



## Montgomery County Public Schools Employee Handbook

This handbook is designed to serve as a reference for the employees of Montgomery County Public Schools. It provides answers to frequently asked questions and general information that is helpful to employees regarding employment guidelines within the Montgomery County Public School District.

The information within this handbook is divided by topic. In addition, an attachment section includes forms referenced throughout the booklet. To find more comprehensive information, employees should utilize the School District's policy manual. A hard copy of the School Board Policy is located at each school or department. The policy is also accessible on the district's website (<http://www.mcps.org>) by clicking "School Board" and then "Policy Manual."

Please note that the employee handbook does not contain full explanations of all policies and procedures. The handbook is intended to be a summary of the most common policies impacting employees. It does not supersede or re-interpret policy. School Board Policy is the primary document of reference. We hope that you find this information useful. Please contact your supervisor, school/department office, or the Human Resources Department if you need additional information. If you have suggestions for improving subsequent editions of this handbook contact the Human Resources Department at (540) 382-5100.

This handbook is subject to revisions.

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**EMPLOYEES ARE INFORMED:**

The Montgomery County Public School District utilizes video surveillance equipment to ensure the safety and security in its facilities. Employees of the Montgomery County Public Schools, therefore, are notified that surveillance equipment may record their actions at work. These recordings from the surveillance equipment may then be utilized to review employee conduct and appropriate work behavior.

**MISSION, VISION AND PRIORITY GOALS**

(reference: School Board Policy 1-1.5)

**Mission**

The mission of the Montgomery County Public Schools is to prepare all students so that they develop the knowledge and skills to achieve success and become active citizens who contribute to their communities.

**Vision**

The Vision of Montgomery County Public Schools incorporates the following principles:

- All students will enter school ready to learn.
- The MCPS will be adequately and responsibly funded and supported by the citizens of Montgomery County.
- All students will understand and use the latest technologies and information sources. All schools will serve as community centers.
- Volunteerism will be encouraged and supported so that all citizens may be involved in the education of Montgomery County youth.
- All students will learn to live and work in a community that uses its diversity as strength.
- All students will develop an appreciation for the arts and their relationship to academics and community life.
- All students graduating from MCPS will be employable, will have the knowledge and skills to begin a productive and satisfying career, and will be prepared for a life of continued learning.
- The MCPS will be a cornerstone for economic development in Montgomery County.

**PERSONNEL- GENERAL ADMINISTRATION**

**EQUAL EMPLOYMENT OPPORTUNITY**

(reference: School Board Policy 5-1.1)

The Montgomery County School Board is an equal opportunity employer, committed to nondiscrimination in recruitment, selection, hiring, pay, promotion, retention, or other personnel action affecting employees or candidates for employment. Therefore, discrimination in employment against any person on the basis of race, color, religion, national origin, political affiliation, gender, age, marital status or disability is prohibited. Personnel decisions shall be based on merit and the ability to perform the essential functions of the job, with or without reasonable accommodation.

**SEXUAL HARASSMENT/HARASSEMENT BASED ON RACE, NATIONAL ORIGIN, DISABILITY, AND RELIGION**

(reference: School Board Policy 5-1.2)

The Montgomery County School Board is committed to maintaining a learning/working environment free from sexual harassment and harassment based on age, race, national origin, disability or religion, therefore, the School Board prohibits such harassment of any student or school personnel at school or any school sponsored activity.

**Complaint Procedure**

Any school personnel who believe he or she has been a victim of prohibited harassment or has noticed that a student or school personnel has been a victim of prohibited harassment should report the alleged harassment to the compliance officer or building principal. The Report of Discrimination/Harassment form should be used to file the complaint.

Attachment: Report of Discrimination/Harassment Form.

**BOARD-STAFF COMMUNICATIONS****(reference: School Board Policy 5-1.3)**

The Montgomery County School Board supports the concept of two-way communication between the School Board and employees of the School Board. The School Board shall offer time at its meetings for employee organizations to be heard.

It is the policy of the School Board not to discriminate against any employee by reason of his or her membership or non-membership in an employee organization, or institution of any grievance or complaint.

**PERSONNEL RECORDS****(reference: School Board Policy 5-1.4)**

The Montgomery County School Board and school administration shall protect the confidentiality of personnel files, personnel references, academic credits and other similar documents regarding individual employees, as required by applicable law. Employees may request an appointment to review their personnel file or request a copy of their file.

**PERSONNEL- STATEMENT OF ETHICS****(reference: School Board Policy 5-1.5)**

Employee duties, responsibilities, and personal judgment shall be consistent with School Board policies and regulations. By accepting employment with the Montgomery County Public Schools, all employees shall strive to fulfill their individual responsibilities with honesty and integrity and shall strive to keep the well being of the students as their primary goal while maintaining the highest standards of professional ethics.

## **PERSONNEL - HIRING AND APPOINTMENT**

**APPLICATION FOR POSITIONS****(reference: School Board Policy 5-2.2)**

Applications for employment, both internal and external, for new positions or transfers shall be completed on JAM (the online application system at <https://www.astihosted.com/mcps/JAM/DefaultApplicant.aspx>).

It shall be the responsibility of the applicant to furnish accurate information. Any falsification of either information or credentials shall be cause for dismissal or refusal to employ.

A personal interview is required of all applicants as a prerequisite to employment.

**HIRING: HEALTH ISSUES****(reference: School Board Policy 5-2.3)****Tuberculosis Certification Requirement**

As a condition of employment, every new employee of MCPS and student teachers shall submit, on the prescribed form, a signed certificate stating the person appears free of communicable tuberculosis.

The School Board may from time to time require tuberculosis re-screening of all employees.

**Physical Exams for School Bus Drivers**

No person shall be employed as a bus driver unless he or she has a physical exam of the scope required by the Virginia Board of Education.

## **Contagious, Infections or Communicable Diseases**

Employment of persons with a contagious or infectious disease poses an increased risk of infection to the school community. Therefore, the decision to employ any person with an infectious or contagious disease shall be made by the division superintendent or his/her designee on a case-by-case basis. See policy for health issues that may impact your continued employment as well as reporting and control procedures.

## **Bloodborne Pathogens – Exposure Plan**

Employees covered by this program include designated first aid providers and employees who face an increased risk of exposure due to the nature of their job assignments.

## **HIRING: CRIMINAL BACKGROUND CHECKS AND FINGERPRINTING (reference: School Board Policy 5-2.4)**

The Montgomery County School Board will not hire or continue the employment of any part-time, full-time, temporary, or permanent personnel who are determined to be unsuited for service by reason of criminal conviction.

### **Applicants for Employment**

- Individuals applying for any position in the Montgomery County Public Schools shall be required to disclose prior convictions of law other than minor traffic violations or juvenile offenses.
- As a condition of employment, every applicant shall submit to fingerprinting and provide personal descriptive information.

## **Employee Convictions**

Employees may be placed on probation or suspended in accordance with policies 5-6.1 and 5-6.2, if charged by summons, warrant, indictment or information with the commission of a felony or a misdemeanor.

## **Code of Conduct**

The Board of Education's *Student Conduct Policy Guidelines* were first developed in 1994 in response to action by the 1993 General Assembly that required the board to establish such guidelines. The guidelines are intended to aid school boards in developing and implementing student conduct standards and policies and to reference federal and state laws and regulations.

A copy of the guidelines may be downloaded from the Department of Education's Web site: <http://www.pen.k12.va.us/VDOE/studentsrvcs/>.

## **APPOINTMENT AND REAPPOINTMENT (reference: School Board Policy 5-2.7)**

The Montgomery County School Board will appoint and reappoint employees only upon the recommendation of the division superintendent.

# PERSONNEL- CONDITIONS OF EMPLOYMENT – GENERAL

## DRUG-FREE WORKPLACE

(reference: School Board Policy 5-3.1)

### Objective and Intent

The Montgomery County School Board seeks to establish and maintain a work environment free from the adverse effects of alcohol and other drugs.

#### Prohibited Acts

Each of the following acts by employees is prohibited under this policy:

- a. the unlawful or unauthorized manufacture, distribution, dispensation, possession or use of alcohol or other drugs in the workplace;
- b. the impairment in the workplace from the use of alcohol or other drugs (except the use of drugs for legitimate medical purposes);
- c. the criminal conviction for a:
  - (1) violation of any criminal drug law, based upon conduct occurring either on or off the workplace; or
  - (2) violation of any alcoholic beverage control law, or law which governs driving while intoxicated, based upon conduct occurring in the workplace;
- d. the failure to report to their supervisors that they have been convicted of any offense as defined in Section (c), above, within five (5) calendar days of the conviction;
- e. the use of alcohol, narcotics, hallucinogens, depressants, stimulants, or marijuana off School Board property which affects an employee's ability to perform his or her duties, or which generates publicity or circumstances which adversely affects the school division or its employees.
- f. knowingly and willfully with the intent to compromise the outcome of an athletic competition procures, sells, or administers anabolic steroids or causes such drugs to be procured, sold, or administered to a student who is a member of a school athletic team, or fails to report the use of such drugs by a student to the school principal and division superintendent as required by §22.1-279.3:1. Any person whose administrative or teaching license is suspended or revoked by the Board pursuant to this section shall be ineligible for three school years for employment in the public schools of the Commonwealth.

#### Employee Responsibilities

- a. All employees shall abide by the terms of the Montgomery County School Board's policy on alcohol and other drugs.
- b. Employees who are convicted of violating 1) a criminal drug law, based on or off the workplace, or 2) an alcoholic beverage control law or law which governs driving while intoxicated, based on conduct occurring in the workplace, must notify the Department of Human Resources of such convictions.
- c. Notification under Section (b), immediately above, must be in writing and must be made no later than five (5) calendar days after such conviction. (Appealing the conviction does not affect the requirement to notify the Department of Human Resources of the conviction).

#### Management Responsibilities

Administrators shall inform, on an ongoing basis, all employees of:

- (1) the danger of alcohol and other drug use or abuse in the workplace;
- (2) available alcohol and other drug counseling;
- (3) available approved rehabilitation and employee assistance programs; and
- (4) the penalties that may be imposed upon employees for the commission of prohibited acts described in this policy.

## **Drug and Alcohol Testing**

### General

The Montgomery County School Board seeks to provide a drug-free, healthful, safe and secure work environment for all employees of the School Board and all students served by the school division.

### Drug and Alcohol Testing

- a. Annual testing for employees required to maintain Commercial Driver's Licenses (CDLs)
- b. Testing for employees involved in or connected with accidents
- c. Testing when there is reasonable suspicion
- d. Any employee may be tested for drug and alcohol use if there is a reasonable suspicion that the employee is using or is under the influence of drugs or alcohol while at work.

## **TOBACCO-FREE SCHOOLS**

**(reference: School Board Policy 5-3.2)**

Smoking, chewing, or any other use of any tobacco products by staff and students shall be prohibited on Montgomery County School Board property as defined in this policy.

"School property" shall mean all property owned, leased, rented, or otherwise used by a school including, but not limited to, the following:

- a. All interior portions of any building or structure used for instruction, administration, support services, maintenance or storage, as well as outdoor bleachers; and
- b. All vehicles used by the division for transporting students, staff, visitors, or other persons.

### Exemptions

The School Board may consider requests for exemptions from this policy that demonstrate the existence of extraordinary circumstances to warrant such an exemption and that do not violate federal or state law. The School Board may direct the division superintendent to issue regulations designating smoking areas on school grounds outside buildings.

## **STAFF: WEAPONS IN SCHOOLS**

**(reference: School Board Policy 5-3.3)**

Staff members are prohibited from carrying, bringing, using or possessing any weapon in any school building, on school grounds, in any school vehicle or at any school-sponsored activity without the authorization of the school or the school division. All incidents involving illegal carrying of a firearm shall be reported in accordance with state law.

## **NON-SCHOOL EMPLOYMENT**

**(reference: School Board Policy 5-3.5)**

### **Non-school Employment by Professional Staff Members**

Employees shall not engage in outside employment that conflicts with their Montgomery County Public Schools assignment.

### **Tutoring for Pay**

Staff members may not be paid for tutoring students enrolled in a class under their direction.

# PERSONNEL- CONDITIONS OF EMPLOYMENT –LICENSED PERSONNEL

## LICENSED PERSONNEL: CONDITIONS OF EMPLOYMENT AND LICENSURE (reference: School Board Policy 5-4.1)

The Virginia Board of Education prescribes the requirements for certification of teachers and other school personnel. No teacher shall be regularly employed by the Montgomery County School Board or paid from public funds unless such teacher holds a local teacher license or a provisional license issued by the Virginia Board of Education.

## NEW POSITION: TRANSFER/PROMOTION (reference: School Board Policy 5-2.8) Transfers

- a. The School Board may authorize the division superintendent to reassign such teachers, principals and assistant principals. The division superintendent may reassign any such teacher, principal or assistant principal for that school year to any school within such division provided no change or reassignment during a school year shall affect the salary of such teacher, principal, or assistant principal for that school year. Teachers are entitled to initiate a transfer request for classroom assignment within the areas of their certification. The administration shall develop procedures for the handling of voluntary teacher transfer requests.
- b. Supervisors, Principals, Assistant Principals: A person employed as a principal or supervisor, including a person who has previously achieved continuing contract status as a teacher, shall serve three (3) years in such position in the same school division before acquiring continuing contract status as principal or supervisor.
- c. Transfer requests from non-licensed staff during a school year are not generally approved unless the request will result in a promotion; there is a significant increase or decrease in work hours; or the transfer request is for a different job classification.

The District reserves the right, per School Board policy, to transfer employees during the school year based on operational needs.

Continuing contract status acquired by a principal or supervisor shall not be construed as prohibiting the School Board from reassigning such principal or supervisor to a teaching position if notice of reassignment is given by the School Board by April 15 of any year or as entitling any such principal or supervisor to the salary paid him/her as principal or supervisor in the case of any such reassignment to a teaching position; provided, however, that no such salary reduction and reassignment shall be made without first providing such principal or supervisor with written notice of the reason for such reduction and reassignment and an opportunity to present his or her position at an informal meeting with the division superintendent, the division superintendent's designee or the School Board. The School Board, division superintendent or the division superintendent's designee shall determine what processes are to be followed at the meeting. The decision to reassign and reduce salary shall be at the discretion of the School Board.

## LICENSED PERSONNEL: REPORTING RESPONSIBILITIES (reference: School Board Policy 5-4.3)

### Investigating/Reporting Alcohol or Drug Use

Licensed and classified licensed employees who, in good faith with probable cause and without malice, are to report or investigate the activities of any student or any other person as they relate to alcohol or drug use or abuse in or related to the school or to any school activity, shall be immune from all civil liability as provided by applicable law.

## **Reporting Child Abuse or Neglect**

Licensed personnel who have reason to suspect that a child is an abused or neglected child shall report the matter immediately to the building principal. Principals shall report such cases to the child abuse coordinator of the local Department of Social Services as required by law. Personnel making the required reports are immune from civil and criminal liability connected therewith if the reports are made without bad faith or malicious intent.

The School Board shall post, in each Montgomery County Public School, a notice, pursuant to Virginia Code § 63.2-1509, that:

- (i) any teacher or other person employed in a public or private school who has reason to suspect that a child is an abused or neglected child, including any child who may be abandoned, is required to report such suspected cases of child abuse or neglect to local or state social services agencies or the person in charge of the relevant school or his/her designee; and
- (ii) all persons required to report cases of suspected child abuse or neglect are immune from civil or criminal liability or administrative penalty or sanction on account of such reports unless such person has acted in bad faith or with malicious purpose. The notice shall also include the Virginia Department of Social Services' toll-free child abuse and neglect hotline number.

## **LICENSED PERSONNEL: EVALUATION (reference: School Board Policy 5-4.5)**

### **Supervision of the Evaluation Process**

The division superintendent shall supervise the establishment of a procedure for adequate and periodic evaluation of the work of each employee and shall maintain suitable records. The Virginia Board of Education Guidelines for Uniform Performance Standards and Evaluation Criteria for Teachers, Administrators, and Superintendents should be consulted during the development of the evaluation procedures.

## **PROFESSIONAL STAFF RESEARCH AND PUBLISHING (reference: School Board Policy 5-4.6)**

### **Ownership of Materials**

The Montgomery County School Board adopts the "work for hire doctrine" and shall hold the copyright to all employees' work produced at the instance and expense of the School Board and/or any of its administrative staff. Work made for hire is defined as materials prepared by an employee in connection with his/her job duties, and it includes instructional texts, tests, answer sheets and materials specifically commissioned.

## **LICENSED PERSONNEL: RESIGNATION (reference: School Board Policy 5-4.7)**

A teacher may resign after April 15 of any school year with the approval of the local School Board. The teacher shall request release of contract at least two (2) weeks in advance of the intended date of resignation.

If a teacher submits a request for resignation during the school year, the administration reserves the right to accept or deny the request in keeping with the employees' contractual obligation.

# PERSONNEL- CONDITIONS OF EMPLOYMENT- CLASSIFIED, NON-CLASSIFIED AND SUPPORT PERSONNEL

## **SUPPORT STAFF EMPLOYMENT STATUS** (reference: School Board Policy 5-5.1)

The Montgomery County School Board offers three (3) types of employment to support staff personnel.

1. Temporary employees shall be hired for short-term needs on a daily basis. These employees shall accrue no benefits and be paid only for hours worked.
2. Probationary employees shall be fully qualified new employees assigned to authorized positions on a month-to-month basis. These employees are eligible for salary increments and shall accrue sick leave benefits at the rate of one (1) day per working month.
3. Regular employees shall have successfully completed an eighteen (18)-month probationary period and shall be paid on a monthly basis. Regular employees shall be eligible for all employment benefits available under School Board policy. Such employees shall maintain regular employment status while serving a probationary period in a new position following a transfer to a new department or a promotion to a higher position.

## **Conditions of Work**

The division superintendent or his/her designee shall establish work schedules, provisions for absences, and other conditions of work for classified employees in keeping with the School Board's policies. Employees are responsible for making sure his/her school supervisor is aware of changes in work attendance and should always record work hours on timesheet and timesheet reflects actually hours worked.

## **SUPPORT STAFF: PROBATION** (reference: School Board Policy 5-5.2)

The probationary period for all classified (support staff) employees shall be eighteen (18) months. Classified staff consists of all part-time hourly, part-time salaried, full-time hourly and full-time salaried employees.

## **NEW POSITION: TRANSFER/PROMOTION** (reference: School Board Policy 5-2.8)

### **Transfers**

- a. The School Board may authorize the division superintendent to reassign such teachers, principals and assistant principals. The division superintendent may reassign any such teacher, principal or assistant principal for that school year to any school within such division provided no change or reassignment during a school year shall affect the salary of such teacher, principal, or assistant principal for that school year. Teachers are entitled to initiate a transfer request for classroom assignment within the areas of their certification. The administration shall develop procedures for the handling of voluntary teacher transfer requests.
- b. Supervisors, Principals, Assistant Principals: A person employed as a principal or supervisor, including a person who has previously achieved continuing contract status as a teacher, shall serve three (3) years in such position in the same school division before acquiring continuing contract status as principal or supervisor.
- c. Transfer requests from non-licensed staff during a school year are not generally approved unless the request will result in a promotion; there is a significant increase or decrease in work hours; or the transfer request is for a different job classification.

The District reserves the right, per School Board policy, to transfer employees during the school year based on operational needs.

Continuing contract status acquired by a principal or supervisor shall not be construed as prohibiting the School Board from reassigning such principal or supervisor to a teaching position if notice of reassignment is given by the School Board by April 15 of any year or as entitling any such principal or supervisor to the salary paid him/her as

principal or supervisor in the case of any such reassignment to a teaching position; provided, however, that no such salary reduction and reassignment shall be made without first providing such principal or supervisor with written notice of the reason for such reduction and reassignment and an opportunity to present his or her position at an informal meeting with the division superintendent, the division superintendent's designee or the School Board. The School Board, division superintendent or the division superintendent's designee shall determine what processes are to be followed at the meeting. The decision to reassign and reduce salary shall be at the discretion of the School Board.

## **TRANSPORTATION EMPLOYEES**

**(reference: School Board Policy 5-5.3)**

### **Drug and Alcohol Testing for Covered Employees**

The school division shall implement a drug and alcohol testing program for school bus drivers and other employees who are required to hold a commercial driver's license (CDL) by U.S. Department of Transportation Regulations and who perform safety-sensitive functions as required by federal and state law and regulations.

#### Prohibited Conduct

Drivers shall be prohibited from alcohol possession and/or use on the job, use during the four (4) hours before performing safety-sensitive functions, having prohibited concentrations of alcohol in their systems while on duty or performing safety-sensitive functions, and use during eight (8) hours following an accident or until after she/he undergoes a post-accident alcohol test, whichever occurs first.

No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any controlled substances except when the use is pursuant to the instructions of a physician who has advised the driver that the substance does not adversely affect his/her ability to safely operate a motor vehicle.

Please see the policy manual for information on required testing, notifications, consequences if testing indicates drug or alcohol misuse, record retention, and test procedures.

## **SUPPORT STAFF: EVALUATION**

**(reference: School Board Policy 5-5.5)**

Evaluation of classified/support staff employees shall be a cooperative and continuing process with formal appraisal periodically. Evaluation shall be at least in duplicate, in writing, dated and signed by the employee and the assessor, with one copy going to the central office personnel file and one copy to the assessed.

Probationary (or month-to-month) classified employees shall be evaluated twice yearly. Regular employees shall be evaluated at least once every year.

## **SUPPORT STAFF: RESIGNATION**

**(reference: School Board Policy 5-5.6)**

Support staff who wish to terminate their employment shall give at least two (2) calendar weeks' (14 days) notice to their immediate supervisor.

# **PERSONNEL- EMPLOYEE DISCIPLINE AND GRIEVANCE PROCEDURES**

## **SUSPENSIONS**

**(reference: School Board Policy 5-6.1)**

A teacher or other public school employee, whether full-time or part-time, permanent or temporary, may be suspended for good and just cause when the safety or welfare of the school division or the students therein are threatened or when the teacher or other employee has been charged by summons, warrant, indictment or information with the commission of a felony, or a misdemeanor.

**EMPLOYEE DISCIPLINE OTHER THAN SUSPENSION (reference: School Board Policy 5-6.2)**

**Discipline of Support Staff Members**

Management staff and the division superintendent shall apply disciplinary measures fairly to support staff members. Disciplinary measures which may be taken by management include, but are not limited to, (1) verbal reprimands, (2) written reprimands, (3) suspensions without pay (see Policy 5-6.1), (4) disciplinary demotions, (5) placing on probation and (6) discharge. Eligible support staff members may initiate a grievance with respect to discipline imposed (See Policy 5-6.3).

Montgomery County School Board licensed and classified licensed personnel may be dismissed or placed on probation consistent with all applicable law.

**Teacher Discipline**

**(reference: School Board Policy 5-7.2)**

Please see School Board policy for information for failure to perform non-emergency health related services.

**GRIEVANCES AND GRIEVANCE PROCEDURES: SUPPORT STAFF & TEACHERS**

**(reference: School Board Policy 5-6.3 & 6.4)**

The procedure for adjusting grievances for support staff and teachers is adopted by the Montgomery County School Board to comply with legal requirements. It provides an orderly process for resolving disputes concerning application of local School Board policies, rules, and regulations as they affect the work of employees and disciplinary actions which include dismissal or probation. Please see the policy manual for this information.

**PERSONNEL- EMPLOYEE PAY AND FRINGE BENEFITS**

**EMPLOYEE COMPENSATION**

**(reference: School Board Policy 5-7.1)**

The Montgomery County School Board shall annually establish and approve salaries for all school employees.

An employee's first paycheck may be delayed a month due to the payroll schedule and the date of employment begins. Please contact the Payroll Department to learn about pay advances if the delay causes financial hardship.

If an employee's work contract length changes pay status changes (i.e. 10-month to 11-month or 12-month) that change may effect the way the employee will be paid in the future. If this is the case, you may want to contact the Payroll Department for a more extensive explanation of how your contract will affect your pay schedule.

If a part time employee's hire date is after Labor Day, he/she will be paid an hourly wage until the next school year begins. At that point they will be considered a part time salaried employee. All part time employees must submit a timesheet as confirmation of hours worked. Part time employees are also given the option for an advance in pay. The request must be submitted with a timesheet confirming the employee worked at least one week.

The School Board shall execute a separate contract in the form prescribed by the Virginia Board of Education with an employee who is receiving a monetary supplement for any athletic coaching assignment or extracurricular activity sponsorship assignment, as further discussed in Policy 5-4.2.

To request pay for a supplemental contract, the Duty of Completion form must be completed and signed and submitted to the Human Resources Department for payment. An athletic supplement payment can be requested in December for half of the contract. The other half can be requested in May or at the end of the school year. All basketball supplements will be paid at the end of the basketball season. Teachers with extended day supplements will be paid at the end of each month.

During Code 3 or Code 4 school closings, part-time salaried employees will receive pay for those days. Part-time hourly employees will not receive compensation, as timesheets should reflect actually hours worked.

## **RETIREMENT**

**(reference: School Board Policy 5-7.2)**

School division employees who are eligible will be members of the Virginia Retirement System. Employee retirement and group life benefits shall be governed by the rules and regulations established by the Virginia Retirement System.

Retirement shall be at the discretion of the employee.

## **HOLIDAYS**

**(reference: School Board Policy 5-7.3)**

All full-time twelve (12)-month employees who are eligible for the Virginia Retirement System shall be granted fourteen (14) paid holidays over a twelve (12) month period.

## **STAFF FRINGE BENEFITS**

**(reference: School Board Policy 5-7.4)**

### **Long-Term Disability Insurance**

The Montgomery County School Board shall provide each employee who works at least twenty (20) hours per week with group long-term disability insurance.

Employees who are eligible for benefits must enroll upon hire. If enrollment does not take place during hire the employee will have to postpone enrollment until the next open enrollment period which occurs each September.

### **Medical Insurance**

Hospitalization and surgical care plans shall be available for full-time employees by payroll deduction. The School Board shall determine an amount of the premium to be paid for all full-time, salaried employees eligible for membership in the Virginia Retirement System (VRS).

### **Retirement Benefits and Life Insurance**

The School Board shall pay the full cost of the full-time employees' retirement contributions and group life insurance premiums required by the state for all employees eligible for membership in the VRS.

### **Professional Fees**

The Montgomery County School Board will pay the fee for license renewal for certified employees who are required by law to hold such license to perform their duties.

### **Cafeteria/125 Plan**

All employees who work 20+ hours per week are eligible to enroll in the Cafeteria/125 Plan Medical/Dependent Care Flexible Spending Accounts. Deductions are made on a pre-tax basis. Cancer insurance, dental coverage and other optional products are available from MCPS approved vendors.

## **EMPLOYEE ABSENCES/LEAVE**

**(reference: School Board Policy 5-7.5)**

The Montgomery County School Board recognizes the importance of a sound and inclusive leave policy for the promotion of the physical and mental health of its employees and for maintaining good morale.

### **Reporting Absences**

The division superintendent or his/her designee shall issue regulations for the reporting of Montgomery County School Board employee absences. Unexcused absences may result in an employee's dismissal. An employee must inform his/her supervisor in advance of an upcoming absence. If an employee calls in absent without prior

notification, upon their return the employee must report their absence and then follow-up with the appropriate leave form.

### **Personal Leave**

Employees shall submit a written request for an intended absence to their principal or to their immediate supervisor at least forty-eight (48) hours prior to the expected absence. In case of emergency, the appropriate school official shall be notified prior to the start of the duty day to be taken off. This personal leave shall not be cumulative. Unused personal leave days may be accumulated up to a total of five (5) days, and accumulated dates may be used in any given year. Unused personal leave earned beyond the accumulated five (5) day total will be transferred to accumulated sick leave at the end of the fiscal year.

### **Annual Leave**

Twelve- (12) month employees will accrue one (1) annual leave day on the 15<sup>th</sup> of every month. If the employee hire date is after the 15<sup>th</sup> of the month, the employee will begin accruing Annual Leave as of the 15<sup>th</sup> of the following month. Ten- (10), eleven- (11) month professional staff employees of the Montgomery County School Board are not granted annual leave unless approved by the School Board as part of the compensation package.

Please see the school board policy for additional information regarding leave.

### **Sick Leave**

Sick leave shall be allowed for personal illness, including quarantine, injury, pregnancy, temporary physical or mental incapacity, or illness in the immediate family requiring the attendance of the employee for not more than four (4) days in any one case. (The term "immediate family" of an employee shall be regarded to include mother, father, foster parents, adoptive parents, stepmother, stepfather, grandparents, grandchildren, 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.)

After two full years of continuous employment with the School Board, working at a minimum of twenty (20) hours per week, part time employees shall receive their annual allocation of sick leave at the beginning of their third year of employment. For purposes of this Policy, a full year shall be defined as having been employed prior to September 30<sup>th</sup> and working continuously for the relevant academic year calendar.

Unused sick leave will be paid to each full-time salaried employee who is eligible for the Virginia Retirement System upon termination of employment from the Montgomery County Public School system. Payment will not exceed a total of \$5,000.00 and will be computed at a rate of 25% of the daily salary, excluding coaches/sponsors' supplements in effect at the time of termination. To be eligible, an employee must have completed a minimum of five (5) years of uninterrupted service including the year of termination. Such service shall have been in a sick leave earning position in the Montgomery County Public School system.

### **Sick Leave Bank**

The intent of the Sick Leave Bank is to provide some protection for employees who experience catastrophic or long-term illness. An eligible employee may enroll by donating a minimum of one (1) day but not more than five (5) days of his or her accumulated sick leave to the bank. The Sick Leave Bank will be governed under the same rules as sick leave.

Each school year a member who meets the requirements may draw days from the Sick Leave Bank according to the following criteria:

- 15 days in first year of Sick Leave Bank enrollment
- 20 days in second year of Sick Leave Bank enrollment
- 30 days in third year and subsequent years of Sick Leave Bank enrollment

Tier placement will be determined based on the employee's years of membership in the Sick Leave Bank at the time of the first day drawn from the Sick Leave Bank.

The first five (5) consecutive days of illness for each incident not covered by accumulated sick leave, personal leave or wellness leave, will not be covered by the Sick Leave Bank. They must be taken as leave without pay.

### **Unpaid Leave**

A full-time salaried employee who is eligible for the Virginia Retirement System and an hourly employee, regularly employed for twenty (20) hours per week or more, shall submit a written request for intended absence to his/her principal or to his/her immediate supervisor as soon as possible but at least fifteen (15) days prior to the expected absence. The procedure for requesting unpaid leave shall be as follows:

1. First and foremost, requests for unpaid leave should be discouraged and taken only as a last resort, as leave disrupts the efficiency and effectiveness of education programs and the division's ability to continue day-to-day operations.
2. Employees shall use all paid leave (personal, wellness, annual) before requesting unpaid leave.
3. Notification of request for unpaid leave shall be made in writing on the appropriate form along with a letter stating the reason for the request to his/her principal or immediate supervisor as early as possible but at least fifteen (15) or thirty (30) days prior to the expected absence.
4. The principal or supervisor must sign the form, indicating their acknowledgement and support for the request, and then forward the form and letter to the Director of Human Resources. Principals/supervisors are responsible for assuring those arrangements are made to maintain regular classroom instruction and/or day-to-day operations. Requests will be forwarded to the division superintendent or designee through the Department of Human Resources for approval.
5. Decisions will be communicated to the employee in writing.

### **FAMILY AND MEDICAL LEAVE**

(reference: School Board Policy 5-7.6)

1. Eligible Employees
  - a. must have been employed by MCPS for the previous twelve (12) months, and
  - b. must have worked for at least 1,250 hours during that twelve (12) month period.
2. Entitlement
  - a. Leave - Eligible employees are entitled to up to a combined total of twelve (12) weeks of unpaid leave during any twelve (12)-month period for one or more of the following:
    - i. the birth and first year care of a child
    - ii. the adoption or foster placement of a child
    - iii. the serious health condition of an employee's spouse, parent, or child
    - iv. the employee's own serious health conditions.
  - b. Benefits - In addition to actual leave, eligible employees are entitled to the continuation of all employment benefits.

# **PERSONNEL- MISCELLANEOUS EMPLOYMENT MATTERS**

## **ISSUES REGARDING EMPLOYEES AND THIRD PARTIES**

**(reference: School Board Policy 5-9.1)**

### **Assaults or Abusive Behavior Directed at School Employees**

Any Montgomery County School Board employee who suffers an assault in connection with his/her employment shall immediately make a written report of the circumstances to his/her principal or immediate supervisor. Reports should be made within five (5) days.

### **Complaints Against Montgomery County School Board Employees**

Any employee who is arrested, indicted or otherwise prosecuted on any charge arising out of any act committed in the discharge of his/her duties or who is made party to any civil proceeding arising out of any act committed in the discharge of his/her duties shall immediately make a written report of the circumstances thereof to the principal or his/her immediate supervisor within five (5) days.

Any parent or guardian of a student enrolled in Montgomery County Public Schools or any resident of Montgomery County may file a complaint regarding an employee of the school division.

### **Payment of Employee's Legal Fees and Expenses**

If a Montgomery County School Board employee is arrested, indicted, or otherwise prosecuted on any charge arising out of any act committed in the discharge of his/her duties and such charge is subsequently dismissed or a verdict of not guilty is rendered or if an employee of the School Board is made a defendant in any civil action arising out of his/her actions in connection with his/her duties, the School Board may pay the legal fees and expenses of such employee. The School Board will make a determination regarding payment of such costs on a case-by-case basis upon recommendation of the division superintendent.

### **Student Assaults on School Employees**

In the event of attempted or actual physical injury committed by a student on school personnel, the procedures and reporting form found in the School Board Policy 5-9.1 should be followed.

## **DRESS CODE**

**(reference: School Board Policy 5-9.2)**

The attire of Montgomery County School Board employees during the hours when school is in session should conform to the following principles:

1. Dress should reflect the professional position of the employee.
2. Clothing should be appropriate to the assignment of the employee.
3. Clothing should not be revealing and the midriff should be fully covered.

## **USE OF PRIVATE CARS FOR TRANSPORTATION OF STUDENTS**

**(reference: School Board Policy 5-9.3)**

Montgomery County School Board employees shall not transport students in their private vehicles except under the very limited circumstances when no other form of transportation is available and the event could not occur if the employee did not provide transportation.

The employee must submit a request to the building principal or immediate supervisor. The employee is responsible for seeing that all parent permission forms are gathered from the students who are participating in the trip.

The principal or his/her designee may transport a student when emergency or special circumstances mandate that immediate transportation is in the best interests of the student and/or school.

### **APPROPRIATE PHONE USE**

- Employees should primarily use the school phone for job-related issues or urgent matters during work hours.
- During breaks or before or after work hours, employees should keep their personal usage of school phones to a reasonable length.
- Long distance calls from school owned phones should only be made for business purposes or urgent personal matters.
- Employees should not use personal cell phones during the workday except during breaks and in emergency situations.

### **AUTHORIZED USE OF SCHOOL-OWNED PROPERTY AND MATERIALS**

(reference: **School Board Policy 2-4.2**)

Employees are prohibited from utilizing school property materials, facilities, supplies and equipment for personal use or gain.

Upon request by an outside organization the division superintendent may authorize use of school division supplies, materials or equipment for other than school purposes. Such authorization shall only occur if the outside organization operates a program that furthers or supports the school division's goals, and the school division has chosen to participate in the program.

## **BY LAWS - MEETINGS**

### **CITIZEN PARTICIPATION**

(reference: **School Board Policy 1-6.8**)

#### Presentations to the Board

Any member of the general public or group may appear in person at any regular meeting of the School Board. The School Board is very interested in citizen viewpoints and problems. The School Board strongly encourages citizens to work through problems at the building and/or administrative level before coming to the School Board.

## **COMMUNITY RELATIONS – PUBLIC INFORMATION**

### **SEX OFFENDER REGISTRY NOTIFICATION**

(reference: **School Board Policy 2-2.2**)

The Montgomery County School Board recognizes the danger sex offenders pose to student safety, therefore, to protect students while they travel to and from school, and attend school or school-related activities, the School Board shall request automatic electronic notification of registered sex offenders in the same or contiguous zip codes as any school within the school division as permitted by applicable law. Such request and notification shall be made according to the procedure established by the Virginia Department of State Police (State Police). The division superintendent shall serve as the contact person with the State Police for receipt of the registered sex offender information.

## **Receipt and Dissemination of Sex Offender Registry Information**

Sex offender registry information should be provided to employees who are most likely to observe unauthorized persons on or near school property including, but not limited to:

1. school bus drivers;
2. employees responsible for visitor registration;
3. employees responsible for bus duty;
4. security staff;
5. coaches;
6. playground supervisors; and
7. maintenance personnel.

Please see policy 2-2.2 for information on the use of sex offender registry information.

## **FACILITIES**

### **PUBLIC CONDUCT ON SCHOOL PROPERTY (reference: School Board Policy 2-4.3)**

All visitors shall register at the relevant Montgomery County Public School office upon arrival. Any person found to be engaged in or advocating illegal activity while on school property, including school buses, shall be reported by the principal to the local law enforcement authorities. It is unlawful for any person to enter a school at nighttime without the consent of an authorized person except to attend a meeting or service. Persons violating this provision may be prosecuted. It is prohibited for any person to enter or remain on any school property, including school buses, in violation of (i) any direction to vacate the property by an authorized individual or (ii) any posted notice which contains such information, posted at a place where it reasonably may be seen. School principals are authorized to direct persons to leave school property as outlined in Policy 2-3.6

## **BUSINESS OPERATIONS- FINANCIAL OPERATIONS AND MAINTENANCE**

### **FREE ADMISSIONS (reference: School Board Policy 3-3.14)**

#### Employee Admission to School-Sponsored Events

The Montgomery County School Board encourages attendance of employees at school-sponsored events. In order to provide an incentive to attend these events, all schools will provide free admission to each school employee and a companion to the events that charge admission. A division employee photo identification badge may be required for admission. Free admission may not be extended to attend functions that are under the direct governance of the Virginia High School League or other events in the schools managed by outside organizations paying rent to the school division for use of the facilities.

#### Senior Citizens Admission to School-Sponsored Events

Any resident of Montgomery County who is at least 60 years of age shall be admitted without charge to school-sponsored events that are open to the general public upon presentation of a senior citizen pass issued by the division superintendent's office. Free admission will be given to retired employees of the Montgomery County Public Schools who have not reached 60 years of age. Please see policy 3-3.14 for additional information.

# **SUPPORT SERVICES- BUILDING AND CUSTODIAL SERVICES**

## **SAFETY OF SCHOOL FACILITIES**

(reference: School Board Policy 4-2.1)

### **Generally**

Providing safety measures against the hazards of fire, inclement weather and accidents is the responsibility of each Montgomery County school principal, as well as of each Montgomery County School Board employee and student. The division superintendent and principals shall enforce safety measures mandated by all applicable law and School Board policies.

Attachment: Inclement Weather Closing Plan

### **Emergency Dispersal**

Emergency evacuation plans of buildings shall be developed and disaster drills at each school shall be conducted in accordance with all applicable law, including specifically the school crisis, emergency management, and medical emergency response plans designed for each school pursuant to School Board Policy 4-2.2. Evacuation routes for students shall be posted in each room.

### **First Aid/CPR**

Each Montgomery County Public School shall establish and make known to the staff procedures for the handling of emergencies due to sudden illness or injury to students or employees. Each school and school vehicle shall be equipped with appropriate first aid equipment.

### **Reporting of Hazards**

#### Safety Hazards

It is the duty and responsibility of each School Board employee to assure that all equipment and grounds are free from hazardous conditions. Any perceived hazard shall be reported immediately to the Facilities Department for inspection and corrective action.

#### Hazardous Chemicals

The division superintendent shall approve and issue regulations to ensure that employees are made aware of hazardous chemicals either used in their job or stored near their job site.

### **Accidents**

Student, employee and visitor accidents, injuries, and serious illnesses occurring on School Board property, in transit, or at school-sponsored activities shall be reported promptly to the principal or building supervisor who will make a report to the division superintendent on the form prescribed for this purpose. Every effort shall be made to immediately contact the parent or guardian in case of student accidents and injuries. School personnel shall not attempt to diagnose or to give medication or treatment. If the parent or guardian cannot be contacted, the student will be transported to the nearest medical facility for emergency treatment. Students requiring medical treatment shall not be permitted to travel unattended and shall be accompanied by a parent, guardian or a school employee. Students and visitors should report incidents on the prescribed accident injury form. School Board employees should report incidents on the prescribed worker's compensation reporting form within 24 hours of the incident.

**SCHOOL CRISIS, EMERGENCY MANAGEMENT AND MEDICAL EMERGENCY RESPONSE PLANS  
(reference: School Board Policy 4-2.2)**

The Montgomery County School Board is committed to providing a safe and secure learning and working environment for all students and staff. To fulfill that commitment to safety, the principal of each school shall develop and implement a comprehensive school crisis, emergency management, and medical emergency response plan, which will comply with and enforce all applicable state and federal laws, rules and administrative procedures. Please see policy 4-2.2 for plan details.

**SECURITY OF BUILDINGS AND GROUNDS (reference: School Board Policy 4-2.5)  
General**

The division superintendent and building principals shall be responsible for seeing that Montgomery County Public School facilities are secure when schools are not in operation.

**Guidelines for Security of Buildings and Grounds**

Keys

Master keys shall be issued only to personnel (paid employees) who have responsibilities that require admittance to buildings during hours other than the regular school or workday. No person shall possess keys for any building without the knowledge of the building principal.

A place shall be designated in each building where any authorized personnel shall sign in when entering buildings during hours other than the regular school or workday.

Employee Identification Badges

All Montgomery County School Board personnel are required to wear employee identification badges during work hours while on School Board property. The purpose of these badges is to provide school security and to ensure that only authorized individuals are on the premises. Badges must be worn in a clearly visible location on the upper portion of the body.

**Standards of Conduct**

Rules of Work/Administrative Services Personnel

Note: Administrative Services employees are persons who are contracted to work for pay and who are assigned to the following functions in support of the instructional program: secretary, clerk, aide, custodian, janitor, maid, cafeteria, maintenance, bus driver, bus mechanic, cannery, warehouse, mail delivery, and such others who are not classified as certificated instructional, administrative, and supervisory personnel.

1. Each employee must be regular in attendance and must notify his supervisor as soon as he knows he must be absent or tardy because of illness or emergency.
2. Employees must be ready to begin work promptly at the time established by the supervisor and must not leave the assigned work area until the official break, lunch or quitting time, and must return to work following the authorized breaks at the appointed time.
3. Break times ten to fifteen minutes in length and lunch times are provided for the employees to rest, have meals or snacks, use rest rooms, take refreshment, engage in light recreation, and other such personal needs which will allow them to function on the job to their maximum efficiency. As such, employees are to get permission from their supervisor to do any activity which is different from this purpose.

4. Employees are expected to keep a neat, clean, well-groomed appearance and to wear clothing appropriate for the tasks performed and for the weather conditions expected.
5. The behavior of the employees must include only conduct, language, and habits which present a favorable image to the public in general, and children in particular. Specifically, the following are given as examples:
  - a. Use of alcoholic beverages is not allowed.
  - b. Gambling is not allowed.
  - c. Smoking is not allowed inside or within ten feet of any building or vehicle owned, rented, or leased by the Montgomery County Public Schools.
  - d. Vulgarity in any form is not acceptable.
  - e. Chewing tobacco is permitted on the grounds of outside areas only.
  - f. Scuffling and roughhousing are not acceptable.
6. All employees are to follow the safety rules prescribed for their job classifications, especially OSHA requirements.
7. Employees are responsible for all equipment and supplies in their charge and are to exercise reasonable care of any item used. In particular:
  - a. Vehicles are to be driven at posted speed limits, and in accordance with all other traffic laws.
  - b. Inspection, service and preventive maintenance schedules are to be maintained for all equipment.
  - c. Supplies, tools, and equipment are not to be used for personal reasons and are to be used with security as a main concern.
  - d. Equipment is to be kept clean, in normal operating condition, and ready for others to use.
  - e. Supplies, materials, and utilities are to be used wisely, not wasted, with economy and efficiency being a primary goal.
8. Telephone calls and visitors on the job are restricted to those with emergency reasons. Personal cell phones can be used only in emergency situations. Employees are expected to only answer cell phone under these circumstances.
9. Employees are expected to be courteous to students, patrons, teachers and other employees with whom they come into contact.
10. Employees are to report those activities and persons to their supervisor if they appear to be unauthorized or suspicious in nature.
11. Employees must keep confidential information to themselves and respect the privacy of documents, cabinets and desks.
12. Employees are to refrain from spreading rumors and information of a gossip-type or discussing such things with other employees, family, and friends.
13. Employees are expected to pay personal debts and maintain personal financial matters so that a good reputation is preserved. Personal problems of any nature should be discussed with their supervisor for understanding and consideration.
14. Accidents and injuries on the job must be reported promptly to the employee's supervisor.

15. Requests for annual leave or vacation must be on the form provided and must be submitted at least five (5) days in advance.
16. Holidays will be allowed in accordance with School Board Policy which includes twelve days, or compensatory time for employees working during official holidays.
17. Employees holding other jobs outside the School System must inform their supervisor.
18. Employees are to be careful in accepting gifts and favors from sales people, students and others. The ordinary exchange of gifts between employees at Christmas is traditional and acceptable, but is not required.
19. Keys issued to employees are to be kept secure, and are to be used only for official business and are not to be given to anyone else or duplicated without the supervisor's approval.
20. Employees are not to have firearms or other dangerous weapons in their possession on the job at the work place during work hours.
21. Each worker is to be accorded the respect due him/her as an individual citizen and is to be treated in a fair, just manner. New employees are to be given special attention during their period of adjustment to help make the transition most effective.
22. Employees are responsible for the safe keeping of any personal belongings and valuables brought to the work place; however, large sums of money or valuable items should not be brought to work.
23. Personal business matters, dental appointments, etc., are to be scheduled during the employee's time off, but may be conducted on the employees work time as approved by the supervisor if unusual circumstances exist and the need is not too frequent.
24. Employees must strive to keep noise and distractions to a minimum in and around schools during class time.
25. Employees are expected to be fully clothed while working inside buildings which are occupied by students or the public and while riding in vehicles. Supervisors may give permission for men to remove shirts at other times. At no time are employees to work without wearing shoes.
26. Employees must fill out an absentee sheet on the day they returned from absences for any reason. Supervisors provide the forms and will collect them when filled out and signed.
27. Employees are not to use tools, equipment or materials which require instruction in the proper use until they have had the instruction necessary or unless they are supervised directly by their supervisor.
28. Employees are to repair or "trouble shoot" equipment only with the approval of their supervisor.
29. Employees may purchase supplies or equipment only when given direct approval by their supervisor to do so.
30. Overtime will be paid at a rate of time and a half for all hours worked over forty (40) in any week. The official work week begins at 4:00 p.m. Friday and ends at 3:59 p.m. the following Friday. During any week, employees are expected to perform duties without exceeding forty hours.
31. Employees will be paid according to their place on the School Board's approved salary scale. A fair day's work for a fair day's pay is expected.
32. Employees are to discuss complaints, problems, and special concerns with their supervisor in an honest attempt to resolve the difficulty and improve the condition.
33. Employees should give at least two (2) weeks notice before leaving employment.

34. Employees are expected to participate in programs and meetings provided by the school system for the purpose of improvement, in-service, or for providing general information.
35. Requests to attend a conference or convention must be submitted on the appropriate form for this purpose and must be completed two (2) weeks in advance.
36. Employees should not allow students to borrow money and should use caution in loaning money to fellow employees.
37. Employees should not buy anything from or sell anything to students other than articles approved by the school administration as part of the regular school activity program, nor shall employees buy anything from, or sell anything to, other employees on the job during working hours.
38. Employees should not knowingly help students break school rules, or give student friends or relations special services which cannot be provided other students.
39. Employees who are parents, grandparents, guardians must make arrangements for their children's care during working hours at some place other than the work station.
40. Employees' observations of and conversations with students and fellow employees should be treated with confidence. However, if such observations and conversations appear to have illegal or seriously bad effect the information should be reported promptly, in confidence, to the immediate supervisor.
41. Teachers and school administrators should be addressed with their proper title, such as Dr., Mr., Mrs., Ms, etc., as the case may be, especially in the presence of students or in an official business setting.

While not intended to list all the forms of behavior that are considered unacceptable in the workplace, the following are examples of rule infractions or misconduct that may result in disciplinary action, including termination of employment.

- Theft or inappropriate removal or possession of property;
- Falsification of timekeeping records (See Section 5.2, Timekeeping);
- Working under the influence of alcohol or illegal drugs (See Section 4.6, Substance Abuse);
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace (See Section 4.6, Substance Abuse);
- Fighting or threatening violence in the workplace;
- Boisterous or disruptive activity in the workplace;
- Negligence or improper conduct leading to damage of company-owned or customer-owned property;
- Insubordination or other disrespectful conduct;
- Violation of safety or health rules;
- Smoking in the workplace;
- Sexual or other unlawful or unwelcome harassment (See Section 4.3, Harassment, Including Sexual Harassment);
- Excessive absenteeism or any absence without notice (See also, Section 4.1 Attendance/Punctuality and 4.2, Absence without Notice);
- Unauthorized use of telephones, or other company-owned equipment (See Section 4.4, Telephone Use);
- Using company equipment for purposes other than business (i.e. playing games on computers or personal Internet usage);
- Unauthorized disclosure of business "secrets" or confidential information;
- Violation of personnel policies; and
- Unsatisfactory performance or conduct.

**ENERGY MANAGEMENT CONSERVATION POLICY (reference: School Board Policy 4-2.7)**

The Montgomery County School Board is committed to conserve energy and natural resources while exercising sound fiscal policy. Implementation of this policy is the joint responsibility of School Board members, administrators, teachers, support personnel, and students, and its success is based on cooperation at all levels. Please see policy 4-2.7 for energy management strategies.

## **SCHOOL CLOSINGS**

**(reference: School Board Policy 4-2.8)**

The division superintendent or his/her designee may order the closing, the delay in opening or the early dismissal of any or all Montgomery County public schools in order to protect the safety and welfare of students, staff and patrons. Unless School Board employees are notified that their work schedule is changed due to adverse weather or emergency conditions, all employees shall work according to the terms of their contract. During adverse weather or emergency conditions, however, employees will follow guidelines related to work schedules. The School Board may review the guidelines.

When an unplanned school closing occurs due to inclement weather or other unforeseeable reasons resulting in the use of Employee Codes 3 and 4, if an employee had previously requested any type of leave, the period of leave will not be deducted from their account.

If you are a 12 month employee and previously requested any type of leave, the period of leave will not be deducted from your leave account with the use of an Employee Code 4 only.

## **INSTRUCTION**

### **SCHOOL YEAR/SCHOOL DAY**

**(reference: School Board Policy 6-1.4)**

#### **School Year**

- In accordance with the Code of Virginia, Montgomery County schools will be operated with students in attendance at least one hundred eighty (180) teaching days or nine hundred ninety (990) hours (540 hours for kindergarten) per school year. Days on which schools are closed due to severe weather or other emergencies will be made up if necessary to meet these requirements in the manner prescribed by law.

Please see policy 6-1.4 for further information on make-up days, the school calendar, general information on the school day, and the instructional day.

Attachment: Inclement Weather Closing Plan.

## **GENERAL CURRICULUM AND INSTRUCTION**

### **ANIMALS IN SCHOOLS**

**(reference: School Board Policy 6-2.4)**

#### **General**

The Montgomery County School Board recognizes the benefits of the safe and humane use of animals to support the goals and objectives of its instructional program. Animals are permitted on Montgomery County Public Schools grounds for instructional purposes only and in accordance with this policy.

Staff shall not be permitted to bring their household pets onto school grounds, except with prior approval and for educational purposes only.

Please see policy 6-2.4 for information regarding prior approval, healthy safeguards, and exceptions.

## **INSTRUCTIONAL PROGRAMS**

### **TECHNOLOGY PROGRAMS**

**(reference: School Board Policy 6-3.13)**

The responsible use of computers and computer networks is a powerful tool in support of the instructional program. The Montgomery County Public Schools' computer network is a wide-area network linking the schools and the administrative office to the Internet.

## Acceptable Internet Use and Internet Safety Policy

### Generally

**The Montgomery County School Board adopts this Acceptable Use Policy, which outlines appropriate uses, ethics and protocol for the School Board's computer network.**

1. The division superintendent or his/her designee shall select and operate technology that protects against, filters or blocks access through school division computers to visual depictions that are –
  - a. child pornography, as set out in Virginia Code § 18.2-374.1:1 or as defined in 18 U.S.C. § 2256;
  - b. obscenity, as defined in Virginia Code § 18.2-372 or 18 U.S.C. § 1460; and
  - c. material that Montgomery County Public Schools deems to be harmful to juveniles, as defined in Virginia Code § 18.2-390, material that is harmful to minors, as defined in 47 U.S.C. § 254(h)(7)(G), and material that is otherwise inappropriate for minors.
2. The technology protection measure shall be utilized and enforced during any use of the division's computers by minors.
3. The school administration shall monitor online activities of minors.
4. The division superintendent or his/her designee shall select and operate technology and take administrative measures to protect the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications.
5. The division superintendent or his/her designee shall ensure that the Montgomery County Public Schools include a component on Internet safety for students that is integrated in the division's instructional program and that is consistent with the guidelines for instructional programs related to Internet Safety issued by the Superintendent of Public Instruction.

**The failure of any student, teacher or administrator to follow the terms of this Policy may result in the loss of Montgomery Public Schools' computer network privileges, disciplinary action and/or appropriate legal action.**

### ACCEPTABLE USE AND INTERNET SAFETY POLICY - EMPLOYEES

1. MCPS staff shall use the division's computer equipment and communications services solely for educational purposes.
2. MCPS staff network account owners are responsible for all activities under this account, so staff shall not share network passwords.
3. MCPS staff shall not use the division's computer equipment and communications services for sending, receiving, viewing or downloading pornography or other inappropriate and/or illegal material via the Internet and World Wide Web.
4. MCPS staff shall not use the division's computer equipment and communications services as part of any illegal activity defined as a violation of any local, state, or federal laws.
5. MCPS staff shall monitor online activities of minors.
6. MCPS staff shall report any instances of Cyberbullying, Cyberthreats, inappropriate or illegal activity to school administrators.
7. MCPS staff shall not disclose, use, or disseminate confidential information regarding students.
8. MCPS staff shall require students to have a signed Acceptable Use Policy (AUP) before using computer.
9. MCPS staff shall not use computer for commercial, political, or entertainment purposes during the school day.
10. MCPS staff shall be held responsible and accountable for damage to district equipment or network as a result of improper or unauthorized usage.
11. MCPS staff shall not install, or use personal equipment on the MCPS network.
12. MCPS staff shall comply with all applicable copy right regulations.
13. MCPS staff shall comply with the retention of electronic public or student records as governed by the Virginia Public Records Act, Virginia Code § 42.1-76, *et seq.* Record retention schedules,

which identify various documents and how long they must(or need to) be saved, may be accessed at the Virginia Library's website: www.lva.lib.va.us.

14. MCPS staff shall integrate Internet safety into their curriculum.

**Failure to follow the terms of this Policy may result in the loss of Montgomery Public Schools' computer network privileges, disciplinary action up to and including termination and/or appropriate legal action.**

### **Guidelines for Employee E-mail**

The School Board provides computer-based electronic information services for the sole purpose of carrying out the mission of the school division. The purpose of this section is to define the appropriate use of the Montgomery County Public Schools electronic mail system, however, this section does not enumerate all possible acceptable and unacceptable uses. This policy applies to all persons who have been provided an MCPS e-mail account, including, but not limited to, MCPS employees. By using the MCPS e-mail system, users agree to do so only in compliance with this Policy and all applicable state and federal laws, including laws related to copyright and obscenity.

#### Appropriate Use

Access to the MCPS e-mail system shall be: (1) for educational purposes that are consistent with School Board objectives and (2) for legitimate school business. Responsible use of electronic communication requires discretion and professionalism. Users are solely and individually responsible for all communication transmitted via their MCPS e-mail accounts and shall not:

- (1) forge, intercept or interfere with electronic mail messages;
- (2) use obscene, lewd, profane, threatening or disrespectful language;
- (3) distribute personal information about others without their consent; and/or
- (4) distribute chain mail, solicitations, political statements, or religious messages.

When communicating via MCPS e-mail, users are expected to abide by generally accepted rules of etiquette.

#### Personal Use

The MCPS electronic communication systems are to be used for school system business purposes. Incidental personal use is permissible, so long as it does not:

- (1) interfere with instruction;
- (2) interfere with staff productivity;
- (3) burden the school division with identifiable costs;
- (4) preempt any school division activity or interfere with the efficient operation of the County's computing facilities or electronic mail services.

#### Privacy

As a matter of general practice, the MCPS administration will not regularly monitor e-mail messages however MCPS e-mail system users shall not have any expectation of privacy in anything that they create, store, send or receive on the MCPS e-mail system. The MCPS administration reserves the right without prior notice to access any e-mail message or email account.

#### E-mail Confidentiality

In general, e-mail messages from the MCPS e-mail system are public documents under applicable law and, therefore, are not confidential. Under the Virginia Freedom of Information Act, e-mail messages must be

produced if a citizen requests them with reasonable specificity. The general public shall have access to MCPS e-mail messages as provided in Virginia Code § 2.2-3704.

Please see policy 6-3.13 for additional information regarding liability, acceptable internet use and internet safety policy, guidelines for student e-mail, and email record retention.

## **STUDENTS- GENERAL ADMINISTRATION**

### **EQUAL EDUCATIONAL OPPORTUNITIES**

**(reference: School Board Policy 7-1.1)**

The Montgomery County Public Schools' educational programs and services shall be designed to meet the varying needs of all students and shall not discriminate against any individual for reasons of race, religion, color, gender, national origin, disability, or on any other basis prohibited by law. Further, no student shall, on the basis of gender, be excluded from participating in, be denied the benefits of, be limited in the exercise of any right, privilege or advantage, or be subjected to discrimination under any educational program or activity conducted by the school division. The School Board encourages school division employees, patrons and students to report promptly all incidents of alleged discriminatory conduct.

Please see policy 7-1.1 for harassment definitions, grievance procedures, and retaliation, prevention and notice of policy, false charges.

## **STUDENTS-STUDENT HEALTH**

### **COMMUNICABLE DISEASES**

**(reference: School Board Policy 7-5.1)**

The Montgomery County School Board recognizes the importance of protecting its students and employees from the transmission of communicable diseases which present a threat to their health and safety, while also protecting the legitimate interests and rights of students and employees with communicable diseases. In carrying out this responsibility, the School Board directs the division superintendent to act in compliance with applicable law to exclude from school attendance or work in the school setting any person that has a communicable disease. Both the decision to remove the student or employee and the decision to readmit the student or to permit the employee to return to work shall be made by the division superintendent based upon consultation with the District Public Health Director, the student's or employee's physician, nurse practitioner and/or other medical authorities.

The identity of a student or employee who has a communicable disease will be kept confidential and will be revealed only to appropriate authorities as determined by the division superintendent in accordance with applicable law.

School Board policy and administrative procedures concerning the exclusion of employees and students with communicable diseases must be consistent with the requirements of law, including the policies of the Virginia Department of Education, and should reflect current medical knowledge and research.

Please see policy 7-5.1 for procedures teachers and administrators should take who identify or suspect communicable disease in public school or workplace.



**FORM B**  
**Notice of Dismissal or Probation**

<b>Name of Employee:</b> _____
<b>Name of School/Building:</b> _____
<b>Date:</b> _____
<b>Check one only:</b>  <input type="checkbox"/> The division superintendent has dismissed you from your position effective _____.
<input type="checkbox"/> The division superintendent has placed you on probation effective _____ until _____.
<p style="text-align: center;">Reasons for this action shall be provided to you within three days of your written request. You have fifteen (15) days from the receipt of this form to initiate a grievance. Enclosed is a copy of the Procedure for Adjusting Grievances for Support Staff and Grievance Form C.</p>
<b>Signature of Division Superintendent:</b> _____

**FORM C**  
**Part III of the Procedure for Adjusting Grievances for Support Staff-**  
**Dismissal or Placing on Disciplinary Probation**

<b>I. General Information</b>
<b>Name of Employee:</b>
<b>Name of School/Building:</b>
<b>Date Action Grieving Occurred:</b>
<b>Description of Action Grieving:</b>
<b>Basis for Claim and Relief Sought:</b>
<input type="checkbox"/> I request a meeting with the division superintendent. <input type="checkbox"/> I waive my right to a meeting with the division superintendent and request a hearing before the School Board.
<b>Employee Signature and Date:</b>

<b>II. Division Superintendent Review</b>
<b>Date Received:</b>
<b>Date of Meeting:</b>
<b>Decision:</b>
<b>Division Superintendent's Signature and Date:</b>
<input type="checkbox"/> I accept the division superintendent's decision and conclude my grievance. <input type="checkbox"/> I appeal the division superintendent's decision to the School Board.
<b>Employee Signature and Date:</b>

**III. School Board Review**

**Date Received by the Division Superintendent:**

**Date of Hearing:**

**School Board Decision:**

**Signature of School Board Chair and Date:**

**ADJUSTING GRIEVANCES FORMS- TEACHERS**

MONTGOMERY COUNTY PUBLIC SCHOOLS

STATEMENT OF GRIEVANCE

Part II

STEP 2 – TO BE PRESENTED TO PRINCIPAL

Name of grievant	Date filed
School/department of assignment	Subject area or grade
Immediate superior and/or principal	Grievant's representative

Policy, procedure, regulation, ordinance, statute being grieved, and date you knew or reasonably should have known of its occurrence:

Statement of grievance:

Specific relief requested:

Grievant's signature	Representative's Signature
Date	Date

PRINCIPAL'S DECISION

PART II  
STEP 2 – DECISION TO BE PRESENTED TO GRIEVANT

Name of grievant	Date grievance received
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Decision of principal or designee:

\_\_\_\_\_ I lack the authority to grant the relief requested.

Signature of principal or designee	Date
------------------------------------	------

Is the above decision acceptable to the grievant?	Check	one box
	Yes	No

\_\_\_\_\_ I hereby appeal this decision to Step 3, Division Superintendent's Level.

Grievant's signature	Date
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DIVISION SUPERINTENDENT'S LEVEL

PART II  
STEP 3- DECISION TO BE PRESENTED TO GRIEVANT

Name of grievant	Date appeal received
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Decision of division superintendent or designee:

Signature of division superintendent or designee	Date
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Is the above decision acceptable to the grievant?

Yes      No

<u>Check one box</u>	
Yes	No

\_\_\_\_\_ I hereby appeal this decision.

Grievant's signature	Date
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REQUEST FOR HEARING

PART II

STEP 4 - TO BE SUBMITTED TO DIVISION SUPERINTENDENT

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Name of grievant

Date grievance filed

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(Check one)

\_\_\_\_\_ I hereby petition that the attached grievance be submitted to an advisory fact-finding hearing.

\_\_\_\_\_ Panel Designee

\_\_\_\_\_ I hereby waive my right to an advisory fact-finding hearing and petition that the following grievance be submitted to the board.

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Grievant's signature

Representative signature

---

Date

Date

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PART III  
FORMS FOR PROPOSED DISMISSAL/PROBATION  
IN MONTGOMERY COUNTY PUBLIC SCHOOLS

NOTIFICATION: NOTICE OF PROPOSED DISMISSAL OR PROPOSED PLACING ON  
PROBATION.

Date \_\_\_\_\_

\_\_\_\_\_  
Name of teacher, School/department of assignment

(Check one)

\_\_\_\_\_ The division superintendent will recommend to the School Board that you be placed on probation for the period:

\_\_\_\_\_ to \_\_\_\_\_  
(date) (date)

Reasons for this recommendation will be provided to you in writing or at your request in a personal interview within three (3) days of your request.

\_\_\_\_\_ The division superintendent will recommend to the School Board that you be dismissed from your position as:

\_\_\_\_\_  
(position)

Reasons for this recommendation will be provided to you in writing or at your request in a personal interview within (3) days of your request.

You have fifteen (15) days from receipt of this form to request, in writing, a hearing before the School Board or an advisory fact-finding panel as provided in the procedure. Please advise me as soon as possible whether you wish to have such a hearing (see attached form). Enclosed for your information is a copy of the procedure.

\_\_\_\_\_  
Signature of Division Superintendent

REQUEST FOR A HEARING

PART III  
TO BE SUBMITTED TO DIVISION SUPERINTENDENT

Name of teacher	Division superintendent's recommendation  _____ Dismissal  _____ Probation
-----------------	--

(Check one)

\_\_\_\_\_ I hereby request that I be afforded an advisory fact-finding hearing on the above referenced matter.

\_\_\_\_\_ Panel Designee

\_\_\_\_\_ I hereby waive my right to an advisory fact-finding hearing and request that I be afforded a hearing before the School Board on the above referenced matter.

Teacher's signature	Representative's signature
Date	Date

**MONTGOMERY COUNTY PUBLIC SCHOOLS**

**Reporting Form for Attempted or Actual Physical Injury  
Committed by a Student on School Personnel**

**Employee/School Personnel**

Name of person filing report \_\_\_\_\_

Worksite/school where incident occurred \_\_\_\_\_

Date/time of incident \_\_\_\_\_

Date/time reported to immediate administrator/supervisor \_\_\_\_\_

Name of administrator/supervisor taking incident report \_\_\_\_\_

Brief description of incident: (Attach any supplemental written reports, statements, summonses, complaints, notices or any other written documents pertaining to the incident.)

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Date written report submitted to immediate administrator/supervisor \_\_\_\_\_

Signature of employee/person filing report \_\_\_\_\_ Date \_\_\_\_\_

**Administrator/Supervisor**

**Receipt of notification from employee/complainant:**

Verbal report (date/time)

Written report (date) \_\_\_\_\_

**Report to division superintendent's office:**

Report submitted (date/time)

\_\_\_\_\_

**Person contacted:** \_\_\_\_\_

**Report to law enforcement officer:**

Report submitted (date/time)

\_\_\_\_\_

Person contacted \_\_\_\_\_

**Disciplinary action taken by worksite/school administrator:**

Signature of administrator/supervisor \_\_\_\_\_ Date \_\_\_\_\_

D-1

Final adjudication by court (when known)

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**SCHOOL CLOSING INFORMATION FOR  
INCLEMENT WEATHER AND EMERGENCIES  
MCPS PUBLIC INFORMATION PHONE LINE: (540) 382-5102**

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**EMPLOYEE CODES**

**CODE 1 – One Hour Delay** for students. All instructional staff to report on time.

**CODE 2 – Two Hour Delay** for students. Instructional staff to report one hour late.

\* **CODE 3 –Schools Closed.** Eleven (11) and twelve (12) month non-instructional personnel will report on regular schedule (see further explanation below).

\*\* **CODE 4 –System Shut Down.** Only essential personnel will need to report to work.  
(See explanation below)

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**SCHOOL CLOSING OR DELAYED OPENINGS:**

If a decision is made to close schools or open schools late, every effort will be made to make the announcement by 5:30 am. Please tune in to your local radio or television stations, call the MCPS information line at 382-5102, or check one of the internet web sites listed.

**Note:** On rare occasions, it may be necessary to make announcements after 5:30 am. Please continue to listen to media announcements in case changing weather conditions make it necessary to add or revise the announcement. If you have any questions, please call your principal or supervisor.

\* **Code 3** – Schools will be closed. 11 and 12 month non-instructional personnel will report on their regular schedule. Personnel will work until their regular ending time unless an announcement comes from the central office.

**If an employee reports late,** he/she will work with his/her immediate supervisor to schedule leave to be taken or make arrangement to make the time up on another day.

\*\***Code 4** – System Shut Down. Only essential personnel will need to report to work. Each department will identify individuals who are needed to report to work to deal with severe emergency conditions. **Principals are responsible for making sure their buildings are checked as soon as possible.** Essential personnel at the School Board Office have been designated by the administration to be the Superintendent, Assistant Superintendent, and Director of Human Resources.

A Code 4 will only be used if a state of emergency exists and orders are given to stay off roads (i.e.: ice storms, heavy snow, etc.).

**EARLY CLOSINGS:**

If a decision is made to close schools early because of inclement weather, all teachers and instructional aides may leave 30 minutes after students depart unless the building administrator requests staff to stay longer due to the need for added support to help with students. Essential personnel should remain at their school or building locations at least two (2) hours after students have been dismissed from schools or until all students have arrived safely at home.

Announcement of early closings will be made by telephone to schools and offices by designated Central Office staff. Non-school based personnel should remain at their work site for the normal working day unless specific instructions are provided from the Superintendent's office concerning early dismissal time.

**TV STATIONS**

WDBJ - Channel 7  
WSLS - Channel 10  
WSET - Channel 13

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**FM RADIO STATIONS**

89.1 - WVTF (VA. Tech Radio)  
91.5 - WPIN (Spirit FM)  
92.3 - WXLK (K-92)  
93.5 - WJLM (J-93 Hot Country)  
94.9 - WSLC (Star Country)  
96.3 - WROV (WROV Rocks)  
99.1 - WSLQ (Q-99)  
100.1 - WVBE (ViBE-R & B/Classic Soul)  
100.7 - WFNR (The Information Station)  
101.7 - WWBU (Bubba)  
102.5 - WRXT (Spirit FM)  
103.5 - WPSK (107 Country)  
104.9 - WMGR & WMJA (Magic FM)  
105.3 - WBRW (The Bear)  
106.1 - WJJS (Jammin WJJS)  
107.1 - WPSK (108 Country)  
107.9 - WYYD (Today's Best Country)

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**AM RADIO STATIONS**

610 - WVBE (ViBE-R & B/Classic Soul)  
710 - WFNR (Information Station)  
910 - WWWR (3 WR Family Radio)  
960 - WFIR (News Talk 960)  
1240 - WGMM (The GAME)  
1320 - WVGMM (The GAME)  
1460 - WRAD (Country Music & Memories)

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**WEB SITES**

www.wdbj7.com (TV channel 7)  
www.wsls.com (TV channel 10)  
www.wset.com (TV channel 13)  
www.mcps.org  
www.nrvtoday.com  
www.schoolsout.com