



# **Lexington City Schools**

## **Employee Handbook**

### **2009 – 2010**



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## Purpose

The purpose of this handbook is to provide you with information needed for another successful school year. It contains the answers to many commonly asked questions by teachers and staff. Please note that not all division policies and procedures are included in this document. A Lexington City Policy Manual is located in the media center at both schools and in each principal's office.

This handbook is not intended to be a substitute for the policy manual. This is only a guide that contains brief explanations of policies and procedures related to your duties as a Lexington City School employee. Our school board will occasionally make changes to our policy manual. Changes in the policy manual will supersede any provisions in this handbook that are not compatible.

Please read this handbook and address any questions you have with your building principal.



## **Statement of Core Values**

We believe all students should have high expectations for themselves as lifelong learners;  
We believe all students should learn and exercise civility and respect for one another;  
We believe all students should discover and celebrate the rich cultural diversity of the larger community; and  
We believe all students can and should acquire the knowledge, skills, and attitudes to act as resourceful and responsible citizens in a democratic society.

## **Vision Statement**

Lexington City Schools is a community of learners that includes students, teachers, parents, area residents, School Board, and administration. This community is engaged in learning the skills needed to be effective users of ideas and information, as well as those skills that promote sensitive human relations, self-understanding, and integration of total life experiences.

## **Division Mission Statement**

The mission of Lexington City Schools is to provide progressive educational experiences that are responsive to the needs and talents of all students.



## **Lexington City School Board**

The Lexington City School Board members are officers of the Commonwealth and the policy-making body for the Lexington City School Division. (Policy: BB)

The members of the Board for 2009 – 2010 are:

Aaron Bruce – Chair  
Leslie Straughan – Vice-Chair  
Dean Knick  
Leonard Stewart  
Michael Tshantz

### **Board Meeting 2008 – 2009**

The Lexington City School Board meets on the second Monday of the month at 4:30 pm in the media center at Waddell Elementary School.

### **School Board Administration**

Dan Lyons	Division Superintendent
Shelby Cash	Board Clerk
Pat Knick	Deputy Clerk
Debi Woody-Maschal	Director of Special Education, Visiting Teacher
Julie Nicely	Title I Coordinator, Administrative Assistant for Special Education

## Contacts

Division Superintendent	Dan Lyons	ext. 3201
Payroll, Insurance, VRS, and Contracts	Shelby Cash	ext. 3203
Accounts Payable and Leave	Pat Knick	ext. 3202
Special Education	Debi Woody-Maschal	ext. 3205
Title I and Special Education	Julie Nicely	ext. 3204
Lylburn Downing Principal	Rich Dowd	ext. 3002
Lylburn Downing Office	Karen Reynolds	ext. 3001
Harrington Waddell Principal	Lisa Clark	ext. 3102
Harrington Waddell Office	Tara Hazelwood	ext. 3101
School Nurse	Beth Jewell (W)	ext. 3115
	(L)	ext. 3004

A directory for all employees is available in the office of both schools.



# School Calendar

## August

- 12 New Teacher In-service/Workday
- 13 Teacher In-service/Workday
- 14 Teacher In-service/Workday
- 17 Teacher Workday
- 18 Teacher Workday
- 19 1<sup>st</sup> Day for Students

## September

- 7 Labor Day Schools Closed
- 25 Interim Reports Sent Home

## October

- 22 End of 1<sup>st</sup> Grading (46 Days)
- 23 Teachers Report: School-Based Day
- 26 Begin 2<sup>nd</sup> Grading Period
- 30 LDMS Report Cards

## November

- 5 Parent Conferences 1P.M. Closing
- 6 Parent Conferences No School for Students
- 24 Science Fair 1P.M. Closing
- 25 Thanksgiving Break (All Schools Closed)
- 26 Thanksgiving Break (Schools and Offices Closed)
- 27 Thanksgiving Break (Schools and Offices Closed)
- 30 Schools and Offices Reopen

## December

- 4 Interim Reports
- 21 Winter Break Begins (Schools Closed)
- 24 Winter Break (Schools and Offices Closed)
- 25 Winter Break (All Offices Closed)
- 30 Winter Break (All Offices Closed)
- 31 Winter Break (All Offices Closed)

## January

- 1 Winter Break (All Offices Closed)
- 4 Schools and Offices Reopen
- 15 End 2<sup>nd</sup> Grading Period (46 Days)
- End 1<sup>st</sup> Semester (92 Days)
- 18 Martin Luther King Day (Schools and Offices Closed)
- 19 Teachers Report: School-Based Day
- 20 Begin Second Semester
- 22 Report Cards

February

- 15 Teacher In-service
- 19 Interim Reports

March

- 25 End of 3<sup>rd</sup> Grading Period (46 Days)
- 26 Teachers Report: School-Based Day
- 29 Spring Break Begins

April

- 1 Spring Break (All Offices Closed)
- 2 Spring Break (All Offices Closed)
- 5 Schools and Offices Reopen
- 9 Report Cards

May

- 7 Interim Reports
- 31 Memorial Day (Schools and Offices Closed)

June

- 4 End 4<sup>th</sup> Grading Period (44 Days)
- End Second Semester (90 Days)
- 7 Teachers Report: School-Based Day
- 8 Teachers Report: School-Based Day
- Calendar contains 182 schools days, 7 workdays and 3 in-service days.
- School Contingency Plan

Day 1 No Makeup

Day 2 No Makeup

Day 3 June 7, 2010

Day 4 June 8, 2010

Day 5 June 9, 2010

Day 6 June 10, 2010

Day 7 June 11, 2010

Day 8 June 14, 2010

Day 9 June 15, 2010

Day 10 June 16, 2010

Last day of school will change if snow days are not used



## **Staff Time Schedules (Policy: GAA, GCJ-R)**

Work Schedules:

### School Board Administrative Office Personnel Workday

Non-teaching personnel employed in the School Board Office shall be on duty eight hours each official work day between 8:30 am and 4:30 pm with a lunch of not less than thirty minutes as well as that time necessary to perform duties to carry out the responsibilities of their positions that must be performed at times other than during office hours.

### Principals Regular Workday

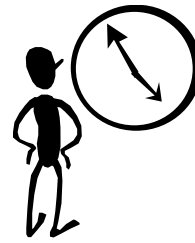
Principals shall be in their building and/or pursuing their duties each official work day and shall remain as long after the teachers leave as their duties require. It shall also be understood that additional time may be required of principals to insure the orderly and efficient operation of their school.

Building principals will begin their day with an inspection of the exterior and interior of the building and grounds.

### Teachers and Professional Staff Regular Workday

The work day for full-time licensed and professional staff will be a minimum of seven hours and thirty minutes and will continue until professional responsibilities to the student and school are completed. Teachers shall report for duty each morning and be prepared to start their duties by 8:00 am and remain on site until at least 3:30 pm unless extenuating circumstances require the employee to leave the grounds. Permission to leave the building during school hours must be obtained from the building principal. Reduction in time requirements will be made at the discretion of the Superintendent or the school board.





### Non-Exempt Employees

Working hours for all employees not exempted under the Fair Labor Standard Act, including secretaries and custodians, will conform to federal and state regulations. Principals will make every effort to avoid circumstances which will require these employees to work more than 40 hours per week.

Paraprofessionals are not exempt from overtime and are not authorized to work in excess of their assigned schedule without written prior approval from their building principal.

### Non-School Employment By Professional Staff Members (Policy: GCQA)

Professional employees shall not engage in outside employment without the approval of the Superintendent. The employment shall be based upon whether employment in a private business or outside activity will detract from the employee's effectiveness in his/her contractually assigned duties.

### Tutoring for Pay

Teachers may privately tutor students, other than those in class under their direction, for pay at their own discretion. Private tutoring is not permitted on school premises.



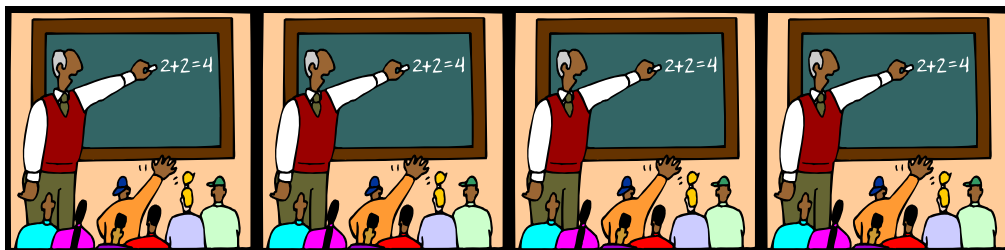
## Performance Evaluation

Evaluation of an employee's job performance is a continuing process that focuses on improvement. Performance evaluation is based on an employee's assigned job duties and other job related activities. All employees will participate in the evaluation process with their assigned supervisor annually. Written evaluations will be completed on forms approved by the division. Reports, correspondence and memoranda may also be used to document performance information. All employees will receive a copy of their written evaluation, have a performance conference with their supervisor, and get the opportunity to respond to the evaluation.

## Tuition Reimbursement

If funds are available for teachers to be reimbursed for classes that are being used for certificate renewal, to fulfill a performance objective or for professional or personal advancement. Teachers seeking reimbursement must receive approval prior to taking the class.

The Board reserves the right to request a one-year employment commitment for each 24 hours of college credit provided under tuition assistance. In the event the commitment is not honored, the Board may request restitution.



## Virginia Licensure

Teachers are responsible for maintaining a current Virginia Teacher's License and for satisfying license renewal requirements. The Virginia Renewal Manual provides guidance to assist license holders in the implementation of the renewal requirements. The renewal manual may be accessed at the following web address:

[www.pen.k12.va.us/VDOE/Compliance.teacherED/remanual.pdf](http://www.pen.k12.va.us/VDOE/Compliance.teacherED/remanual.pdf)





## Compensation Benefits



### Salary, Wages and Stipends (Policy: DL)

Employees are paid in accordance with administrative guidelines and a pay structure established for each position. The division pay plans are reviewed by the administration each year and are adjusted as needed. All positions are classified as exempt or nonexempt according to federal law. Professional and administrative employees are generally classified as exempt and are paid salaries based on the number of days worked per year. They are not entitled to overtime compensation. Other employees are generally classified as nonexempt and are paid based on hourly wages or provided compensatory time for each overtime hour worked. Salaries are reviewed annually and adjusted according to the budgeted amount approved by the school board. All employees will receive written notice of their pay and work schedule prior to the start of the school year. Contract employees who perform extracurricular or supplemental duties may be paid a stipend in addition to their salary according to the division supplemental salary scale.

### Paydays

All employees are required to participate in our direct deposit program. Deposits will be made in employees' accounts semi-monthly on the 15<sup>th</sup> and the last business day of the month. When the 15<sup>th</sup> falls on a weekend, deposits will be made on the preceding Friday. **The only exception to this policy will occur in December when deposits will be made on the last teaching day of the month.**

### Travel Reimbursement (Policy: DLC)

The board encourages attendance and participation of school personnel at professional meetings. The purpose of this policy is to provide staff with opportunities to improve their work skills.

Requests for reimbursement from board funds will be honored only for expenses approved in advance by the superintendent and for which a statement of travel, with supporting documents, is submitted at the conclusion of the trip.



## Health Benefits



### Health Insurance

All full-time employees are eligible to participate in our group health insurance plan. The division's contribution to this plan is determined annually when the budget is approved by the board. Detailed description of the coverage is provided in a separate booklet provided to the employees by the provider. The insurance plan year is from July 1 – June 30. Questions on health care insurance should be directed to the Board Clerk ext. 3203.

### Cafeteria Plan Benefits

Eligible employees may participate in the Flex Plan medical, dental, prescription drug, life, accidental death, cancer, disability insurance, medical reimbursement and dependent childcare. Under IRS regulations an employee must either accept or reject the benefit. The plan enables eligible employees to use pre-tax dollars to pay un-reimbursed medical benefits, childcare benefits and certain insurance premiums. A third party administrator (Aflac) handles employees claims made on this account.

### Workers' Compensation Insurance

The division, in accordance with state law, provides workers' compensation benefits to employees who suffer a work-related illness or are injured on the job. Benefits help pay for medical treatment and make up for part of the income lost while recovering. All work-related accidents or injury should be reported immediately to your immediate supervisor and the Deputy Clerk ext. 3202.

### Reporting Employee Absence

Employees must follow division procedures to report or request any leave or absence and complete the appropriate leave form. Personal and sick leave is awarded on an annual basis. However, anyone who misses more than 11 days in a month will lose a percentage of their leave. If an employee leaves prior to the end of the school year, the cost of any unearned leave days, that have already been taken, shall be deducted from the employee's final paycheck.

### Personal Leave (Policy: GCBD)

All full-time salaried employees who qualify for the Virginia Retirement System shall submit a written record of intended absence to their principal or to their immediate supervisor at least forty-eight hours prior to expected absence. No specific reason for such personal leave shall be required or solicited. In case of emergency, the appropriate school official shall be notified prior to the start of the duty day to be taken off. Leave on in-service days or days immediately before or after a holiday or vacation may be requested, for reason, from the Superintendent.

No more than one instructional staff member or 10 percent of a staff of an administrative unit, whichever is greater, may take personal leave at any one time. Approval will be made by priority of time of receipt of application.

This leave is not cumulative. However, unused personal leave will be transferred to accumulated sick leave at the end of the fiscal year.

### Sick Leave (Policy: GCBD)

The division operates under the regulations governing the State Leave Plan for Teachers. Each full-time contracted employee shall be permitted to anticipate sick leave earning for the current contract year. Employees missing more than 11 days in a month will lose a portion of their sick leave. A maximum of 4 days per contract year of such leave may be used for necessary appointments with physicians or dentists. Such leave must be taken in one-half day increments. Employees covered under this policy may transfer leave 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 made signifies its willingness to accept such transfer. Lexington City Schools will accept up to 90 days.

### Funeral Leave

Employees may be absent without loss of pay and without sick leave deduction in the case of a mother, father, husband, wife or child for a period not to exceed three days per occurrence. Additional days and all other funerals shall be charged to sick leave.

### Federal and State Jury Duty (Policy – GCBD)

Employees called for jury duty may be absent without loss of pay subject to verification of actual days served (verification to be provided by the Clerk of Court). Any compensation received from the court must be turned in to the School Division.

### Mandatory Court Appearance (Policy – GCBD)

Employees subpoenaed as court witnesses in relation to employment with the Lexington City Public Schools may be absent without loss of pay provided that a copy of the subpoena shall be transmitted to the payroll office.

## **Personnel-Management Relations**

### Complaints and Grievances (Policy: GBM)

In an effort to hear and resolve employee complaints in a timely manner and at lowest administrative level possible, the board has adopted an orderly process that all employees must follow when bringing formal complaints and grievances. Employees are encouraged to discuss problems or complaints with supervisors or an appropriate administrator at any time.

The formal grievance process provides all employees with an opportunity to be heard up to the highest level of management if dissatisfied with an administrative response. Once all administrative grievance procedures are exhausted, employees can bring grievances to the school board. For complete details please refer to section GBM of the Division Policy Manual.

### Harassment (Policy: ACB)

It is the policy of the Lexington City School Board to maintain a working and learning environment for all its employees and students which provides for fair and equitable treatment, including freedom from sexual harassment. It is illegal for any employee or student, male or female, to harass another

individual by (1) making unwelcome sexual advances or requests for sexual favors, or engaging in other verbal or physical conduct of a sexual nature, or (2) making submission to or rejection of such conduct a basis for employment decisions affecting the employee, or (3) creating an intimidating, hostile or offensive working environment by such conduct. Any employee or student who believes he or she has been subjected to sexual harassment should report the alleged act immediately to the Division Superintendent.

#### Tobacco Use (KGC)

Smoking or using tobacco products is prohibited on all school division property and at school related or school sanctioned activities.



## General Procedures

### Bad Weather Closing

The Superintendent may close schools because of bad weather or emergency conditions. When such conditions exist, the Superintendent will make the official decision concerning the closing of the facilities.

In the event of emergency situations dictating early dismissal, delay, or closing of Lexington City School facilities, the closing announcements will be reported to the following radio or television stations at approximately 6:00 a.m. The announcements should be posted soon thereafter.

**WDBJ-TV (Channel 7)**

**WSLS-TV (Channel 10)**

**WSET-TV (Channel 13)**

**WMRA RADIO (FM 89.9)**

**WREL RADIO (FM 96.7 / AM 1450)**

**WSLQ Q99, WXLK K92FM, STAR Country 94.9FM, WFIR 960AM**

**WVTF PUBLIC RADIO (FM 89.1)**

**STAR RADIO (FM 94.3)**

**LEXINGTON CITY SCHOOLS WEBSITE ([www.lexedu.org](http://www.lexedu.org))**

**HONEYWELL INSTANT ALERT**

### Emergencies

All employees should be familiar with the evacuation diagrams posted throughout the building. Fire and other emergency drills will be conducted on a regular basis to familiarize teachers and students with the process.

### Keys



Employees should not loan their keys to anyone including students. Keys shall not be duplicated for any reason. Broken keys will be replaced by the building principals. Teacher keys

will open the front door of the building when the main office is closed. Please be sure to secure the door after entering the building. Lost keys must be immediately reported to the building principals. Employees are responsible for all costs related to lost keys.

### Telephones



Every classroom is equipped with a telephone and every teacher has a voice mail account. Except for emergencies, these phones are not to be used when students are present in the room and at no time should students be allowed to use a teacher's phone. In an emergency situation teachers should dial 911 and use their intercoms to notify the office.

### Substitute Teachers



Teachers are to notify their principal as early as possible when they know they are going to need a substitute. Lesson plans and special instructions should be kept in a folder and left in the teacher's desk where they will be easy to find. If the desk is locked, provision should be made for a key for the substitute to use. Each teacher will sign a certificate of absence upon their return.

### Reporting/Communication with Parents

Periodic reports of a student's progress to parents are essential. Communication between school and home should take several forms, and each conference and/or contact should be documented.

1. Notes may be sent home to explain students' progress, successes and/or difficulties.
2. Telephone conversations provide a means for sharing triumphs or problems.
3. Formal parent-teacher conferences may be arranged by the school or parent.
4. Teachers may conduct home visits.
5. Progress reports will be sent at regular intervals.



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