday.
- **Call me during the district call times** – Make this selection to return call times to the district's default setting.



only applies to your settings to the selected workday.



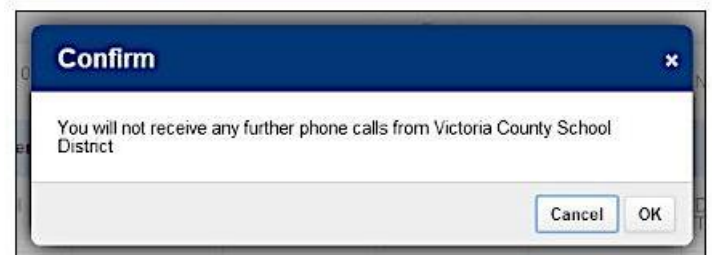
- **Call me between** – Enter the earliest and latest times Absence Management can send a call notification.

*Once you plan your settings, you have two options.*

- **Apply to All** – This setting applies these particular settings to every day of the week.
- **Apply only to** – This option

## Turn off Calling

Absence Management provides two additional call time options in the top right corner of the page. You can either continue to accept incoming calls or disable the feature.



Determine your preferences and select the “No” option if you wish to completely turn off Absence Management calls.

A pop-up box will appear. Click **OK** in the confirmation box to confirm this change.

This action causes Absence Management to no longer call with job offers but you can still search for jobs online.



# Phone Number and Map

In each job listing, there will be an icon for

Click the orange map icon to open Google Maps with directions to the school's location.

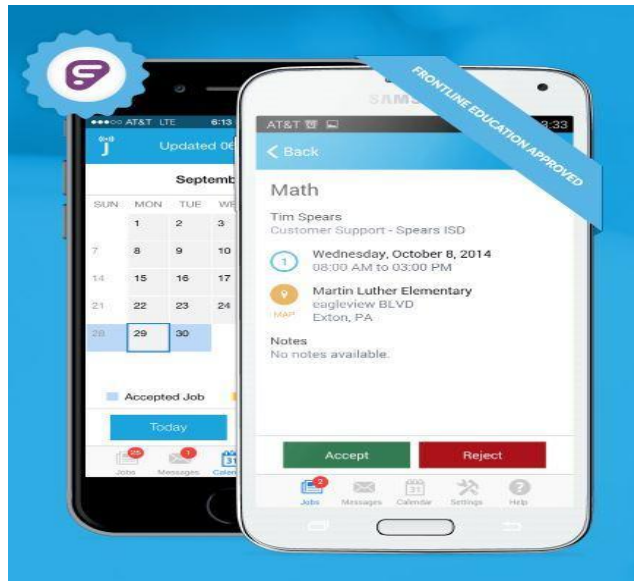
to the school.

Click on the **green phone icon** to have the school's phone number pop up. If the icon is

... that means the school is closed.



Jobulator gives you access to your Absence Management job notifications on the go, so you have the flexibility to go about your daily business. You don't have to be tied to your computer waiting on available jobs.



Jobulator is a fee based service available for your convenience. Lexington District One does not pay for the service. There is a 14 day free trial, after which you may pay the monthly service fee.

## Common Questions

**Q: Why am I not seeing any jobs online or receiving any calls for jobs?**

A: Most likely, if you have not received a lot of job offers, it is due to the lack of their availability. As the year gets going, the number of available jobs due to absences should increase. Calls from Absence



Management are only for jobs within a 48-hour window. Please be aware that multiple people may be contacted for a single job, but only the first to accept it will be given the job.

**Q: What is the difference between the Phone Number and 5-digit PIN # I have been given the Frontline Username and Password I have set up?**

A: You will use the Phone Number and 5-digit PIN # **ONLY** when you are using the inbound or outbound phone system. When you are logging in to Absence Management via the Frontline web application, you use the Frontline Username and Password you selected when you set up your account.

**Q: I don't know my Login or PIN. How do I find it out?**

A: If you're having trouble logging in, click Forgot User Name or Forgot Password and you will receive an email to reset. If you still have trouble logging in, contacting your district's Absence Management Administrator for help is your next step!

**Q: How will LCSD1/Absence Management know the area(s) in which I am qualified to sub?**

A: We audit all transcripts to indicate the subjects in which our substitutes are qualified to teach. If you have added an endorsement or earned your certification, it is important to send a copy of your transcript and/or license to Human Resources, so your record can be updated.

**Q: If I turn off calling (from the preferences tab), can I still see and/or pick up jobs online?**

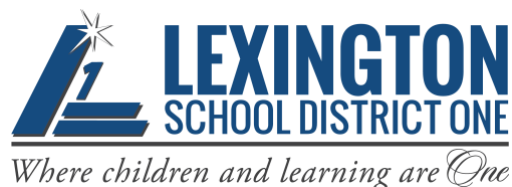
A: Yes. Turning off the calling feature means that Absence Management will not contact you via phone. You can still see and accept jobs on their website.

**Q: Does Absence Management "lock" a job during the call-out period (or at any time)?**

A: No. Jobs are filled by the first sub that accepts the assignment. Once a job is "taken", it disappears from the system.

**Q: What if I need to cancel a previously accepted job?**

A: A sub may cancel a job no later than 60 minutes prior to the scheduled start of the job. Just a warning – Absence Management will not allow you to cancel a job if it is too close to the start time for that job. If this is the case, contact the school's sub coordinator immediately to notify them of your cancellation.



# ***Employee Online Basics for Substitutes***

**Employee Online (EO) is a Web-based system that stores your *check stubs, W-2 information and other related facts.***

It does not contain any information for pay prior to July 1, 2013. Pay information prior to July 1, 2013 can be obtained by contacting Payroll.

Your access to EO is through a link found on the district's website. More detailed information about what is found on each of the menu tabs within Employee Online can be found in the Employee Online Tutorial document. The Employee Online Tutorial and Employee Online Basics documents can be found on the Lexington County School District One website on the Fiscal Services page.

## ***Login to Employee Online:***

**User Name=** E Number WITH the E. (Example: E00000)

**Password=** A total of 8 digits with NO spaces

(4-digit birthday) **MMDD** + last **4 digits of SS#**

*Example: For a birthday of January 2<sup>nd</sup> and social security number of 111-22-3333, the password would equal 01023333.*

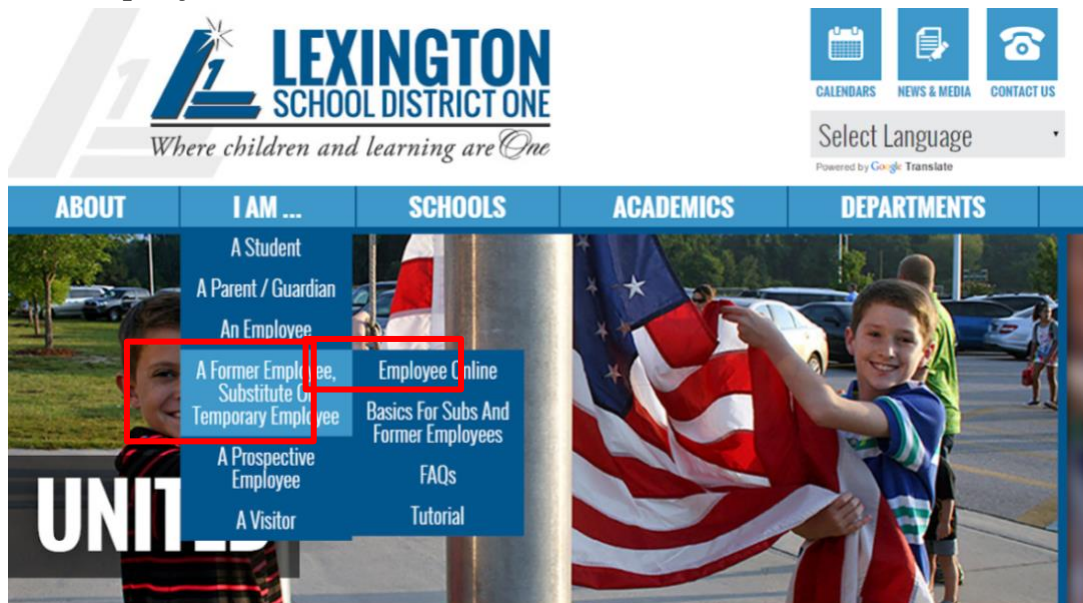
If you are a substitute, you should have been given an employee ID and initial password during Substitute Training. If you have forgotten your employee ID, you may contact Amanda Wansley at (803)821-1191.

## **Accessing Employee Online**

- 1.** Open Google Chrome.
- 2.** Go to the Lexington County School District One home page at [www.lexington1.net](http://www.lexington1.net). Select "I AM..."



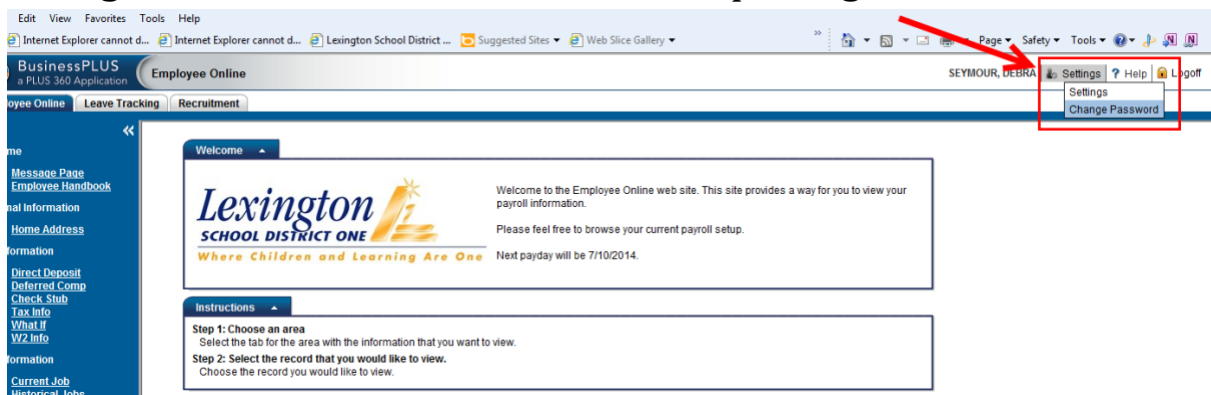
3. Select “A Former Employee, Substitute Or Temporary Employee”, and then “Employee Online”.



4. The screen below will appear:

© 1990-2014 SunGard Public Sector Inc. All Rights Reserved. This program is PROPRIETARY and CONFIDENTIAL information of SunGard Public Sector Inc., and may not be disclosed or used except as expressly authorized in a license agreement controlling such use and disclosure. Unauthorized use of this program will result in legal proceedings, civil damages and possible criminal prosecution.

5. Type in your User ID and password. Click on Login or press Enter. **You will be forced to change your password the first time you login.** If you forget your password and have provided a current non-district email address, you can use the “Forgot Login” option to reset your password. If the district does not have a current email address, call the IT Help Desk at (803) 821-1201 and they will reset the password for you.
  
6. If this is your first time to login to EO, you will be forced to change your password from the initial one provided to you. If at any other time you wish to change your password, you will need to select Settings and Change Password from the top right of the screen.



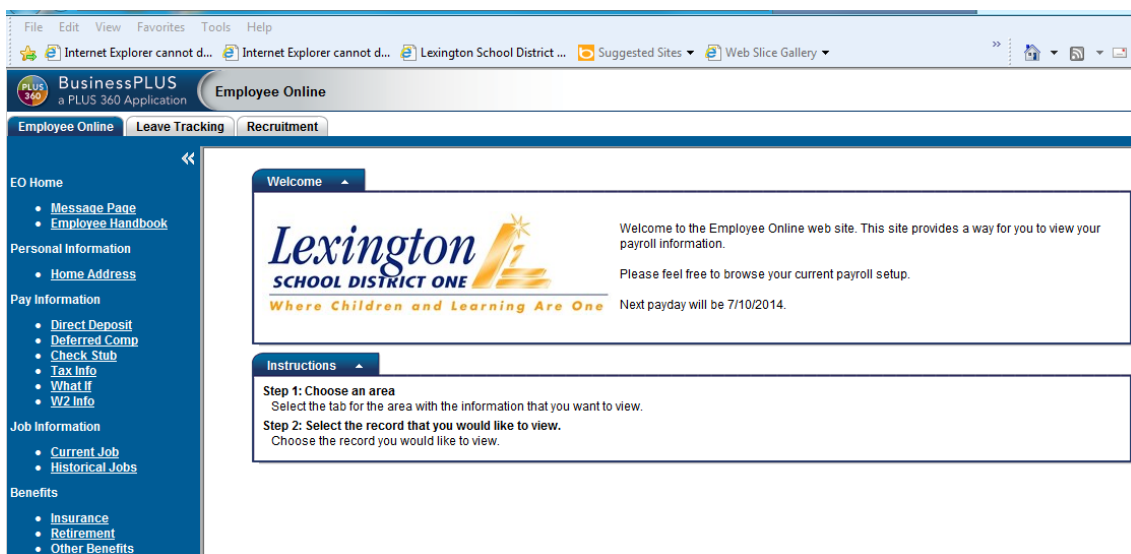
7. When you select **Change Password**, the box below will appear.

- Follow the prompts to change your password.
- We recommend that this password be at least 8 characters long, include alpha characters, upper and lower case letters and one symbol.
- Press OK.
- The next time you login, use the new password.



## Employee Online Home

You are now at the Employee Online Home Screen. The Welcome box will always display the next payday and from time to time may include information of interest to employees.





## Side Bar Menu

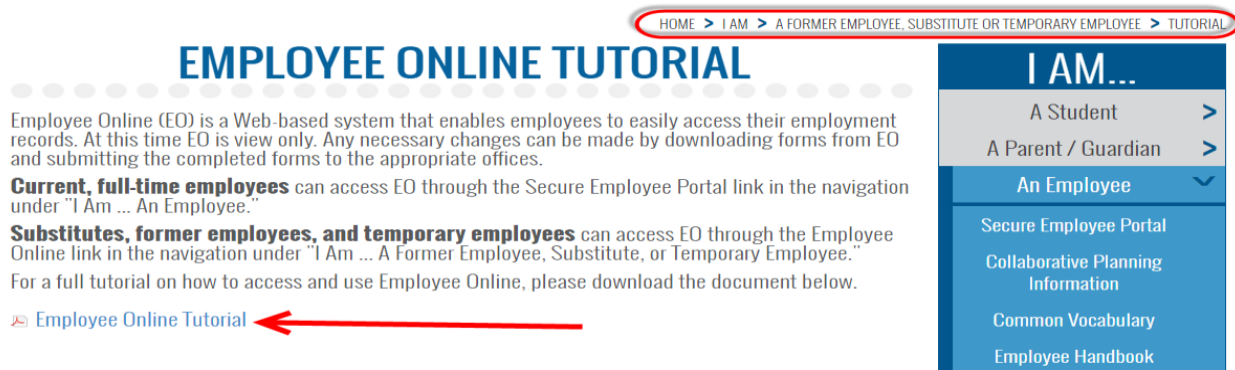
This Side Bar displays all of the menu options available to Lexington staff today. Each of these tabs shows various information as it is found in the District’s Human Resources and Payroll system for you.

If you have questions about any of your information, please contact Human Resources, Payroll or your Benefits Administrator.

More information about each of these tabs can be found in the Employee Online Tutorial document on the Fiscal Services page on the Lexington District One website.

## Trouble With Employee Online

If you try to login and do not get an error message about an incorrect User ID or password, the reason could be because the device you are using has the Pop-Up Blocker on or other settings may need to be changed. The Employee Online Tutorial document is located on the district website by selecting “I AM...”, “A Former Employee, Substitute Or Temporary Employee”, and then “Tutorial”. This document has instructions for turning off the Pop-Up Blocker and other ways to try to solve your problem. **If you need further assistance, contact the IT Help Desk at 821-1201.**



# Emergency Contact Information

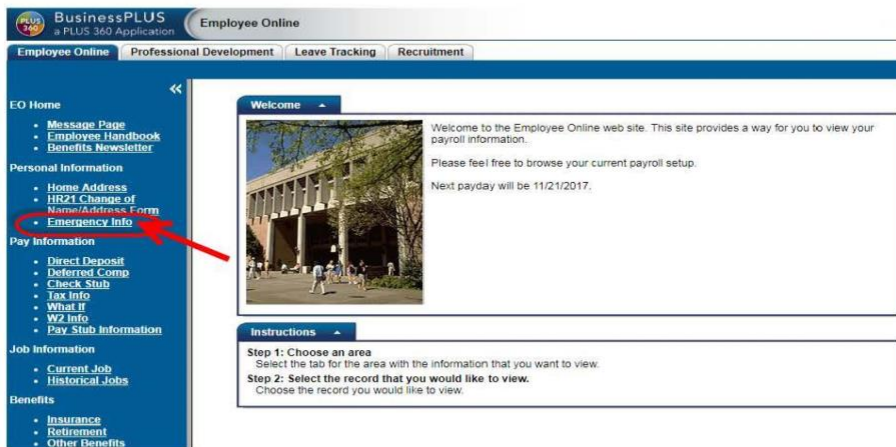
Now that you are able to log in to Employee Online, it's recommended that you add your emergency contact information. This is recommended if there should ever be an emergency situation with yourself or with a family member that may need to be located.

## UPDATING YOUR EMERGENCY CONTACT INFORMATION

1. Log in to Employee Online.



2. Click on **Emergency Info** on the left side menu:



3. Click the  **Add** button.



4. Use the form to enter any important information that you wish to share or individuals who may be contacted in the event of an emergency:

**Emergency Contact New** Help

**Contact**

First Name:  Middle:  Last Name:   
Relationship:   Primary Contact:

**Address**

Address Line 1:   
Address Line 2:   
City:  State:    
Zip:  -

**Phone**

Phone Number:      
Phone Number:

**Health Care Information**

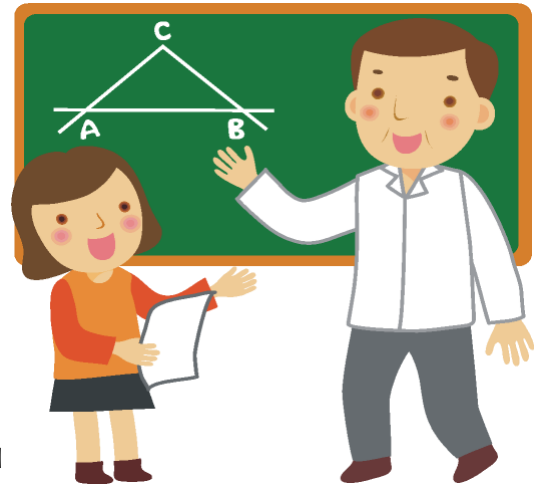
Health Care Provider:   
Provider Phone:

5. Click the Save button.

Notes:

- Be sure to check the "Primary Contact" button for any individuals you wish to be contacted first.
- You may edit, delete, or add as many emergency contacts as you wish.
- This information will be available to your school supervisor as well as staff members in the Human Resources Department.

# Instructional Techniques



## An Effective Presentation

The absent teacher will seldom request that you introduce material that is new to the student. Generally, work will be assigned that requires students to practice skills that have already been introduced or to review skills they have already learned. Practice and review of assignments will have optimum results if the substitute teacher follows a few simple steps.

---

### Focus on the Lesson

Get the students' attention. You can do this by moving to the front of the room or to a lectern, by flipping light off and on, or by calmly calling for quiet, etc. You can also get attention by moving about the room. Do not stand in the same spot. If possible, relate the day's work to some past or future learning or to everyday experience. This will get the students ready to concentrate and listen.

---

### Give Your Objective or Purpose

Once students' attention is focused, tell them what it is they will know or be able to do by the end of the period. For example, today you are going to identify proper nouns, or today you are going to add two-digit numbers.

---

### Assign Work

Now that you have the students' attention focused on the work and they know what they are going to do or learn, assign the work.

---

### Give Directions

- ✓ Be clear when giving directions.
- ✓ Give no more than 3 directions at a time.
- ✓ If the assignment is complex, break the task into small steps.
- ✓ Decide if directions need to be oral or written. This is determined by the age and ability level of the student, the difficulty of the assignment and the instruction left by the teacher.

---

### Check for Understanding

- ✓ Have a student repeat the directions.
- ✓ Give examples or demonstrate; do at least the first problem, sentence, or question on the overhead or board.

## Monitor

---

- ✓ Do not sit down now. Circulate in order to maintain control of the class.
- ✓ Give praise if a student is working on a task.
- ✓ Give help and encouragement if a student is experiencing difficulty.
- ✓ Give corrective feedback if a student is doing work incorrectly.
- ✓ If most of the students are having problems with the work, adjust by either re-explaining the assignment or by completing a problem as a group.
- ✓ Keep students on task, making sure that all are actively involved.

## Provide Specific Knowledge of Results

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- ✓ Periodically stop students and go over some of the assignments to ensure that students are doing work correctly. Then allow students to complete the assignment.
- ✓ Avoid giving students the correct answers. Help them work toward the solution.
- ✓ Practice only makes perfect if students are practicing correctly.

## Work until the End of the Period

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- ✓ Students with nothing to do will misbehave, so keep them busy.

# Minimizing Disruptions

## A. Giving Instructions:

---

1. Instructions should include statements concerning: (a) what students will be doing, (b) why they are doing it, (c) how they can obtain assistance, (d) what to do with completed work, and (e) what to do when they finish.
2. After giving instructions, have students paraphrase the directions.
3. Positively accept students' questions concerning directions.
4. Place directions where they can be seen and referred to by students or prepared to reword instructions.
5. When students seem to be having difficulty following directions, consider breaking tasks down into smaller segments or restating the directions.

## B. Beginning a Lesson:

---

1. Follow a pattern when introducing material.
2. Do not begin until everyone is paying attention.
3. Remove distractions before beginning.

4. Clearly describe the goals, activities, and evaluation procedure associated with the lesson being presented.
5. If provided by the regular teacher, hand out an outline, definitions, or study guide to help students organize their thoughts and focus their attention.

### **C. Maintaining Attention:**

---

1. Sometimes ask the question before calling on a student.
2. Wait at least 5 seconds before answering a question or calling on another student.
3. Employ a random selection in calling on students.
4. Ask students to respond to their classmate's answers.
5. Model listening skills by paying close attention when students speak.

### **D. Pacing:**

---

1. Develop an awareness of your own teaching tempo.
2. Watch for nonverbal cues that indicate that students are becoming confused, bored, restless, etc.
3. Break activities into short segments.
4. Provide structured "short breaks" during lessons that last no longer than 3 minutes.

### **E. Providing Feedback and Evaluation:**

---

1. Tell students the criteria by which they will be evaluated.
2. Record data so that students can monitor their progress but do not make entries in the teacher's grade book unless asked to do so by the regular teacher.
3. Provide immediate and specific feedback.
4. Attempt to focus on positive accomplishments.
5. Provide honest feedback.

### **F. Handling Minor Disruptions:**

---

1. Arrange seating patterns so that the teacher can see and easily move to be near all students.
2. Scan the class frequently in order to notice and respond to potential problems or minor disruptions.
3. The disruptive impact of the teacher's intervention should not be greater than the disruption it is intended to reduce.
4. An inappropriately angry teacher response creates tension and increases disobedience and disruptive behavior.
5. A "positive ripple effect" is associated with a calm and immediate response to a problem.
6. When misbehavior occurs, the first step is to quietly make contact with the student.
7. When one or more students are being extremely disruptive, it is best to focus the other students' attention on their task and then talk privately with the disruptive student(s).

**Do not argue with students.** When a student talks back, use the "I Understand" technique to stop the conversation and redirect them.

# Tips for Communicating with Students

## Use Positive Statements

---

Positive responses are readily available and so powerful that effective classroom managers always use them.

1. Use positive statements when you can sincerely do so.
2. Use a variety of statements.
3. Practice listening.
4. Become skilled at private, indirect, as well as public praise.
5. Be specific.

Additional desired consequences of the frequent use of positive statements:

- Students may respond more appropriately to others.
- Criticism will be more likely to be effective.
- Students may copy you.

## When You Correct Students

---

1. Don't take their misbehavior personally.
2. Correct students calmly.
3. Speak courteously.
4. Be specific, descriptive, and non-judgmental.
5. Allow the student to respond in an appropriate manner.
6. Address the current behavior. Avoid historical reference when possible.

# Sending “I” Messages

Sending an “I” message is a skill that can be used when giving criticism, explaining a problem, making a suggestion, or expressing an opinion. An “I” message generally does not make the other person feel offended or blamed.

## Comparison of “You” Messages to “I” Messages:

---

### You Message

*You really make me mad  
You are so disorganized  
You just don’t understand  
You are confusing me*

### I Message

*I feel upset about this  
I work better in a very organized environment  
Maybe I’m not making myself clear  
I don’t think I understand what you’re saying*

## Parts of an “I” Message:

---

- What behavior/situation is creating a problem for you?
- What is the effect of you?
- What are your feelings caused by this behavior/situation?
- How would you like things to change?

## Remember the following tips when sending an “I” message:

---

- Discuss problems in private
- Describe the problem in an objective way
- Separate the person from the behavior
- Focus on solution not on personalities

# Building Walls

Experts indicate it may take as little as 4 seconds to make a first impression. Be sure you don't leave an impression that undermines the value of your message.

- **Speaking too softly**  
Sends a message of timidity or lack of confidence.  
Speak up to create a more powerful impression.
- **Speaking in a monotone voice**  
Bores the listener  
Add inflection and expression to give your message impact.
- **Raising your tone as if questioning**  
Says you are not sure you are right.  
“This is the way it should be done... isn't it?”
- **Laughing nervously**  
Causes confusion with a serious message.  
Keep nervous laughter under control in serious conversations.
- **Belittling your own opinion**  
Says your opinion isn't important  
“I know I'm no expert, but...” or “I have a small suggestion.”
- **Being jumpy and nervous**  
Give the impression you aren't honest.  
Don't fiddle with hair or jewelry; keep hands below the neckline.
- **Poor eye contact**  
Makes you appear dishonest, nervous, or evasive.  
Maintain good eye contact to show you are sincere and confident.
- **Turning fact into opinion**  
Calls factual information into question  
“I think...” or “I feel that...”
- **Apologizing for your message**  
Clouds the value of the message  
“I'm sorry...” or “Please forgive me...”
- **Using the passive instead of active voice**  
Loses the message's impact

“He asked me to do this.” instead of “I was asked to do this.”



## A Classroom Management Summary

*The following list summarizes the important points concerning classroom management and discipline. Hopefully, this quick reference will help you focus yourself before your day begins and will serve as a reminder during your day as a substitute teacher.*

- ◆ Start class immediately; minimize interruptions.
- ◆ Have materials ready and give clear directions.
- ◆ Use the teacher’s management plan if possible.
- ◆ Start off strict---you can relax later. It’s hard to do things in the reverse.
- ◆ Monitor students’ work carefully. Always be up and moving around.
- ◆ Be consistent in your expectations.
- ◆ Deal with present behavior, not past.
- ◆ Keep your sense of humor and teach your students to use theirs.
- ◆ Avoid group punishment. It’s a fast way to alienate students.
- ◆ Avoid using schoolwork for punishment.
- ◆ Keep your voice low. Silence can sometimes be more effective than words.
- ◆ Take opportunities to talk individually with students.
- ◆ Call on students randomly and often. Wait for answers.
- ◆ If students have been assigned seats, make sure they use them.
- ◆ Use common sense with seating arrangements. Put easily distracted students away from doors, windows, and pencil sharpeners. Break up cliques.
- ◆ Admit mistakes. Remember, you are a role model!
- ◆ Give students an assignment to complete while you take care of attendance, other routines or emergencies.
- ◆ Evaluate your plan and make adjustments if necessary.



- ◆ Do arrive at least 15 minutes early if possible.
- ◆ Do establish a feeling of being in charge.
- ◆ Do introduce yourself to the teacher next door---you may have a problem and need him/her before the day ends.
- ◆ If lesson plans, roll, or other needed materials can't be found, do ask questions. Find help!
- ◆ Do try to meet the principal or an administrator.
- ◆ Use positive reinforcement whenever possible.
- ◆ Follow the lesson plan and use the materials that have been left by the teacher.
- ◆ Set expectations for behavior at the beginning of the day and be consistent in your implementation of discipline. Avoid threats.
- ◆ Leave a brief note for the teacher letting him/her know how your day went and what was accomplished. Inform him/her of any problems.

### **Don'ts**

- ◆ Don't discuss anything that you see or hear in the classroom, including student behavior, grades, performance in class, the teacher's methods, etc.
- ◆ Don't leave the children unattended for any reason.
- ◆ Don't discuss your religious or political beliefs or comment on lifestyles, etc.
- ◆ Don't change the lesson plans or procedures that have been left for you by the teacher.
- ◆ Don't tune out. You are the teacher for the day.
- ◆ Don't "lose your cool." Be in control of yourself at all times.
- ◆ Don't let children get ahead of you, keep control.
- ◆ Don't be afraid to ask questions.
- ◆ Don't let one child take over.
- ◆ Don't threaten, nag, or promise what you can't deliver.
- ◆ Don't punish in anger.
- ◆ Don't assume that all students know how to behave. Let them know your expectations for their behavior.

# Positive Discipline

## Positive Consequences Change Behavior

Every effective school study shows that the most successful schools accentuate the positive in the disciplinary approach to students. Educators in these schools know that negative consequences stop inappropriate behavior and that positive consequences change inappropriate behavior. They know that reinforcement of appropriate behavior causes a person to repeat the behavior that earned the praise. How many times have you been praised by someone for a particular behavior and then found yourself repeating that behavior because you now have a “reputation” you wish to keep? The same principle applies to students.

Discipline in the classroom is one of the most important aspects of teaching, and it is one of the most difficult to learn. If the teacher cannot teach, the students cannot learn; it is that simple. Regular classroom teachers are faced daily with the challenge of who is going to win—the teacher or the students. When discipline is mastered and achieved by both the teacher and the students, then it is a win-win situation.

### *A Few Good Things to Think About:*

- How to set the pace in the classroom
- How to gain the respect you need to survive
- How to accomplish the lessons that were left by the teacher
- How to get invited back
- How to relate to the students
- Knowing whom to trust and when
- What to do in case of...
- What you can learn from the students
- How to make this day a positive experience for you... and the students

# Discipline

Discipline to a great degree depends on class organization and instructional planning for which the teacher is responsible. There are occasions when a student's behavior must be corrected. If handled properly, a positive growth can occur between teacher and pupil. The principal will support and assist the teacher with discipline if the teacher has previously tried various methods of correcting behavior.

Each teacher is responsible for the welfare not only of his/her own class but also of all the children in the school. Each teacher has the prerogative and responsibility for correcting a student's behavior. This is to be done in a professional manner with utmost consideration for the feelings of the child as well as any teachers involved. Every teacher should consider such correction of his/her children not as an affront to his/her ability, but rather as a cooperative effort toward reaching the goal for which we are all striving—self-discipline.

Teachers should strive to use the most mature judgment at all times in dealing with students both in the area of classroom teaching and in disciplining.

Preventive discipline is best. Analyze situations that can become serious to see if they can be corrected. It is very helpful to set goals with your students early at the beginning of class. Let them know what kind of behavior YOU EXPECT and WILL REQUIRE. Classroom behavior rule should be posted in the classroom.

## **The following forms of discipline should NOT be used:**

- Any form of corporal punishment
- Standing children in the classroom or hall
- Not allowing a student to eat lunch
- Having students write sentences
- Group punishment
- Humiliation of student(s)
- Condescending remarks made to students, etc.
- Yelling at, telling children to “shut up,” or speaking to a child in a sarcastic manner.

# Effective Discipline

Effective discipline is a major component of classroom management. It creates a well-ordered environment and strong academic expectations. Assertive discipline techniques reduce distractions and disruptions and ensure quality instruction for all students in an environment that is conducive to learning. Assertive discipline is based upon the following four principles:

1. No student will stop the teacher from teaching for any reason
2. No student will stop another student from learning for any reason
3. No student will engage in behavior that is not in his/her best interest or the best interest of others for any reason
4. The student chooses to follow or not to follow the rule

Teachers have classroom rules, which include positive consequences for the students choosing to follow the rules, and negative consequences for students who choose not to follow the rules. Most discipline problems involve students talking and not doing the assigned work. In many cases, you can prevent potential situations from escalating into major discipline problems by using one of the following methods:

- Know the school's discipline plan and the classroom teacher's discipline plan.
- If you do not know the regular teacher's discipline plan, introduce your own expectations for student behavior.
- Be well organized and start teaching immediately.
- Monitor students at all times. Be visible.
- Do not leave students unattended, even for a moment. Use proximity.
- Be fair, firm, and consistent.
- Address infractions of the rules quickly, according to the system the regular teacher has established.
- Catch the student's eye. Use "The Stare."
- Ask the student a question about the lesson that he/she **can** answer.
- If it is necessary to punish a student in some way, do so calmly and quickly, interrupting instruction as little as possible.
- Separate problem students from the rest of the class. Have problem students move closer to the teacher. Use positive reinforcement for students who are on task and behaving appropriately.
- Handle severe cases quickly and assertively. Students who totally disrupt the class or endanger themselves or others are to be referred to the office immediately.
- Never put your hands on a student if you or the student is upset.
- Never administer any form of corporal punishment. Do not paddle, strike, touch, or shake students. Call an administrator for assistance.
- Always treat students with respect. Do not embarrass students in front of their classmates.
- Do not argue with students.

- Do not accuse students of offenses unless you are certain that they committed the offense. First, ask the student if he/she has a reason for his or her behavior. Hear him out first before accusing him.
- Do not punish the entire class for the misbehavior of individual students. Tell the students WHY his or her behavior is unacceptable.



## Sub Chromebooks

The Daily Sub Solution is designed to provide a consistent way for substitutes to have a Chromebook, with a standard set-up that will allow access to teacher content for the day.

All schools are equipped with Chromebooks to be used for classroom instruction IF needed for the day. When a substitute arrives to a school for the day, he/she may be assigned a Chromebook along with an instruction sheet and login information.

### Daily Substitute Classroom Instructions for Chromebook Use

#### How To Log Into The Chromebook

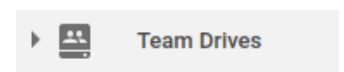
1. Power up the chromebook. The login page should display.
2. Enter the username. xxxxSub (where XXXX represents the initials of the school)
3. Click Next.
4. Enter the password. xxx##### (where ##### is the five numbers provided to you by the school) personnel who issued the Chromebook to you. This password is case sensitive.
5. Click Next.
6. The Google Chrome browser will open with 3 tabs available.

#### How To Access the School Team Drive

- Open Google Drive by clicking on the icon at the bottom of the screen.



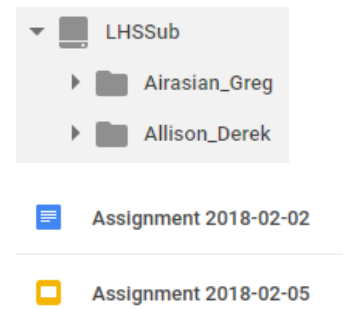
- Click on Team Drives.



- Click on the school's Team Drive for daily substitute teachers. Only the team drive for subs for that school will display. xxxSub is the name of the team drive for (school name goes here).



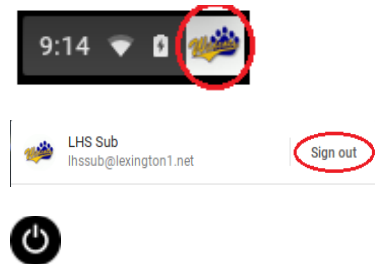
- Click on the name of the teacher you are a sub for and then locate the needed instructional materials under that teacher’s folder. Teacher names are in alphabetical order by last name.
- Select the assignment left by the teacher. The teacher’s file(s) should have the date for the assignment in the file name.
- If the lesson plan includes displaying something using the projector or a TV, the instructions to connect the chromebook to either of those is on the back of this page.



Flip the page over

### How to log out of the Chromebook at the end of the day.

- Click on the icon in the bottom right corner.
- Click Sign Out.
- Press Power Button to Shut Down.
- Return the Chromebook and adaptor, if supplied, to the school personnel who issued them to you.



If you are required to connect to a TV or projector as part of a lesson plan, there will be additional instructions given to connect the Chromebook to appropriate connectors in that particular classroom.

If you experience **any** difficulty using the Chromebook, contact the school’s Sub Coordinator.

## Sub IDs

In addition to the Chromebook, you will also be issued a Sub ID. This subID is your “key” to the building and must remain in your possession at all times. You will be given a lanyard with a sleeve to put in both your Raptor sticker (leave the paper backing on) and the sub ID. If you lose the Sub ID, let your Sub Coordinator know immediately.

# Employment

## Employment Policies for all Employees

### Open Hiring/Equal Employment Opportunity and Affirmative Action (Code GBA, Issued 6/03)

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

The superintendent establishes guidelines for organization of the teaching and administrative staff and, through her staff, selects, hires and promotes certified staff with approval as required by the board. Additionally, the superintendent selects, hires and promotes support staff.

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

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

### The Immigration Reform and Control Act of 1986

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

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

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

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

### Substitute Employment

Serving as a substitute in Lexington District One is a privilege and not a right. The administration reserves the right to add and remove any substitute's name from the district's substitute list as it deems in the interest of the students and the district.

Substitutes work on an **as needed basis** to meet the needs of the district.

Substitute work is only available when school is in session. To return as an active substitute for the upcoming school year, you will receive a letter in the summer with details. Your invitation to return as a substitute will be based on the number of days you worked during the school year.



# Employee Conduct and Welfare

## Conduct and Welfare Policies for all Employees

### Sexual Discrimination and Harassment

#### (Code GBAA, Issued 12/09)

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

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

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

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

All employees must avoid any action toward or conduct with a student, which could be viewed as sexually inappropriate. Inappropriate conduct of a sexual nature will not be tolerated at any time. Inappropriate conduct of a sexual nature with a student occurs when an employee (1) makes a sexually suggestive advance toward a student, (2) makes a request for a sexual favor from a student, or (3) engages in a relationship of a sexual nature with a student.

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

subject to disciplinary action, up to and including a recommendation of dismissal or expulsion, and all other appropriate steps will be taken to correct or rectify the situation.

## **Sexual Discrimination and Harassment Administrative Rule (Code GBAA-R, Issued 8/10)**

These following procedures are intended to do the following:

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

### **Types of Behavior Which Constitute Sexual Harassment of Employees**

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

- is made an employment condition so that submission to such conduct is a term or condition of employment;
  - has an employment consequence, so that submission to or rejection of such conduct is used as a basis for employment decisions affecting an individual employee; or
  - is offensive job interference, so that such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile, or offensive work environment.
- Sexual harassment may include, but is not limited to, the following:
  - verbal harassment including epithets, sexually offensive comments, or slurs;
  - physical harassment or physical interference with movement or work; or
  - visual harassment such as sexually offensive cartoons, drawings or posters.

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

### **Behavior Prohibited of Administrators/Supervisors**

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

No administrator/supervisor may retaliate against any employee because that employee has opposed a practice prohibited by Title VII of the Civil Rights Act of 1964 and the South Carolina Human Affairs Law or has filed a

complaint, testified, assisted, or participated in any manner in an investigation, proceeding or hearing conducted by an authorized agency.

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

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

## **Types of Behavior Which Constitute Inappropriate Conduct of a Sexual Nature with Students**

Inappropriate conduct of a sexual nature with students includes inappropriate sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature. Inappropriate conduct of a sexual nature may include, but is not limited to, the following:

- engaging or participating in any dates, sexual activity, or other activity which contains a sexual or romantic overture;
- leering at a student's body;
- touching, grabbing, and/or pinching;
- making comments, gestures, or jokes of a sexual nature;
- manipulating clothing in a sexual manner;
- displaying sexual pictures or objects;
- spreading sexual rumors or commenting about sexual behavior;
- teasing and/or bullying in sexual terms;
- inflicting sexual assault or abuse; or
- any other behavior by an employee toward a student that would reasonably cause the student to feel uncomfortable or would reasonably give the appearance of impropriety or unprofessional conduct, regardless of whether the behavior is overtly sexual and regardless of whether such behavior would constitute a crime.

Certain "inappropriate conduct of a sexual nature" that district employees direct towards students may also be criminal conduct as defined by State law, including S.C. Code Section 16-3-755. However, the district will take appropriate action against any employee who engages in inappropriate conduct of a sexual nature, as defined in district policies, regardless of whether the conduct rises to the level of a crime.

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

## **Behavior Prohibited of All Employees**

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

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

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

### **Preventive Action**

Annually, Policy GBAA and this administrative rule will be fully referenced in employee handbooks and/or a copy will be provided to each employee. Further, each employee will sign a statement acknowledging the receipt of the aforementioned information.

Policy GBAA and this administrative rule will be available on-line at [www.lexington1.net](http://www.lexington1.net), in each school and at the District Office.

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

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

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

The district will designate a Title IX Coordinator. The name, address, and business telephone number of the Title IX Coordinator will be disseminated throughout the system.

### **Reporting and Response Procedures**

Any employee who believes that s/he has been the object of sexual harassment or inappropriate conduct of a sexual nature is encouraged to file a complaint with his/her immediate supervisor or principal except for situations covered below. GBAA-E, Sexual Discrimination and Harassment Complaint Form, may be used to file a complaint, or the complaint may otherwise be reported to the appropriate administrator orally or in writing.

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

Under no circumstances will an employee be required to first report allegations of harassment or inappropriate conduct of a sexual nature to his/her immediate supervisor if that person is the individual who is accused of the harassment or inappropriate conduct. In such cases, the employee will file the complaint with the district's Title IX Coordinator.

All administrators/supervisors/contact persons will initiate an investigation of any incident of alleged sexual harassment or inappropriate conduct of a sexual nature reported to them or observed by them in consultation with the district's Title IX Coordinator. The administration will be responsible for ensuring that reasonable

efforts are made to prevent public disclosure of the names of all parties involved in the sexual harassment or inappropriate conduct of a sexual nature allegation, except to the extent necessary to carry out an investigation and comply with statutory obligations.

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

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

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

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

### **Additional Obligations of All Employees**

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

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

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

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

All employees will cooperate with and maintain the confidentiality of any investigation of alleged acts of sexual harassment or inappropriate conduct of a sexual nature conducted by the district or by an appropriate state or

federal agency. Failure to do so could result in disciplinary action against the individual who failed to cooperate or who violated the confidentiality of the matter.

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

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

## **Sexual Battery with a Student as Defined in South Carolina Law**

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

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

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

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

## **Employee Rights and Responsibilities (Code GBE, Issued 12/09)**

### **Rights**

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

### **Responsibilities**

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

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

- be faithful and prompt in attendance at work;

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

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

## **Staff Ethics/Conflict of Interest (Code GBEA, Issued 5/05)**

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

- An employee will not engage in or have a financial interest, directly or indirectly, in any activity that conflicts or raises a reasonable question of conflict with his/her duties and responsibilities in the school system.
- An employee will not engage in work of any type where information concerning a customer, client or employer originates from any information available to him/her through school sources.
- An employee will not sell instructional supplies, equipment or reference books in the attendance area served by his/her school nor will the employee furnish the names of students or parents to anyone selling these materials.

## **Nepotism**

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

- Husband/wife
- Brother/sister; brother-in-law/sister-in-law;
- Father-in-law/mother-in-law/son-in-law/daughter-in-law;
- Niece/nephew; aunt/uncle
- Parent/child; and
- Grandparent/grandchild; stepparent/stepchild/ stepbrother/stepsister (living in the home).

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

## **Employee Conduct**

### **(Code GBEB, Issued 8/10)**

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

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

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

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

Certain "inappropriate conduct of a sexual nature" that district employees direct towards students may also be criminal conduct as defined by State law, including S.C. Code Section 16-3-755. However, the district will take appropriate action against any employee who engages in inappropriate conduct of a sexual nature, as defined in district policies, regardless of whether the conduct rises to the level of a crime.

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

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

### **Arrest of an Employee**

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

### **Gifts to Staff Members**

The board discourages the giving of gifts by students to staff members. Consistent with the State Ethics Act, employees should not accept personal gifts, bonuses or gratuities from companies conducting business with the district. Exceptions to this policy are the acceptance of minor items, which are generally distributed by a company or organization through its public relations program, e.g., a calendar or pencil.



## **Drug- and Alcohol-Free Workplace (Code GBEC, Issued 7/11)**

### **Expectations**

The board is committed to providing a drug- and alcohol-free learning environment and workplace.

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

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

No employee will manufacture, distribute, dispense, possess, be under the influence of, or use any illicit drug or alcohol and/or any look-alike drug in the workplace.

Employees are also prohibited from using medications lawfully prescribed by a physician in an unapproved or abusive manner while in the workplace or just prior to coming on duty.

### **Conditions of Employment**

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

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

### **Drug and Alcohol Testing and Disciplinary Consequences of Refusal to be Tested and/or Violations of Board Policy**

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

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

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

### **Bus Drivers and Those Who Drive Buses for the District**

Employees who drive buses, district vehicles, or vehicles rented or leased by the district are prohibited from using alcohol or drugs while on duty or just prior to coming on duty. In compliance with the Omnibus Transportation Employee Testing Act of 1991, all employees who are required to hold commercial driver licenses will undergo alcohol and controlled substances testing consistent with federal regulations. Such employees shall receive appropriate education related to the requirements of this policy and its accompanying procedures.

## **Notice to Employees (Code GBEC-E, Issued 7/11)**

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

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

You are further notified that it is a condition of your continued employment that you will comply with Board Policy and Rule GBEC-GBEC/R and will notify your supervisor of your arrest or conviction of any criminal drug or alcohol statute no later than three days after such arrest or conviction.

Any employee who violates the terms of the district’s drug- and alcohol-free workplace policy will be subject to disciplinary action including, but not limited to, nonrenewal, suspension or termination from employment.

## **Tobacco-Free Workplace (Code GBED, Issued 2/08)**

The board believes that tobacco use and exposure to secondhand smoke (environmental tobacco smoke) are hazardous to the health of human beings, especially children. Therefore, the board affirms that one of the best environments for instruction is one that is 100-percent tobacco-free.

This policy provides a 100-percent tobacco-free, smoke-free environment for all students, staff and visitors within all district facilities; on school buses, vehicles and grounds; and at all district-sponsored events whether on or off school grounds.

The district will achieve this by doing the following:

- modeling healthy behavior for all students, staff, visitors and the entire community;
- utilizing proven and effective science-based tobacco use prevention curricula; and
- providing access to cessation counseling or referral services for all students and staff.

### **Procedures**

The district does not permit the use or possession of any tobacco products or paraphernalia including, but not limited to, lighters, matches, cigarettes, cigars, pipes, bidis, kreteks, smokeless tobacco, mint snuff and snuff by all students, staff and visitors within all district facilities; on school buses, vehicles and grounds and at all district-sponsored events, whether on or off school grounds.

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

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

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

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

## **Enforcement**

The district will prominently display no smoking signs. The principal of each school is responsible for making sure these signs are prominently displayed.

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

## **Visitors**

Visitors who violate the terms of this policy will be subject to the following.

- District asks visitor to extinguish/get rid of tobacco product.
- District asks visitor to leave school property.
- District asks visitor to leave school event/activity. Visitor may not return and forfeits the admission fee already paid.
- After repeated offenses, the district may prosecute an individual for disorderly conduct.

## **Staff**

Employees who violate the terms of this policy will be subject to disciplinary action. Disciplinary action could include anything from a verbal reprimand up to termination of employment.

- Staff member gets verbal reprimand.
- Staff member gets written reprimand placed in the personnel file.
- Staff member gets suspended from work without pay.
- Staff member enrolls in cessation counseling or services program.
- Students who violate this policy will receive up to a three-day out-of-school suspension for subsequent violations.
- After the second violation, the student enrolls in mandatory tobacco addiction counseling/ tobacco prevention education.

## **Staff Health (Code GBGA, Issued 6/03)**

### **Health screening**

The district will not initially hire any person to work in the school system until that individual has been appropriately evaluated for tuberculosis according to guidelines approved by the South Carolina Department of Health and Environmental Control. Any person applying for a position in the district must secure a health

certificate on the appropriate form from a licensed physician certifying that the individual does not have tuberculosis in an active stage.

### **Communicable diseases**

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

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

### **Staff health**

The district may reassign an employee with a chronic communicable disease to a position which limits student/employee contact. Alternatively, the district may place the employee on medical leave if appropriate medical judgment substantiates that the employee poses a significant health threat to students and/or other employees. The board reserves the right to place on leave or exclude any employee whose physical condition would interfere with his/her ability to work or would expose other students or employees to infection.

Employees with AIDS or HIV shall be under no work restrictions, unless medical impairments exist which are so severe as to be a hazard for students or other employees. The district will make decisions regarding appropriate placement of employees known to have AIDS or HIV infection on a case-by-case basis. The district will not screen employees for AIDS or HIV infection as a condition of employment. The identity of any employee with AIDS or HIV infection and any medical records for such employee will be confidential except as required by law.

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

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

### **Blood-borne pathogens**

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

## **Staff Participation in Political Activities (Code GBI, Issued 6/03)**

### **Employee candidacy**

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

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

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

### **Political activities in schools**

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

Therefore, the board directs that no one may distribute or post cards, fliers, pamphlets, brochures, signs, pins, badges or any other political paraphernalia espousing any political party or candidate at any time on district property. No one can use the district communication systems, including email or voice mail, to promote or solicit.

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

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

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

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

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

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

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

- After the first two steps above, if the responses of successive supervisory or administrator levels below the superintendent do not resolve the grievance to the satisfaction of the employee or if no decision is made within a designated time, the complainant may appeal in writing to the district's Civil Rights Coordinator if the complaint involves an alleged violation of the employee's civil rights or to the Section 504 Coordinator if the alleged violation pertains to Section 504. If the complainant fails to appeal within 5 days of receipt of the written response, the right to appeal is waived. If an appeal is made to the Civil Rights Coordinator or the Section 504 Coordinator, an investigation, as may be appropriate, should be undertaken by that individual. Within 10 days following any investigation, the Civil Rights Coordinator or Section 504 Coordinator will conduct a hearing and afford all interested persons and their representatives, if any, an opportunity to submit evidence relevant to the complaint.
- The Civil Rights Coordinator or Section 504 Coordinator will render a decision on the matter within 10 days after receipt of the grievance, or if a hearing is conducted, within 10 days after the conclusion of the hearing. The decision and any description of the resolution will be in writing, and a copy forwarded to the complainant. Should the complainant be dissatisfied with the determination made by the Civil Rights Coordinator or Section 504 Coordinator, s/he may file an appeal directly to the board.

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

## **Use of Technology Resources in Instruction (Code IJNDB Issued 10/06)**

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

In an effort to promote learning and to expand educational resources for students, the district has made arrangements to provide students and staff with access to various types of technology.

The district's goal in providing this technology is to promote educational excellence by facilitating resource sharing, communication and innovation.

Access to technology is a privilege not a right. With this privilege also comes a responsibility to use this access solely for educational purposes and not for inappropriate purposes. The district will not tolerate the inappropriate use of technology by any person.

District administrators are directed to develop appropriate guidelines to govern the use of technology and to implement technology protection measures and safety rules as required by the conditions of eligibility for any Federal or State technology funding assistance program.

## **Use of Technology Resources in Instruction Administrative Rule (Code IJNDB-R Issued 10/06)**

### **Definition**

For the purpose of this policy, technology is defined as, but not limited to, the following:

- Workstations (both desktop and portable), printers, scanners and other peripherals

- Local area networks (both wired and wireless), including wiring, hubs, routers, transmitters/receivers and other devices
- Servers including video servers, file and print servers, database servers, caching servers, Web servers, communication servers
- A Wide Area Network linking all district sites into one Intranet
- Voice communication systems to include primary systems, integrated voice response/management systems, automatic dialing systems, voice mail servers, mobile telephones, pagers, walkie-talkies
- Software management systems including data retrieval, grading, instructional, library, media, textbook, student and food service automation systems
- Distance learning systems
- Video capturing including cameras and other devices, broadcast, receiving and distribution systems
- Teleconferencing systems
- Application software packages such as Microsoft Office
- Energy management and security monitoring systems
- Radio systems
- Office copier, imaging and document management systems
- Paging, bell and fire alarm systems
- Vendor hosted software solutions
- Facsimile systems
- Storage devices
- Audio capturing including cameras and other devices, broadcast, receiving and distribution systems
- Recording devices including handhelds, cassettes, VCRs, DVDs, CD-ROMs, iPods and other MP3 devices
- Electronic collaboration systems including email, text messaging and chat rooms

## **Access**

Because technology is a vital part of the educational process and the curriculum of the district, students and staff will be provided access to technology including, but not limited to, network, Internet and electronic mail (email) services.

By providing this access, the district intends to promote educational excellence in schools by facilitating resource sharing, innovation, communication and learning by allowing access to resources unavailable through traditional means.

Through the network and Internet, students and staff will have access to the following:

- Locally networked reference and research sources
- Global information and news
- Discussion groups on a vast range of topics
- Local, regional, public, state and national library catalogs
- The World Wide Web
- Electronic mail (email) services

The availability of Internet access provides a unique educational opportunity for students and staff to contribute to the district's presence on the World Wide Web. This medium of communication provides an opportunity to share accurate information with the community, our nation and the world about the district's curriculum and instruction, school-authorized activities, and other related information.

The district provides this instructional resource as an educational tool for staff and students. The smooth operation of technology relies on the proper conduct of its users. These guidelines are provided so that students and staff are aware of their responsibilities when using technology. Any user who violates these guidelines will be subject to appropriate disciplinary action and possible denial of access to these services. Employees who violate the terms of this administrative rule or otherwise misuse technology will be subject to disciplinary action. Disciplinary action could include anything from the loss of technology privileges up to termination of employment. Students who violate the terms of this administrative rule or who otherwise misuse technology will be subject to disciplinary action. Disciplinary action could include, at a minimum, the loss of technology privileges and will take place in accordance with the district's student Code of Conduct (JICDA) and administrative rule (JICDA-R) policy. Violations of the laws of the United States or of the State of South Carolina may subject users (employee or student) to criminal prosecution.

With access to technology and people all over the world also comes the increased availability of material that may not be of educational value in the context of the school setting. Although the district firmly believes that the valuable information and interaction available on this world wide network far outweighs the possibility that users may procure material inconsistent with the educational goals of the district, the district still makes every effort to monitor and restrict ready access to known objectionable sites and to controversial or inappropriate materials. The district does not condone the use of controversial or offensive materials and cannot be held responsible for such use. Use of technology and/or Internet access for any purpose that is inconsistent with the educational mission of the district is strictly prohibited.

In order for the district to be able to continue to make its computer network and Internet access available, all staff and students must take responsibility for appropriate and lawful use of this access. While the schools' teachers and other staff will make reasonable efforts to supervise student use of network and Internet access, they must have student and parent cooperation in exercising and promoting responsible use of this access.

Upon reviewing this policy, each staff and student will be given the opportunity to enjoy network and Internet access at school and is agreeing to abide by the policy. A copy of this policy, or access to this policy, shall be provided to parents.

Due to the integration of technology in the educational process and the curriculum of the districts, student use of technology is not optional. All students enrolled in the district understand that they will be using technology responsibly at school on a regular basis and are bound by the terms of this policy.

## **Internet Safety Policy**



In compliance with the Children’s Internet Protection Act, 47 U.S.C. § 254(h), the district uses technological devices designed to filter and block obscene materials, child pornography or “harmful to minors” materials as defined in the CIPA.

For purposes of this administrative rule, this document is the district’s “internet safety policy.” This rule includes provisions to address access by minors to inappropriate materials on the Internet and World Wide Web; the safety and security of minors when using electronic mail, chat rooms and other forms of direct electronic communications; unauthorized access, including so-called “hacking” and other unlawful activities by minors online; unauthorized disclosure, use and dissemination of personal identification information regarding minors; and measures designed to restrict minors’ access to materials harmful to minors.

### **Terms and Conditions of Use**

The purpose of the district’s technology is to support research and education in and among academic institutions by providing access to unique resources and the opportunity for collaborative work. All use of technology must be in support of education and research and consistent with the educational objectives of the district.

Individuals must comply with the district’s rules, state and federal laws. Transmission of any material in violation of any federal or state laws or regulations is prohibited.

At the beginning of each school year, students and staff receive information about the appropriate use of technology, the district network, safety and other issues governing technology use through the district’s Student/Parent Handbook and the district’s Employee Handbook.

The district requires all its users to report technology related issues or problems immediately. Students are instructed to tell their attending teacher. Employees are instructed to tell their supervisor.

Access to computer systems and networks owned/operated by the district imposes certain responsibilities and obligations on users and is subject to district policies and local, state and federal laws.

Acceptable use is always ethical, reflects honesty and shows restraint in the consumption of shared resources. It demonstrates respect for intellectual property, ownership of information, system security mechanisms, and the individual’s rights to privacy and freedom from intimidation, harassment and unwarranted annoyance.

### **Rules Governing Use**

The district Web pages must comply with district policies on FERPA, Data Privacy and Public Use of School Records.

The district will not be responsible for any obligations resulting from any unauthorized use of the system. This includes, but is not limited to, copyrighted material, threatening or obscene material, material protected by trade secret, inappropriate materials of any kind or any other illegal act.

The district will involve law enforcement should illegal activities take place.

The district expects users to immediately report if they mistakenly access inappropriate information or images, any message they receive that they feel is inappropriate or that makes them feel uncomfortable, and any possible security problems. By immediately reporting, users protect themselves against allegations that they have intentionally violated the Technology Acceptable Use Policy. Students shall immediately tell their attending teacher. Employees shall immediately notify their supervisor.

Students will not post personal contact information about themselves or other people unless it is in conjunction with a specific teacher-approved assignment or approved college/career communication. Personal contact

information includes but is not limited to home address, telephone numbers, school address, etc. Students will not use district resources to agree to meet with someone they have met online.

## **Using the District's Technology System**

Users must adhere to the following rules:

- Utilize the system for educational, professional or career development activities only and when it is not disruptive and does not interfere with the performance of other responsibilities by the employee or other staff members.
- Do not access inappropriate materials.
- Only download text and other non-executable files attached to email messages or from the Internet for school-related business only. Large files should be downloaded during off-peak hours whenever possible.
- Do not upload or scan inappropriate or non-school-related images of your own accord to district technology resources.
- Check email frequently and delete unwanted messages promptly. The system administrator may delete email at any time.
- Join only high quality discussion groups or mail lists that are relevant to your educational, professional or career development.
- Do not use district technology to maintain a personal business, for unauthorized commercial purposes or for financial gain unrelated to the mission of the school district.
- Do not originate nor knowingly forward emails containing jokes, spam, chain letters, greeting cards for personal purposes, virus notifications, screensavers and other non-educational file attachments.
- Do not attempt to gain unauthorized access to the email system, the district Web pages, or any other computer systems through district email and/or Internet and/or network access.
- Do not make deliberate attempts to disrupt the computer system's performance or to destroy data by spreading computer viruses or by any other means. These actions are illegal.
- Do not attempt to perform functions that exceed your authorized access, share your account information (User ID and/or password) or log in through another person's account or access another person's files without permission. These actions are illegal.
- Do not download or install any unauthorized software or install any unauthorized hardware.
- Do not run any executable files attached to an email message.
- Do not knowingly use portable data storage devices, which contain viruses or in any other way knowingly spread computer viruses.
- Do not use defamatory, false, obscene, profane, lewd, vulgar, rude, inflammatory, threatening, bullying, disrespectful, disruptive, racial, violent or any other inappropriate language in public messages, private messages and any material posted on Web pages. All communications via district Web pages will comply with the district's Technology policy and district's student Code of Conduct (JICDA) policy and administrative rule (JICDA-R).
- Do not engage in personal attacks, including prejudicial or discriminatory remarks.

- Do not send harassing emails to another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a user is told by a person to stop sending messages, he/she must stop.
- Do not use the district system to access sites/material that are profane, obscene or pornographic nor use the system to access sites/material that advocate illegal acts, violence or discrimination towards other people.

## **Penalties for Improper Use**

Employees who violate the terms of this administrative rule or otherwise misuse technology will be subject to disciplinary action. Disciplinary action could include anything from the loss of technology privileges up to termination of employment.

Students who violate the terms of this administrative rule or who otherwise misuse technology will be subject to disciplinary action. Disciplinary action could include, at a minimum, the loss of technology privileges and will take place in accordance with the district's student Code of Conduct (JICDA) and administrative rule (JICDA-R) policy.

Violations of the laws of the United States or of the State of South Carolina may subject users (employee or student) to criminal prosecution.

## **Warranty**

The district makes no warranties of any kind, whether expressed or implied, for the service it is providing. The district will not be responsible for any damages suffered by any user. This includes loss of data resulting from delays, non-deliveries, misdirected deliveries, or service interruptions caused by the system's negligence, user errors, or omissions.

Use of any information obtained via the Internet is at the user's own risk. The district specifically denies any responsibility for the accuracy or quality of information obtained through its services.

If a user incurs unauthorized costs, the user, as well as the user's parents (if the user is a student), will be responsible for all such costs.

## **User Privacy**

Email messages and any other electronic files created using district resources or stored district resources are the property of the district.

The district reserves the right to examine, restrict, or remove any material that is on or passes through its network, just as it does any other work or material generated at or brought to school or work by staff or students.

Access to electronic information related to any student or staff member will be governed by the same policies that would apply to that information if it were not in electronic form.

## **Plagiarism and Copyright**

Users will not plagiarize works that they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user. Users will use proper bibliography formats.

Users will respect copyright laws. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by copyright. If a work contains language that specifies acceptable use of that work, users should request permission from the owner.

## Other

Material on a Web page reflects an individual's thoughts, interests and activities. Such Web pages do not, in any way, represent schools or the district, nor are they endorsed or sanctioned by any school or the district.

The district expects users to immediately report any page(s) whose content created by students or staff causes them concern. Students should immediately tell their attending teacher. Employees should immediately notify their supervisor.

Given the rapid change in technology, some of the technical standards outlined in this regulation may require change throughout the year. Such changes will be made with approval of the superintendent. This regulation may be updated on an annual basis or more frequently, if required.

## NON-PERMANENT EMPLOYEE RETIREMENT INFORMATION

As a non-permanent worker in Lexington County School District One, you are given the opportunity to participate in one of the retirement systems for the State of South Carolina. You are also given the opportunity to not participate in the retirement systems.

You will be asked to complete a Retirement Enrollment Entry Form when you first begin work in a non-permanent position and again at the beginning of each school year.

The retirement system tracks when you are paid based on reports we send to the Public Employee Benefits Authority (PEBA) on a quarterly basis. The quarters are listed below...

- Quarter 1 - July, August, September
- Quarter 2 - October, November, December
- Quarter 3 - January, February, March
- Quarter 4 - April, May, June

If a non-permanent worker does not receive a paycheck at least once in every quarter listed above,

The South Carolina Retirement System considers this as a break in service. Each time there is a break in service, you must complete a new Retirement Enrollment Entry Form.

For example – You receive a paycheck in the month of September (Quarter 1) and the next paycheck you receive is in January (Quarter 3). You did not receive a paycheck during October, November, or December (Quarter 2) – this is considered a break in service and you must complete a new Retirement Enrollment Entry Form in January.

It is your responsibility to make sure you are completing this form each time you have a break in service (no pay for one entire quarter). Please send the completed form to:

Lexington County School District One  
Attn: Benefits Department  
PO Box 1869  
Lexington, SC 29071-1869

Once your new form is received, your information will be re-entered in the PEBA retirement portal. This will generate a new e-mail to notify you that you must make a retirement choice.

**\*\* Note: Failure to complete a new form or respond to the e-mail within 30 days will result in your automatic enrollment in the South Carolina Retirement System.**

## RETIREMENT OPTIONS FOR EMPLOYEES

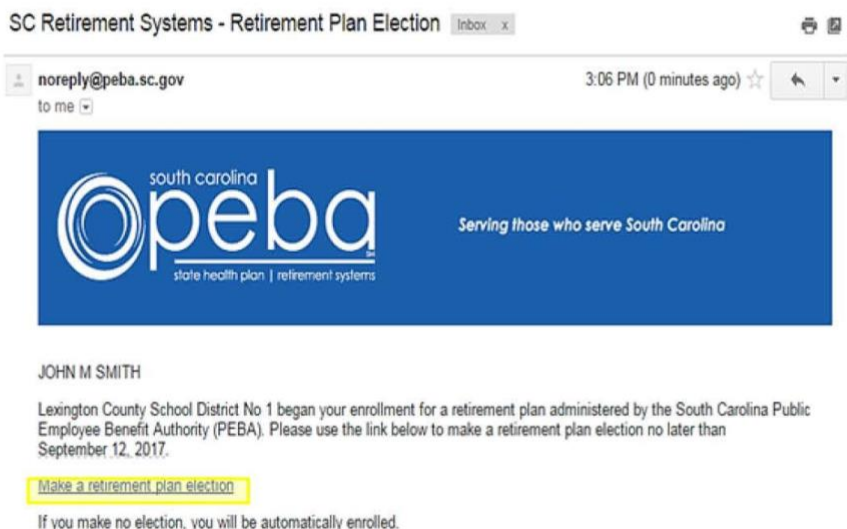
South Carolina Public Employee Benefit Authority (PEBA) offers a choice of retirement plan options to employees.

- South Carolina Retirement System (SCRS)
- State Optional Retirement Program (ORP)
- Non-Membership – For bus drivers and substitutes only

Please complete the attached Retirement Enrollment Entry Form. This form is only used to provide your information to PEBA. You are not selecting a retirement plan option at this time. ***A valid email address is required.***

Once your information has been entered, you will receive an email from PEBA notifying you that you must make your selection.

Please click the link "**Make a retirement plan election**" on your e-mail and follow instructions to select your plan



**Failure to respond to this email within 30 days of your hire date will result in automatic enrollment in the SCRS plan.**

Please take a few minutes to visit the following links for additional information to assist you with making this important decision:

Select Your Retirement Plan Brochure: <https://www.peba.sc.gov/assets/selectyourretirementplanguide.pdf>  
It's Your Choice: SCRS or State ORP: <https://youtu.be/P2dU-HCRI-0>

Lexington County School District One uses the SRP, Standard Response Protocol, system designed by the I Love You Guys Foundation. This emergency plan is currently being used in all 30 of our schools.

# IN AN EMERGENCY WHEN YOU HEAR IT. DO IT.

## LOCKDOWN! LOCKS, LIGHTS, OUT OF SIGHT.

### STUDENTS

Move away from sight  
Maintain silence  
Do not open the door

### TEACHER

Lock interior doors  
Turn out the lights  
Move away from sight  
Do not open the door  
Maintain silence  
Take attendance



## LOCKOUT! SECURE THE PERIMETER.

### STUDENTS

Return inside  
Business as usual

### TEACHER

Bring everyone indoors  
Lock perimeter doors  
Increase situational awareness  
Business as usual  
Take attendance



## EVACUATE! TO ANNOUNCED LOCATION.

### STUDENTS

Bring your phone  
Leave your stuff behind  
Follow instructions

### TEACHER

Lead evacuation to location  
Take attendance  
Notify if missing, extra or injured students



## SHELTER! HAZARD AND SAFETY STRATEGY.

### STUDENTS

Hazard	Safety Strategy
Tornado	Evacuate to shelter area
Hazmat	Seal the room
Earthquake	Drop, cover and hold
Tsunami	Get to high ground

### TEACHER

Lead safety strategy  
Take attendance



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