

Employee Handbook



We are committed to maximizing every student's potential - whatever it takes.

2011 - 2012

SCHOOL BOARD MEMBERS

Morgan S. Phenix - Chairman -At-Large
Sharon K. Lucas - Vice-Chairman, District 3
Randy J. Bailey - District 1
Melissa S. Deibert - District 2
Larry W. Foltz - District 4
Jack Sullivan-Smoot - District 5

ADMINISTRATIVE STAFF

Randall W. Thomas, Ed. D., Division Superintendent
Donna Whitley-Smith, Assistant Superintendent for Instruction
Paul Johnson Director of Human Resources & Administration

An Equal Opportunity Employer

The Page County School Board does not discriminate on the basis of race, color, national origin, age, religion, marital status, disability or sex in its education programs or employment.

**Page County Public Schools
2011 - 2012 Employee Handbook**

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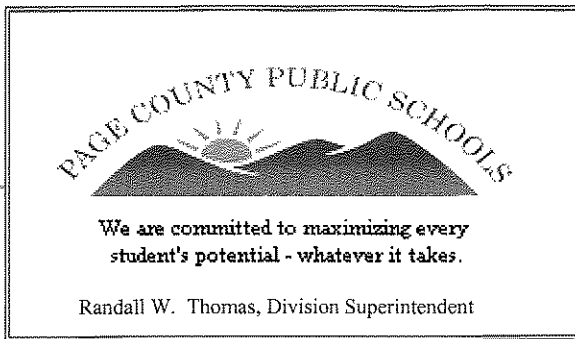
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INFORMATION

**Employee Handbook
2011 - 2012**



735 West Main Street • Luray, Virginia 22835
phone: (540) 743-6533 • fax: (540) 743-7784
e-mail: pageco@shentel.net

Morgan S. Phenix, Chairman -At-Large
Sharon K. Lucas, Vice Chairman, District 3
Larry W. Foltz, District 4

Randy J. Bailey, District 1
Melissa S. Deibert, District 2
Jackie Sullivan-Smoot, District 5

August 2011

Dear Employees and Friends:

Welcome to a new and exciting school year. This Employee Handbook has been produced so that all of us will have the same information in order to follow the same procedures. Dr. Paul Johnson, Director of Human Resources and Administration and his staff have worked diligently at revising and producing this handbook to aid you in your daily routine.

Please take time to peruse the documents in this publication, paying particular attention to all forms. All of these forms have the school year at the top of the page, ending in 2011-2012. Use these new forms and discard any old forms you have in your possession.

I hope this handbook assists you as this school year progresses. We have an outstanding school division here in Page County because we have an outstanding staff. I would like to thank you in advance for your hard work and dedication to your profession and our students.

Thanks again and have a great 2011-2012 school year!

Sincerely,

Dr. Randall W. Thomas
Division Superintendent

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Page County Public Schools
Luray, Virginia 22835
SCHOOL CALENDAR
SESSION 2011-2012

AUGUST, 2011 (3 days)

Flex Day Between August 1-18 Staff Workday
Wednesday, Thursday, 17-18 New Teacher Orientation (8:30 – 3:00)
Monday-Friday, 22-26..... Staff Workdays
Monday, 29..... 1st Day of School

SEPTEMBER, 2011 (21 days)

Friday, 2 1:00 Release for Staff Development
Monday, 5..... Schools Closed for Labor Day

OCTOBER, 2011 (21 days)

Monday, 31 1:00 Dismissal for Staff Workday
Monday, 31 1st Nine Weeks Reporting Period Ends

NOVEMBER, 2011 (18 days)

Tuesday, 8..... Schools Closed for Election Day/Inservice
Monday, 14 Schools Closed for Parent Conferences (1:00 – 7:00 p.m.)
Wednesday, 23..... 1:00 Release for Thanksgiving Vacation
Monday, 28 Schools Re-open following Thanksgiving Vacation

DECEMBER, 2011 (15 days)

Wednesday, 21..... 1:00 Release for Winter Vacation

JANUARY, 2012 (19 days)

Tuesday, 3 Schools Re-open Following Winter Vacation
Monday, 16..... Staff Workday/Make-up Day
Thursday, 19 1st Semester Ends
Friday, 20..... Staff Workday

FEBRUARY, 2012 (20 days)

Monday, 20..... Staff Workday/Make-up Day

MARCH, 2012 (21 days)

Friday, 16 1:00 Release for Inservice
Monday, 26..... 1:00 Release for Staff Development
Monday, 26 3rd Nine Weeks Reporting Period Ends
Tuesday, 27 Staff Workday/Make-up Day

APRIL, 2012 (15 days)

Monday- Friday, 2-6 Schools Closed for Spring Vacation
Monday, 9 Schools Re-open following Spring Vacation
Friday, 27 Staff Workday/ Make-up Day/Inservice

MAY, 2012 (21 days)

Friday, 11..... Staff Workday/Make-up Day/Inservice
Monday, 28..... Schools Closed for Memorial Day

JUNE, 2012 (6 days)

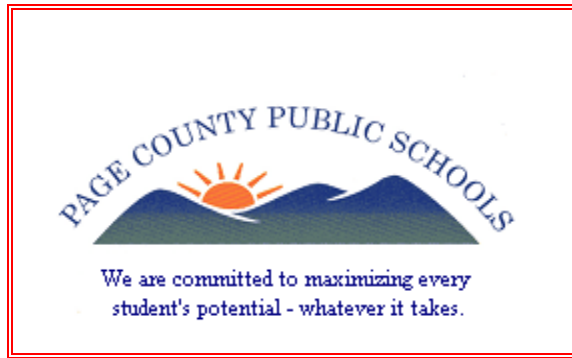
Thursday, 7..... 1:00 Release/PCTC Graduation
Friday, 8..... 1:00 Release/PCHS Graduation
Friday, 8 Last Day of School for Students
Saturday, 9 Staff Workday/LHS Graduation

Report Cards

Monday, November 7
Thursday, January 26
Friday, March 30
Friday, June 15

Interim Reports

Wednesday, September 28
Tuesday, December 6
Wednesday, February 22
Friday, May 4



**ANTHEM HEALTH INSURANCE PREMIUMS
2011-2012**

KEYCARE 10+

<u>Plan Tier</u>	<u>Premium</u>	<u>Employer Contribution</u>	<u>Employee Pays</u>
Employee	\$ 625.63	\$430.00	\$ 195.63
Emp/Child	\$ 891.06	\$430.00	\$ 461.06
Emp/Spouse	\$1,239.06	\$430.00	\$ 809.06
Family	\$1,543.19	\$430.00	\$1,113.19

KEYCARE 15

<u>Plan Tier</u>	<u>Premium</u>	<u>Employer Contribution</u>	<u>Employee Pays</u>
Employee	\$ 549.89	\$430.00	\$ 119.89
Emp/Child	\$ 782.94	\$430.00	\$ 352.94
Emp/Spouse	\$ 1,082.92	\$430.00	\$ 652.92
Family	\$1,349.09	\$430.00	\$ 919.09

KEYCARE 25

<u>Plan Tier</u>	<u>Premium</u>	<u>Employer Contribution</u>	<u>Employee Pays</u>
Employee	\$ 527.89	\$430.00	\$ 97.89
Emp/Child	\$ 751.62	\$430.00	\$ 321.62
Emp/Spouse	\$ 1,039.61	\$430.00	\$ 609.61
Family	\$1,295.13	\$430.00	\$ 865.13

**AMERITAS DENTAL INSURANCE PREMIUMS
2011-2012**

<u>Plan Type</u>	<u>High Option</u>	<u>Low Option</u>
Employee	\$ 39.20	\$ 34.68
Emp/Child(ren)	\$ 87.40	\$ 74.52
Emp/Spouse	\$ 75.56	\$ 66.88
Family	\$123.76	\$106.64

PAGE COUNTY PUBLIC SCHOOLS BENEFITS

During the 2011-2012 year, the Page County School Board is pleased to provide the following benefits for its regular full-time employees:

RETIREMENT

All regular full-time employees are members of the Virginia Retirement System with the employee's 5% contribution rate fully paid by the School Board.

GROUP LIFE INSURANCE

All members of the Virginia Retirement System also have Group Life Insurance which is fully paid by the School Board. Additional coverage is available at the employee's expense.

DENTAL INSURANCE

Available to employee and employee's family through voluntary payroll deduction.

HEALTH INSURANCE

\$430 per month is paid by the School Board for each full-time employee enrolled in the school division's group health insurance plan. An additional contribution may be available from the Employee's Health Insurance Trust Fund and is determined annually.

DIRECT DEPOSIT

All employees will receive their paychecks through direct deposit.

PAY INSTALLMENTS

All employees will receive their salaries in twelve equal installments. New employees, at the beginning of the school year, may choose to receive one-half of their first month's pay in mid-September.

PAYROLL DEDUCTION

Arrangements may be made to have the following voluntary deductions:

Credit Union payments	United Way (tax-deductible donations)
Page County Education Association dues	Luray Fitness Center membership dues
Tax Deferred Annuity (403B) and other insurance plans	PMH Fitness Center membership dues
Page County Educational Foundation (tax-deductible donations)	

SICK LEAVE AND PERSONAL LEAVE

Each employee is permitted to use three days of his/her accumulated sick leave as personal leave, which means no reason for the absence is required. An employee may accumulate up to six (6) days of personal leave. Any accumulated personal leave over six (6) days will become sick leave. A written request for approval of personal leave is to be made on the appropriate form one week in advance of using the leave.

SICK LEAVE BANK

Available to all full time employees in accordance with Policy GCBF.

DISABILITY LEAVE

Available to all employees incapacitated by long-term illness or injury (Section GCBD in Policy Manual.)

WORKER'S COMPENSATION

All employees have coverage as required by law.

FAMILY AND MEDICAL LEAVE/MILITARY FAMILY LEAVE

All employees have coverage as required by law.

To be eligible for leave under this policy the employee must have at least twelve (12) months of service with the Page County School division and have worked at least 1250 hours commencement of the leave. Full-time teachers are deemed to meet the 1250 hour test. Family and Medical Leave is unpaid leave unless the employee has accrued leave.

The Employee Handbook and Page Co. Public Schools Policy Manual are available on line at <http://eclipse.pagecounty.k12.va.us>

A copy of the Employee Handbook is also available at each school.

PAGE COUNTY PUBLIC SCHOOLS 2011-2012 VOLUNTARY DEDUCTIONS

INSURANCE

HEALTH- Anthem Blue Cross Blue Shield (800) 451-1527

DENTAL-Ameritas Group (800) 487-5553

Minnesota Life (VRS- Optional Life) (800) 441-2258

Genworth- (VRS- Long Term Care) (866) 859-6060

AFLAC- Vickie Losnes (540) 447-6647

Texas International Life Insurance (TILIC) (866) 307-4711

United Teachers Associates (UTA) (800) 880-8824

INVESTMENTS

Virginia Credit Union (800) 285-5051

www.vacu.org

All employees can make arrangements with the following vendors for Tax Deferred Annuities (403B) ***

Ameriprise Agent-David Long (540) 778-2521 or (800) 999-7129

www.ameriprise.com

Edward Jones Agent-Jerry Biller (Edward Jones) (540) 743-1659

jerry.biller@edwardjones.com www.edwardjones.com

Horace Mann Education Financial Solutions Agent- Jay Slonaker (888) 206-4616 or

www.horacemann.com (434) 249-3031

Variable Annuity Life Insurance Co.(VALIC) Agent-Michael Cooley (540) 459-7384 or

www.valic.com (540) 331-4546

Virginia Retirement Specialist, Inc. (VRSI) Cecil Ratcliff (888) 638-1833

www.vrsi.com

Lincoln Financial (800) 454-6265 Agent- Deborah Scalise (540) 433-9575

www.lincolnfinancial.com

MISCELLANEOUS ***

Edward Jones Investments-Jerry Biller (540) 743-1659

Luray Fitness Center

Page County Education Association

Page County Public Education Foundation

Starr Johnson Investment and Insurance

United Way

PMH Fitness Center

*****Minimum enrollment of 10 employees is required for payroll deduction**

Work Hours for Page County Public School Employees

10 Month Employees

8:00 A.M. - 3:30 P.M.

Plus required meetings

Includes 30 minute lunch

Exception: Bus Drivers and Cafeteria Workers per assigned schedules

12 Month Employees - School Level - Administrators

7:45 A.M. - 4:30 P.M.

Plus required meetings; coverage of all school-sponsored events

Includes 45 minute lunch

10, 11 and 12 Month Secretaries - School Level and all other 11 & 12 Month Employees - School Level

8:00 A.M. - 4:00 P.M.

Plus required meetings

Includes 30 minute lunch

12 Month Employees - School Level - Custodians

8 Hours daily in addition to lunch/supper.

Schedule set by Principal and Director of Support Services

12 Month Employees - Central Office - Administrators

8:00 A.M. - 5:00 P.M.

Includes 1 hour lunch

Plus required meetings

12 Month Employees - Central Office - Secretaries and Finance Clerks

8:00 A.M. - 4:30 P.M.

Includes 1 hour lunch

Note: Secretarial coverage of the reception area will be maintained on a rotating basis until
5:00 P.M.

12 Month Employees: Maintenance

6:30 A.M. - 3:00 P.M.

Includes ½ hour lunch

12 Month Employees: Mechanics

6:45 A.M. - 5:00 P.M. (Total hours shop needs to be covered.)

Includes 1 hour lunch

Note: Transportation Supervisor will stagger 8-hour work schedules to insure coverage

EMPLOYEE RIGHTS AND RESPONSIBILITIES UNDER THE FAMILY AND MEDICAL LEAVE ACT

Basic Leave Entitlement

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job.

Military Family Leave Entitlements

Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform his or her duties for which the servicemember is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

Benefits and Protections

During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Eligibility Requirements

Employees are eligible if they have worked for a covered employer for at least one year, for 1,250 hours over the previous 12 months, and if at least 50 employees are employed by the employer within 75 miles.

Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave

Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

Employee Responsibilities

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

Unlawful Acts by Employers

FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

FMLA section 109 (29 U.S.C. § 2619) requires FMLA covered employers to post the text of this notice. Regulations 29 C.F.R. § 825.300(a) may require additional disclosures.



For additional information:
1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627
WWW.WAGEHOUR.DOL.GOV



PAGE COUNTY PUBLIC SCHOOLS PHYSICIAN PANEL
2011-2012

The Virginia Worker's Compensation Act provides that employers shall provide employees with a Panel of Physicians from which to select a treating physician. If you are injured on the job or contract an occupational disease and **your claim is found compensable**, expenses for medical treatment provided by the physician you have chosen from the panel, will be covered.

General Practitioners

Page Health Care Associates
125 Memorial Drive
Luray, VA 743-2887

Page Rural Health Center
235 Medical Drive
Stanley, VA 778-4259

R.M. Brothers, MD
424 3rd Street
Shenandoah, VA 652-8914

EmergiCare, Inc
755 Cantrell Avenue
Harrisonburg, VA (540) 432-9996

For therapy services ordered by the treating physician,
Contact Alignetworks at 1-866-389-0211

**THE CLOSEST EMERGENCY ROOM OR URGENT CARE FACILITY MAY BE USED DURING A
MEDICAL EMERGENCY. ONCE EMERGENCY TREATMENT IS COMPLETE, A PANEL
PHYSICIAN MUST BE CHOSEN FOR FOLLOW-UP CARE.**

Tutoring for Pay

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

Payment of Salaries

Regular employees of the school board are paid monthly on the last teaching day of each month, except for the months of June, July, and August, when they will receive their payments on the last weekday of the month. Employees are paid 1/12 of their annual earning each month. By request, all new employees may be paid ½ of his/her first paycheck in mid-September.

Part-time employees (contracted services, homebound, continuing education, summer school, substitute teachers, etc.) are paid after the second Monday of each month for services performed the preceding month. These payments require monthly approval of the School Board.

Salary Credits for Graduate Work and Advanced Degrees

Supplements will be added to teachers' salaries for graduate course work at the time that the required number of credit hours have been completed. The increase will be prorated over the remaining days of the contract period.

Salaries for teachers will be increased to the Master's scale at the time of the completion of the Master's program. The increase will be prorated over the remaining days of the contract period.

Teachers are responsible for informing the Assistant Superintendent for Human Resources and Administration when their requirements for a Master's Degree have been completed or when a supplement is to be added to their salary for graduate work completed.

Official transcripts will be required for verification.

Grievance Procedure

The School Board has adopted a procedure for adjusting grievances in accordance with State Law and Virginia Board of Education Requirements.

Note: Refer to the School Board Policy Manual located in each school.

CREDIT FOR PRIOR EXPERIENCE FOR LICENSED PERSONNEL

Teachers

Full credit for full-time teaching experience (no partial years) will be given to teachers coming to Page County.

Administrators

Administrators will be given full credit for prior experience (no partial years) according to the following:

- Principals/Assistant Principals will be given credit for years of experience as Principal or Assistant Principal.
- Central Office Administrators will be given credit for prior experience in the same position. The Board may make exceptions in cases where the employee's salary would be reduced as a result of this policy.

Virginia Licensure Regulations

- A. The Division Superintendent, Postgraduate Professional, Collegiate Professional, Technical Professional, and Pupil Personnel Services Licenses may be renewed upon the completion of 180 professional development points within a five-year validity period based on an individualized professional development plan. Professional development points can be accrued by the completion of activities from one or more of the following options: college credit, professional conference, peer observation, educational travel, curriculum development, publication of article, publication of book, mentorship/supervision, educational project, and professional development activity.
- B. A minimum of 90 points (three semester hours in a content area) in the license holder's endorsement area or areas shall be required of license holders without a master's degree and may be satisfied at the undergraduate (two-year or four-year institution) or graduate level. Special education course work designed to assist classroom teachers and other school personnel in working with students with disabilities, a course in gifted education, a course in educational technology, or a course in English as a second language may be completed to satisfy the content course requirement for one cycle of the renewal process. Professional development activities designed to support the Virginia Standards of Learning, Standards of Accreditation, and Assessments may be accepted in lieu of the content course for one renewal cycle. The substance of the activities must clearly support these initiatives and address one or more of the following areas: (i) new content knowledge to implement the Virginia Standards of Learning; (ii) curriculum development initiative designed to translate the standards from standards to classroom objectives; (iii) teaching beginning reading skills including phonemic awareness and the structure of language (phonics); (iv) staff development activities in assessment to assist classroom teachers in the utilization of test results to improve classroom instruction; and (v) professional development designed to implement the technology standards in the schools. Technical Professional License holders without baccalaureate degrees may satisfy the requirement through vocational education workshops, vocational education institutes, or through undergraduate course work at two-year or four-year institutions.
- C. Content area courses are courses at the undergraduate level (two-year or four-year institution) or at the graduate level that will not duplicate previous courses taken in the humanities, history and social science, the sciences, mathematics, health and physical education, and the fine arts. These courses are usually available through the college or department of arts and sciences. License holders with elementary education, middle education, special education, or reading endorsements must satisfy the 90-point requirement through content course work in one of the areas listed above. Courses available through the college's or institution's department of education may be used to satisfy the content requirement for those license holders with endorsements in health and physical education, vocational education, and library science education.
- D. With prior approval of the division superintendent, the 90 points in a content area also may be satisfied through course work taken to obtain a new teaching endorsement or course work taken because of a particular need of a particular teacher.

- E. The remaining 90 points may be accrued by activities drawn from one or more of the 8 options described in The Virginia Renewal Manual. Renewal work is designed to provide licensed personnel with opportunities for professional development relative to the grade levels or teaching fields to which they are assigned or for which they seek an added endorsement. Such professional development encompasses (i) responsible remediation of any area of an individual's knowledge or skills that fails to meet the standards of competency and (ii) responsible efforts to increase the individual's knowledge of new developments in his field and to respond to new curricular demands within the person's area of professional competence.
- F. The proposed work toward renewal in certain options must be approved in advance by the chief executive officer or designee of the employing educational agency. Persons who are not employed by an educational agency may renew or reinstate their license by submitting to the Office of Professional Licensure, Department of Education, their individualized renewal record and verification of points, including official student transcripts of course work taken at an accredited two-year or four-year college or university.
- G. Accrual of professional development points shall be determined by criteria set forth by the Virginia Department of Education.
- H. Virginia school divisions and nonpublic schools will recommend renewal of licenses using the renewal point system.

There shall be complete reciprocity between employing educational agencies of the Commonwealth with respect to renewal points earned by the license holder.

- I. Licensed employees who hold provisional/conditional licenses in force during the 2011-2012 contract year must successfully complete a minimum of six college credits (unless fewer than 6 credits are required) of approved coursework this year (between July 1, 2011 and June 30, 2012) towards fulfilling their licensure/endorsement requirements. If the provisional/conditional license lapses by July 1, 2012 the School Board may deem any contract it may execute with the licensed employee for the 2012-2013 school year to be null and void.
- J. Re-licensure information is due to the Director of Human Resources at the end of the first semester of the year in which your current license expires. A request for an extension must be made in writing to the Director of Human Resources by Friday, December 9, 2011.

Type or print in ink

Virginia Department of Education
Division of Teacher Education and Licensure
Post Office Box 2120
Richmond, VA 23218-2120.

Make checks payable to
the Treasurer of Virginia

INDIVIDUALIZED RENEWAL RECORD

Name: Last First Middle Renewal Year License Number or SSN

Home Address City State Zip Code

Endorsement(s) Highest Degree Earned

Summary of Points Earned During the Past Five Years to be Credited Toward Renewal:

Option	1	2	3	4	5	6	7	8	Credit for All Options
Maximum Points	(180)	(45)	(90)	(90)	(90)	(90)	(90)	(180)	
Total Points									

Verification and Recommendation for License Renewal

Applicant's Signature _____ Date _____

Required for individuals employed by a Virginia educational agency:

Division _____

Advisor's Signature _____ Date _____

I recommend the renewal of the enclosed Virginia license and certify that the above-named license holder completed the listed activities and that these activities comply with Virginia's renewal regulations.

Superintendent's or Designee's Signature _____ Date _____

Exception to content course work requirement granted?

Yes _____ No _____

Reason:

Particular need of teacher _____ New endorsement _____

Verification of Completed Activities

	Activity Points	Applicant Initials	Advisor Initials	Date
Option 1: College Credit (180) Course No./Title College/Year Taken				
Option 2: Professional Conference (45) Conference Name Dates Attended				

NOTIFICATIONS

**Employee Handbook
2011 - 2012**

Page County Public Schools Policy Manual

Book: Page County Public Schools Policy Manual
Section: Section D -- Fiscal Management
Title: Payroll Procedures
Number: DL
Status: Active
Legal: Code of Virginia, 1950, as amended, § 22.1-78, 22.1-296
Adopted:
Last Revised: 06/09/2008
Last Reviewed: 05/27/2008

Policy Detail**PAYROLL PROCEDURES**

All salaries and supplements paid to all employees will be paid in accordance with the schedule approved by the School Board. If the school board receives a waiver from the Board of Education permitting it to require students to attend prior to August 15, the school board shall establish a payment schedule to ensure that all contract personnel are compensated for time worked within the first month of employment. The school division will maintain records that accurately reflect the compensation and related benefits of each employee.

Adopted:
Revised: June 9, 2008

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-78, 22.1-296.

Cross Refs.: DK Payment Procedures

DLB Salary Deductions

Page County Public Schools Policy Manual

Book: Page County Public Schools Policy Manual
Section: Section G -- Personnel
Title: Equal Employment Opportunity/Non-Discrimination
Number: GB
Status: Active
Legal: Legal Refs.: 20 U.S.C. § 1681 et seq.
29 U.S.C. § 701.
42 U.S.C. §§ 6101 et seq., 2000e-2 et seq., and 12101 et seq.

Cross Refs: AC Nondiscrimination
BCE School Board Committees
GBA/JFHA Sexual Harassment/Harassment Based on Race, National Origin,
Disability and Religion

Adopted:
Last Revised: 06/30/2005
Last Reviewed: 05/23/2005

Policy Detail

I. Policy Statement

The **Page County** School Board is an equal opportunity employer, committed to non-discrimination 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.

The **Page County** School Board shall provide facilities, programs and activities that are accessible, usable and available to qualified disabled persons. Further, the **Page County** School Board shall not discriminate against qualified disabled persons in the provision of health, welfare and other social services.

The statement, "**Page County** School Board is an equal opportunity employer," shall be placed on all employment application forms.

II. Notice of Policy/Prevention

This policy shall be: (1) posted in prominent areas of each school division building, (2) included in employee handbooks and (3) provided to any employee or candidate for employment upon request. Training to prevent prohibited discrimination should be included in employee in-service training.

III. Complaint Procedure

A. File Report

Any person who believes he has not received equal employment opportunities should report the alleged discrimination to one of the compliance officers designated in this policy. Any employee who has knowledge of conduct which may constitute prohibited discrimination shall report such conduct to one of the compliance officers designated in this policy.

The reporting party should use the form, GB-F, to make complaints of discrimination. However, oral reports and other written reports will also be accepted. The complaint must be filed with one of the compliance officers designated in this policy. Any complaint that involves the compliance officer shall be reported to the superintendent.

The complaint and the identity of the complainant and the person or persons allegedly responsible for the discrimination will be disclosed only to the extent necessary to fully investigate the complaint and only when such disclosure is required or permitted by law. A complainant who wishes to remain anonymous will be advised that anonymity may limit the school division's ability to fully respond to the complaint.

B. Investigation

Upon receipt of a report of alleged discrimination, the compliance officer shall immediately authorize or undertake an investigation. The investigation may be conducted by school personnel or a third party designated by the school division. The investigation shall be completed as soon as practicable, which generally should be not later than 14 calendar days after receipt of the report by the compliance officer. Upon receiving the complaint, the compliance officer will acknowledge receipt of the complaint by giving written notice that the complaint has been received to both the complainant and the Superintendent. If the compliance officer determines that more than 14 days will be required to investigate the complaint, the complainant and the Superintendent will be notified of the reason for the extended investigation and the date by which the investigation will be concluded.

The investigation may consist of personal interviews with the complainant, the person(s) alleged to have violated the policy and any others who may have knowledge of the alleged discrimination or the circumstances giving rise to the complaint. The investigation may also consist of the inspection of any other documents or information deemed relevant by the investigator. The school division shall take necessary steps to protect the complainant and others pending the investigation.

Whether a particular action or incident constitutes a violation of this policy requires a case by case determination based on all of the facts and circumstances revealed after a complete and thorough investigation.

The compliance officer shall issue a written report to the superintendent upon completion of the investigation. If the complaint alleges the superintendent has violated this policy, then the report shall be sent to the school board. The report shall include a determination of whether the allegations are substantiated, whether this policy was violated and recommendations for corrective action, if any.

All employees shall cooperate with any investigation of alleged discrimination conducted under this policy or by an appropriate state or federal agency.

C. Action by Superintendent

Within 5 calendar days of receiving the compliance officer's report, the superintendent or designee shall issue a written decision regarding (1) whether this policy was violated and (2) what action if any should be taken.

If the complaint alleges that the superintendent has violated this policy, the School Board's standing Equal Employment Opportunity/Nondiscrimination Committee shall make the decision and determine what action should be taken. If the School Board does not have such a standing committee, at its next scheduled meeting it shall appoint a committee consisting of three of its members to handle the matter. The committee shall issue a written decision within 14 calendar days of the time the School Board receives the compliance officer's report or the time a committee is appointed, if there is no standing committee.

The written decision shall state (1) whether this policy was violated and (2) what action, if any, should be taken. The written decision must be mailed to or personally delivered to the complainant within five

calendar days of the issuance of the decision. If the superintendent or committee concludes that prohibited discrimination occurred, the **Page County** School Division shall take prompt, appropriate action to address and remedy the violation as well as prevent any recurrence. Such action may include discipline up to and including dismissal.

D. Appeal

If the superintendent or committee determines that no prohibited discrimination occurred, the person who was allegedly subjected to discrimination may appeal this finding to the School Board within 5 calendar days of receiving the decision. Notice of appeal must be filed with the superintendent, or with a member of the committee which issued the written decision, who shall forward the record to the School Board. The School Board shall make a decision within 30 calendar days of receiving the record. The School Board may ask for oral or written argument from the aggrieved party and the superintendent, or the committee, whichever issued the written decision, and any other individual the School Board deems relevant.

Employees may choose to pursue their complaints arising under this policy through the relevant employee grievance procedure instead of the complaint procedure in this policy.

E. Compliance Officer and Alternate Compliance Officer

The **Page County** School Board has designated **Mr. John F. Smith, Assistant Superintendent for Human Resources/Administration, 735 West Main Street, Luray, VA 22835, (540) 743-6533** as the Compliance Officer responsible for identifying, investigating, preventing and remedying prohibited discrimination. Complaints of discrimination may also be made to the Alternate Compliance Officer **Mrs. Donna Whitley-Smith, Assistant Superintendent for Instruction, 735 West Main Street, Luray, VA 22935, (540) 743-6533**. The Compliance Officer shall:

- receive reports or complaints of discrimination;
- oversee the investigation of any alleged discrimination;
- assess the training needs of the school division in connection with this policy;
- arrange necessary training to achieve compliance with this policy;
- insure that any discrimination investigation is conducted by an impartial investigator who is trained in the requirements of equal employment opportunity, including the authority to protect the alleged victim and others during the investigation.

All employees shall be notified annually of the names and contact information of the compliance officers.

IV. Retaliation

Retaliation against employees who report discrimination or participate in the related proceedings is prohibited. The school division shall take appropriate action against any employee who retaliates against another employee or candidate for employment who reports alleged discrimination or participates in related proceedings.

V. Right to Alternative Complaint Procedure

Nothing in this policy shall deny the right of any individual to pursue other avenues of recourse to address concerns relating to prohibited discrimination including initiating civil action, filing a complaint with outside agencies or seeking redress under state or federal law.

VI. False Charges

Employees who make false charges of discrimination shall be subject to disciplinary action.

Page County Public Schools Policy Manual

Book: Page County Public Schools Policy Manual
 Section: Section G -- Personnel
 Title: Report of Discrimination
 Number: GB-F
 Status: Active
 Legal:
 Adopted:
 Last Revised: 06/30/2005
 Last Reviewed: 05/23/2005

Policy Detail

REPORT OF DISCRIMINATION

Name of Complainant:

For Employees, Position:

For Applicants, Position Applied For:

Address and Phone Number:

Date(s) of Alleged Discrimination:

Name of person(s) you believe discriminated against you or others:

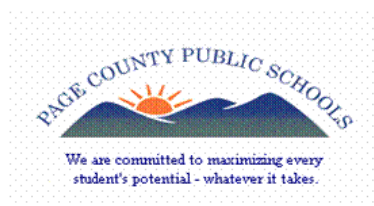
Please describe in detail the incident(s) of alleged discrimination, including where and when the incident(s) occurred. Please name any witnesses that may have observed the incident(s). Attach additional pages if necessary.

Please describe any past incidents that may be related to this complaint.

I certify that the information provided in this report is true, correct and complete to the best of my knowledge.

Signature of Complainant Date

Complaint Received By: _____
Compliance Officer Date



Book Page County Public Schools Policy Manual
 Section Section G -- Personnel
 Title Sexual Harassment/Harassment Based on Race, National Origin, Disability and Religion
 Number GBA/JFHA
 Status Active
 Legal Legal Refs: 20 U.S.C. §§ 1681-1688.
 29 U.S.C. § 794.
 42 U.S.C. §§ 2000d-2000d-7.
 42 U.S.C. §§ 2000e-2000e-17.
 34 C.F.R. part 106.
 Cross Refs: AC Nondiscrimination
 AD Educational Philosophy
 GB Equal Employment Opportunity/Nondiscrimination
 JB Equal Educational Opportunities/Nondiscrimination
 JFC Student Conduct
 JFC-R Standards of Student Conduct
 GCPD Professional Staff Members: Contract Status and Discipline
 GDPD Support Staff Members: Contract Status and Discipline
 Adopted December 10, 2001
 Last Revised September 12, 2011
 Last Reviewed August 22, 2011

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

I. Policy Statement

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

It shall be a violation of this policy for any student or school personnel to harass a student or school personnel sexually, or based on race, national origin, disability or religion. Further, it shall be a violation of this policy for any school personnel to tolerate sexual harassment or harassment based on a student's or employee's race, national origin, disability or religion by students, school personnel or third parties participating in, observing or otherwise engaged in school sponsored activities.

For the purpose of this policy, school personnel includes school board members, school employees, agents, volunteers, contractors or other persons subject to the supervision and control of the School Division.

The School Division shall: (1) promptly investigate all complaints, written or verbal, of sexual harassment and harassment based on race, national origin, disability or religion; (2) promptly take appropriate action to stop any harassment and (3) take appropriate action against any student or school personnel who violates this policy and take any other action reasonably calculated to end and prevent further harassment of school personnel or students.

II. Definitions

A. Sexual Harassment.

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

- (i) submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment or education; or
- (ii) submission to or rejection of the conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
- (iii) 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).

Examples of conduct which may constitute sexual harassment if it meets the immediately preceding definition include:

- unwelcome sexual physical contact
- unwelcome ongoing or repeated sexual flirtation or propositions, or remarks.
- sexual slurs, leering, epithets, 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 clothes in a sexual way.
- displaying sexual objects, pictures, cartoons or posters.
- impeding or blocking movement in a sexually intimidating manner.

B. Harassment Based on Race, National Origin, Disability or Religion

Harassment based on race, national origin, disability or religion consists of physical or verbal conduct relating to an individual's race, national origin, disability or religion when the conduct:

- (i) creates an intimidating, hostile or offensive working or educational environment; or
- (ii) substantially or unreasonably interferes with an individual's work or education; or
- (iii) otherwise is sufficiently serious to limit an individual's employment opportunities or to limit a student's ability to participate in or benefit from the education program.

Examples of conduct which may constitute harassment based on race, national origin, disability or religion if it meets the immediately preceding definition include:

- graffiti containing racially offensive language.
- name calling, jokes or rumors.
- physical acts of aggression against a person or his property because of that person's race, national origin, disability or religion.
- hostile acts which are based on another's race, national origin, religion or disability.
- written or graphic material which is posted or circulated and which intimidates or threatens individuals based on their race, national origin, disability or religion.

III. Complaint Procedure

A. Formal Procedure

1. File

Any student or school personnel who believes he or she has been the victim of sexual harassment or harassment based on race, national origin, religion or disability by a student,

school personnel or a third party should report the alleged harassment to one of the compliance officers designated in this policy or to any school personnel. The alleged harassment should be reported as soon as possible, and the report generally should be made within fifteen (15) school days of the occurrence. Further, any student who has knowledge of conduct which may constitute prohibited harassment should report such conduct to one of the compliance officers designated in this policy or to any school personnel. Any school personnel who has notice that a student or other school personnel may have been a victim of prohibited harassment shall immediately report the alleged harassment to one of the compliance officers designated in this policy.

The reporting party should use the form, Report of Harassment, GBA-F/JFHA-F, to make complaints of harassment. However, oral reports and other written reports shall also be accepted. The complaint should be filed with either the building principal or one of the compliance officers designated in this policy. The principal shall immediately forward any report of alleged prohibited harassment to the compliance officer. Any complaint that involves the compliance officer or principal shall be reported to the superintendent.

The complaint, and identity of the complainant and alleged harasser, will be disclosed only to the extent necessary to fully investigate the complaint and only when such disclosure is required or permitted by law. Additionally, a complainant who wishes to remain anonymous shall be advised that such confidentiality may limit the School Division's ability to fully respond to the complaint.

2. Investigation

Upon receipt of a report of alleged prohibited harassment, the compliance officer shall immediately authorize or undertake an investigation. The investigation may be conducted by school personnel or a third party designated by the school division. The investigation shall be completed as soon as practicable, which generally should be not later than 14 calendar days after receipt of the report by the compliance officer. Upon receiving the complaint, the compliance officer shall acknowledge receipt of the complaint by giving written notice that the complaint has been received to both the person complaining of harassment and the person accused of harassment. Also upon receiving the complaint, the compliance officer shall determine whether interim measures should be taken pending the outcome of the investigation. Such interim measures may include, but are not limited to, separating the alleged harasser and the complainant and, in cases involving potential criminal conduct, determining whether law enforcement officials should be notified. If the compliance officer determines that more than 14 days will be required to investigate the complaint, the complainant and the accused shall be notified of the reason for the extended investigation and of the date by which the investigation will be concluded. If the alleged harassment may also constitute child abuse, then it must be reported to the Department of Social Service in accordance with Policy JHG.

The investigation may consist of personal interviews with the complainant, the alleged harasser, and any others who may have knowledge of the alleged harassment or the circumstances giving rise to the complaint. The investigation may also consist of the inspection of any other documents or information deemed relevant by the investigator. The school division shall take necessary steps to protect the complainant and others pending the completion of the investigation.

In determining whether alleged conduct constitutes a violation of this policy, the division shall consider, at a minimum: (1) the surrounding circumstances; (2) the nature of the behavior; (3) past incidents or past or continuing patterns of behavior; (4) the relationship between the parties; (5) how often the conduct occurred; (6) the identity of the alleged perpetrator in relation to the alleged victim (i.e. whether the alleged perpetrator was in a position of power over the alleged victim); (7) the location of the alleged harassment; (8) the ages of the parties and (9) the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a case by case determination based on all of the facts and circumstances revealed after a complete and thorough investigation.

The compliance officer shall issue a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, then the report shall be sent to the School Board. The report shall include a determination of whether the allegations are

substantiated, whether this policy was violated and recommendations for corrective action, if any.

All employees shall cooperate with any investigation of alleged harassment conducted under this policy or by an appropriate state or federal agency.

3. Action by Superintendent

Within 5 calendar days of receiving the compliance officer's report, the Superintendent or designee shall issue a decision regarding whether this policy was violated. This decision must be provided in writing to the complainant and the alleged perpetrator. If the Superintendent or designee determines that prohibited harassment occurred, the Page County School Division shall take prompt, appropriate action to address and remedy the violation as well as prevent any recurrence. Such action may include discipline up to and including expulsion or discharge. Whether or not the Superintendent or designee determines that prohibited harassment occurred, the Superintendent or designee may determine that school-wide or division-wide training be conducted or that the complainant receive counseling.

4. Appeal

If the Superintendent or designee determines that no prohibited harassment occurred, the employee or student who was allegedly subjected to harassment may appeal this finding to the School Board within 5 calendar days of receiving the decision. Notice of appeal must be filed with the superintendent who shall forward the record to the School Board. The School Board shall make a decision within 30 calendar days of receiving the record. The School Board may ask for oral or written argument from the aggrieved party and the superintendent and any other individual the School Board deems relevant.

If the Superintendent or designee determines that prohibited harassment occurred and discipline is imposed, the disciplined person may appeal the disciplinary sanction in the same manner as any other such sanction would be appealed. Employees may choose to pursue their complaints under this policy through the relevant employee grievance procedure instead of the complaint procedure in this policy.

5. Compliance Officer and Alternate Compliance Officer

The Page County School Board has designated Dr. Paul Johnson, Director of Human Resources/Administration, 735 West Main Street, Luray, VA 22835; 540-743-6533 as the Compliance Officer responsible for identifying, preventing and remedying prohibited harassment. Complaints of harassment may also be made to the Alternate Compliance Officer Mrs. Donna Whitley-Smith, Assistant Superintendent for Instruction, 735 West Main Street, Luray, VA 22835, 540-743-6533 Note: this individual must be of the opposite gender of the Compliance Officer]. The Compliance Officer shall:

- receive reports or complaints of harassment;
- oversee the investigation of any alleged harassment;
- assess the training needs of the school division in connection with this policy;
- arrange necessary training to achieve compliance with this policy;
- insure that any harassment investigation is conducted by an impartial investigator who is trained in the requirements of equal employment/education opportunity, including the authority to protect the alleged victim and others during the investigation.

B. Informal Procedure

If the complainant and the person accused of harassment agree, the student's principal or designee may arrange for them to resolve the complaint informally with the help of a counselor, teacher, or administrator.

If the complainant and the person accused of harassment agree to resolve the complaint informally, they shall each be informed that they have the right to abandon the informal procedure at any time in favor of the initiation of the Formal Procedures set forth herein. The principal or designee shall notify the complainant and the person accused of harassment in writing when the complaint has been resolved. The written notice shall state whether prohibited harassment occurred.

IV. Retaliation

Retaliation against students or school personnel who report harassment or participate in any related proceedings is prohibited. The School Division shall take appropriate action against students or school personnel who retaliate against any student or school personnel who reports alleged harassment or participates in related proceedings.

V. Right to Alternative Complaint Procedure

Nothing in this policy shall deny the right of any individual to pursue other avenues of recourse to address concerns relating to prohibited harassment including initiating civil action, filing a complaint with outside agencies or seeking redress under state or federal law.

VI. Prevention and Notice of Policy

Training to prevent sexual harassment and harassment based on race, national origin, disability and religion should be included in employee and student orientations as well as employee in-service training.

This policy shall be (1) displayed in prominent areas of each division building in a location accessible to students, parents and school personnel, (2) included in the student and employee handbooks; and (3) sent to parents of all students within 30 calendar days of the start of school. Further, all students, and their parents/guardians, and employees shall be notified annually of the names and contact information of the compliance officers.

VII. False Charges

Students or school personnel who knowingly make false charges of harassment shall be subject to disciplinary action as well as any civil or criminal legal proceedings.

Adopted:

Legal Refs: 20 *U.S.C.* §§ 1681-1688.
 29 *U.S.C.* § 794.
 42 *U.S.C.* §§ 2000d-2000d-7.
 42 *U.S.C.* §§ 2000e-2000e-17.
 34 C.F.R. part 106.

Cross Refs: AC Nondiscrimination
 AD Educational Philosophy
 GB Equal Employment Opportunity/Nondiscrimination
 JB Equal Educational Opportunities/Nondiscrimination
 JFC Student Conduct
 JFC-R Standards of Student Conduct
 GCPD Professional Staff Members: Contract Status and Discipline
 GDPD Support Staff Members: Contract Status and Discipline
 JHG Child Abuse and Neglect Reporting
 KKA Service Animals in Public Schools

Page County Public Schools Policy Manual

Book: Page County Public Schools Policy Manual
 Section: Section G -- Personnel
 Title: Report of Harassment
 Number: GBA-F/JFHA-F
 Status: Active
 Legal:
 Adopted:
 Last Revised: 06/30/2005
 Last Reviewed: 05/23/2005

Policy Detail

Report of Harassment

Name of Complainant:

For Students, School Attending:

For Employees, Position:

Address and Phone Number:

Date(s) of Alleged Incident(s) of Harassment:

Name of person(s) you believe harassed you or others.

If the alleged harassment was toward another, please identify that person:

Please describe in detail the incident(s) of alleged harassment, including where and when the incident(s) occurred. Please note any witnesses that may have observed the incident(s). Attach additional pages if necessary.

Please describe any past incidents that may be related to this complaint.

I certify that the information provided in this report is true, correct and complete to the best of my knowledge:

Signature of Complainant Date

Complaint Received By: _____
(Principal or Compliance Officer) Date

Page County Public Schools Policy Manual

Section

Section G -- Personnel

Title

Leave Policies

Number

GCBD

Status

Active

Legal

Code of Virginia, 1950, as amended, section 22.1-78.

Cross Ref.: GCBE Family and Medical Leave

IC/ICA School Year/School Calendar

Adopted

May 14, 2001

Last Revised

July 25, 2011

Last Reviewed

July 11, 2011

All professional staff employee leaves and absences shall be subject to school division policy and regulations.

The superintendent shall provide for the interpretation and application of the school division's policies and regulations regarding leaves and absences.

1. Allowances shall be as follows:

- a. All full-time employees in the Page County Public Schools may earn one day of sick leave per month of service (maximum of twelve days per year).
- b. Sick leave will not be available for summer school teachers, substitute teachers, or employees hired on a part-time basis.
- c. Earnings for less than a full year of full-time employment shall also be at the rate of one day per month or major fraction thereof. This provision applies to those employees who do not begin working at the start of the school term and to those who do not complete the full year.
- d. An employee cannot claim any portion of earned leave unless he/she has actually reported for duty for the regular school term in accordance with the terms of the employee's contract. However, if an employee is unable, because of illness, to begin working when school opens in the fall, such employee may be allowed to use accumulated leave to his/her credit not to exceed such balances to his/her credit as of June 30th of the immediate preceding school year.

- e. Sick leave will be credited in full at the beginning of each school year with the provision for a refund by adjusting the employee's final paycheck in the event employment is ended before the days are earned.

2. Sick Leave Incentive Plan for Good Attendance

<u>Accumulated Days</u>	<u>Amount</u>
1 - 20 Days	\$12.00
21 - 50 Days	15.00
51 - 100 Days	25.00
101 - 200 Days	30.00
201 - 300 Days	40.00

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- a. Employees will be rewarded for good attendance and a lump sum payment will be paid upon retirement from Page County Schools. Retirement is defined as being eligible for benefits under the Virginia Retirement System beginning at age 50.
- b. This policy goes into effect July 1, 1996, and will not be retroactive to cover sick leave already accumulated.
- c. This policy only applies to sick leave time accumulated in Page County. The employee will begin sick leave accumulation where he/she is located on the above scale.

3. Sick leave is offered by the school board as a fringe benefit to employees. The intent and use of sick leave is for personal illness, including doctor/dental appointments or treatments of the employee. For any illness exceeding three (3) consecutive working days, a physician's statement to the superintendent's office is required.

4. The illness or death of an immediate family member requiring the attendance of an employee for not more than three (3) days may be charged to sick leave.

5. The "immediate family" of an employee shall be regarded to include natural parents, foster parents, stepmother, stepfather, wife, husband, children, brother, sister, grandmother, grandfather, grandchildren, father-in-law, mother-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law, and any other relative living in the household of the employee ("any other relative living in the household of the employee") is limited only in that the relative, however distant, must live in the household of an employee.

6. All accumulated sick leave shall terminate upon the expiration of employment. An employee may transfer from one school system to another in Virginia and likewise transfer any such accumulated leave if the school board of the system to which the transfer is being made signifies its willingness to accept such transfer. A former employee rehired within two calendar years of termination may have accumulated sick leave earned in Page County restored upon written application. A teacher will be presumed to have left the teaching profession if he/she accepts employment in private schools, State Institutions, commercial or industrial firms, or a public school

in another state, or is unable to teach in the public schools of Virginia for a period of three consecutive years because of illness or physical disability or family responsibility.

- Teachers who leave the teaching profession to enter the armed services do not forfeit accumulated earnings unless they fail to return to work immediately upon discharge from an original tour of duty in the armed services. However, current earnings cannot be allowed (insofar as State Funds are concerned) for the period while in service.

7. State sick leave funds cannot be used for employment of substitutes for teachers unless a teacher is actually sick or cannot report for work due to illness or death of a family member.

Disability Leave

1. Leave protection will be provided by the Page County School Board for all contracted personnel on the School Board payroll when the employee is incapacitated or disabled by long-term personal illness or injury that is non-work related, otherwise Worker's Compensation would apply.

2. The first 30 consecutive contract days of illness or injury will not be covered under the disability policy but must be covered by the employee's accumulated sick leave, vacation (12-month employees), personal leave, or leave without pay.

3. The disability leave benefit cannot be used until all personal sick leave, vacation or personal leave days have been depleted. A maximum of 45 disability leave days for each contract year can be used.

4. Disability leave days for any one period of eligibility must be consecutive. If the employee suffers a recurrence or relapse within 30 calendar days, due to the original illness or injury, there is no requirement to meet the 30 contract day elimination requirement before becoming eligible to utilize the disability leave days again.

5. It is the responsibility of the employee to make application for the use of disability leave. This request must be submitted to the Superintendent. The School Board may request additional physician's evaluations.

6. Any special case involving disability leave for two contract years is subject to review by the Superintendent.

Leave Without Pay

Occasionally an employee may request leave for which there is no appropriate paid leave available. In such instances, the employee may request that the absence be allowed as "Leave Without Pay". Requests for such leave must be made in writing in advance whenever possible and be approved by the Superintendent. This type of leave may be used only when all applicable earned leave has been exhausted. Requests for Leave Without Pay shall be considered on a case by case basis and will be reviewed in terms of merit. Excessive use of Leave Without Pay shall be a disciplinary offense with appropriate personnel action up to and including termination of the employment contract.

Revised: December 10, 2001
December 8, 2003

Personal Leave

Upon the recommendation of the principal or immediate supervisor, and with the approval of the division superintendent, employees may be granted personal leave of not more than three (3) days in any one school year. This leave is cumulative. An employee may accumulate up to six (6) days of personal leave. Personal leave shall be deducted from the individual's accumulated sick leave credit. Any accumulated personal leave over six (6) days will become sick leave.

Normal request procedures will be followed with the exception that the reason for the absence will be stated as "personal" with no further explanation needed. Each request for personal leave is to be submitted in writing on the appropriate form to the employee's principal or immediate supervisor one week in advance, when possible, and must be approved and signed by the principal or immediate supervisor. In case of a sudden emergency, a telephone call will suffice, but must be followed with the completion of the appropriate form upon the employee's return to work.

Revised: February 9, 2004

Military Code

Experience credit on the salary scale for military service will be allowed subject to the following limitations:

- 1. One year of teacher experience credit shall be allowed for each one year, or fraction thereof, for service in any of the U.S. Armed Forces.
- 2. In no case shall more than 3 years of military service credit be allowed toward salary scale credit.

Military pay is defined as any form of remuneration other than travel pay received from any branch of the Armed Forces which increases income including but not limited to base pay, longevity, subsistence, flight, hazard, or overseas pay.

Holidays

All 10- and 11-month full-time employees of the Page County School Board are granted holidays in accordance with the adopted school calendar.

All full-time 12-month employees of the Page County School Board shall be granted the following holidays:

Independence Day
Thanksgiving Day
Day Before Christmas Eve
Christmas Day
New Year's Day
Memorial Day

Labor Day
Day after Thanksgiving Day
Christmas Eve
New Year's Eve
Good Friday
Thursday Before Good Friday

When any of the above holidays falls on Saturday or Sunday, the Superintendent may designate other days, preceding or following the holiday, as the holiday for the full-time 12-month employees.

If an official school day is scheduled by board authority for any of the holidays, all full-time 12-month employees shall report for duty as usual. In such cases, the Superintendent will schedule a replacement holiday so that no less than eight holidays will be given to all full-time 12-month employees during the school year. Additional holidays may be granted by the Superintendent, at the discretion of the board.

The school board office will be kept open during student vacation periods with the exception of the above-listed holidays.

Vacations

All 12 month employees are entitled to vacations as stipulated below:

Years Service in Page County	Number of Days of Vacation	Maximum Number Vacation Days Carried Over*
Appointment - 10	15 days earned at the rate of 1.25 day per month	7.5
11-20	20 days earned at the rate of 1.67 days per month	10
21 +	25 days earned at the rate of 2.08 days per month	12.5

The maximum number of vacation days for which an employee can be compensated upon separation from the Page County School System is 30. For purposes of compensation, the per diem rate of pay for unused vacation leave, the 12 month employee's annual salary will divided by 250 days.

* 12 month employees hired prior to the effective date of this policy will not "lose" days carried over in previous years.

All twelve month employees will begin earning 15 days of vacation per year upon appointment. After 10 years employment in Page County, twelve month employees will receive 20 days of vacation per year. After 20 years employment in Page County, twelve month employees will receive 25 days of vacation per year.

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Adopted: May 14, 2001
 Revised: December 10, 2001
 Revised: January 12, 2004
 Revised: February 9, 2004
 Revised: January 24, 2011
 Revised: July 25, 2011

Page County Public Schools Policy Manual

Book: Page County Public Schools Policy Manual
Section: Section G -- Personnel
Title: Leave Without Pay
Number: GCBEA
Status: Active
Legal: Code of Virginia, 1950, as amended, Section 22.1-296

Cross Refs.: GCBD Professional Staff Leaves and Absences
GCBE Family and Medical Leave
GDBD Support Staff Leaves and Absences
GCBEB Military Leave and Benefits

Adopted: 06/30/2005
Last Revised: 07/10/2006
Last Reviewed: 06/30/2006

Policy Detail

Employee's Debilitating or Life-Threatening Illness or Injury

A leave of absence, without pay, may be granted to employees of the school division who have a debilitating or life-threatening illness or injury and who are not eligible for Family Medical Leave as described in Policy GCBE because they have not worked for the division for 12 months or have not worked at least 1250 hours according to the Fair Labor Standards Act, 29 U.S.C. Section 201 et seq.

Employees with a debilitating or life-threatening illness who are entitled to leave under this policy may take up to thirty (30)days. Leave may be taken only in full-day increments. Leave may be taken only when the employee has no other leave (such as sick leave) available.

Employees must submit medical documentation of their need for leave. Whenever possible, documentation must be provided prior to leave being taken.

Prior approval must be obtained prior to leave being taken.

All rights under this policy expire at the end of the employee's first year of service.

Other Work During Leave

Employees who are on unpaid leave pursuant to this policy or any other policy, except those on leave pursuant to the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) (see Policy GCBEB), may not engage in work for which they receive pay or any other type of remuneration without the prior written approval of the Superintendent.

Page County Public Schools Policy Manual

Book: Page County Public Schools Policy Manual
Section: Section G -- Personnel
Title: Sick Leave Bank
Number: GCBF
Status: Active
Legal:
Adopted: 08/09/2004
Last Revised: 06/30/2005
Last Reviewed: 05/23/2005

Policy Detail

The Page County School Board shall maintain a Sick Leave Bank for full-time employees. The purpose of the Sick Leave Bank is to provide additional sick leave for those eligible members who have prolonged, catastrophic, or long-term illness or injury and who have exhausted their sick leave.

The bank will be maintained as long as at least one-third (1/3) of the eligible agree to participate. If at any time, an assessment of the participating eligible employees reveals that less than one-third (1/3) of the eligible employees are participating, the Sick Leave Bank will be declared inoperative.

MEMBERSHIP

Membership in the sick bank shall be voluntary and open to all eligible employees.

ELIGIBILITY

Eligible employees are those who earn sick leave benefits according to division policy.

ENROLLMENT

1. In order to participate, an employee must have worked in the Page County Public Schools for at least one (1) contract year.
2. An employee may enroll in the sick bank by donating one (1) day of sick leave upon joining and one (1) day thereafter whenever an assessment is required.
3. Enrollment may be accomplished by submitting the Sick Leave Bank Enrollment Form before September 15. Members must make application for use of the Sick Leave Bank. Benefits are not automatic.
4. An employee who does not enroll when first eligible may do so between any subsequent August 15 and September 15 period.
5. An employee must be enrolled in the plan for three (3) months prior to becoming eligible to utilize benefits of the sick leave bank.
6. Membership in the bank shall be continuous unless the employee informs the Assistant Superintendent for Human Resources of the following: 1) prior to September 15 of his/her intent to withdraw from participation in the bank or 2) his/her intent to discontinue participation at the time that an additional assessment is required in order to maintain the

Sick Leave Bank.

APPLICATION

1. A member must make application for use of the Sick Leave Bank entitlement by completing a Sick Leave Bank Utilization Application.
2. The first thirty (30) consecutive contract days of illness or injury will not be covered by the Sick Leave Bank, but must be covered by the employees own accumulated leave or leave without pay. A maximum of forty-five (45) days each school year can be drawn by any one member.
3. Any period of eligibility must be consecutive except for additional periods of disability resulting from recurrence or relapse of the original illness which will be covered fully on a continuing basis up to the annual maximum.
4. If the member suffers a reoccurrence of the same illness or injury or condition that resulted directly from the condition that required initial utilization of the Sick Leave Bank benefits and has not received the maximum number of days of forty-five (45) for one school year, the thirty (30) day provision of using one's own leave is waived.
5. A member of the sick bank will not be able to utilize Sick Leave Bank benefits until his/her own leave is reduced to three (3) days.
6. Members utilizing days from the bank will not have to replace these days.
7. Applications must be submitted within ten (10) working days after all sick leave has been exhausted.
8. A doctor's certificate is required before a member can use his/her Sick Leave Bank entitlement. This statement is to be submitted in writing to the Assistant Superintendent for Human Resources in advance of the absence for which the days are to be granted. Requests can not be made retroactively.
9. The long-term illness and/or incapacity must be such a nature that it is unavoidable during the school year and absence from staff duties is necessitated and mandated by the illness or accident.
10. The Sick Leave Bank can not be used for family care (members only).
11. Any Sick Leave Bank days not used at the end of one school year carry over to the next school year. An annual audit will be made by the Assistant Superintendent of Human Resources.
12. Upon termination of employment or withdrawal of membership from the bank, a participating employee shall not be permitted to withdraw his/her contributed day(s).
13. Sick Leave Bank time will only be granted for unforeseen, prolonged, catastrophic, or long-term illness or injury and will not be granted to replace paid sick leave used previously,

or when other benefits are available (i.e. worker's compensation).

ASSESSMENT

1. Participants in the Sick Leave Bank will be assessed an additional day of sick leave at such time as the bank is depleted to one hundred (100) days. Notification of such assessment shall be sent to each member at the time it is determined to be necessary.
2. A member may withdraw from the bank if he/she does not accept the additional assessment but shall lose all contributed days to that point. This withdrawal must be made, in writing, to the Assistant Superintendent for Human Resources within ten (10) calendar days from the date of the notice.
3. A member who has no sick leave to contribute at the time of the assessment shall be assessed this day from the first sick leave day subsequently accumulated.
4. If the Sick Leave Bank should become inoperative for any reason, the sick leave days remaining in the bank at that time shall first be distributed to those members then drawing sick leave days. From the then remaining sick leave days, if any, one (1) sick day will be credited to each current member if there are sufficient days in the bank to allow one (1) per member. If there are not enough sick leave days to credit one (1) day per member, then the sick leave bank shall terminate and no further distribution shall be made.
5. If the Sick Leave Bank becomes inoperative or is depleted, the School Board shall not be held responsible to anyone currently drawing from the bank or to anyone who is eligible or who may thereafter become eligible to draw from the bank.

Adopted: August 9, 2004

Page County Public Schools Policy Manual

Book: Page County Public Schools Policy Manual
Section: Section G -- Personnel
Title: Credit for Prior Experience for Classified Employees
Number: GDE
Status: Active
Legal:
Adopted: 07/08/2002
Last Revised: 06/30/2005
Last Reviewed: 05/23/2005

Policy Detail

Up to ten years of direct related prior full-time experience will be given to classified employees.

Adopted: July 8, 2002

Revised: June 30, 2005

Page County Public Schools Policy Manual

Section

Section I -- Instruction

Title

Promotion/Retention

Number

IFAC

Status

Active

Legal

Last Revised

February 22, 2010

Last Reviewed

January 25, 2010

I. General

A. The following items will be considered in the promotion/retention decision:

1. The student's grades (the primary factor)
2. Student's completion of SOLs/ Individual Reading Records
3. Student's performance on SOL Tests or Benchmark Assessments

B. Virginia's Standards of Accreditation require that parents must be notified by December 31 of each year about the division's Promotion/Retention Policy.

PROMOTION/RETENTION POLICY.

II. Grades K-5

A. The school will conduct a review of all children in January concerning academic progress.

B. The school will notify parents by February 15 of problem areas detected during the review and make a referral to the Student Study Committee or to the grade level academic review team, as appropriate.

C. Students in grades 1-5 must pass the following subjects to be promoted:

1. Language Arts
2. Mathematics

Any student in grades 4 and 5 who fails any of the above subjects will be required to attend summer school to be considered for promotion. A student must pass all subjects taken in summer school in order to be promoted to the next grade.

D. SOL Incentives for students in grades 3, 4 and 5:

1. If a student passes an SOL test, but fails that subject, then:
 - a. If the student's grade in the subject falls between 60-69, the student would pass the subject.

E. Kindergarten students must pass criteria set forth by the Page County Public Schools in order to

be promoted.

III. Middle School Grades 6-8

A. Students in Grades 6-8 must pass the following subjects to be promoted:

1. English
2. Math
3. Science or History

Any student who fails any of the above subjects will be required to attend summer school to be considered for promotion. A student must pass all subjects taken in summer school in order to be promoted to the next grade.

B. SOL Incentives for students in grades 6, 7 and 8:

1. If a student passes an SOL test, but fails that subject, then
 - a. If the student's grade in the subject falls between 60-69, the student would pass the subject.

IV. High School Grades 9-12

To Be Promoted to Grade: These Carnegie Units (Credits) Are Required For Promotion:

10 -5

11-10

12-15 (Must be a candidate for graduation with at least the Standard Diploma)

A. SOL Incentives for students in grades 9-12:

1. If the student passes the SOL test in which the student has a course grade of D or above, the student would be exempt from the final exam. *(The student would be permitted to take the final exam to increase the student's grade in that subject. If the student takes the exam, the grade will count only if it improves the student's course grade.)
2. If a student passes an SOL test, but fails that subject
 - a. If the student's grade in that subject falls between 60-69, the student would pass the subject.
 - b. If the student's grade in the subject falls under 60, the student would pass the subject if the student also successfully completes the requirements of the summer school program in that course.

B. Expunging High School Courses Taken Prior to the 9th Grade From a Student's Permanent Record

1. Upon written request by the parent/ guardian, a course grade shall be expunged from the student's permanent record if the course was taken prior to grade 9 for high school credit. The expunging of a student's grade shall not affect the student's promotion status.

Revised March 1998

Revisions approved by the School Board: Nov. 13, 2000

Revisions approved by the School Board: May 29, 2002

Revised June 9, 2003

Revised August 8, 2005

Revised October 8, 2007

Revisions approved by the School Board: February 22, 2010

Page County Public Schools

Internet Acceptable Use Policy

All School Personnel Statement of Acceptance

Revised – March 2009

All school personnel in Page County Public Schools have access to a variety of educational technologies that can be used to enhance instruction and improve student learning. The Internet and the vast resource it provides can allow for reinforcing and enriching educational experiences as well as the opportunity for collaborative work.

Access to the Internet for all school personnel use is a **privilege** provided in libraries, computer labs, and classrooms in the county schools. However, on a global network it is impossible to control all materials. ***Ultimately, all school personnel, parents and guardians of minors are responsible for setting and conveying the standards that students should follow when using media and information sources.*** Staff members must make every effort to ensure that student use of the Internet is appropriate and educational.

Acceptable Uses

- School technologies are for the educational and administrative use of school personnel and students. Computer activities are to be planned by the teacher to reinforce classroom instruction, essential skills, or other educational purposes.
- The primary use of the Internet is for research and inquiry that enhances teacher instruction and student learning. ***The playing of games that do not support the teaching of essential skills, visiting chat rooms, instant messaging, downloading files, playing music, and streaming non-curriculum related videos are not allowed.***
- All students are allowed to view Internet sites that are projected from one computer by the teacher for instructional purposes. This is the only time that students may view online Internet sites without a signed **Parent Permission Form** and **Student Internet Use Agreement** on file.
- Collaboration/communication tools such as blogs, student emails, wikis, forums, and other Web 2.0 tools can be used only if the following guidelines are adhered to:
 1. use of such tools must be for a specific teacher-driven educational activity
 2. the specific teacher-driven educational activity must have prior approval of the building principal.
 3. teachers must monitor the content of student communications (the security of the tool must be capable of providing a method of monitoring all communications)
 4. at the conclusion of a project, it is the responsibility of the teacher to stop all access to the communication feature of the tool.
 5. the establishing of student accounts must be done in a manner that protects the identity of the student (student's full names cannot be used as identifiers)

- Web pages offer another tool to increase communication between home and school. Teachers are encouraged to create web pages for use with their classes. Teacher web pages containing any school related information can only be posted on one of the following websites:
 - Quia
 - TeacherWeb
 - other division supported web sites
 - Page County Public School web server

The following policy must be followed when creating a web site or pages:

- Any web page must be created in a professional manner and cannot contain any negative connotations.
- Before publishing any picture or name of a student, it is the responsibility of the person creating the web page to verify the existence of a signed permission from the parent giving consent for the release of this information. Record of this consent can be obtained from the child’s homeroom teacher or school office. If record of this consent cannot be located, the responsibility of obtaining such consent becomes the responsibility of the web page creator before publication.
- Pictures of students may be used but **NO** individual student name can be displayed with the picture or in the context of the web page. Pictures can be identified by group name only (ex. 2nd grade field trip).
- Student names may be used as long as there are **NO** associated pictures (ex. Science fair winners can be listed but no picture of the winners may be present on the web site).
- **A web site can contain pictures or names but cannot contain both.**
- It is the responsibility of the person creating the web page to have the completed project viewed by the building principal and obtain his/her permission for publishing.

Rights and Responsibilities

- It is the responsibilities of all staff members to, at all times, closely monitor the student use of the Internet and other computer activities. ***At no time should a student be using a computer without close monitoring by school personnel. The close monitoring of students requires the supervising adult to make direct eye contact with the screens of the computers being used by the students. This level of supervision and the positioning of computers will require the supervising adult to frequently circulate among the computer users.***
- It is the responsibility of any school personnel who observes a student engaging in any of the following activities to stop the activity and refer the student to the school administration: the playing of games that do not reinforce essential skills, visiting chat rooms, instant messaging, downloading files, playing music, student email (that is not a part of a teacher-driven project), streaming non-curriculum related videos, and the viewing of material that is deemed as inappropriate by the supervising adult.

All School Personnel Statement of Acceptance Continued

- At any location where students can/are accessing the Internet, it is the responsibility of school staff to verify that the student(s) using the Internet has a Parent Permission Form and Student Internet Use Agreement on file allowing such access.
- If parents have not given permission for their child to access the Internet, the supervising adult cannot allow the student access to the Internet. If a teacher makes an assignment that requires the use of the Internet, an equivalent, alternate assignment must be given to the student.
- Internet websites that are integrated into a teacher's instruction must be thoroughly previewed prior to use with students. Sites that contain numerous pop-up advertisements must be avoided because they have a high potential of downloading harmful spyware to the computer.
- Page County Public Schools have a filtering system in place to block inappropriate web content; however, occasionally Internet users are able to access inappropriate material. If this occurs it is the responsibility of the supervising adult to note the web address, shut out of the web site, and notify the building principal and technology staff immediately so that the site can be blocked as soon as possible.
- Personnel must comply with all local, state, and federal laws regarding the transmission of copyrighted, threatening, or obscene material. In addition, the Internet may not be used for commercial activities, product promotion, political lobbying (unless a component of a teacher-driven project), or illegal activities.
- Any material posted for public access on the Internet must follow the *Policy for Web Publication*. This includes information listed in school or teacher web sites.
- Personnel must respect copyrights and give proper credit.
- Acts or attempted acts to bypass the security/filtering system will **NOT** be tolerated. The use of proxy or proxy-like applications that allow unfiltered access to Internet materials by teachers or students is in direct violation of state and division policies.
- Any staff member found to be in violation of any portion of the Acceptable Use Policy shall be notified of their violation by the building supervisor. If any staff member is found in violation of State or Federal laws, a referral will be made to the local authorities.
- **Any user violating these provisions, state or federal laws, classroom or school district rules, is subject to disciplinary actions, including criminal prosecution.**

I have read, understand, and accept my responsibilities as outlined in *Internet Acceptable Use Policy - All School Personnel Statement of Acceptance*.

**Printed Name of School
Personnel**

School Personnel Signature

Date

FORMS

**Employee Handbook
2011 - 2012**

PAGE COUNTY PUBLIC SCHOOLS
Luray, Virginia

TIME SCHEDULE REPORT AND CERTIFICATE

Name of Employee _____ S.S.# _____

Location of Employment _____

Type of Assignment _____ Pay Period Ending _____
 (Aide, Secretary, Custodian, etc.)

The information required on this report is in accordance with the Federal Labor Laws which become effective February 1, 1967. The report must be maintained by, or for, each employee in the following assignment categories: teacher aide, secretary, maintenance, mechanic, cafeteria, and custodian, and must be completed in triplicate with one copy being given to the employee, one copy filed with the Principal or Supervisor, and one copy submitted to the School Board Office with the regular monthly personnel attendance reports (2nd day). Time worked should be expressed in hours and fractions of an hour, and totaled for the periods reported. Show, appropriately, daily beginning time, month, year and day of week, and time devoted to lunch. There should be no duplication of times shown on lines (1) and (2). Total hours shown on line (1) of each week, in excess of 40, **MUST BE EXPLAINED** in detail on the reverse side of this report. Checks for all non-school sponsored overtime shall accompany the copy of the report submitted to the School Board Office.

Daily Beginning Time:	Number of Hours Per Day of Week							
(1) Month-Day-Year (2) Lunch Period	Sat.	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Total
(1) Week of _____ to _____								
(2) Time devoted to lunch								XXXXXXXX
(1) Week of _____ to _____								
(2) Time devoted to lunch								XXXXXXXX
(1) Week of _____ to _____								
(2) Time devoted to lunch								XXXXXXXX
(1) Week of _____ to _____								
(2) Time devoted to lunch								XXXXXXXX
(1) Week of _____ to _____								
(2) Time devoted to lunch								XXXXXXXX

I certify that the above information is true and accurate, and contains only hours worked in accordance with the work schedule set for me.

Signature of Employee _____ Date _____

Signature of Principal or Supervisor _____ Date _____

(OVER)

PAGE COUNTY PUBLIC SCHOOLS

REQUEST FOR LEAVE

INSTRUCTIONS: This form will be used by all 10 and 11 month employees. The form must be submitted to the school board office 5 days in advance of the leave except in cases of unanticipated emergencies. One copy of the processed form is to be retained by the principal or immediate supervisor, and one copy is to be filed at the school board office.

Name _____

School _____

Personal Leave

Date(s) of Requested Absence _____

Time of Requested Absence A.M. Only _____; P.M Only _____; All Day _____

Date _____ Signed _____

Approved _____

Disapproved _____

Principal or Immediate Supervisor

Comments (if any) _____

Approved _____

Disapproved _____

Superintendent/Designee

Comments (if any) _____

PAGE COUNTY PUBLIC SCHOOLS

REQUEST FOR LEAVE

INSTRUCTIONS: This form will be used by all 12 month employees. The form should be submitted to the school board office in advance of the leave except in case of unanticipated emergencies and/or sick leave.

Name: _____

School/Central Office: _____

A. Vacation Leave Total Days _____ Date(s) _____

B. Personal Leave

Date(s) of Requested Absence: _____

Time of Requested Absence: A.M. Only _____; P.M. Only _____; All Day _____

C. Sick Leave

1. Personal Illness _____

Total Days _____ Date(s) _____

2. Illness of _____ Relationship _____

Total Days _____ Date(s) _____

3. Death of _____ Relationship _____

Total Days _____ Date(s) _____

D. Non-Paid Leave Total Days _____ Date(s) _____

E. Comp. Time (Must be approved in advance by Superintendent/Designee)

Total Days _____ Date(s) _____

Reason for Comp. Time _____

Date: _____

Signature _____

Approved _____

Disapproved _____

Immediate Supervisor

Comments (if any) _____

Approved _____

Disapproved _____

Superintendent/Designee

Comments (if any) _____

REQUEST FOR LEAVE WITHOUT PAY

Policy GCBD Leave Without Pay. Occasionally an employee may request leave for which there is no appropriate paid leave available. In such instances, the employee may request that the absence be allowed as "Leave Without Pay". Requests for such leave must be made in writing in advance whenever possible and be approved by the Superintendent. This type of leave may be used only when all applicable earned leave has been exhausted. Requests for Leave Without Pay shall be considered on a case by case basis and will be reviewed in terms of merit. Excessive use of Leave Without Pay shall be a disciplinary offense with appropriate personnel action up to and including termination of the employment contract.

INSTRUCTIONS: This form will be used by ALL employees. The form must be submitted to a Principal/Supervisor and the Superintendent in advance of the leave whenever possible. One copy of the processed form is to be retained by the principal or immediate supervisor, and one copy is to be filed at the school board office.

Name _____

School/Work Location _____

Date(s) of Requested Absence _____

Time of Requested Absence A.M. Only _____; P.M. Only _____; All Day _____

Purpose (Please explain in detail) *Attach extra sheet if necessary.*

Date _____ Signed _____

Approved _____

Disapproved _____

Principal

Comments (if any) _____

Approved _____

Disapproved _____

Superintendent

Comments (if any) _____

Revised July 2009

<p>PAGE COUNTY PUBLIC SCHOOLS PROFESSIONAL LEAVE AND EXPENSE REQUESTS GUIDELINES</p>

Professional leave approvals will be strictly governed by stated guidelines. If guidelines are not followed, a leave or expense request will be denied.

Professional leave may be granted for purposes of instructional improvement SOL related and meetings that are educational and/or community-oriented.

Supervisors, principals, teachers, or other employees may be granted time away from employment to attend conferences/workshops, to make classroom visitations, or to accompany students in a supervisory capacity. The attendance of such shall not result in loss of either personal or sick leave days.

Guidelines

1. There will be a limit of two teachers from each school in attendance at any conference (Exception: summer and weekends). Exceptions may be granted upon administrative approval.
2. A teacher who attends a conference/workshop shall share the knowledge gained with his/her colleagues at the school and/or the division level. Exceptions may be granted upon administrative approval.
3. There will be a limit of one conference for each teacher in any school year (not including requests related to student activities or the train-the-trainers).
4. A teacher shall be a program presenter to qualify for participation in an out-of-state conference, excluding Washington, D.C.
5. Transportation and overnight lodging expenses shall be shared wherever possible.
6. A professional employee shall have an approved Professional Leave Request form signed by the principal or immediate supervisor, the assistant superintendent for Human Resources, and the division superintendent before taking professional leave.
 - a. The request shall be submitted at least five working days prior to the date of the conference/workshop or meeting.
 - b. This request shall be accompanied by a program brochure of the conference/workshop and complete details including nature, educational benefit, and times of conference, or a written note from the principal if such is not available at the time of the request.
7. All instructional trips for personnel shall have the approval of the division superintendent when applicable.
8. Professional leave must be requested year round, even if there will be no reimbursement for expenses requested. All requests must be approved before attending the

conference/workshop or meeting.

9. **Mileage will not be reimbursed;** however, a county car, if available, may be used by calling the Support Services Secretary or the Director of Support Services at the Central Office, to reserve a car. *(Exceptions maybe made for grant funded mileage, as written and approved in the grant. Please contact the grant's finance clerk prior to filling out the professional leave form. A mileage reimbursement for will be provide to you upon approval.)*
10. State conferences will be approved for resource personnel on a rotating basisBno more than three from the division a year (Librarians, Guidance Counselors, and Art, Music and Physical Education teachers).
11. Professional leave requests are not required for class field trips if it is the teacher=s class. However for liability purposes, staff members participating in field trips must be listed on the required area of the field trip request form.
12. An Overnight or Daily Requisition for Travel and Miscellaneous Expenses must be submitted with applicable expenditure receipts and completed Conference Summary Report attached in order to receive reimbursement for expenses.
13. Within five working days after returning from professional leave, the employee will submit a copy of the Conference Summary Report to his/her principal or supervisor, indicating when and how he/she will share information gained from the conference/workshop. This report must be signed by the principal and submitted along with the expense reimbursement form(s) to the assistant superintendent for instruction on or before the last day of the month. If the deadline is missed, reimbursement cannot be made that month, but will be processed the next month.
14. Reimbursement for expenses is subject to the availability of funds.

All employees are to use the same policy and procedures when requesting professional leave.

The required forms for you to fill out will be attached to your approved professional leave form. Use those forms only.

Except for the completion of a Conference Summary Report, the above guidelines also apply when attending meetings.

PLEASE NOTE: A total of \$29 is the maximum amount to be paid for a day=s meals. For partial days, the maximum allowed is \$6 for breakfast, \$8 for lunch, and \$15 for dinner, which would include up to 15% for gratuity.

To avoid having a leave or expense request denied, PLEASE adhere to these guidelines.

Alt C:\My Documents\Employee Handbook.doc

PAGE COUNTY PUBLIC SCHOOLS

PROFESSIONAL LEAVE FORM (no expenses)

- REQUEST WILL NOT BE APPROVED WITHOUT ALL REQUESTED INFORMATION.
COMPLETE THIS FORM AND SUBMIT IT TO YOUR PRINCIPAL OR IMMEDIATE SUPERVISOR, ACCOMPANIED BY AN EMAIL, FAX OR SOME TYPE OF PROGRAM BROCHURE WITH COMPLETE DETAILS OF CONFERENCE.
SUBMIT REQUEST AT LEAST FIVE WORKING DAYS PRIOR TO DATE OF CONFERENCE. (DO NOT FAX)

EMPLOYEE: SCHOOL/ LOCATION: DATE:

CONFERENCE/OTHER:

DATE (S): LOCATION:

EDUCATIONAL REASON: CHAPERONE TRIP:

PREVIOUS CONFERENCES ATTENDED THIS YEAR: Please register yourself for workshops/conference.

TRANSPORTATION (Please check one) COUNTY CAR: PERSONAL CAR (OWN EXPENSE):

EMPLOYEE SIGNATURE: Administrator's Professional Leave I have read & understand the Professional Leave Guidelines.

SUBSTITUTE NEEDED: YES NO (Please check one) AM PM All Day

APPROVED: YES NO PRINCIPAL/SUPERVISOR: DATE: / /

UPON COMPLETION OF LEAVE, COMPLETE AND SUBMIT A CONFERENCE SUMMARY REPORT FORM TO THE ASSISTANT SUPERINTENDENT FOR INSTRUCTION FOR APPROVAL.

SIGNATURE: Director of Human Resources Approved DATE:

SIGNATURE: Assistant Superintendent Approved DATE:

When Applicable: Division Superintendent Approved DATE:

COMMENTS:

PAGE COUNTY PUBLIC SCHOOLS

2011 - 2012 School Year

PROFESSIONAL LEAVE FORM

(WITH EXPENSES)

- REQUEST WILL NOT BE APPROVED WITHOUT ALL REQUESTED INFORMATION.
COMPLETE THIS FORM AND SUBMIT IT TO YOUR PRINCIPAL OR IMMEDIATE SUPERVISOR, ACCOMPANIED BY AN EMAIL, FAX OR SOME TYPE OF PROGRAM BROCHURE WITH COMPLETE DETAILS OF CONFERENCE.
SUBMIT REQUEST AT LEAST FIVE WORKING DAYS PRIOR TO DATE OF CONFERENCE. (DO NOT FAX)

EMPLOYEE: SCHOOL/ LOCATION: DATE:

CONFERENCE/OTHER:

DATE (S): LOCATION:

EDUCATIONAL REASON: CHAPERONE TRIP:

PREVIOUS CONFERENCES ATTENDED THIS YEAR: Please register yourself for workshops/conference.

EMPLOYEE SIGNATURE: Administrator's Professional Leave I have read & understand the Professional Leave Guidelines.

SUBSTITUTE NEEDED: YES NO (Please check one) AM PM All Day

APPROVED: YES NO PRINCIPAL/SUPERVISOR: DATE: / /

IF REQUESTING REIMBURSEMENT FOR EXPENSES, THE FOLLOWING INFORMATION MUST BE COMPLETED.

TRANSPORTATION (Please check one) COUNTY CAR: PERSONAL CAR (OWN EXPENSE):

*Please check each expense(s) that requires reimbursement.

* LODGING (ESTIMATE): \$ REGISTRATION FEE: \$ PARKING: \$

* MEALS (Number of meals): BREAKFAST*(\$6) LUNCH*(\$8) DINNER*(\$15)
(Meals are not to exceed \$29 per day for a full day, including gratuity, *cost per meal for partial day.)

PLEASE SPECIFY FUNDS TO BE USED: (The Assistant Superintendent for Instruction will contact school principals with any questions regarding budget codes.)

County/Grant Funds (Please specify)

School Staff Development Funds (Allocated to each school by Asst. Superintendent for Instruction)

School General Funds (for example School Clubs)

BUDGET CODE (only when applicable):

UPON COMPLETION OF LEAVE, COMPLETE AND SUBMIT A CONFERENCE SUMMARY REPORT AND AN EXPENSE REIMBURSEMENT FORM WITH ALL APPLICABLE RECEIPTS TO THE ASSISTANT SUPERINTENDENT FOR INSTRUCTION FOR APPROVAL.
(The reimbursement form will be attached to your approved leave request form.)

SIGNATURE: Director of Human Resources Approved DATE:

SIGNATURE: Assistant Superintendent Approved DATE:

When Applicable: Division Superintendent Approved DATE:

COMMENTS:

REIMBURSEMENT REQUEST FOR MEALS, LODGING AND MISCELLANEOUS EXPENSES

(Note: Please use Miles Requisition Form when requesting reimbursement for pre-approved mileage)

Required for MEALS (you **must** mark one to be reimbursed): DAILY **OVERNIGHT**

To: Page County School Board
Luray, VA 22835

Name of Employee _____ Date _____

Address to Mail Reimbursement _____

Base Home School/Location _____

I attended _____ on _____
Name of Conference/Other Date(s)

Date	List Purpose and Itemization of Expenses	Misc. Expenses
TOTAL:		\$

_____/_____
Employee Signature Date

_____/_____
Principal/Supervisor Signature Date

_____/_____
Assistant Superintendent for Instruction Date

_____/_____
Authorized Signature Date

Form must be signed by principal/supervisor and sent to the Assist. Supt. for Instruction at the School Board Office on or before the last day of the month to receive payment following the next regular Board meeting.
Attach all related receipts.

GRANT/Other: _____
Budget Code (1): _____
Budget Code (2): _____

PAGE COUNTY PUBLIC SCHOOLS

Math Reimbursement Program Application/Agreement

I, _____, apply for the Math Reimbursement Program, which would entitle me to receive up to \$935 per each 3-credit course successfully completed between July 1, 2011 and June 30, 2012.

Check one of the following:

- I am licensed to teach a subject area other than high school math and wish to take courses to earn an endorsement to teach high school math or algebra add-on endorsement.
- I am licensed to teach high school math and have applied to/been accepted to a master’s degree program in math.

Course Numbers/Titles I Plan to Take This Year	College	Estimated Tuition

I understand that if I accept reimbursement under this program that:

1. I am making a commitment to teach in Page County one additional year for each 6 credits reimbursed.
2. I am making a commitment to complete at least one 3-credit course per year until completion.
3. Once I become eligible for a provisional endorsement in high school math or algebra add-on, I will accept a transfer to a high school Math position in Page County, if offered.
4. I will have to repay a maximum of \$500 of each 3-credit course reimbursement through direct payment or payroll deduction if I default on the provisions stated above. Only the School Board can waive this requirement for reasons it deems to be of an extenuating nature.

Reimbursement will be made following the regular monthly School Board meeting, provided the employee follows the procedures established for tuition reimbursement through the office of the Assistant Superintendent for Instruction.

Teacher’s Signature _____ Date _____

I _____ approve _____ do not approve this application.

Director of Human Resources _____ Date _____

**PAGE COUNTY PUBLIC SCHOOLS
APPLICATION FOR IN-SERVICE EDUCATION TUITION ASSISTANCE**

This form must be completed and approved by the Assistant Superintendent for Instruction prior to enrollment in all courses if you are to receive tuition assistance (reimbursement). This approval must be presented at the time of registration for the Continuing Education courses, which are sponsored by local school divisions.

NAME _____ DATE _____

SCHOOL _____ POSITION _____ CERTIFICATE HELD _____

ENDORSEMENT (S) _____

COURSE NUMBER & NAME _____
(only (1) course per application)

INSTITUTION _____

COURSE SCHEDULED DURING (Please check one) SUMMER FALL SPRING

LOCATION _____ BEGINNING DATE OF CLASS _____

COST PER CREDIT HOUR \$ _____ X _____ CREDIT HOURS = TOTAL COST \$ _____

Tuition assistance for semester hour courses is based on \$100 per semester hour. The maximum reimbursement for any on individual (undergraduate) for an entire school year, including the preceding summer, shall not exceed \$600. **As of July 1, 2006, individuals pursuing a master's degree are eligible to receive \$145 per semester hour. The maximum reimbursement for any one individual (in a master's program) for an entire year, including the preceding summer, shall not exceed \$870. (NOTE: Applicants who are approved in the Math Reimbursement Program are eligible to receive up to \$935 per 3-credit course.)** To receive reimbursement, the applicant must be under contract as a teacher, administrator, or supervisor. If the current year's contract with Page County Public Schools is not completed, the tuition assistance is forfeited. An **official grade report or transcript** for the approved course(s) which indicates the satisfactory completion of the course(s) **MUST BE submitted to the Assistant Superintendent for Instruction, TO RECEIVE REIMBURSEMENT.** Tuition assistance is not available in the event of failures. At the School Board meeting following the official submission of the grade report, a check will be written to the applicant for the tuition assistance. Reimbursement for the foregoing listed course(s) is contingent upon the availability to state and local funds. **FAILURE TO COMPLY WITH ANY REQUIREMENTS INDICATED ABOVE MAY RESULT IN A REIMBURSEMENT TO BE DENIED.**

I wish to apply for tuition assistance in the amount of \$ _____ for the above-named course which carries _____ semester hour(s) of credit.

I am enrolling in this course: (Check the appropriate statement(s) below.)

- _____ to raise a provisional certificate to a collegiate professional
- _____ to qualify for an added endorsement in _____
- _____ to renew my certificate, which expires in _____
- _____ to apply it toward a master's degree
- _____ other (specify) _____

Applicant's Signature

Immediate Supervisor's Signature

OFFICE USE ONLY (Do not write below this line.)

This applicant has been approved for \$ _____ in tuition assistance to take the course specified above.

Approved or Denied (Exceeds yearly limit)

Asst. Superintendent for Instruction Date

Denied _____

PAGE COUNTY PUBLIC SCHOOLS
Field Trip Request

School Year 2011 - 2012

SCHOOL: _____ CLASS/ORGANIZATION: _____

DESTINATION: _____ DATE OF TRIP: _____

TYPE OF REQUEST: REGULAR EXTENDED SCHOOL DAY TRIP OVERNIGHT
PURPOSE OF TRIP:

SUBJECT: _____ SOL# _____

OTHER: COMPETITION CLUB ACTIVITY _____

ITINERARY: PLACE APPROX. TIME

ITINERARY:	PLACE	APPROX. TIME
DEPARTURE from school		
TO		
TO		
DEPARTURE from		
RETURN to school		

TOTAL ROUND TRIP MILEAGE: _____ STOPPING FOR FOOD (please one) YES NO

IF YES, WHERE: _____

NUMBER OF: TEACHERS/CHAPERONES _____ + STUDENTS _____ = TOTAL _____

CHAPERONES: (ALL CHAPERONES **MUST BE LISTED**)

(Please list reverse side)

VEHICLE REQUEST:

SPED SCHOOL BUS MINI BUS CAR COMMERCIAL TRANSPORTATION

IF COMMERCIAL, NAME OF COMPANY: _____

TEACHER/SPONSOR

PHONE NUMBER

DATE

ADMINISTRATIVE APPROVAL

APPROVED	DENIED	SIGNATURE	DATE	TITLE
				School Principal
				Asst. Superintendent
				Superintendent
				Director of Support Services
				School Board (Overnight Only)

VEHICLE APPROVAL:

BUS#: _____

DRIVER: _____

THIS FORM MUST BE COMPLETED AND IN THE DIRECTOR OF SUPPORT SERVICES OFFICE A MINIMUM OF TEN (10) SCHOOL DAYS BEFORE THE SCHEDULED TRIP IS TAKEN. AN EXTENDED SCHOOL DAY TRIP MUST BE SUBMITTED A MINIMUM OF TWENTY (20) SCHOOL DAYS BEFORE THE SCHEDULED TRIP IS TAKEN. AN EXTENDED SCHOOL DAY TRIP TAKES A BUS OFF THE ROAD DURING EITHER THE MORNING OR EVENING ROUTE. OVERNIGHT TRIPS MUST BE SUBMITTED A MINIMUM OF THIRTY (30) SCHOOL DAYS BEFORE THE SCHEDULED TRIP IS TAKEN TO BE APPROVED BY THE SCHOOL BOARD.

CHAPERONES:✓ (IF SUBSTITUTE IS NEEDED)

	TEACHER (First & Last Name)	✓
1.		<input type="checkbox"/>
2.		<input type="checkbox"/>
3.		<input type="checkbox"/>
4.		<input type="checkbox"/>
5.		<input type="checkbox"/>
6.		<input type="checkbox"/>
7.		<input type="checkbox"/>

	ASSISTANTS (First & Last Name)	✓
1.		<input type="checkbox"/>
2.		<input type="checkbox"/>
3.		<input type="checkbox"/>
4.		<input type="checkbox"/>
5.		<input type="checkbox"/>
6.		<input type="checkbox"/>
7.		<input type="checkbox"/>

	PARENTS (First & Last Name)	✓
1.		<input type="checkbox"/>
2.		<input type="checkbox"/>
3.		<input type="checkbox"/>
4.		<input type="checkbox"/>
5.		<input type="checkbox"/>
6.		<input type="checkbox"/>
7.		<input type="checkbox"/>

	OTHER than parents (First & Last Name)	✓
1.		<input type="checkbox"/>
2.		<input type="checkbox"/>
3.		<input type="checkbox"/>
4.		<input type="checkbox"/>

Page County Public Schools
735 West Main Street
Luray, Virginia 22835

Certification for Use of Privately-Owned Vehicles
School Term

Name of Driver:
Phone Number:
Address:
City, State, Zip:

DOB:
SS#:
Owner of Vehicle:
Phone Number:
Address:
City, State, Zip:
Ins. Carrier:
Make & Model of Vehicle:
Year:
License Number:

I, _____, the Principal or designee of _____ School do hereby certify the following:

- 1. The private vehicle listed above has insurance coverage at least equaling the following amounts:
\$100,000 Bodily Injury Per Person
\$300,000 Per Occurrence
\$ 50,000 Property Damage per Occurrence
\$ 5,000 Medical Payment
2. A report from the DMV rendered within the past three months indicates the driver listed above has a good driving record.
3. The trip request has been properly completed and will accompany this report to the Director of Support Services (except in the case of an athletic trip).

I will also report to the Director of Support Services any accident or injury that any student is involved in while being transported in this vehicle.

Signature of Principal or Designee Date

I, _____, the driver listed above, do hereby certify the information given above is true and correct.

Signature of Driver Date

Copy on file at school
Copy to Director of Support Services

2011 - 2012

SCHOOL ADMINISTRATION		SCHOOL	PHONE
Chad Hensley	Principal	Luray Elementary	743-4078
Amy Painter	Administrative Assistance	Luray Elementary	743-4078
Dixie Davis	Principal	Shenandoah Elementary	652-8621
Michael Bell	Administrative Assistance	Shenandoah Elementary	652-8621
Teresa Day	Principal	Springfield Elementary	743-3750
Cathy Marston	Principal	Stanley Elementary	778-2612
Kelly Lawton	Principal	Luray Middle	843-2660
Preston Modlin	Assistant Principal	Luray Middle	843-2660
Joanne Hovatter	Principal	Page County Middle	652-3400
Denise Atkins	Assistant Principal	Page County Middle	652-3400
David Ponn	Principal	Luray High	743-3800
Karin Blay	Assistant Principal	Luray High	743-3800
Don Ehlers	Athletic Director	Luray High	743-3800
Sandra Warren	Guidance Director	Luray High	743-2565
Eric Benson	Principal	Page County High	652-8712
Rebecca Warrio	Assistant Principal	Page County High	652-8712
Keith Cabbage	Athletic Director	Page County High	652-8712
Meg Farmer	Guidance Director	Page County High	652-1245
Todd Lynn	Principal	Page County Technical Center	778-7282
Shirley Harper	Director of Technology	Page County Technical Center	778-7282
ADMINISTRATION		LOCATION	PHONE
Randall W. Thomas	Division Superintendent	Central Office	743-6533
Donna Whitley-Smith	Assistant Superintendent for Instruction	Central Office	743-6533
Paul Johnson	Director of Human Resources & Administration	Central Office	743-6533
Michelle Miller	Director of Finance	Central Office	743-6533
Judith A. Price	Director Testing & Student Data Collection	Central Office	743-6533
Rich Thompson	Director of Support Services	Central Office	743-6533
Jennifer Weaver	Director of Instructional Services	Central Office	743-6533
Diane Dovel	Director of Food Services	Central Office	743-6533
Janice Beahm	Accounts Payable Clerk	Central Office	743-6533
Pam Bell	Employee Benefits Specialist	Central Office	743-6533
Connie Comer	Human Resources Secretary	Central Office	743-6533
Ellen H. Fields	Clerk of the Board/Superintendent's Secretary	Central Office	743-6533
April McDaniel	Payroll Clerk	Central Office	743-6533
Kay McDaniel	Receptionist/Secretary	Central Office	743-6533
Mary Sue Good	Food Services/Data Collection Secretary	Central Office	743-6533
Anita Ragland	Instruc. Sec./Finance Clerk for Federal & State Programs	Central Office	743-6533
John VanWyck	Director of Student Services/Title I	Central Office - ASO	743-6533
Amy Judd	Adult Ed. Program Manager/ASO Secretary/Chief GED Examiner	Central Office - ASO	743-6533
Kim Parlett	Attendance Coordinator	Central Office - ASO	743-6533
Roberta Wells	Grant Writer/Evaluator	Central Office - ASO	743-6533
Steve Henry	Technology Technician	Central Office - ASO	743-6533
Donna M. Smith	Director of Special Services	Special Education Building	743-6533
Ellen Bauserman	Special Education Coordinator	Special Education Building	743-6533
David Gibbs	School Psychologist	Special Education Building	743-6533
Sharon Good	Social Worker	Special Education Building	743-6533
Dixie Nealis	Special Education Secretary/Financial Clerk	Special Education Building	743-6533
Melanie Rittenhouse	Social Worker	Special Education Building	743-6533
Sherry Smith	Transition Coordinator	Special Education Building	743-6533