

HAMPTON COUNTY SCHOOL DISTRICT 2



2018-2019 SUBSTITUTE HANDBOOK

The policies and procedures contained in this handbook are current as of the publication date and are provided for employees as a quick reference guide to the established school district board policies. This handbook can be superseded by official administrative rules and other policies as established by the Hampton County School District 2 (HCSD2) Board of Trustees.

If a policy or regulation is stated or abbreviated in error within this code of conduct handbook, the actual document in the official policy manual will always take precedence.

Updates made in this handbook will be made available online at the official Hampton County School District 2 website at <http://hampton2.k12.sc.us>. Employees will be responsible for reviewing the contents of this handbook and any updates made to its contents.

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Consult your Substitute Teacher Handbook to review policies and procedures.

Returning substitutes must attend a refresher training session at the beginning of each school year. Thank you for your commitment to the education of the students in Hampton 2!

Our Vision

Hampton County School District 2 will become a world-class rural school district. Demonstrating our **BEST**.

Behave Responsibly
Exceed Expectations
Scholarship First
Team work always!

Our Mission

The mission of Hampton County School District 2 is to provide a rigorous personalized environment of academic excellence that prepares Each child, Each Day and in Every classroom to be **college/career** ready and **citizen ready** with no excuses.

Our Beliefs

We believe that:

- Education is a shared responsibility among students, educators, family and the community.
- A safe, respectful and nurturing learning environment is essential to learning.
- The primary focus of the school district is the education of all students.
- High expectations should be established for all students.
- Each parent is responsible for being actively involved in the education of his/her child (ren).
- Schools prepare students to be creative thinkers, problem solvers and effective communicators.

Hampton County School District 2 operates according to the policies established by the **Board of Trustees**. A five (5) member Board of Trustees governs Hampton County School District 2. The Board meets on the third (3rd) Tuesday of each month at 7:00 P.M. in the District Auditorium. Meetings are open to the public, except during executive sessions which are held in regard to personnel or student issues where confidentiality is a concern. Requests to appear before The Board must be made in writing to the Superintendent 72 hours in advance.

BOARD MEMBERS



School Information

ESTILL ELEMENTARY SCHOOL

Mrs. Julia Lee, Principal

Grades (Pre-K – 5)

PO Box 1027 Estill, SC 29918

Telephone (803) 625-5030; Fax (803) 625-2373



Estill Middle School

Mrs. Shronnda Taylor, Principal

Grades (6-8)

PO Box 757 Estill, SC

Telephone (803)-625-5200; Fax (803-625-3588)



Estill High School

Mrs. Synetria Hawkins

Grades (9-12)

PO Box 757 Estill, SC

Telephone (803-625-5100; Fax (803-625-4695)



BELL SCHEDULE

SCHOOL	BUS ARRIVAL	BREAKFAST	INSTRUCTIONAL TIME	DISMISSAL	BUS DEPARTURE
EES	7:30	7:30-7:50	8:00-3:00	3:00	3:15
EMS/EHS	8:00	8:00-8:20	8:30-3:30	3:30	3:45

BELL SCHEDULE FOR EARLY DISMISSAL (STUDENT HALF DAYS)

EES	7:30	7:30-7:50	8:00-11:30	11:30	11:30
EMS/EHS	8:00	8:00-8:20	8:30-12:00	12:00	12:00

EMPLOYMENT

Background Checks

As part of the employment process, a criminal record check is obtained from *Castle Branch* and State Law Enforcement Division (SLED) for all individuals recommended for a full-time, part-time, or

substitute position in Hampton District 2. This screening process helps ensure that employees working in our school district are able to provide a safe and healthy environment for all students.

National Sex Offender Registry Checks

The district will perform a background check on the National Sex Offender Registry, which may be accessed online at no charge, on all new employees, whether employed on a full-time, part-time, regular, interim or temporary basis. Individuals whose names appear on the National Sex Offender Registry will not be permitted to serve in the district in any capacity. Additionally, the district will not employ individuals or allow individuals to volunteer in any capacity, who have been required to register as sex offenders pursuant to S.C. Code Ann. 23-3-430.

TB Tests

All employees are required to meet the guidelines for the screening and evaluation of tuberculosis according to Hampton 2 policy and South Carolina Law. The Department of Health and Environmental Control (DHEC) is authorized to establish guidelines for the evaluation of school employees for tuberculosis as required by law. The guidelines established by DHEC require that each employee has on file in Personnel, documentation of a PPD tuberculin skin test prior to the first day the employee reports to work. The required form, DHEC, 1420, School Employee Certificate of Evaluation for Tuberculosis, is provided to each employee upon employment with the district. All employees are also expected to maintain standards of physical and mental health conducive to the effective and efficient performance of their duties.

Blood borne Pathogen Plan

The purpose of the Blood borne Pathogen exposure control plan is to eliminate or minimize employee occupational exposure to blood or certain other body fluids and to comply with the OSHA (Occupational Safety and Health Authority) Blood borne Pathogens Standard, 29 CFR 1910.1030.

The school district is required to perform an exposure determination concerning which employees may be likely to incur occupational exposure to blood or other potentially infectious materials.

- Designated CPR and first aid responders
- School health nurses
- Teachers and Teacher Assistants in all Special Education classes
- Bus Drivers for students with handicapping conditions
- Teachers and Teacher Assistants in elementary schools
- Coaches, trainers, and physical education (PE) teachers
- Principals, Assistant Principals, and Coordinators of Student Services
- Secretaries
- Custodians
- Any person substituting in these positions

COMPENSATION AND BENEFITS

Employees of Hampton County School District 2 are paid on twice per month on the 15th and 30th of each month. When the 15th and/or 30th of the month falls on a holiday or weekend, payroll shall be distributed the last workday before the regular payday.

Initial Paycheck

Substitute Pay Scale

LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4
High School Diploma with less than 60 college credit hours	High School Diploma with more than 60 college credit hours without college degree	College Degree, Non Certified	College Degree with valid certification
\$7.50	\$8.35	\$10.00	\$12.50
Receives additional \$30.00 per day after 15 consecutive days	Receives additional \$30.00 per day after 15 consecutive days	Receives additional \$30.00 per day after 15 consecutive days	Receives pay at certificate level after 15 consecutive days

Payroll Administrator

Lakisha Youmans

635 4th St.

Estill, SC 29918

Telephone: (803) 625-5012

RETIREMENT

All permanent, part-time personnel must join the South Carolina Retirement System (**optional for substitutes**). However, membership should be perceived as a substantial asset and an investment in your retirement security. South Carolina's Retirement System compares very favorably, in terms of its benefits and provisions, to other state systems. Membership starts with the effective date of employment. As an active member you will receive a member statement each year that reflects employee contributions and service credit, and retirement account beneficiaries.

Human Resources Coordinator

Loretta Darien

635 4th St.

Estill, SC 29918

Telephone: (803) 625-5013

Fax: (803) 625-2573

JOB DESCRIPTION

TITLE: Substitute Teacher

POSITION LOCATOR CODE: 3.12

FLSA: Exempt

GENERAL SUMMARY

Under general supervision, performs the duties of the regular teacher while the teacher is out. Assists students in learning subject matter and/or skills in the classroom by closely following the lesson plans provided by the regular classroom teacher. Reports to the school Principal.

ESSENTIAL FUNCTIONS

Performs the responsibilities for instructing classes during the absence of the regular teacher. Prepares lesson plans, with assistance, as directed by the administrator, when lesson plans are not available in the classroom.

Maintains appropriate records including recording of grades, and student assignments for homework. Grades test papers as directed. Completes the necessary clerical work required to maintain student records during the absence of the regular teacher. Provides assistance for students who need special help during the absence of the regular teacher. Participates in school or District staff development programs as assigned by the Principal or Superintendent. Recognizes and follows the appropriate procedures in the "chain of command" as designated by board policies and/or administrative procedures. Presents a positive image of Hampton County School District 2 at all times. Willingly performs other related duties as required.

Education and Experience:

High School Diploma, generally. For long term substituting, a college degree and certification in the subject area as authorized by the SC State Department of Education.

Knowledge:

Knowledge of the policies, procedures and activities of the school District, which pertains to the specific duties and responsibilities of the position. Knowledge in the methods for developing lesson plans and materials, and classroom activities which stimulate learning. Knowledge of the records, forms and reports which must be prepared and maintained. Knowledge of proper maintenance of equipment, materials and supplies used in daily activities. Knowledge of counseling methods necessary for handling student academic and adjustment problems. Knowledge of the materials and information which must be prepared for classroom instructional activities.

Skills/Effort:

Ability to provide instruction to students through explanation, demonstration and/or supervised practice. Ability to supervise students and maintain order in various classroom and instructional activities and situations. Ability to operate general office equipment in the performance of daily activities. Ability to prepare lesson plans, tests, and instructional materials for classroom activities. Ability to communicate effectively with students and their parents, District staff, and all other groups involved in the activities of the job.

Working Conditions:

Conducts duties in a classroom environment with some exposure to environmental conditions. Requires ability to work under a degree of stress related to duties that require constant attention and working with students. Physical demands are restricted to classroom work requiring lifting/moving of items weighing up to 25 pounds. Occasional local travel is required; no overnight travel is required. Job requires the operation of standard office equipment.

Responsibility:

Supervises students in classroom. Supervises instructional aides and volunteers as assigned.

DISCLAIMER STATEMENT

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

FILE: GBEC-E

NOTICE TO EMPLOYEES

No staff member will manufacture, distribute, dispense, possess or in any way transfer any illicit substances or alcohol in the workplace. No employee will be under the influence of or use any illegal drugs (prescription drugs not prescribed by a physician for you) or alcohol in the workplace. Employees are prohibited from using medications lawfully prescribed by a physician in an unapproved or abusive manner while on duty or just prior to coming on duty.

"Workplace" means the site for the performance of work. That includes any school building or any school premises and any school-owned vehicle or any other school-approved vehicle used to transport students to and from school or school activities. It also includes off-school property during any school-sponsored or school-approved activity, event or function such as a field trip or athletic event where students are under the jurisdiction of the school district.

You are further notified that it is a condition of your continued employment that you will comply with the above policy of the school district and will notify your supervisor of your conviction of any criminal drug statute for a violation occurring in the workplace. You must notify your supervisor no later than five days after such conviction.

Any employee who violates the terms of the school district's drug-free workplace policy will be subject to disciplinary action, including, but not limited to, nonrenewal, suspension or termination at the discretion of the board. Such employee may be required to satisfactorily participate in a drug abuse assistance program or rehabilitation program approved by the board.

Staff Dress Code

Code GBEBA

Purpose: To establish the basic structure for a dress code for all staff.

All employees are expected to set an example for students that will serve to promote acceptable dress standards for students and staff. Neatness, cleanliness, appropriate dress and other evidence of personal pride are expected at all times. This means that clothing and appearance should be in good taste and should not present a distraction to staff and students.

For males this means dress shirt and tie, crewneck sweaters, turtleneck shirts, school logo polo shirts and slacks.

For females this means dress shirts, sweaters, turtleneck shirts, school logo polo shirts, slacks, skirts and dresses (mini-skirts and spaghetti-strap/halter dresses are inappropriate). Garments should not

be as tight or clinging as to be excessively revealing. Revealing cleavage is not acceptable. All attire should be at least knee length-front and back.

Footwear should be in good taste and not detract from a neat look (no athletic footwear/stilettos). All open toed shoes/sandals must have a back strap.

Vocational employees, school therapists and school nursing staff may wear apparel appropriate for their departments.

Business casual attire is expected on parent teacher conference days and staff development days indicated by the type of staff development being offered.

On staff development days that are focused towards classroom cleaning and set-up, employees may wear apparel appropriate for the activity. This is at the discretion of the principal or his/her designee.

Child Abuse Reporting

Code JLF Issued

Any employee who has reason to believe that a child has been or abused or neglected by a parent or guardian is required by law to report this information to the Hampton County Department of Social Services or law enforcement. School administrators, guidance counselors, and the district social worker are available to assist in suspected cases of abuse and neglect. Employees attend a yearly Darkness to Light, Stewards of Children workshop given by the Director of Student Services.

Sexual Harassment

Purpose: To establish the board's vision for a working environment free of sexual harassment.

Sexual harassment (staff)

The district will not tolerate or condone sexual harassment in the workplace. The board considers sexual harassment to be a major offense that may result in disciplinary action or dismissal of the offending employee.

Unwelcome sexual advances, requests for sexual favors, or other sexual conduct, either verbal or physical, constitutes sexual harassment under the following circumstances.

- The harasser requires the employee to submit to the conduct as an explicit or implicit condition of employment, status or promotion.
- The harasser uses the employee's submission to, or rejection of, the conduct as a basis for an employment decision.
- The harassment substantially interferes with an employee's work performance or creates an intimidating, hostile or offensive work environment.
- The employee's submission to, or rejection of, the conduct is the basis for any decision affecting benefits, services, honors, programs or other available activities.

An employee who feels that he/she is being harassed should immediately report such incident to his/her immediate supervisor and/or the director of human resources. Nothing in district policy requires the employee alleging sexual harassment to present the matter to the person who is the subject of the complaint.

The district will promptly and thoroughly investigate all complaints of sexual harassment. All complaints will be confidential and only those persons necessary for the investigation and resolution of the complaint will be given information about it. The district prohibits retaliation or reprisal in any form against an employee who has filed a complaint of sexual harassment.

If for any reason, the complainant is not satisfied with the administration's response, he/she may file an appeal with the board.

Conflicts

If the investigator is the alleged harasser or a witness to the incident, the alternate investigator will conduct the investigation.

If the alleged harasser is the superintendent, the alternate investigator will take the superintendent's place in the investigation process. The alternate investigator will report the findings to the board.

Sexual harassment (students)

Not all behavior with sexual connotations constitutes sexual harassment under federal law. In order to qualify as a complaint under Title IX, sexual harassment must be sufficiently severe, persistent or pervasive so that it does the following.

- adversely affects a student's education
- creates a hostile or abusive educational environment

A one-time incident must be severe to rise to the level of harassment.

The district prohibits sexual harassment of students by district employees, other students or third parties. All students and employees must avoid any action or conduct which could be viewed as sexual harassment.

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when the following occurs.

- Submission to such conduct is made either expressly or implicitly a term or condition of a student's education.
- Submission to or rejection of such conduct by an individual is used as the basis for any decisions affecting a student.
- Such conduct has the purpose or effect of unreasonably interfering with a student's education or creating an intimidating, hostile or offensive school environment.

Any student who feels he/she has been subjected to sexual harassment is encouraged to file a complaint in accordance with administrative rule JI-R. All allegations will be investigated promptly and confidentially. The district prohibits retaliation or reprisal in any form against a student who has filed a complaint of sexual harassment.

Any employee or student who is found to have engaged in sexual harassment will be subject to disciplinary action, up to and including termination in the case of an employee, or expulsion in the case of a student. The district will take all other appropriate steps to correct or rectify the situation.

The administration will develop and distribute guidelines which implement the provisions of this policy concerning the reporting, investigation and resolution of the complaints of sexual harassment.

Policy IJNDB Use of Technology Resources in Instruction

Please read this policy carefully before signing the student signature and parental consent form (IJNDB-E).

Hampton County School District 2 is pleased to provide Internet access and believes that the Internet offers vast, diverse and unique resources to students and district employees. Our goal in providing this service to district employees and students is to promote educational excellence in schools by facilitating resource sharing, innovation and communication.

The purpose of this network is to assist in preparing our students for success in life and in the workforce by providing them with access to a wide range of electronic information and the ability to communicate with people throughout the world to enhance their educational experiences.

The Internet is an electronic highway that connects thousands of computers all over the world with millions of individual subscribing users. It is traditionally used by educational institutions, businesses, government, the military, non-profit organizations, commercial enterprises and private citizens. Students will use the Internet to gather information needed for their instructional and personal needs. They will be able to participate in distance learning activities such as virtual online learning schools. They will be able to ask questions, consult with experts and communicate with other students and professionals.

Access to electronic and web-based resources is available in classrooms, media centers, computer labs and with home computers. Through active learning experiences, students are expected to develop appropriate information literacy skills to ensure effective use of the wide variety of tools available through the network. Users will broaden their global horizons and discover a wealth of knowledge that otherwise would not be available in our community. The board of trustees expects the instructional staff to blend the use of electronic information throughout the curriculum and provide guidance and instruction to students as to the appropriate use of such resources.

It is the policy of Hampton County School District 2 that computers and the Internet are used in a responsible, efficient, ethical and legal manner. Failure to adhere to the district's policy and guidelines will result in the loss of access privileges. If the district incurs any cost due to student or employee negligence or misuse, the student or employee will be responsible for that cost.

Students and employees will have access to the following.

- electronic mail (email) with people all over the world
- public domain software and graphics of all types for school use
- graphical access to the World Wide Web, the newest and most exciting access tool on the Internet.

Access to computers and people all over the world brings the availability of material that may not be of educational value in the context of the school setting. Hampton County School District 2 has taken precautions to restrict access to controversial materials. However, on a global network, it is impossible to control all materials and an industrious user may discover controversial information. Hampton County School District 2 firmly believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is inconsistent with the educational goals of the district.

Internet access is coordinated through a complex association of government agencies and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct

of the end users who must adhere to strict guidelines. These guidelines are provided to make users aware of the responsibilities they will acquire. Compliance with this policy is mandatory and includes access and use of the district's information system and all peripheral devices for printing, storing, archiving and duplicating information, regardless of location. Be aware that personal files are discoverable under the State of South Carolina Freedom of Information Act. Hampton County School District 2 has the right to place restrictions on the material accessed or posted through the system

The signature at the end of this document is legally binding and indicates that the signing party has read the terms and conditions carefully and understands their significance.

Internet/Terms and conditions of use

Acceptable use

The purpose of the backbone networks making up the Internet is to support research and education in and among academic institutions by providing access to unique resources and the opportunity for collaborative work. The use of accounts must be in support of education and research and consistent with the educational objectives of Hampton County School District 2. Use of another organization's network or computing resources must comply with the rules appropriate for that network. Employees have a duty to protect district information and technology resources entrusted to their use. Employees will report violations of these standards to district authorities. Transmission of any material in violation of any national or state regulation is prohibited. This includes, but is not limited to, copyright material, threatening or obscene material or material protected by trade secret.

Reporting

District and school computer technicians who are working with a computer and come across sexually explicit images of children will report this to local law enforcement. The report will include the name and address of the owner or person in possession of the computer. Violation will result in one or more of the following consequences.

- application of penalties in accordance with the discipline code
- application of civil or criminal liability under other applicable laws
- report to the superintendent and board of trustees

Privileges

The use of the Internet is a privilege, not a right, and inappropriate use will result in cancellation of those privileges (each student or employee who receives an account will be part of a discussion with a Hampton County School District 2 staff member pertaining to the proper use of the network). If a Hampton County School District 2 user violates any of these provisions, his or her account will be terminated and future access could possibly be denied. All violations of the policy will be investigated and will result in one or more of the following consequences.

- application of penalties in accordance with the discipline code
- levying of fines and payment for damages, repairs and hardware replacement
- application of civil or criminal liability under other applicable laws
- expulsion

Violations of this policy and these standards by employees may be cause for revocation of use privileges and for disciplinary action.

Network etiquette

Users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following.

- Be polite.
- Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
- Illegal activities are strictly forbidden.
- Note that electronic mail (email) is not guaranteed to be private. People who operate the systems do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- Do not give out any personal information (student's own or that of others) over the Internet to anyone, known or unknown (this includes phone numbers, addresses, etc.).
- Do not enter chat groups unless it is for a class assignment. The teacher will inform those supervising students on the Internet of the class assignment.
- Do not use the network in such a way that would disrupt the use of the network by other users.
- All communications and information accessible via the network should be assumed to be private property.
- Do not send, receive or use copyrighted material without permission; do not plagiarize.
- Do not alter or attempt to alter files that do not belong to you or in any way that violates the privacy of another user.
- Do not access, send or display offensive messages or pictures.
- Do not purchase something that requires one to submit a credit card number or obligates the student or school to another party.

Online behavior

Appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, is to be only conducted for instructional purposes only. Cyberbullying is a criminal offense. Cyberbullying of any kind will result in a suspension of privileges as stated below.

- application of penalties in accordance with the discipline code
- levying of fines and payment for damages, repairs and hardware replacement
- application of civil or criminal liability under other applicable laws
- expulsion

Violations of this policy and these standards by employees may be cause for revocation of use privileges and for disciplinary action.

Off-campus conduct

Students, parents/legal guardians, teachers and staff members should be aware that the district may take disciplinary actions for conduct initiated and/or created off-campus involving the inappropriate use of the Internet or web-based resources if such conduct poses a threat or substantially interferes with or disrupts the work and discipline of the schools, including discipline for student harassment and bullying.

Protection of student confidentiality and privacy

The district or school may establish password-protected web sites that will restrict access to staff, students and their parents/legal guardians. Parents/Legal guardians must approve any disclosure of student information and posting of student-created material.

At the elementary and middle school level, group pictures without identification of individual students are permitted. Student work may be posted with either the student's first name only or other school developed identifier (such as an alias or number).

At the high school level, students may be identified by their full names with parental approval. Group or individual pictures of students with student identification are permitted with parental approval. Parents/Legal guardians may elect to have their child assigned to the elementary or middle school level of use.

Material placed on student web pages are expected to meet academic standards of proper spelling, grammar and accuracy of information.

Material (graphics, text, sound, etc.) that belongs to someone other than the student may not be used on websites unless formal permission has been obtained from the owner.

For students in elementary and middle school, the following standards apply to any material posted on a publicly accessible site.

- Students will use a username that will disguise their full name.
- Group pictures without identification of individual students are permitted.
- Student work may be posted with limited student identification.
- All student posted work will contain the student's copyright notice using the student's username.

Accessing inappropriate sites

Student Internet activities will be monitored by the district to ensure students are not accessing inappropriate sites that have visual depictions that include obscenity, child pornography or are harmful to minors. The school district will use technology protection measures to protect students from inappropriate access.

The district will provide reasonable notice of and at least one public hearing or meeting to address and communicate its Internet safety measures. District and school computer technicians who are working with a computer and come across sexually explicit images of children must report this to local law enforcement. The report must include the name and address of the owner or person in possession of the computer.

Disclaimer of liability

Hampton County School District 2 makes no warranties of any kind, whether expressed or implied, for the service it is providing. Hampton County School District 2 will not be responsible for any damages suffered. This includes, but is not limited to, loss of data resulting from delays, non-deliveries, misdirected deliveries or service interruptions caused by its own negligence or user errors or omissions. Use of any information obtained via the Internet is at the user's own risk. Hampton County School District 2 specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Security

Security on any computer system is a high priority, especially when the system involves many users. If a user feels he/she can identify a security problem on the Internet, he/she must notify a system administrator or the district's technology coordinator. The user should not demonstrate the problem to other users. A user may not use another individual's account without written permission from that individual. Attempts to log on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to Internet

Vandalism

Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet or any of the above-listed agencies or other networks that are connected to any of the Internet backbones. This includes, but is not limited to, the uploading or creation of computer viruses.

Employee Handbook Notification Form For Substitute Teachers

As an employee of this District, I understand that:

It is my responsibility to read the information contained in the Employee Handbook and to follow the policies and procedures of the District;

The Employee Handbook summarizes and highlights the school board policies, but does not include the complete board policies;

A copy of the school board policy manual is available in each school's media center, the superintendent's office, and online at hampton2.k12.sc.us. School board policies take precedence over this handbook.

I further understand that **NOTHING IN THIS HANDBOOK ALTERS MY EMPLOYMENT STATUS AND/OR CREATES OR EXPRESSES AN IMPLIED CONTRACT BETWEEN ME AND HAMPTON COUNTY SCHOOL DISTRICT 2.**

My initials and signature below signify that I have received, read and understand my responsibilities and obligations as described in the following policies of Hampton County School District 2. As a substitute, I agree to comply with these policies. I understand that my failure to do so may result in disciplinary actions up to and including dismissal.

Policy:

Employee Initials

- | | |
|--|-------|
| 1. Child Abuse Reporting, Policy JLF | _____ |
| 2. Drug Free Workplace, Policy GBEC | _____ |
| 3. Staff Dress Code, Policy GBEB | _____ |
| 4. Sexual Harassment, Policy GBAA | _____ |
| 5. Internet Acceptable Use, Policy IJNDB | _____ |

Employee Name (print)

Employee Signature

Date