# Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preface</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>Franklin City Public Schools</td>
<td></td>
<td>5</td>
</tr>
<tr>
<td>Mission of Franklin City Public Schools</td>
<td></td>
<td>5</td>
</tr>
<tr>
<td>Franklin City Public School Board</td>
<td></td>
<td>5</td>
</tr>
<tr>
<td>Section A – Application Process</td>
<td>Vacancy Announcements</td>
<td>Page 6</td>
</tr>
<tr>
<td></td>
<td>Applications – Professional, Administrative, and Support</td>
<td>Page 6</td>
</tr>
<tr>
<td></td>
<td>Nepotism</td>
<td>Page 6</td>
</tr>
<tr>
<td></td>
<td>Interviews</td>
<td>Page 6</td>
</tr>
<tr>
<td></td>
<td>Harassment/Nondiscrimination/Equal Opportunity Statements</td>
<td>Page 6</td>
</tr>
<tr>
<td>Section B – Employment</td>
<td>Required Health Certificate</td>
<td>Page 7</td>
</tr>
<tr>
<td></td>
<td>Initial Paperwork</td>
<td>Page 7</td>
</tr>
<tr>
<td></td>
<td>Fingerprinting</td>
<td>Page 7</td>
</tr>
<tr>
<td></td>
<td>Your Employment Status</td>
<td>Page 7-9</td>
</tr>
<tr>
<td></td>
<td>What is Your Job?</td>
<td>Page 9</td>
</tr>
<tr>
<td></td>
<td>Attendance</td>
<td>Page 10</td>
</tr>
<tr>
<td></td>
<td>Staff Conduct, Dress and Professionalism</td>
<td>Page 10</td>
</tr>
<tr>
<td></td>
<td>Personnel Responsibilities</td>
<td>Page 10-11</td>
</tr>
<tr>
<td></td>
<td>Responsibility for Placement</td>
<td>Page 11</td>
</tr>
<tr>
<td></td>
<td>Assignments</td>
<td>Page 11</td>
</tr>
<tr>
<td></td>
<td>Transfers</td>
<td>Page 12</td>
</tr>
<tr>
<td></td>
<td>Staff Orientation</td>
<td>Page 12</td>
</tr>
<tr>
<td></td>
<td>Contracts/Agreement Letters</td>
<td>Page 12-13</td>
</tr>
<tr>
<td></td>
<td>Non-School Employment</td>
<td>Page 13</td>
</tr>
<tr>
<td></td>
<td>Resignations</td>
<td>Page 14</td>
</tr>
<tr>
<td></td>
<td>Reduction in Force</td>
<td>Page 14</td>
</tr>
<tr>
<td></td>
<td>Suspensions and Dismissals</td>
<td>Page 14</td>
</tr>
<tr>
<td></td>
<td>Staff Conduct/Effects of Criminal Conviction</td>
<td>Page 14</td>
</tr>
<tr>
<td></td>
<td>Personnel Records</td>
<td>Page 14</td>
</tr>
<tr>
<td>Section C - Certificates/Licenses</td>
<td>Requirements for Professional Staff</td>
<td>Page 15</td>
</tr>
<tr>
<td></td>
<td>Requirements for Professional Administrative Staff</td>
<td>Page 15</td>
</tr>
<tr>
<td></td>
<td>Renewal of Certificates/Licenses</td>
<td>Page 16</td>
</tr>
<tr>
<td></td>
<td>Support Staff</td>
<td>Page 16</td>
</tr>
<tr>
<td></td>
<td>Probationary Periods</td>
<td>Page 16</td>
</tr>
<tr>
<td>Section D - Employee Health Concerns</td>
<td>Staff Health</td>
<td>Page 16</td>
</tr>
<tr>
<td></td>
<td>Communicable Diseases</td>
<td>Page 16</td>
</tr>
<tr>
<td></td>
<td>Physician’s Certification for Absences</td>
<td>Page 17</td>
</tr>
</tbody>
</table>
Section E – Staff Benefits
Vacation Leave  Page 17
Sick Leave    Page 17
Family and Medical Leave Page 18
Sick Leave Bank Page 18
Personal Leave Page 18
Professional Leave Page 19
Leave Without Pay Page 19
Holidays Page 19
Court Appearance Leave Page 19
Military Duty Leave Page 19
Parent-Teacher Conference Leave Page 19
Workers’ Compensation Page 20
Overtime Pay Page 20
Compensatory Time Page 20
Extra Pay for Extra Duty Page 20
Political Activities Page 21
Travel Page 21
Retirement Page 21
COBRA Page 21

Section F – Pay Process
Pay Periods Page 21
Direct Deposit Page 21
Deductions Page 22
Virginia Retirement System (VRS) Page 22
Change of Address Page 22

Section G – Calendar
School Calendar Page 22-23
Emergency Closing/Closing Codes/Makeup Days Page 23
Work Hours Page 23-24
Attendance Page 24

Section H - Expectations for Classroom Teachers
Teacher’s Duties and Responsibilities Page 24
Supervisory Duties Page 25
Classroom Atmosphere Page 25
Dress Page 25
Religion and Politics Page 25
Gifts and Solicitations Page 25
Lesson Plans Page 25-26
Standards of Learning (SOL Objectives) Page 26
Homework for Students Page 26
Parental Conferences Page 26-27
Faculty Meetings Page 27
New Teacher Mentors Page 27
### Section I - Staff Development
- Mandatory Staff Development Sessions Page 27
- Certificate Renewal Page 27
- Advanced Degrees Page 27

### Section J – Substitute Personnel
- Applications for Substitute Positions Page 28
- Requirements for Substitute Personnel Page 28
- Pay for Substitute Duty Page 28
- Acting/Interim Positions Page 28

### Section K – Evaluations
- Evaluations in General Page 28
- Evaluation of Probationary or Beginning Teachers Page 28
- Evaluation of Teachers with Continuing Contracts Page 28
- Evaluation of Other Professional Personnel Page 28
- Evaluation of Support Staff Page 29
- Evaluation of Students Page 29

### Section L - Controlled Substances/Weapons
- Manufacture, Distribution, Possession, or Use of Controlled Substances Page 29
- Tobacco-Free Schools Page 29
- Drug and Alcohol Testing Page 29
- Weapons on School Property or at School Sponsored Events Page 30
- Disposal of Confiscated Items Page 30

### Section M – Other Policies and Procedures
- Acceptable Computer Use Page 30
- Driving School System Vehicles Page 30
- Prohibited Relationship with Students Page 31
- Reporting Child Abuse or Neglect Page 31
- Harassment Page 31-32
- Compliance with Board Policy Page 32

### Section N - Complaints/Concerns/Grievances
- Board/Staff Communications and Involvement in Decision Making Page 33
- Procedure for Registering a Complaint or Concern Page 33
- Equal Employment Opportunity/Harassment Complaints Page 33
- Grievance Procedure Page 33
- Third Party Complaints Page 33
This Employee Handbook for the Franklin City Public Schools is offered to all employees in an effort to assist in answering questions pertaining to employment issues. It will not satisfy all questions; however, it should help resolve many of them in a concise and organized manner.

Information contained in this handbook is based on the policies of the Franklin City School Board. Policy numbers when cited are parenthetically enclosed and italicized. If no policy number is included, the handbook statement is based on current practice.

School Board policy is subject to change at any time. Handbooks of this nature cannot always keep up with policy changes. It is, therefore, important for all employees to be familiar with the policy manual and to be aware of policy or regulation changes whenever made by the Board. This can be accomplished by checking the division’s web site that includes the entire policy manual, the hard copy of the manual found in all schools and the office of Human Resources, or with the Clerk of the School Board in the administrative offices of the division.

Your School Board and its administration are pleased to present this handbook to each of its valued employees. Those who receive and use this handbook should know that suggestions for improving the publication are always welcome. Please put your suggestions in writing and send them to the Human Resources department.

Thank you for being a part of the school division for the City of Franklin and may your tenure be a rewarding and pleasant experience.
Franklin City Public Schools Administrative Office is located at 207 West Second Avenue, Franklin, VA 23851. The enrollment in the school division averages around 1,200 students per year. The system is comprised of three schools:

- S. P. Morton Elementary School
- J. P. King, Jr. Middle School
- Franklin High School

**MISSION OF FRANKLIN CITY PUBLIC SCHOOLS**

Franklin City Public Schools will provide a quality education to all students that will meet or exceed local, state and national standards. We commit to challenge and provide the necessary support so that each student will achieve at his or her highest potential in a safe, secure and nurturing environment. We will provide experiences for our students to become life-long learners and contributing members in a global society.

**FRANKLIN CITY SCHOOL BOARD**

The Franklin City Public School Board is composed of seven members who are appointed by the city council for three-year terms of office.

The Board acts only when meeting in official session. A quorum of four members is necessary for the Board to act. A majority of the members present and voting is required for a motion to pass. No one acts in the name of the Board unless authorized by the Board to do so.

The Superintendent is appointed by the Board and manages the school system in accordance with Board policy and state law. He/she manages the budget, supervises staff and students, and makes recommendations about the operation of the school system.

The seven members of the elected School Board are appointed to represent the citizens within the ward of the city where they live. The Board typically meets on the third Thursday of every month, with a closed session beginning at 6:00 p.m. and an open session beginning at 7:00 p.m.

Although the Board encourages your involvement and will listen to your concerns about individual school problems, it recommends first talking with teachers and principals, who can resolve most problems. If you believe that a law, policy or rule has been violated, you should use the grievance procedure established by the Board. Matters which cannot be resolved at the school level should be taken to the Superintendent before approaching the Board.
SECTION A – APPLICATION PROCESS

Vacancy Announcements

Vacancies within the division, including administrative, professional, and support staff will be advertised and posted on the division website, in the administrative offices and in each school. (GBN, GCDB, GCDB-R, and GDD) When applicable, notices will be posted at institutions of higher education. (GCCA) Persons interested in applying for vacant positions may complete the online application. Current employees may submit a letter of interest for vacant positions.

Applications – (Professional, Administrative, and Support)

All applications for employment shall be submitted through the online application process. Paper applications will be accepted in special circumstances. Letters of interest may be submitted for internal employees. All information provided must be accurate. Falsification of information or credentials shall be cause for refusal to employ or for dismissal. (GBN, GCDB, and GDD)

Nepotism

The School Board may not employ or pay, and the superintendent may not recommend for employment, the father, mother, brother, sister, son, daughter, son-in-law, daughter-in-law, sister-in-law or brother-in-law of the Superintendent or of a Board member. (BBFA)

No family member (father, mother, brother, sister, spouse, son, daughter, or in-laws) of any employee may be employed if the family member is to be employed in a direct supervisory and/or administrative relationship either supervisory or subordinate to the employee. Employment and assignment of family members in the same area is discouraged. (GBCA and GCCB)

Interviews

Personal interviews are a prerequisite for all positions. (GBN) The first interview may occur in the Human Resources Office or at a school site. The applicant’s possible immediate supervisor at the location of the vacant position may conduct a subsequent interview.

Harassment/Nondiscrimination/Equal Opportunity Statements

Franklin City Public Schools is an equal opportunity employer and the School Board is committed to its policy of nondiscrimination. (AC and GB)

The Board prohibits harassment based on race, sex, gender, color, national origin, disability, religion, ancestry, age, marital status, or genetic information by students, school personnel, or third parties engaged in school-sponsored activities. (GBA)
SECTION B – EMPLOYMENT

Before a person is employed, he/she must show proof of citizenship or resident alien status (a social security card and/or drivers license), have a health examination, and must submit to a criminal background check.

**Required Health Certificate**

All school employees upon initial employment and those who have been separated from public school employment more than one school year, shall file in the Office of the Superintendent before assuming his/her duties, a certificate from a physician licensed to practice medicine in the state of Virginia, certifying that the said person does not have a communicable disease, or any disease, physical or mental, which would impair the ability of the person to perform effectively his or her duties.

**Initial Paperwork**

All employees are urged to complete all initial paperwork for the Finance Department and the Human Resource Department as soon as they are informed that they have been approved for the position, prior to the first day of work. If this is not possible, all paperwork must be filled out within the first week of employment. An employee is not eligible to receive a paycheck unless all necessary forms and paperwork have been completed.

**Fingerprinting**

Any applicant who is offered or accepts employment, whether full-time, part-time, permanent or temporary with the School Board shall submit to fingerprinting and provide personal descriptive information. The cost of the fingerprinting will be shared equally with the applicant and Franklin City Public Schools.

**Your Employment Status**

Specific benefits and policies apply to you depending on your status as classified or certified, 180, 185, 200, 215, 230 or 260-day, part-time or full-time, temporary or permanent, and instructional or non-instructional. Be sure that you know your status in each category. If you have any questions about your eligibility for certain benefits, ask your supervisor or contact the Human Resources Department.

**Certified/Licensed or Classified**

You are certified if your position requires that you hold a Virginia teaching or administrative license. Teachers, principals, assistant principals, counselors, media coordinators, instructional specialists, and central office administrators are certified.

All other positions are classified, and they do not require a license. They come under certain classifications for salary purposes. Most policies apply to everyone. However, certain policies in this handbook apply only to certified or classified employees because of their different responsibilities under state law or their role and relationship to students.
**Full Time Employee**
Teachers and many other certified school system employees work for 180, 185, 200, 215 or 230 days. The teacher calendar usually includes holidays, professional days and a minimum of 180 instructional days.

Principals, assistant principals, directors, many maintenance and clerical workers, and other staff work 260 days.

Check with your supervisor to determine whether your position follows the teacher calendar or another calendar and when you can take leave.

**Part-time Employee**
A “part-time” employee means an employee who regularly works at least 20 hours per week, but less than the number of hours set as full time for that class of work.

**Full-time Employee**
A “full-time employee” is one whose regular workweek is the number of hours set as full-time in his or her class of work, but not less than 30 hours per week. Two or more part-time positions may be combined to produce full-time employment, depending on the job classifications.

**Permanent Employee**
Any permanent employee who works at least 30 hours per week must be enrolled in the Retirement System and may receive medical insurance benefits.

A “permanent employee” means an employee who is either:

- a) Employed with the expectation of permanent employment to fill a position that is to be permanent if present needs and funds continue, or
- b) Employed with the expectation of at least six full consecutive monthly pay periods of employment to replace one or more employees who are on leave of absence without pay.

Permanent employees may be employed full-time or part-time. The regular work week of a permanent employee must be at least 20 hours per week.

A person receiving retirement benefits may be employed in a permanent position and be classified as a temporary employee.

A permanent employee does not lose permanent status during any period of temporary or interim assignments to another position in the same school system when it is anticipated that the employee will be returned to the permanent position.

**Temporary Employee**
A “temporary employee” means an interim employee who will be employed less than six full pay periods or an employee whose regular work week is less than 20 hours per week.
A temporary employee is not eligible to earn leave or to participate in the retirement system or receive (or purchase) health benefits. Temporary employees may not use leave earned during any previous employment while working as a temporary employee.

**Instructional Personnel**

“Instructional personnel” means classroom teachers, school media specialists, and teacher assistants. Instructional personnel who require substitutes are prohibited from using vacation or personal leave on student attendance days, except by authorization of immediate supervisor.

**Substitute Teacher**

A “substitute teacher” means a person: a) whose credentials have been evaluated by the local superintendent, b) who has been determined to be capable of performing substitute duties, c) who has been approved to substitute teach by the local board of education, and d) who fills in for a permanent teacher.

**What is Your Job?**

Your basic responsibilities are outlined in your job description. Your principal or supervisor, however, may give you specific instructions and has the right to assign specific tasks as necessary. Do not hesitate to ask questions about what you are expected to do.

All employees are responsible for using property belonging to the Franklin City School Division very carefully, safely and properly. Wasteful or improper use of school equipment and materials may be cause for dismissal from your job.

If you fail to use reasonable care in the protection of school property, you may be held financially responsible for its loss or damage.

Safety is important for all of us. You can help prevent injury to yourself and others by observing general safety rules:

- Avoid accidents by removing hazards.
- Report any unsafe condition or lack of safety equipment to your supervisor immediately.
- If you are involved in or witness an accident, report it to your supervisor immediately.

As an employee, you represent the school system. The impression you give and the statements you make influence how people think of our schools.

Information about the school system is available to the public; however, you should consult your immediate supervisor before giving out information about students or other personnel services which may be considered confidential. Be careful not to discuss an individual student with anyone who is not authorized to know that student’s record.
**Attendance**

All employees are expected to be present during all work hours. Absence without prior approval, chronic absences, habitual tardiness or abuses of designated working hours are all considered as failure to abide the conditions of employment, and shall constitute sufficient grounds for disciplinary action up to and including dismissal. (GAA)

**Staff Conduct, Dress and Professionalism**

All employees, including part-time employees and substitute employees, of the Franklin City Public Schools should serve as models to students and their parents or guardians in behavior and dress. They are expected to display a professional image worthy of the mission of the school division. All administrators are responsible for ensuring that the employee’s attire and other expectations are professional.

Exceptions for casual work days and School Spirit Days may be made by building administrators to accommodate faculty and staff members who may wish to participate in such special events. In allowing for such exceptions, an employee’s appearance and clothing shall not be disruptive, provocative, indecent, vulgar, or obscene and shall not in any way endanger the health and safety of students or staff.

Support personnel in food services, maintenance/custodial, and security, may wear the required uniforms.

In an effort to promote professionalism on the job, employees shall abide by the following:

- Use of cellular telephones, both in sending or receiving calls either verbally or texting, in classrooms when students are present is prohibited.
- Participating in social networking while in the classroom or computer labs when students are present is prohibited.
- Eating or drinking (with the exception of water) in the classroom when students are present is prohibited.
- In keeping with other policies of the Board, use of tobacco in/on school property is prohibited.

Finally, as professionals, employees must remember that they are setting examples for impressionable minds. If one has to think about whether or not certain attire or habits are appropriate for the workplace, then one should avoid it.

**Personnel Responsibilities**

All personnel have a responsibility to make themselves familiar with the policies of the Board, which are based on Federal and State laws and State Board policies and regulations, as well as, the local regulations, that affect their work.

All personnel are expected to conscientiously carry out their assigned responsibilities. The first responsibility of the instructional staff is the education of all students.
Also essential to the success of on-going school operations and the instructional program are the following of specific responsibilities, which is required of all personnel:

1. Quality performance of both instructional and non-instructional duties.
2. Concern and attention toward their responsibility (and the Board’s legal responsibility) for the safety and welfare of the students, including the need to ensure that students are under supervision at all times.
3. Regular and prompt attendance to work.
4. Support and enforcement of the policies and regulations of the Board and school administration.
5. Punctual in the submission of all required reports at all specified times.
6. Care and protection of school property.

**Teacher Responsibilities**
The teacher is directly responsible to the principal. The primary functions are to direct the growth and development of pupils and to assume definite responsibilities toward the efficient operation and the improvement of the total program of the school. Examples of additional responsibilities which may be assigned include bus duty, cafeteria supervision, playground duty, supervision of extra-curriculum activities, and service on committees.

**Teacher Assistant Responsibilities**
The primary function of a teacher assistant is to free the teacher from performing routine duties. Teacher assistants shall also be assigned for the purpose of providing services to meet the unique needs of identified handicapped students. Teacher assistants perform routine duties under the supervision of teachers and principals.

**Non-Certified Staff Responsibilities**
Each employee is directly responsible to a designated supervisor. Each employee has a responsibility for a smooth and efficient operation of the school system. Additional responsibilities may be assigned by the designated supervisor.

**Responsibility for Placement**
It is the responsibility of the Superintendent to recommend to the School Board the placement of all personnel within the division. Upon approval by the Board of such recommendations, the contractual agreements between the employee and the Board become final. *(GBA)*

**Assignments**
Upon recommendation of the Superintendent, the School Board shall assign all employees to a school or location within the division. The Superintendent may reassign any employee to any school or facility in the school year provided it does not affect the salary of the transferred employee. *(GCI and GDI)*
Transfers

Both professional and support staff may be transferred within the division by the superintendent in order to adequately meet the needs of the schools. All employees may request transfers. The request for a transfer may be granted by the superintendent if such a transfer will benefit the division’s needs. (*GCI and GDI*)

Staff Orientation

All staff will receive orientation in their assignment prior to beginning their assigned task. New personnel in the division, especially teachers, will be given special orientation to the division. This orientation will last from one to five days. (*GCF*)

Contracts/Agreement Letters

Professional Staff

All professional staff shall sign a written contract with the School Board before assuming their duties. Contracts will be in the form prescribed by the State Board of Education. All contracts between the Board and an employee are to be signed by the employee, the chair of the Board, and the clerk for the Board before beginning work. (*GCB*)

Professional staff employed on a temporary basis will not be required to sign a contract. (*GCB*)

Beginning Teachers

A beginning teacher shall be issued a probationary contract for five (5) years before being offered a continuing contract. As conditions for achieving continuing contract status, probationary or beginning teachers must undergo annual evaluations, must have successfully completed training in instructional strategies and techniques for intervention or remediation of students who fail or are at risk of failing the SOL assessments, and must complete study in child abuse recognition and intervention. (*GCG and GCPD*)

Teachers employed after successfully completing the probationary period shall be entitled to a continuing contract. A continuing contracted teacher is entitled to that status as long as services remain competent and behavior remains good. (*GCG and GCPD*)

Support Staff

Support staff personnel are those employees who need not hold a license issued by the Virginia Board of Education in order to obtain their positions. This category includes, but is not limited to, non-licensed administrative, clerical, maintenance, transportation, food services, and para-professional positions. Support staff shall be employed on a contract basis as required by law. The school division employs three types of support staff:

- Temporary employees who are hired for short-term needs on a daily basis. These employees do not receive benefits and are paid only for hours worked.
- Probationary employees who are fully qualified new employees assigned to authorized positions. These employees are eligible for salary increases and
receive benefits. The probationary period for all support staff positions is 18 months.

- Regular employees are those employees who have successfully completed the prescribed probationary period. Regular employees receive all employment benefits available under School Board policy. (GDB)

**Part-Time, Summer, and Substitute Employment**

No contract or certificate shall be required for substitute teachers or support staff. A written contract shall be required for a substitute teacher who fills a teacher vacancy for longer than ninety (90) days if approved by the Superintendent of Public Instruction on a case by case basis during one school year. (GCE)

Employees working less than 180 days, less than six (6) hours per day, or who are restricted to temporary or interim employment are considered as part-time employees. Part-time teachers shall meet the certification requirements of a regular teacher. (GCE)

Summer employment is available to both professional and support staff who are not otherwise on an extended contract. Summer school teachers must meet all necessary licensure requirements. (GCE)

**Supplementary Employment**

A separate contract in the form permitted by the Board of Education shall be executed by the School Board with an employee who receives supplemental pay for any athletic coaching assignment or extracurricular activity sponsorship assignment. This contract shall be separate and apart from the contract for teaching.

Coaching contracts and contracts for extracurricular activity sponsorship assignments where a monetary supplement is paid shall be separate from the employee’s primary contract and termination of the contract shall not constitute cause for the termination of the primary contract.

For purposes of this policy, "extracurricular activity sponsorship" means an assignment for which a monetary supplement is received requiring responsibility for any student organizations, clubs, or groups such as service clubs, academic clubs and teams, cheerleading squads, student publication and literary groups, and visual and performing arts organizations except those that are conducted in conjunction with regular classroom, curriculum, or instructional programs. (GCB)

Professional staff may not be paid for tutoring students enrolled in classes under their supervision; however, they may tutor other students for pay. Pay for tutoring other students is a private matter and is not to be confused with overtime pay. (GCQAB)

Homebound teachers shall be employed on a part-time, hourly basis and shall hold a valid teaching certificate. If requested, professional staff may conduct homebound instruction for students unable to attend regular school. Those employed for homebound instruction must follow the regulations set forth in Board policy. Homebound teachers will be paid by the school division at a rate to be determined annually. (GCE)

**Non-School Employment**

Employees may, during the hours not required of them to fulfill their responsibilities to the Franklin City School Board, engage in other employment as long as
such employment does not detract from or interfere with their employment by the 
Franklin City School Board.

An employee who is on leave from the Franklin City School Board, in a paid or 
unpaid status, may not be employed by the School Board or any other employer in any 
capacity during the period of leave except with the prior written authorization of the 
superintendent. (GCQA)

**Resignations**

Personnel who wish to terminate their employment with the Franklin City Public 
Schools shall give two (2) calendar weeks written notice to their immediate supervisor 
who will, in turn, forward it to the Human Resources Department for submission to the 
School Board at its next regular meeting. This notice shall include the reason for the 
termination.

The Board will, within thirty (30) days of the receipt of the request, either approve 
or deny the resignation. Usually, no approval of a resignation of a professional employee 
will be granted unless arrangement for a suitable replacement has been made.

**Reduction in Force**

A decrease in enrollment, a budget reduction or adjustment, a consolidation of 
schools, or the phasing out of programs may cause a reduction in the number of staff 
needed by the division. A reduction in the total personnel and the distribution of the 
remaining personnel will be accomplished in accordance with regulations adopted by the 
Board. (GCPA and GCPAA)

**Suspensions and Dismissals**

Employees may be placed on probation, suspension, or dismissed for 
incompetence; immorality; non-compliance with school laws, policy, or regulations; 
disability in accordance with State or Federal law; conviction of a felony, a crime, or 
moral turpitude; or other good and just cause. Board regulations and the State’s 
Procedures for Adjusting Grievances for Professional Personnel and Support Staff will be 
followed when placing an employee on probation, suspension, or dismissal. (GCPD, 
GBM, GBMA, and GBMA-R)

**Effects of Criminal Conviction**

The Franklin City School Board will not hire or continue the employment of any 
personnel who are deemed unsuitable for service by reason of criminal conviction. **Prior 
to employment, successful applicants must have stated that they have not been 
convicted of a criminal offense.** (GCDA)

**Personnel Records**

The Human Resources Office shall keep a personnel file on all past and current 
employees of the Franklin City school division. The file shall be available for review to 
that employee at any time the office is open for business. Any present or past employee 
shall have the right to review all personnel files pertaining to their employment with 
Franklin City Public Schools. Any present or past employee wishing to review their 
Personnel files should make an appointment with the Human Resources Office who will 
provide a time for such a review. (GBL)
SECTION C – CERTIFICATES/LICENSES

Requirements for Professional Staff
The State Board of Education prescribes the requirements for certification of teachers and other school personnel. No teacher can be employed by the School Board or paid from public funds unless the teacher holds a valid license issued by the State Board. (GC)

Requirements for Professional Administrative Staff
To qualify for a professional administrative staff position, professionals shall hold a license with the appropriate endorsement issued by the Board of Education. (GBN, GC)

Renewal of Certificates/Licenses
The Board of Education requires professional personnel to renew their licenses every five (5) years in accordance with the regulations of the State Department of Education. (GC-R)

All licensed personnel holding a renewable Virginia license shall accrue 360 points toward license renewal within each ten year validity period. Teachers holding provisional licenses may not accrue points. The teacher is responsible for maintaining the record of license renewal points and submitting activity documentation to the Human Resources Department.

- **Total hours** are the number of contact hours of involvement. For college credit, list semester hours.
- **Points Earned** is equal to contact hours. For college courses, one semester hour = 30 points.
- The supervisor or principal should approve all recertification activities.
- Be sure to keep a copy of all documentation that you submit to the Human Resources Department. Your documentation should be kept in your personnel license renewal file.

Effective July 1, 2018, every person seeking initial licensure or renewal of a license shall complete **First Aid/CPR/AED training**. Effective September 1, 2017, the **Code of Virginia** specifies that the certification or training in emergency first aid, cardiopulmonary resuscitation, and the use of automated external defibrillators shall include **hands-on practice** of the skills necessary to perform cardiopulmonary resuscitation.

In addition, all individuals will be required to complete a **Dyslexia Awareness Training Module** during their first year of employment. (A free online training module is available and may be accessed at the following address: http://www.doe.virginia.gov/teaching/licensure/index.shtml.)

The Division of Motor Vehicles requires a periodic renewal of the driver’s licenses for those who work in the transportation department. (State Board Regulation and the Code of Virginia)

Those who do not renew their certificates or licenses are subject to dismissal.
Support Staff
Support staff includes those employees who need not hold a license issued by the Board of Education in order to obtain their position. Support staff includes, but is not limited to, non-licensed administrative positions, clerical, maintenance, transportation, food services, and para-professionals. (GD)

Designated personnel employed in the transportation department, however, must hold a DMV commercial driver’s license for operating a school bus and must complete any and all training and health requirements mandated by the Board of Education. (GDQ)

Food service personnel must meet the same standards set by state laws covering the operation of restaurants and other food establishments. (EFD)

Probationary Periods
All new employees, professional or support, must undergo a probationary period of employment.

- New teachers have a five (5) year probationary period. (GCG)
- New teachers who have attained continuing contract status in another school division in the state must serve a probationary period of two (2) years. (GCG)
- Support staff have a probationary period of 18 months. (GDG)
- Administrative staff (principals, assistant principals and supervisors) have a three (3) year probationary period. (GCPD)

SECTION D – EMPLOYEE HEALTH CONCERNS

Staff Health
As a condition of employment every new employee of the School Board including teachers, cafeteria workers, janitors and bus drivers, shall submit a certificate signed by a licensed physician, physician assistant, nurse practitioner, or registered nurse stating the employee appears free of communicable tuberculosis. Volunteers may be required to provide such a certificate. (GBE)

After consulting with the local health director, the School Board may require the submission of such certificates annually, or at such intervals as it deems appropriate, as a condition to continued employment. In addition, physical or health exams may be required for employees who are out for a prolonged illness or a questionable illness. (GBE)

All bus drivers must undergo a physical exam of the scope required by the State Board of Education and provide the local Board with the results of the exam on the form prescribed by the Board of Education. Such exam and report may be provided by a licensed nurse practitioner. (GBE)

Communicable Diseases
As a condition of employment every new employee to the division, or a previous employee who is rehired after an absence for a year, must submit a certificate signed by a licensed physician or licensed registered nurse stating the employee appears to be free of
communicable tuberculosis. The School Board, at its discretion, may require a TB re-screening of all employees at any time. (*GBE*)

The Franklin City School Board recognizes the importance of protecting employees from the transmission of communicable diseases that present a threat to their health and safety. It also recognizes the protection of the legitimate interests and rights of employees with communicable diseases; therefore, the Board directs the Superintendent to act in compliance with law in excluding from work any person who has a communicable disease. (*JHCC*)

**Physician’s Certification for Absences**

Under certain conditions, supervisors may require a physician’s certificate for an employee’s absence. (*GBE, GCBD, GCBE, GDQ*)

**SECTION E – STAFF BENEFITS**

**Vacation Leave**

Vacation leave is offered to full-time 12-month salaried employees. It is earned at the rate of one day per month for the first seven completed years of service (12 days), 1.25 per day per month for 8-12 completed years of service (15 days), and at 1.5 days per month for 13 or more completed years of service (18) days. Experience in Franklin City Public Schools and other Virginia school divisions will be counted in computing leave.

All vacation leave allowances are cumulative monthly but not to exceed the total of the last 24 months accumulation, unless authorized by the superintendent. On July 1 of each year, vacation leave will be reduced to the last 24 months’ accumulation. Any unused vacation leave that exceeds the last 24 months accumulation plus ten days will be added to the employee’s sick leave account. Upon resignation or retirement from employment with Franklin City Public Schools, an employee may be paid for earned unused vacation leave up to 24 months accumulation. Holidays established by the Board shall not be charged to vacation leave. (*GCBD and GDBD*)

**Sick Leave**

Sick leave is available to all employees who are covered by the Virginia Retirement System. Sick leave is earned at the rate of one (1) day per month and may accumulate to an unlimited maximum. Sick leave must be taken for a minimum of half-day increments. Upon retirement the employee will be paid $30.00 a day for a maximum of 200 unused sick leave accumulation, if so requested in writing. (*GCBD, GDBD*)

Earned sick leave days by an employee while working in another Virginia school division or an institution accredited by the Virginia Department of Education may transfer up to 90 days of accumulated sick leave to the division. (*GCBD*)

Sick leave shall be allowed for:

- Personal illness of self or immediate family
• Physician appointment for self or immediate family
• Quarantine of self or immediate family
• Death in the employee’s immediate family

*Immediate family shall be regarded to include natural parents, foster parents, grandparents, stepmother, stepfather, wife, husband, children, brother, sister, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, and any other relative living in the household of the employee.*

Sick leave shall be allowed for up to three (3) days in each case. (GCBD)

**Family and Medical Leave**

Franklin City Public Schools recognizes its obligation to provide its eligible employees with unpaid leave pursuant to the Family and Medical Leave Act (FMLA). To be eligible for FMLA under this policy, the employee must have worked at least 12 months with the Franklin City school division and have worked at least 1250 hours according to the Fair Labor Standards Act in the twelve months preceding the commencement of the leave. Any eligible employee is entitled, pursuant to the Family and Medical Leave Act, to leave for a combined total of twelve (12) weeks per year for the following reasons:

• The birth and care of a newborn child;
• The adoption or foster placement of a child;
• To care for an employee’s spouse, parent, or child with a serious health condition; and
• Because of a serious health condition that makes the employee unable to perform the essential functions of the employee’s job.

Specific conditions related to family and medical leave are covered by policy. *Please contact the Human Resources Department for more information.* (GCBF)

**Sick Leave Bank**

The School Board maintains a sick leave bank to be used when a full-time employee, who is a member of the bank, becomes incapacitated by an extended personal illness or injury. *(It may not be used for care of family members.)* A member of the sick-leave bank will not be able to utilize the bank until all of his/her sick leave and personal leave accumulation is exhausted. Participation is voluntary and all full-time employees are eligible to participate. *Please contact the Human Resources Department or the Finance Department for more information.* (GCBD, GDBD)

**Personal Leave**

All full-time 10 or 11 month employees not eligible for vacation leave, but who are eligible for sick leave, will be granted annually a maximum of two (2) days of personal leave subject to the following regulations:

• A written request for approval shall be submitted to the immediate supervisor in advance of such leave. In exceptional circumstances, the request and approval may be oral, followed by a written request immediately upon returning to work.
• Leave will only be granted for one (1) day per occasion.
• Leave cannot be granted the day before or after scheduled holidays, except in such circumstances approved by the Principal and Superintendent.
• Leave will not be granted in increments of less than ½ day
• Approved personal leave is granted with full pay
• Unused personal leave will be added to the employee’s sick leave accumulation at the end of each school year. (GCBD)

Professional Leave
Professional leave may be granted by the Superintendent in those instances in which the potential benefit to the individual would justify the leave. The request shall be made in writing at least two (2) weeks prior to the requested date/s. Leave granted for the purpose of attending meetings and/or conferences will be with full pay. Whenever feasible, total or partial expenses of the employee will be reimbursed by the division. (GCBD)

Leave without Pay
Personnel who wish to be absent for personal or other reason, which do not meet the requirements of other types of leave, may request leave without pay. Such requests shall be made in writing through the principal to the Superintendent/Designee. The Superintendent shall approve or deny the request based upon the best interest of the quality and continuity of instruction for the students. The Superintendent is authorized to approve up to 30 days of unpaid leave. Extended leave without pay beyond 30 days must be approved by the School Board. (GCBD)

Holidays
Employees are given holidays on the days designated in the adopted school calendar. (GCBD)

Court Appearance Leave
Employees called for jury duty may be absent without loss of pay subject to written verification provided by the Clerk of Court. Employees subpoenaed to be a court witness in relation to employment with the Franklin City Public Schools may be absent without loss of pay provided a copy of the subpoena is given to the payroll office. For other court appearances, employees must use personal leave days. (GCBD)

Military Duty Leave
Employees who are members of an officially recognized military reserve unit or are called to military duty during a declared national emergency will be granted leave, not to exceed fifteen (15) work days in a calendar year to fulfill military obligations, as outlined in regulations of the Board. (GCBD)

Parent-Teacher Conference Leave
With the principal’s approval, employees who are parents of school-enrolled children may be excused from duty for a period of 1.5 hours of a school day twice each
semester in order to confer with teachers or administrators in regard to their children. Such leave will not be charged to sick or personal leave.

**Workers’ Compensation**

Employees are covered under the Workers’ Compensation Act. To receive compensation, an injury must be reported to the School Board office within 24 hours and treated by a physician within 48 hours.

Payment is provided for medical expenses and partial income, at no cost to you, if you are accidentally injured or contract an occupational disease in the course and scope of your employment.

The responsibility for claiming compensation lies with you. Report any occupational injuries or illnesses to your supervisor or designee immediately. Failure to follow proper procedures for reporting an injury to be covered by worker’s compensation may result in the claim not being approved. Be sure you know the procedures at your school or work site for reporting injuries.

**Overtime Pay**

Employees who are eligible under the Fair Labor Standards Act will be paid overtime pay at one and one half times the amount of their individual hourly rate. Written approval by the superintendent or designee is to be received by an employee before beginning any overtime work. Compensation for overtime work is to be paid only if the documentation of the time worked is in writing and signed by the employee’s immediate supervisor. *(Fair Labor Standards Act and GAA and GDBB)*

**Compensatory Time**

Employees classified as nonexempt who are eligible under the Fair Labor Standards Act and who work more than 40 hours in a work week must be paid overtime pay or granted compensatory time off. They will be granted compensatory time equal to time and a half of time worked. Compensatory time off in lieu of overtime pay may be given if agreed to by the employee and employer before the performance of the work. Note that hours paid may include holidays, sick leave, and vacation and may not equate to hours worked. Compensatory time may be accumulated up to 240 hours (160 hours of overtime). Employees who are paid overtime for work done after hours are not eligible for compensatory time also. *(Fair Labor Standards Act and GAA and GDBB)*

*Examples of nonexempt employees are bus drivers, cafeteria workers, custodians, maintenance workers, secretaries, and para-professionals. Teachers and certified professional staff are examples of exempt employees.*

**Extra Pay for Extra Duty**

The Board may authorize extra pay for extra duties for the supervision of activities that require special training and experience at times before or after the regular school day. A separate contract or letter of agreement will be offered to those who have applied and been accepted for such duties. *(GCBB)*
**Political Activities**

Employees may be engaged in political activities off school property and after school hours. It must be understood that such activity is conducted as an individual and does not reflect a position of the school division. \((GBG)\)

**Travel**

Under certain conditions, selected employees may travel out of the city for conferences, meetings, and in-service activities with no loss of pay. Expenses for such travel are to be covered by the Board provided all properly signed travel approval forms, vouchers, and receipts are properly signed and sent to the Finance office in a timely manner. \((GCLA)\)

**Retirement**

Employees with 30 years of membership in the Virginia Retirement System may retire with full benefits at age 50. Retirement with reduced benefits with less age or years of service is available. Please contact the Human Resources Office or the Finance Department for more information.

**COBRA**

Employees are covered under the Consolidated Omnibus Budget Act of 1985. Such employees include those who experience a qualifying mid-year event, who resign, or who retire. Those who wish to take advantage of the provisions included in the act should discuss the matter with the Payroll Specialist in the Finance Office immediately after the cause for consideration takes place. \((Consolidated Omnibus Budget Act and GCBC-R)\)

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**SECTION F – PAY PROCESS**

**Pay Periods**

All employees shall be paid twice monthly in twenty four (24) installments. The exact pay dates are to be determined by the Finance Office prior to the beginning of the fiscal year. Generally the two pay dates will be the 15th of each month and the last working day of each month. All hourly employees paid by timesheets (not on contract) will be paid once a month. No payment shall be made which will exceed the new unpaid earnings of the employee to the date of such payment. \((GCBA)\)

Franklin City Public Schools division requires all employees to be paid over 12 months regardless of the fact that he or she will actually work over a shorter time period. \((GBC)\)

**Direct Deposit**

The Finance Office will make direct deposits of payroll checks for all full-time, part-time and substitute employees. Employees are required to participate in electronic direct deposit.
Deductions

Mandatory state and federal payroll deductions will be taken from payroll checks by the Finance Office. Prior to the preparation of a paycheck for any employee, a government withholding form must be completed by the employee and filed in the payroll office. (DLB)

The Board will pay a percentage of the employee’s health insurance. The balance will be deducted from the employee’s pay. Health insurance for family members is available to employees. Premiums for the additional coverage will be deducted from payroll checks by the Finance Office if the employee authorizes the deduction. The health insurance company and the amount of premiums will be determined each year by the School Board. (DLB)

Upon request, the Finance Office will deduct premiums for a supplemental insurance, if selected by the employee, for the company that has contracted with the Board to offer such insurance. (DLB)

If so authorized by the employee, the Finance Office will deduct the employee’s professional dues from payroll checks. (DLB)

If ordered by the courts, employee garnishments and tax liens will be deducted from paychecks by the Finance Office. (DLBA)

Payroll deductions are available to employees who request such deduction or who wish to invest in certain tax sheltered annuities. (GCBC-R) It is the responsibility of the employee to notify the Finance Office of any deduction changes thirty (30) days prior to the effective pay date. (GCBCA)

Virginia Retirement System

Employees who are eligible will be members of the Virginia Retirement System. Employees must pay 5% monthly towards their retirement benefits. The Board will pay the remaining set cost of retirement benefits, including basic group life insurance premiums and health insurance credit premiums, to that system for all members. The benefits will be governed by the rules and regulations of the Virginia Retirement System.

Change of Address

It is the responsibility of every employee to keep the Human Resources Office and the Finance Office informed of his or her current mailing address. It is of particular importance for the Human Resources Office and the Finance Office to know this information at all times.

SECTION G - CALENDAR

School Calendar

The Code of Virginia requires that there be a minimum of 180 teaching days or 990 instructional hours per school year and that days or hours missed because of emergencies be made up in order that the minimum is met. A school calendar for the next school year is to be adopted by the School Board by June 1st. An advisory
committee of parents, teachers, and administrators may be used in the development of the calendar. *(IC/ID)*

The normal 10-month contracts are for 200 days, in which there are a minimum of 180 teaching days plus 15 days for activities such as teacher planning for the opening of school, evaluation, completing records and reports incidental to the closing of each semester or school year, committee assignments, conferences and professional development, and 5 days subject to assignment or approval by the School Board.

**Emergency Closings/Closing Codes/Make-up Days**

The Superintendent or his/her designee will have the authority to close schools in the event of weather conditions or other emergencies that would make opening of schools unsafe for students and staff. *(EB/CD, IC/ID)*

Announcements of emergency closing of schools will be announced through the *Reverse 911 Messenger System*, radio and TV as soon as practical each day. All 12-month employees report on time unless they are directed by the Superintendent to do otherwise.

The Superintendent/School Board reserve the right to designate all or any portion of any student holiday as a make-up day. Make-up time may also be in the form of additional days or hours added to the calendar, the use of professional days or holidays, extension of the school day, or, if the total hours projected for the school year exceeds the minimum number of hours required, the Board may declare no make-up days are needed. Please note that make-up days or hours generally will not be announced by the media. *(Superintendent’s decision with Board approval)*

**Work Hours / Schedule**

The workday for full-time school-based licensed and professional staff will be a minimum of seven hours and thirty minutes and will continue until professional responsibilities to the student and school are completed. Administrative meetings, curriculum development, pupil supervision, assigned duties, parent conferences, group or individual planning and extra-curricular activities may require hours beyond the stated minimum. Work schedules for other employees will be defined by the Superintendent or his/her Designee, consistent with the Fair Labor Standards Act and the provisions of this policy.

The number of hours that staff are employed to work will be a consistent number. Because of staggered hours of opening and closing of schools, the times for beginning work and ending work will be different; however, the total number will be the same. The hours for division-wide Teacher Workdays is 8:30 a.m. – 4:30 p.m., however, this schedule may be adjusted by the building administrator as long as it includes 7½ hours in the day. Teachers should recognize that their duties do not always end at the close of schools. Lesson plans, parental conferences, faculty/staff meetings, and other paper work will take place after hours and are part of the teachers’ duties. *(GAA)*

Principals and assistant principals generally work the same hours as their teachers; however, the nature of their duties often require far more hours than is noted in any contract. *(GCB-R)*
Counselors, media and technology specialists, and grade and department chairs generally work the same hours as regular classroom teachers; however, their duties may require them to work longer hours. \((GCB-R)\)

Central office administrators and supervisory staff work during the office hours set by the Board and Superintendent. Again, the nature of their duties will require additional work time outside the normal office hours. \((GCB-R)\)

It should be noted that the above positions do not carry with them any entitlement to overtime pay. No employee who has specific training necessary for the position is entitled to overtime pay. \((Fair Labor Standards Act and File: GAA)\)

Support staff, including administrative/school clerical, maintenance/warehouse, transportation, custodial, and food service, is employed to work during the hours determined by their immediate supervisor and approved by the Superintendent and the School Board. Work hours for support staff are to be based on a seven to eight-hour day and a five-day week. Working hours for all employees not exempted under the Fair Labor Standards Act will conform to federal and state regulations. \((GAA and GCB-R)\)

The work week for all employees will be from 12:00 a.m. Saturday through 11:59 p.m. Friday. \((GAA)\)

Work hours for all employees will be noted in contracts, letters of agreement to work, and/or on the school calendar. All noted hours in such documents are subject to change at any time if it becomes necessary due to emergency closings or other reasons beyond the control of the Board or the administration.

Non-exempt employees whose workweek is less than 40 hours will be paid at the regular rate of pay for time worked up to 40 hours. Such employees will be provided overtime pay or compensatory time as provided above for working more than 40 hours in a workweek.

**Attendance Expectations**

All employees are expected to be present during all work hours. Absence without prior approval, chronic absences, habitual tardiness or abuses of designated working hours are all considered neglect of duty and will result in disciplinary action up to and including dismissal. \((GAA)\)

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### SECTION H – EXPECTATIONS FOR CLASSROOM TEACHERS

**Teachers' Duties and Responsibilities**

Teachers are responsible for stimulating maximum learning on the part of all students assigned them by providing a conducive learning environment and by guiding sound curriculum experiences and activities in the classroom, the school and the community.

Teachers shall be under the supervision of the principal of their schools and shall fulfill the requirements as set forth in these policies and regulations. They shall subscribe to the practices and policies of the school and the school division.
Supervisory Duties

It is a general practice for principals to assign certain supervisory duties to teachers and other staff members throughout the school day and at selected after school activities. Such duties might include the monitoring of hallways and restrooms, supervision of lunchrooms, assisting in assemblies, or attending a night activity. Fulfillment of these duties is required and is a part of teachers’ contracts. (GCB and GCG)

Classroom Atmosphere

Classroom teachers, in concert with administrators and other staff, are expected to create a classroom and a school atmosphere that is neat, attractive, and conducive for learning. While the custodial staff has a responsibility to keep the building ready for the routines of the school, it is the responsibility of the individual classroom teacher to maintain his/her room in a condition that will invite students to learn. Outstanding classroom atmospheres are created and enhanced by and through the positive attitudes of staff that occupy the classroom.

Dress

All employees are expected to dress appropriately for the duties they are expected to perform. Administrators, classroom teachers, and office personnel are expected to dress as the professionals they are when in front of their students and the public in general.

Religion and Politics

Teachers shall refrain from sharing religious or political beliefs with students, or influencing students in this regard in any way. A Moment of Silence is to be observed at the beginning of each school day. Teachers are responsible for assuring that each student remains seated and silent and does not disrupt or distract other students during the Moment of Silence. Teachers shall not influence in any way, students to pray or meditate or not to pray or meditate. Teachers are prohibited from praying aloud with students or to subjecting students to the reciting, singing or listening to any other religious readings or songs.

Gifts and Solicitations

The exchange of gifts between students and teachers is discouraged. Solicitations by employees are not allowed unless the Superintendent so grants specific permission to do so. This permission should be in writing. (GBI)

Lesson Plans

Teachers are required to prepare daily lesson plans. The lesson plans are to be prepared on a weekly basis and turned into the school office the week prior to the use of the plans. The plans for all classes and grades must cover the Standards of Learning objectives (SOLs) required for all students. All plans should be in a format that is easily understood. In the event of an absence by the teacher, the lesson plans will become a valuable tool for the substitute teacher to continue the instructional needs of the students.
In addition, teachers are required to prepare a Substitute Folder with “emergency lesson plans” to cover instruction for at least three days for a substitute in case of a last minute emergency. These plans should be kept on the teacher’s desk or in an accessible location and they need to be kept up to date and replenished if and when they are used. (Current Practice)

Teachers of students with special needs must, in conjunction with central administration, develop an individualized education plan (IEP) for each student they teach. (IGBA)

**Standards of Learning (SOL) Objectives**

By law and by regulation, the Board of Education for Virginia has established the Standards of Learning (SOL) on which all school divisions and its students will be judged. Students will be tested periodically to ensure that the standards prescribed are being taught and mastered. If mastery is not achieved, then teachers may be evaluated on that basis. It is, therefore, imperative that all objectives be taught in a manner that guarantees mastery. (IA and IKF)

Students at grades 3, 4, 5, 6, 7, 8 and end-of course (EOC) are required to take SOL assessments for that grade level. The test results, as well as other criteria, may determine whether or not students will advance to the next grade level or course. Students in the middle and secondary schools will take all applicable end-of-course SOL tests and if passed, will earn a verified unit of credit for that course. (IKF)

The Board, as governed by state regulation, provides remediation for students who, through failure to master the SOL’s and/or SOL assessment tests, qualify for such remediation. (IKG)

The Board follows state guidelines in providing students the opportunity to retake end-of-course SOL assessments. (IKH)

The schools within the division, at the beginning of each year, are required to notify parents and students of the learning objectives at each grade level or course level. Included in this notification will be the division’s promotion, retention, and remediation policies; a copy of the SOL applicable to the child’s grade or course requirements; the approximate date of testing; the impact of the tests; and notice of the types of diplomas that will be offered as a result of the SOL program. (IA and IAA)

**Homework for Students**

Teachers are encouraged to assign a reasonable amount of homework to students for the purpose of reinforcing topics taught, especially SOL topics; enriching school experiences; building independent study habits; and promoting parental understanding of the educational program. (IKB)

**Parental Conferences**

At all times, teachers are encouraged to be in communication with the parents of the students they teach. The School Board believes that parents should be encouraged to assist children in the mastery of what is being taught; however, this cannot always be accomplished without interaction between parents and teachers. (IKA and IKA-G)
At various times during the school year the calendar provides time for parents to visit the schools for the purpose of discussing with teachers and other school personnel the progress of their child. (General Practice and the School Calendar)

**Faculty Meetings**

Periodically principals will hold meetings of the faculty and staff. Attendance at such meetings is required as part of the teacher’s contract. (Standard Teacher Contract and GCB)

**New Teacher Mentors**

Each new teacher will be assigned an experienced teacher to mentor and assist the new teacher during their first two years to adjust to routines of teaching and to help develop the new teacher into a master teacher.

### SECTION I – STAFF DEVELOPMENT

**Mandatory Staff Development Sessions**

Throughout the school year, all personnel, especially professional personnel, will be required to attend staff development sessions. Most of these sessions are already scheduled in the school calendar. (GCB, GCL, and GCL)

Beginning teachers will have additional sessions that they are expected to attend for the purpose of further training in the process of teaching. Such training is required if the beginning teachers wish to be eligible for continuing contract status. (GCB and GCG)

While not strictly staff development endeavors, faculty meetings, departmental or grade level meetings, PTA meetings, parental conferences, graduation ceremonies, and other similar activities require staff attendance. (General Practice and GCB)

**Certificate Renewal**

Effective July 1, 2018, the Virginia Board of Education requires all professional personnel to renew their certificates every ten (10) years (instead of five (5) years). The Human Resources Office assists professionals in renewal of certificates. (Regulations of the Board of Education and GCG) See Renewal of Certificates and Licenses under Section C.

**Advanced Degrees**

Generally requirements for administrative and supervisory positions include a stipulation that professionals hold an advanced degree.

Other professionals who hold advanced degrees will be granted salary increases upon showing evidence to the Human Resources Office that required work has been successfully completed.
SECTION J – SUBSTITUTE PERSONNEL

Application for Substitute Positions
Persons interested in professional or support substitute positions should file an application in the Human Resources Office. (See Section A – Application Process for additional information.)

Requirements for Substitute Personnel
Generally the requirements for substitute personnel are the same as those for full-time personnel; however, there are exceptions. A substitute teacher should have at least 60 credit hours of college course requirements. If, however, the substitute teacher holds a position for a long-term, that substitute should have more college credits. (GCE) Substitute teachers are required to attend an orientation/training session prior to being approved by the School Board and being added to the substitute list.

Pay for Substitute Duty
Substitutes will be paid at a daily or hourly rate to be determined annually by the School Board. Paychecks will be distributed on the same schedule and by the same methods as full-time employees.

Acting/Interim Positions
From time to time, it becomes necessary for the Superintendent to appoint an individual in an acting or interim position to fill a critical need in the administrative or supervisory staffing. The Board will grant additional pay to persons appointed to such positions, either immediately or after serving in a given position for 60 or more days. Pay will be retroactive to the beginning date for holding the position.

SECTION K – EVALUATIONS

Evaluations in General
It is the practice of the Franklin City Public Schools to evaluate all of its personnel and all students enrolled therein. The responsibilities for providing evaluations reside with the immediate supervisor of staff members or with teachers of their students. The School Board evaluates the Superintendent. Copies of the evaluation instruments are on file in the Human Resources Office. (CGB, GCN, GDN)

Evaluation of Teachers
All teachers, both on probationary and continuing contract status, are to be evaluated according to the Teacher Performance Evaluation System, approved by the School Board. (GCG)

Evaluation of Other Professional Personnel
All other professional staff members (including principals, assistant principals, supervisors, directors, etc.) are to be evaluated annually by their immediate supervisors, according to the evaluation procedures that have been established. (GCN)
Evaluation of Support Staff

Beginning support staff members are evaluated as needed throughout their 18-month probationary period. \((GDG)\)

All other support staff members are evaluated each year by their immediate supervisor. \((GDN)\)

Evaluation of Students

Students need to be evaluated on a continuing basis and when not progressing need to be remediated immediately. Reports of progress or lack of progress need to be given to parents whenever possible. Generally concrete evidence of a student’s evaluation is presented in the form of grades.

Formal reports to parents are distributed periodically every nine weeks; however, interim written reports are given about midway between the formal report cards. Report cards should indicate not only the grades on all subjects, but attendance and general conduct during the reporting period. It has been the practice to issue the first and third report cards directly to the parents on a date specified in the school calendar. \((IKAB)\)

The Standards of Learning Assessments are part of the overall evaluation of students’ process. In order to qualify for promotion or graduation, students must not only achieve passing grades as evaluated by their teachers, but also must satisfactorily complete the SOL Assessments. \((IKF)\)

SECTION L - CONTROLLED SUBSTANCES/WEAPONS

Manufacture, Distribution, Possession, or Use of Controlled Substances

Franklin City Public Schools maintains a drug-free workplace. It is unlawful to manufacture, distribute, dispense, possess, or use a controlled substance (including alcohol or anabolic steroids) by any employee on school property, at any school activity, or on any school-sponsored trip. Compliance with this is a condition of employment. \((GBEA)\)

Tobacco-Free Schools

Smoking, chewing, or any other use of any tobacco products by staff (and students) is prohibited on school property (including vehicles) whether that property be owned, leased, rented, or otherwise used by the School Board. \((GBEC)\)

In addition, the use of electronic cigarettes is prohibited on school buses, on school premises and at school-sponsored activities. \((GBECA)\)

Drug and Alcohol Testing

Should a professional or support staff member be suspected of using a controlled substance, that staff member’s supervisor may require a drug test be administered to the employee.

Any person operating a school bus is required to undergo testing for drug or alcohol use prior to operating the vehicle, after a school bus accident, and periodically on a random basis according to the U.S. Department of Transportation Regulations. \((GDQ)\)
Weapons on School Property or at School Sponsored Events

In order to maintain a safe and secure working environment, staff members are prohibited from carrying, bringing, using, or possessing any weapons (including any type of gun or look-alike gun, knife or razor, blackjack, explosive, or any other type as described in (JFCD) in any school building, on school grounds, in any school vehicle, or at any school-sponsored activity without authorization from school and/or law enforcement official. (GBEB)

Disposal of Confiscated Items

Controlled substances or weapons that have been confiscated will be turned over to the appropriate law enforcement agency for disposition and/or disposal.

SECTION M – OTHER POLICIES AND PROCEDURES

Acceptable Use of Technology Resources

All use of the Franklin City School Division’s computer system and technology resources shall be consistent with the School Board’s goal of promoting educational excellence by facilitating resource sharing innovation and communication. Access to the division’s technology resources shall be (1) for the purposes of education or research and be consistent with the educational objectives of the division or (2) legitimate school business.

Each teacher, administrator, student and parent/guardian of each student shall sign the Acceptable Use of Technology Resources Agreement before using the division’s computer system. The failure of any student, teacher or administrator to follow the terms of the Agreement, the policy or accompanying regulation may result in loss of computer system privileges, disciplinary action, and/or appropriate legal action. (GAB-E/IIBEA-E)

Driving School System vehicles

If one drives a vehicle, either your own or the school system’s, in the course of one’s job, you are covered by the school division’s liability insurance in addition to one’s personal insurance.

In order to be approved to drive a school-division vehicle, one must complete the necessary paperwork provided through the Transportation Department and be approved by DMV. One must hold the correct driver’s license for the vehicle being driven. One may generally transport students in cars or vans with a regular driver’s license. If one is driving a school system vehicle larger than a van or pickup truck, one may need a commercial driver license (CDL). Certain endorsements may also be needed. Check with your principal or supervisor.

If a driver’s license is required for one’s position, one must report to you immediate supervisor, within 30 days, any traffic violation for which one is convicted even if it occurs on one’s own time and in one’s own vehicle. One must also notify one’s supervisor immediately if one’s driver’s license is suspended, revoked or canceled.

If one’s job requires one to transport students or work in certain safety-sensitive areas, one is also subject to random testing for drug and alcohol use.
**Prohibited Relationship with Students**

Employees are prohibited from dating, courting, or entering into a romantic or sexual relationship with any student while enrolled in the school division, regardless of the student’s age. Employees engaging in such inappropriate conduct will be subject to disciplinary action, up to and including dismissal.

**Reporting Child Abuse or Neglect**

Any school employee who has reason to suspect that a child is the victim of child abuse or neglect has a legal responsibility and duty to report the case in accordance with these procedures: The employee must promptly report the case to the principal, designee, or supervisor. When a principal, designee, or supervisor receives a report of suspected child abuse or neglect, the report must be transmitted immediately to the Department of Social Services (DSS). The requirement is mandatory.

In the absence of the principal or designee, or where that authority refuses to comply with the Virginia Child Abuse and Neglect Reporting law, a school employee shall make, at once, an oral report to DSS. Once suspected abuse or neglect is reported, school employees should refrain from further investigation. If the child needs medical attention, the reporting employee should inform the Child Protective Services investigator when making the report. (JHG)

**Harassment**

The school system believes that employees and students are entitled to work and study in an environment which is free from harassment based on race, sex, gender, color, national origin, disability, religion, ancestry, age, marital status, or genetic information. If evidence of harassment is established, an employee will be subject to disciplinary action up to and including dismissal.

Harassment based on sex is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communication which may include use of cell phones or the internet, of a sexual nature, when:

- submission to such conduct is made either explicitly a term or condition of obtaining or retaining employment or education; or
- submission to or rejection of such conduct or communication by an individual is used as a factor in decisions affecting that individual’s employment or education; or
- that conduct or communication substantially or unreasonably interferes with an individual’s employment or education, or creates an intimidating, hostile or offensive employment or educational environment (i.e. the conduct is sufficiently serious to limit a student’s or employee’s ability to participate in or benefit from the educational program or work environment).

Prohibited acts of harassment based on sex can take a variety of forms ranging from subtle pressure for sexual activity to physical assault. Examples of the kinds of conduct included in the definition of harassment based on sex include:

- unwelcome sexual physical contact
- unwelcome ongoing or repeated sexual flirtation or propositions, or remarks
- sexual slurs, leering, epithet, threats, verbal abuse, derogatory comments or sexually degrading descriptions
• graphic comments about an individual’s body,
• sexual jokes, notes, stories, drawings, gestures or pictures
• spreading sexual rumors, touching an individual’s body or clothing in a sexual way
• displaying sexual objects, pictures, cartoons or posters
• impeding or blocking movement in a sexually intimidating manner
• sexual violence
• display of written materials, pictures, or electronic images
• unwelcome acts of verbal, nonverbal, written, graphic, or physical conduct based on sex or sex stereotyping

Harassment based on race, national origin, disability or religion consists of physical or verbal conduct, which may include use of cell phones or the internet, relating to an individual’s race, national origin, disability or religion when the conduct creates an intimidating, hostile or offensive working or educational environment. Examples of conduct which may constitute harassment based on race, national origin, disability or religion include:
• graffiti containing racially offensive language
• name-calling, jokes or rumors
• physical acts of aggression against a person because of that person’s race, national origin, disability or religion
• hostile acts which are based on another’s race, national origin, disability or religion
• oral, written or graphic material which is posted or circulated and which intimidates or threatens individuals based on their race, national origin, disability or religion

Retaliation against students or school employees who report harassment or participate in any related proceedings is prohibited.

Behavior that is not unlawful or does not rise to the level of illegal harassment or retaliation may nevertheless be unacceptable for the educational environment or the workplace. Demeaning or otherwise harmful actions are prohibited. Employees and students are expected to respect the rights of others at all times.

Any questions or individual complaints involving harassment should be referred to the respective supervisor and/or the Human Resources Director.

**Compliance With Board Policy**

It is the responsibility of all employees to familiarize themselves with the printed policies of the School Board. The School Board Policy Manual is posted on the school division website. Employees will be held accountable for compliance with those policies.
Board/Staff Communications and Involvement in Decision Making

In an effort to avoid complaints and concerns, the Franklin City School Board believes in open lines of communication with its employees. The Board also encourages staff to become involved in the decision making process. Time is reserved by Board policy for staff to speak to the Board at its meetings.  

Procedure for Registering a Complaint or Concern

Should an employee have a complaint or concern of any type, he/she should first register that complaint or concern in writing to his/her immediate supervisor. Such documentation is critical when attempting to resolve the problem. The adage of “if it isn’t in writing, it didn’t happen” has been proven true many times. Once the immediate supervisor has received this, a resolution should be forthcoming. If a satisfactory resolution is not been received, the complaint should then be filed with the appropriate central office administrator.

Equal Employment Opportunity/Harassment Complaints

Board policy and state/federal laws govern complaints dealing with equal employment opportunities, non-discrimination, harassment based on sex, gender, race, color, national origin, disability, religion, ancestry, age, marital status or genetic information. Procedures for dealing with these problems can be found in policy.

Grievance Procedure

For very serious problems, employees are guaranteed resolution through a process outlined by state law and the Board of Education. The process is formal and the steps to achieving resolution require employees to follow the prescribed process exactly as indicated in the law. When proceeding in filing a grievance through this process, an employee may wish to seek professional legal assistance.

Third Party Complaints

Any parent or guardian of a student enrolled in the Franklin City Public Schools or any resident of the City of Franklin may file a complaint against an employee of the Franklin City School Board. The employee will be notified that a complaint has been registered with the superintendent or his/her designee. The complaint will be investigated in an attempt to resolve the issue.