

Florence District Three

Personnel Report

August 2025

Certified Vacancies – 2025 - 2026

Early Childhood	0
Elementary	2
English	0
Science	1
Social Studies	1
Special Education	1
Art	0
Music /Band	3
PE	1
Speech	0
Health Science Teacher	1
School Librarian	0

Florence District Three

Unencumbered Time Policy Update

August 2025

In accordance with state law, the district will require the principal of each elementary school to provide at least 30 minutes of unencumbered time to all full-time ~~instructional-staff teachers~~ teaching in grades K-5, and to ~~instructional staff teachers~~ of any elementary, middle, or high school responsible for teaching a special education class for more than 20 percent of the school day with students who are removed from the general education setting. **Per proviso of the FY 2025-2026 Appropriations Act, principals are also required to give school nurses 30 minutes of unencumbered time.**

The following definition will apply to unencumbered time:

Unencumbered time is defined as 30 minutes during the regular workday where teachers **or school nurses** are provided time that is self-directed and free from assigned duties or responsibilities, including direct instruction or supervision of students.

The unencumbered 30 minutes of time must not include:

- parent/Teacher conferences
- bus duty
- IEP and 504 meetings
- team meetings
- professional development activities that are not self-directed
- managing or supervising the transition of students to and from activities, classes, lunch, recess, or any other activities

Implementation

Development of a schedule

The superintendent will provide guidance to principals to help ensure that they establish procedures and a schedule for unencumbered time. The superintendent is also responsible for maintaining administrative procedures that will facilitate this policy.

The placement of unencumbered time within the instructional day may vary as determined by the principal based on the staffing and scheduling needs of each school and need not be uniform among schools in the district. However, providing unencumbered time will not be achieved by expanding the expected work hours for ~~instructional-staff teachers~~ before or after the school day.

A principal will not reduce or withhold an eligible teacher's **or school nurses'** unencumbered time on a regular basis. Unencumbered time may only be reduced or withheld when it is reasonable and necessary due to extreme and unavoidable circumstances to ensure the safety and welfare of students and staff. Such circumstances could include, but are not limited to, an emergency drill or an insufficient number of staff and substitute teachers to maintain instruction in the school. **In the event of a medical emergency, a school nurse's unencumbered time may be withheld or reduced.** If there are persistent, unavoidable circumstances preventing a teacher **or school nurse** from taking their unencumbered time, administration should notify the superintendent.

If an eligible staff member's unencumbered time is reduced, withheld, or voluntarily relinquished, additional compensation may not be offered in place of unencumbered time except as provided by state law.

Supervision of students

The principal is responsible for coordinating a plan for the supervision of students by staff not eligible for unencumbered time.

Discipline

The intentional failure of the school's principal to provide eligible teachers **or school nurses** with 30 minutes of unencumbered time may result in disciplinary action pursuant to the district's established disciplinary policy. This may also be sufficient cause for suspension or revocation of a school principal's educator certificate pursuant to applicable state law.

The intentional failure of the board to provide eligible teachers **or school nurse** with the required 30 minutes of unencumbered time may subject the board to any penalties prescribed by law.

Cf. GCQF

Adopted 7/12/23; Revised 2/20/24

Legal References:

S.C. Code of Laws, 1976, as amended:

Section 59-5-63 - Unencumbered time requirement; policies; school district adoptions.

Section 59-25-160 - Revocation or suspension of certificate; "just cause" defined.

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Florence District Three

2025-2026 Calendar Update

August 2025

Florence County School District Three 2025-2026 Modified School Year Calendar

July 2025							0
S	M	T	W	TH	F	S	
	30	1	2	3	4	5	
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30	31			

August 2025							20
S	M	T	W	TH	F	S	
					1	2	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	
31							

September 2025							21
S	M	T	W	TH	F	S	
	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30					

October 2025							20
S	M	T	W	TH	F	S	
			1	2	3	4	
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30	31		

November 2025							15
S	M	T	W	TH	F	S	
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30							

December 2025							14
S	M	T	W	TH	F	S	
	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30	31				

July

1-4.....District Shutdown
4.....4th of July Holiday (Observed)
14-17.....New Teacher Orientation
22.....Opening Ceremonies (PD 1)
23-24.....Prof. Dev. Workdays (PD 2-3)
28-29.....Prof. Dev. Workdays (PD 4-5)
30-31.....Teacher Workdays (PD 6-7)
31.....Open House

August

4.....First Day for Students
28.....Parent Teacher Conferences
29.....Early Dismissal Day for Students

September

1.....Labor Day (No School)

October

6.....45th Day for Students
9-13.....Intercession Period

November

24-28.....Thanksgiving Holiday

December

18.....90th Day for Students
19-31.....Winter Break

January

1-2.....Winter Break
5.....School Level PD (PD 8)
6.....Classes Resume
19.....MLK Holiday

February

10.....Parent Teacher Conferences
11.....Early Dismissal Day
12-16.....Intercession Period

March

13.....135th Day for Students

April

6-10.....Spring Break

May

22.....180th Day for Students
22.....Early Dismissal Day
25.....Memorial Day Holiday
26.....School Level PD (PD 9)
27.....Teacher Workdays (PD 10)

June

School Days
Holidays
Professional Days
Half Day for Students
Potential Weather Days

January 2026							18
S	M	T	W	TH	F	S	
				1	2	3	
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30	31	

February 2026							17
S	M	T	W	TH	F	S	
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	

March 2026							22
S	M	T	W	TH	F	S	
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30	31					

April 2026							17
S	M	T	W	TH	F	S	
			1	2	3	4	
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30			

May 2026							16
S	M	T	W	TH	F	S	
					1	2	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	
31							

June 2026							0
S	M	T	W	TH	F	S	
	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30					

Potential Weather Make-up Days:
October 13th, February 12th, February 16th

Florence District Three is a SCDE approved eLearning district. The current provision allows the district to use up to five (5) days in eLearning. These days are for emergency situations, such as inclement weather or utility interruptions (for example, water line breaks or power outages). They are not planned days on the calendar.