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Preface

This handbook is provided as an easy reference to assist employees in understanding the policies and practices of Amelia County Public Schools. For more information, employees should refer to the Amelia County School Board Policy Manual, Regulations, and Faculty handbooks. The policy manual is maintained at the School Board Office and can be accessed online (Policy BF) at www.amelia.k12.va.us/administration/schoolboard/policymannual.

If employees have policy questions or questions related to personnel or benefits, they should contact Dr. Cynthia R. Reasoner, Director of Instruction and Human Resources or Mrs. Maribeth Smith, Human Resources Manager, at 804-561-2621.

This handbook does not constitute a contract. Amelia County Public Schools, as the employer, reserves the right at any time to adjust or make modifications regarding procedures at its sole discretion.

This handbook was originally created in the Spring of 2017 as a Graduate cohort project by Mrs. Valarie Harris, ACMS Teacher, with guidance and input from Dr. Martha Eagle. Special recognition is given to Halifax County Public Schools and Cumberland County Public Schools for their contribution to this project. This handbook will be revised each school year to reflect updates.
Amelia County Public Schools

Mission Statement

To inspire life-long learners, provide varied educational experiences, foster continuous growth by creating new and empowering connections, and develop 21\textsuperscript{st} century skills for all students, teachers, and employees.

Vision Statement

All learners will be exemplary citizens, forward thinking, spurred to innovate, and future ready.
## Amelia County Public Schools
### Administration and Staff

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
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</thead>
<tbody>
<tr>
<td>Dr. Lori Harper</td>
<td>Superintendent</td>
</tr>
<tr>
<td>Dr. Cynthia Reasoner</td>
<td>Director of Instruction and HR</td>
</tr>
<tr>
<td>Mr. Kevin Monroe</td>
<td>Director of Operations and CTE</td>
</tr>
<tr>
<td>Dr. Jan Medley</td>
<td>Director of Pupil Personnel and Federal Programs</td>
</tr>
<tr>
<td>Mrs. Carly Bullock</td>
<td>School Finance Manager</td>
</tr>
<tr>
<td>Mrs. Virginia Jones</td>
<td>Executive Assistant to Superintendent/ Clerk of Board</td>
</tr>
<tr>
<td>Mrs. Monica Jones</td>
<td>Human Resources Manager/Deputy Clerk</td>
</tr>
</tbody>
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## Amelia County School Board Members

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
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<tbody>
<tr>
<td>Mr. Glen Wilkerson</td>
<td>Chair, District 2</td>
</tr>
<tr>
<td>Mr. Mike Neller</td>
<td>Vice Chair, District 3</td>
</tr>
<tr>
<td>Mrs. Catherine Wilkinson</td>
<td>Member, District 1</td>
</tr>
<tr>
<td>Mrs. Bonnie Vega</td>
<td>Member, District 4</td>
</tr>
<tr>
<td>Mr. Jim Ferrara</td>
<td>Member, District 5</td>
</tr>
</tbody>
</table>
School and Facility Directory

Standard Office Hours are 8:00 AM to 4:30 PM, Monday - Friday

**Amelia County Elementary School**

Principal: *Mr. Jonathan Cummins*
Asst. Principal: *Dr. Jennifer Ramey*
Phone: 804-561-2433
Fax: 804-561-6524
Address: 8533 N. Five Forks Road, Amelia Court House VA 23002

**Amelia County Middle School**

Principal: *Mr. Bobby Shockley*
Asst. Principal: *Mr. Daniel Trump*
Phone: 804-561-4422
Fax: 804-561-6525
Address: 8740 Otterburn Road, Amelia Court House VA 23002

**Amelia County High School**

Principal: *Mr. John Ringstaff*
Asst. Principal: *Mrs. Valarie Harris*
Phone: 804-561-2101
Fax: 804-561-4567
Address: 8500 Otterburn Road, Amelia Court House VA 23002

**Transportation and Maintenance Office**

Director of Operations: *Mr. Kevin Monroe*
Maintenance Supervisor: *Mr. John Hinebaugh*
Transportation Supervisor: *Mrs. Mary Webb*
Transportation Dispatcher/Maintenance Clerk: *Ms. Mary Hinton*
Phone: 804-561-2632
Fax: 804-561-5316
Address: 8634 Otterburn Road, Amelia Court House VA 23002
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<tr>
<td></td>
<td>Independence Day</td>
<td>1-3 No School – Winter Break</td>
<td>3rd Quarter Interims Issued</td>
<td>11 End of Third Quarter</td>
<td>6-13 No School – Spring Break</td>
<td>16 ACHS Graduation</td>
<td>1 Report Cards Mailed – ACMS and ACHS</td>
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<td>12 Fourth Quarter Begins</td>
<td>22 4th Quarter Interims Issued</td>
<td>21 ACES Report Cards Issued</td>
<td>2 Summer School Begins</td>
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<td>New Teachers Report</td>
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<td>22 2nd Quarter Interims Issued</td>
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<td>20 3rd Quarter Report Cards</td>
<td>23-27 Teacher Workdays/Professional Development</td>
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<td>All Teachers Report Convocation</td>
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<td>3rd Quarter – 46 Days</td>
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<td>Open House – 2 to 7 PM</td>
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<td>First Day of School</td>
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<td>Pre Labor Day – No School</td>
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<td>End of 1st Quarter</td>
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<td>Half Day Early Dismiss – Teacher Workday</td>
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<td>1st Quarter Interims Issued</td>
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<td>Early Dismissal - Parent-Teacher Conference Day (2PM-7PM)</td>
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<td>No School – Winter Break</td>
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<td>23-27</td>
<td>Thanksgiving Break</td>
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Possible Make-up Days
October 24, November 27/Early Release, February 17, January 2, 3, April 13, May 18, 27
2019-2020 CALENDAR SUMMARY

Student Holidays
Labor Day: August 30, 2019 and September 2, 2019
Thanksgiving: November 27-29, 2019
Dr. Martin Luther King, Jr.: January 20, 2020
President’s Day: February 19, 2018
Spring Break: April 6 - 13, 2020

Planning/Professional Development Days (8:00 a.m.-3:30 p.m. for teachers)

New Teachers Only (August 1-2, 2019)

Teacher Workdays (August 5-13, 2019 and May 26-27, 2020)

Teacher Workdays Half-Days (October 18, 2019, December 20, 2019, and March 13, 2020)

Professional Development (No Students) (August 6-7, 2019 and May 26 - 27, 2020)

Parent/Teacher Conferences: October 24, 2019 (2:00pm – 7:00pm)

Early Dismissal Days (12:30 p.m.)
October 24, 2019
December 20, 2019
March 13, 2020

Report Cards Issued
First Quarter
October 22, 2019

Second Quarter
January 13, 2020

Third Quarter
March 20, 2020

Fourth Quarter
May 21, 2020 (ACES)
June 1, 2018 (ACMS, ACHS)
<table>
<thead>
<tr>
<th>Job Responsibility</th>
<th>Person Responsible</th>
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<tbody>
<tr>
<td>Accountability/School Improvement Process</td>
<td>Dr. Cynthia Reasoner</td>
</tr>
<tr>
<td>Adult Education/GED</td>
<td>Dr. Cynthia Reasoner</td>
</tr>
<tr>
<td>Alternative Education</td>
<td>Mr. Kevin Monroe</td>
</tr>
<tr>
<td>Assessment/ SOL Testing/ Division Director of Testing</td>
<td>Mrs. Sherry Pettis</td>
</tr>
<tr>
<td>Benefits-Employee</td>
<td>Dr. Cynthia Reasoner</td>
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<tr>
<td>Budget Analysis</td>
<td>Mrs. Carly Bullock</td>
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<tr>
<td>Calendar - Academic Year</td>
<td>Dr. Cynthia Reasoner</td>
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<tr>
<td>Capital Improvement Plan</td>
<td>Dr. Lori Harper/ Mr. Kevin Monroe</td>
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<td>Career Technical Education (CTE)</td>
<td>Mr. Kevin Monroe</td>
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<tr>
<td>Code of Student Conduct &amp; Parent Notifications</td>
<td>Dr. Cynthia Reasoner</td>
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<tr>
<td>Comprehensive Strategic Division Plan</td>
<td>Mr. Kevin Monroe</td>
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<tr>
<td>Curriculum</td>
<td>Mrs. Sherry Pettis</td>
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<td>Discipline - Due Process/Reporting</td>
<td>Dr. Cynthia Reasoner</td>
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<tr>
<td>Disposal of Surplus Equipment/Auction</td>
<td>Mr. Kevin Monroe</td>
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<tr>
<td>Division Data</td>
<td>Mrs. Sherry Pettis</td>
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<tr>
<td>Division Evaluation Documents/Forms</td>
<td>Dr. Cynthia Reasoner</td>
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<tr>
<td>Drug/Gang Taskforce</td>
<td>Mr. Todd Spurlock</td>
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<tr>
<td>Employee Benefits and Personnel Files</td>
<td>Mrs. Maribeth Smith</td>
</tr>
<tr>
<td>Employee Grievances</td>
<td>Dr. Cynthia Reasoner</td>
</tr>
<tr>
<td>Employee Handbook</td>
<td>Dr. Cynthia Reasoner</td>
</tr>
<tr>
<td>Energy Conservation Efforts</td>
<td>Mr. Bo Lynch</td>
</tr>
<tr>
<td>English Language Learners (ELL)</td>
<td>Ms. Marjorie Krzyston</td>
</tr>
<tr>
<td>Equity</td>
<td>Dr. Cynthia Reasoner</td>
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<tr>
<td>Evaluations-Professional and Classified</td>
<td>Mr. Kevin Monroe</td>
</tr>
<tr>
<td>Field Trips</td>
<td>Mrs. Carly Bullock</td>
</tr>
<tr>
<td>Finance</td>
<td>Mr. Todd Spurlock</td>
</tr>
<tr>
<td>Food/Nutrition Service</td>
<td>Mrs. Carly Bullock</td>
</tr>
<tr>
<td>Forms - Leave (sick, vacation personal)</td>
<td>Dr. Cynthia Reasoner</td>
</tr>
<tr>
<td>Foster Care</td>
<td>Dr. Jan Medley</td>
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<tr>
<td>Gifted Education</td>
<td>Dr. Cynthia Reasoner</td>
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<td>Grants - Special Education</td>
<td>Dr. Jan Medley</td>
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<td>Guidance</td>
<td>Dr. Jan Medley</td>
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<tr>
<td>Health Advisory/Nurses</td>
<td>Dr. Jan Medley</td>
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<tr>
<td>Home School/Religious Exemptions</td>
<td>Mr. Todd Spurlock</td>
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<td>Homebound Instruction</td>
<td>Mr. Todd Spurlock</td>
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<tr>
<td>Homeless Education</td>
<td>Dr. Jan Medley</td>
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<tr>
<td>Human Resources</td>
<td>Dr. Cynthia Reasoner</td>
</tr>
<tr>
<td>IC Messenger</td>
<td>Mr. Kevin Monroe</td>
</tr>
<tr>
<td>Instruction</td>
<td>Dr. Cynthia Reasoner</td>
</tr>
<tr>
<td>Instructional Technology Resource Teachers (ITRT)</td>
<td>Ms. Sylvia Hicks</td>
</tr>
<tr>
<td>Maintenance</td>
<td>Mr. Kevin Monroe</td>
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<tr>
<td>New Teacher/Mentor Program</td>
<td>Dr. Cynthia Reasoner</td>
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Employee Handbook  Amelia County Public Schools
Policy Review
Powerschool Analytics/Performance Matters
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School Messenger
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Student Teacher placements
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Technology
Textbooks
Title Grants (I-IV)
Transportation
Truancy
Tuition Assistance for Recertification
Website Updates

Dr. Lori Harper / Mrs. Virginia Jones
Mrs. Sherry Pettis
Dr. Cynthia Reasoner

Dr. Lori Harper / Dr. Cynthia Reasoner
Dr. Cynthia Reasoner
Dr. Cynthia Reasoner
Mrs. Virginia Jones
Dr. Jan Medley

Dr. Cynthia Reasoner / Mrs. Sherry Pettis
Dr. Jan Medley
Dr. Jan Medley
Mrs. Sherry Pettis
Mr. Kevin Monroe
Mrs. Sherry Pettis
Dr. Cynthia Reasoner
Dr. Cynthia Reasoner
Mr. Kevin Monroe
Dr. Lori Harper
Mr. Bo Lynch
Dr. Cynthia Reasoner
Dr. Jan Medley
Mr. Kevin Monroe
Mr. Todd Spurlock
Dr. Cynthia Reasoner
Mr. Jason Cubbage
WEATHER-RELATED SCHOOL CLOSINGS AND DELAYED OPENINGS

When emergency weather conditions exist or a winter storm results in snow, sleet or ice on the roads of the area, we must sometimes close or delay school. The safety of the student is the primary consideration in any such decision.

HOW THE DECISION IS MADE

If conditions are doubtful, central office administration notifies those designated to check roads. These individuals check different sections of the county. After road conditions have been determined, the superintendent and his staff make the decision whether to close or delay school for that day.

Every effort shall be made to make a decision by 5:30 a.m. in order to notify staff and students. In addition, cancellations should be made the evening prior to the day of school, if conditions warrant.

HOW THE DECISION IS ANNOUNCED

A decision to close school or delay will be announced on the following television stations as soon as a decision is made:

WTVR-Channel 6; WRIC-Channel 8; WWBT-Channel 12

You will receive a phone call through the School Messenger/ Instant Alert telephone messaging system and the information will be placed on our web page, http://www.amelia.k12.va.us/, and ACPS Facebook page.

Television stations may not announce a decision that school will reopen. Therefore, after schools have been closed a decision to reopen will be announced as soon as it is made through the use of the School Messenger/Instant Alert telephone messaging system, ACPS Facebook page, and on the school division web page, http://www.amelia.k12.va.us/.

DELAYED OPENING

Sometimes, if conditions are uncertain, either a one-hour or a two-hour delay will be announced. This delay will allow more time to determine what the weather will do or may be used when road conditions are marginal to gain daylight and allow conditions to improve.

When schools open one hour late, teachers and staff report one hour late. When schools open two hours late, teachers and staff report two hours late unless otherwise noted.

EARLY CLOSING

If weather conditions deteriorate during the day, a decision may be made to close early. The decision will be based on checking actual road conditions and weather forecasts. A decision to close early will be announced as soon as it is made.

When schools are closed due to bad weather, but offices are open, twelve-month employees are expected to report to work unless otherwise noted. Snow removal from sidewalks, bus lots and faculty parking areas is the responsibility of the maintenance department.

Employee Handbook Amelia County Public Schools
VARYING CONDITIONS

Because of the large geographical area, road conditions may be hazardous in one part of the county and not in others. If schools should be closed when roads are clear in your area, please keep in mind that road conditions may be unsafe for school buses in other sections of the county.

EQUAL EMPLOYMENT OPPORTUNITIES/NON-DISCRIMINATION (Policy GB)

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

PROHIBITION AGAINST HARASSMENT AND RETALIATION (Policy GBA)

The Amelia County School Board is committed to maintaining an educational environment and workplace that is free from harassment. In accordance with law, the Board prohibits harassment and retaliation against students, employees, or others on the basis of sex, gender, race, color, national origin, disability, religion, ancestry, age, marital status, genetic information or any other characteristic protected by law or based on a belief that such characteristic exists at school or any school sponsored activity. The Amelia County School Board is an equal opportunity employer.

Review Policy GBA for specific details on this policy.

HARASSMENT BASED ON SEX (Policy GBA/JFHA)

Amelia County Public Schools believes that all employees and students are entitled to work and study in environments that are free of sexual harassment. To this end, the Board prohibits employees and students from engaging in sexual harassment and advises employees and students, that when evidence of sexual harassment is established, disciplinary action may be taken, up to and including dismissal (for employees) and suspension (for students). Examples of sexual harassment include, but are not limited to, deliberate, unwelcome touching; suggestions or demands for sexual involvement accompanied by implied or overt promises or threats; pressure for sexual activity; continued or repeated offensive sexual flirtations, advances or propositions; continued or repeated verbal remarks about an individual’s body; sexually degrading words used toward an individual or to describe an individual; or the displaying the workplace or school setting of sexually suggestive objects or pictures. Sexual harassment does not include personal compliments welcomed by the recipient or social interactions or relations freely entered into by an employee or prospective employee or appropriate social interactions between students that do not violate the Code of Student Conduct. It is possible for sexual harassment to occur at various levels: between peers or co-workers, between supervisors and subordinates, between employees and students, between students or imposed by non-employees on employees and/or students.

Romantic or sexual advances toward students by employees or romantic or sexual relationships between school system employees and students are never appropriate, whether they are
consensual or non-consensual or otherwise outside the definition of sexual harassment. Such relationships are prohibited. Employees engaging in inappropriate relationships with students, or who fail to report such relationships to the Superintendent, will be subject to disciplinary action, up to and including dismissal.

Any employee who has knowledge of conduct or circumstances that may constitute sexual harassment must report such to the principal, designee or supervisor. All complaints of sexual harassment shall be promptly and thoroughly investigated. Any employee who receives from a student a report (oral or written) of alleged sexual harassment shall immediately report the same to the school principal, and the principal shall promptly inform the Superintendent of the allegations. Failure by the employee to do so may subject the employee to disciplinary action. Any employee who believes that he/she has suffered harassment may report the matter in writing to the Superintendent or assigned Compliance Officer (See Policy GBA).

**PROHIBITED RELATIONSHIPS WITH STUDENTS**

All employees, volunteers and student teachers of Amelia County Public Schools System are prohibited from entering into a romantic or sexual relationship with any student while enrolled in Amelia County Public Schools, regardless of the student’s age and regardless of whether the involvement is consensual. Employees engaging in such inappropriate conduct will be subject to disciplinary action, up to and including dismissal. Any employee who has reason to believe that another employee is inappropriately involved with a student as described above, shall report this information to the Human Resources Department. Any employee who fails to inform the Human Resources Department of a reported or suspected inappropriate relationship between an employee and a student maybe subject to disciplinary action.

**CRIMINAL RECORD CHECKS**

The Amelia County Public Schools School Board believes that a safe and secure learning and working environment should be provided for all students and staff. The Board further believes that employees should be role models for students and should positively represent Amelia County Public Schools in the community. These beliefs reflect the fundamental principle that anyone who directly or indirectly has contact with children is in a unique position of trust in this society. Criminal dispositions against an applicant or employee may have an impact upon these goals and will be considered in hiring and dismissal decisions. All applicants must consent to criminal record checks as a condition of consideration for employment. Such consent shall include consent for criminal record checks that may take place after employment. Criminal record checks will be conducted on all newly hired employees, substitutes, and volunteers. All new employees will be hired conditional upon the review of the individual’s criminal record, and the employee shall be considered a conditional employee until final approval.

**DRUG AND ALCOHOL TESTING (Policy GDQ)**

As an employer, Amelia County Public Schools is committed to provide, within its means, a healthy and safe environment, and the best possible services to the students. The administration is also committed to maintaining the public’s confidence in its employees and to protecting the school system from the economic losses that can occur because of alcohol and drug abuse.
The purpose of drug and alcohol testing is to promote and maintain a drug-free environment in the workplace and to protect employees, students and the public by ensuring that employees of the Board are physically and mentally fit to perform their assigned duties. Employees are expected and required to perform their duties safely and effectively throughout the workday. When there are reasonable grounds to believe that an employee is in violation of the Board’s Drug-Free Workplace Policy, the Superintendent may require that the employee be referred to the Employee Assistance Program (EAP) and may be required to submit to a medical examination including a drug or alcohol assessment.

All applicants for bus driver, bus mechanic or other transportation positions which require that the employee has a valid CDL license will be required to submit to a drug assessment prior to final consideration for employment. Once employed, the employee will be subject to random drug and alcohol testing during employment under the guidelines set forth in Board policy.

As a division practice, employees who are involved in work-related vehicular accident are required to be drug tested. Employees who are involved in a major work-related injury may be required to be drug tested depending on the situation.

**DRUG-FREE WORKPLACE (Policy GBEA)**

Employees may not unlawfully manufacture, distribute, dispense, possess or use a controlled substance on school property, at any school activity or on any school-sponsored trip. It is a condition of employment that each employee of the Amelia County School Board will not engage in such prohibited conduct and will notify the Amelia County School Board of any criminal drug conviction for a violation occurring on school property, at any school activity or on any school-sponsored trip no later than 5 days after such conviction. An employee who is convicted of criminal drug activity for a violation occurring on school property, at any school activity or on any school-sponsored trip will be subject to appropriate discipline, up to and including termination, or required to satisfactorily participate in a drug abuse assistance or rehabilitation program.

**ELECTRONIC CIGARETTES (Policy GBEC)**

All persons are prohibited from using electronic cigarettes on school premises and school vehicles.

**TOBACCO-FREE SCHOOL FOR STAFF AND STUDENTS (Policy GBEC)**

Smoking, chewing or any other use of any tobacco products by staff, students, and visitors is prohibited on school property. For purposes of this policy,

1. “School property” means:
a. All interior portions of any building or other structure used for instruction, administration, support services, maintenance or storage.

b. Any indoor facility or portion of such facility owned or leased or contracted for and used for the provision of regular or routine health care, day care, or early childhood development (Head Start) services;

c. All vehicles used by the division for transporting students, staff, visitors or other persons.

2. “Tobacco” includes cigarettes, cigars, pipe tobacco, snuff, chewing tobacco and all other kinds and forms of tobacco prepared in such manner as to be suitable for chewing, smoking or both. “Tobacco” includes cloves or any other product packaged for smoking.

3. “Smoking” means the carrying or holding of any lighted pipe, cigar, or cigarette of any kind, or any other lighted smoking equipment, or the lighting, inhaling, or exhaling of smoke from a pipe, cigar, or cigarette of any kind.

This policy shall be published in student and employee handbooks, posted on bulletin boards, and announced in meetings.

Each principal shall post signs stating "No Smoking," or containing the international "No Smoking" symbol, consisting of a pictorial representation of a burning cigarette enclosed in a red circle with a bar across it, clearly and conspicuously in every school cafeteria and other dining facility in the school.

Staff and students found to be in violation of this policy shall be subject to appropriate disciplinary action.

Designated Smoking Areas

The School Board may direct the superintendent to issue regulations designating smoking areas on school grounds outside buildings.

**SELF-REPORTING CHARGE/ARREST CONVICTION (Policy GCPD/GCDA)**

The School Board of Amelia County insists upon maintaining a safe environment for its students and employees. Because employees occasionally are subject to criminal sanctions for conduct both on and off duty as a result of violating local, state, and/or federal laws, Amelia County Public Schools must be informed of all such charges, arrests, and convictions in order to assess each individual situation and maintain safety for all parties involved. It is, therefore, mandatory that each employee self-reports all charges, arrests, and convictions.

An employee, whether full-time or part-time, probationary or non-probationary, or employed in a temporary or seasonal capacity (i.e. substitute teacher, substitute custodian, emergency coach), shall report the following charges, arrests, or convictions to Human Resources.

- when the safety or welfare of the school division or the students therein is threatened or
when the employee has been charged by summons, warrant, indictment or information with the commission of

- a felony; or

- a misdemeanor involving
  - sexual assault as established in Article 7 (§18.2-61 et seq.) of Chapter 4 of Title 18.2, of the Code of Virginia,
  - obscenity and related offenses as established in Article 5 (§18.2-372 et seq.) of Chapter 8 of Title 18.2, of the Code of Virginia,
  - drugs as established in Article 1 (§18.2-247 et seq.) of Chapter 7 of Title 18.2, of the Code of Virginia,
  - moral turpitude, or
  - the physical or sexual abuse or neglect of a child; or an equivalent offense in another state.

Some examples of offenses, which are incompatible with the employment by the School Board include, but are not limited to, the following:

1. Sexual Offenses

Persons convicted of child molesting, incest, rape, sodomy or any attempts to commit these or similar acts are not suitable for positions which involve contact with children or where duties are performed in the immediate vicinity of children.

2. Crimes Involving the Taking of Money or Other Property

Persons having been convicted of embezzlement, burglary, larceny, theft, or any attempt to commit these or related offenses are not suitable for positions that require regular handling of funds or inventory.

3. Conviction of Violent Crimes

Persons convicted of murder, robbery, felonious assault, brandishing weapons or other acts of violence or attempted acts of violence are not suitable for positions which involve contact with children or where duties are performed in the immediate vicinity of children or where face to face contact with the public is required. Face to face contact shall mean regular contact with the general public, which contact is an integral part of job duties and merely incidental to such duties.

4. Conviction of Drug-Related Offenses

Persons convicted of felonious offenses involving the sale, attempted sale, or possession of controlled substances with the intent to distribute or any other felonious offenses related to trafficking a controlled substance.

5. Conviction of Crimes of Moral Turpitude
Persons convicted of any crime of moral turpitude such as larceny, embezzlement, extortion, making false statements, and the like are not suitable for any position of employment where confidential information or relationships are an inherent part of the office function.

If an applicant makes any misrepresentation or willful omissions of fact regarding prior criminal history, such misrepresentation or omission shall be sufficient cause for disqualification of the applicant or termination of employment. Legal Refs: Code of Virginia, 1950, as amended, Chapter 23, Section 19.2-389

ACCEPTABLE COMPUTER SYSTEM USE (Policy GAB/IIBEA)

The Amelia County Public School Board values the impact technology has on personal growth and academic achievement. The Acceptable Use Policy is updated each year to guide both students and staff in the use of technology in a safe and secure learning platform. This policy shall cover all individuals who use or may have access to the division’s computer system(s).

Violations of any policies, regulations, or school rules involving the use of external devices connected to the division’s computer system or network may result in the loss of use of the device on school grounds and/or may subject the individual to any applicable disciplinary action. The division reserves the right to confiscate and inspect any external-device connected to the computer system or network if there is a reasonable suspicion of a violation of School Board policies, regulations, school rules, or other misconduct while using the external-device.

STAFF WEAPONS IN SCHOOL (Policy GBEB)

No one may possess or use any firearm or any weapon, as defined in Policy JFCD. Weapons in School, on school property (including school vehicles), on that portion of any property open to the public and then exclusively used for school-sponsored functions or extracurricular activities while such functions or activities are taking place or on any school bus without authorization of the superintendent or his designee.

Violation of this policy by an employee will result in appropriate personnel action up to and including dismissal.

Illegal conduct will be reported to law enforcement officials.

COMPLIANCE WITH BOARD POLICY (Policy BF)

It is the responsibility of all employees to familiarize themselves with the printed policies of the Board. Employees will be held accountable for compliance with those policies and will be apprised of any revisions by the supervisor. Policies can be found on the website at http://www.amelia.k12.va.us/administration/board_members/policy_manual.

EMPLOYEE PROFESSIONALISM/CONFIDENTIALITY (Standard 6-Professional Employees)
Employees may have access to confidential information – oral, written or computer-generated about other employees, students, or their families.

Staff members agree to the following:

The right to enter or make use of confidential information is restricted to the “need to know” the data or information to perform job responsibilities. Confidential information will not be discussed in public areas, hallways, gathering spaces, etc. All confidential information will be utilized only for the benefit of the employees or students or in performance of job responsibilities.

Violation of the confidentiality clause may result in disciplinary action, up to and including termination.

EMPLOYEE PROFESSIONALISM (Standard 6-Professional Employees)/CHAIN OF COMMAND

Professional behavior includes following the appropriate chain of command when issues and problems arise. When employees use a "chain of command," it can help the overall morale and efficiency of an organization. An established chain of command creates an environment to effectively communicate with others in a fair and appropriate manner. However, if problems arise and are not addressed by the direct supervisor, employees are welcome to share their concerns with the Superintendent who stands by an “Open Door Policy”. Working within an established chain of communication helps establish a procedure for handling problems directly with the individuals involved. Following the proper channel of professional behavior is always appropriate when voicing your concerns in a public forum. When employees treat each other with respect and follow a professional standard for working with each other, everyone benefits.

CODE OF ETHICS AND STANDARDS OF CONDUCT

Each employee is responsible for both integrity and the consequences of his or her actions. Each employee must exhibit the highest standards of honesty, integrity and fairness. Employee conduct should protect the person’s integrity and/or reputation and that of the school system. Employees shall perform their jobs in a competent and ethical manner without violating the public trust or applicable laws, policies and regulations.

STANDARD CODE OF CONDUCT

In keeping with the standards of conduct endorsed by the Commonwealth of Virginia, all employees will conduct themselves according to the following guidelines:

- Report to work as scheduled and seek approval from their supervisors in advance for any changes to the established work schedule, including the use of leave and late or early arrivals and departures.
- Perform assigned duties and responsibilities with the highest degree of public trust.
- Devote full effort to job responsibilities during work hours.
● Maintain the qualifications, certification, licensure, and/or training requirements identified for their positions.

● Demonstrate respect for the school division and toward coworkers, supervisors, managers, subordinates, students, parents, and other educational stakeholders.

● Use school equipment, time, and resources judiciously and as authorized.

● Support efforts that ensure a safe and healthy work environment.

● Utilize leave and related employee benefits in the manner for which they were intended.

● Resolve work-related issues and disputes in a professional manner and through established business processes.

● Maintain appropriate professional relationships with all students, including adult students.

● Meet or exceed job performance expectations.

● Make work-related decisions and/or take actions that are in the best interest of the school division.

● Comply with the letter and spirit of all School Board policies and procedures.

● Abide by all state and federal laws.

● Report circumstances or concerns that may affect satisfactory work performance to management, including any inappropriate (fraudulent, illegal, unethical) activities of other employees.

● Obtain approval from supervisor prior to working overtime, if non-exempt from the Fair Labor Standards Act (FLSA).

● Work cooperatively to achieve school goals and objectives.

● Conduct themselves at all times in a manner that supports the mission of the school and the performance of all duties.

**ACPS DRESS CODE (Policy GDR)**

The Amelia County School Board recognizes its employees as highly skilled professionals with a distinct role as they interact with students, parents, and the community at large. Our employees are often the direct link between the school system, home, and community. ACPS employees set a high level of professionalism through adherence to an elevated standard of dress. Employees are both role models in their word and actions. Employees are expected to be in compliance with
the employee dress code as defined by School Board policy, local school expectations, and in compliance with the student code of conduct and individual school dress codes. The expectation of dress for all employees is to represent a high standard that we set for ourselves and our students. Professionalism, cleanliness, and neatness are expected at all times. Adherence to the dress code relies mainly on the individual employee. However, administrators and supervisors are charged with observance of adherence to the dress code. Dress code guidelines apply to all full-time and part-time employees, substitute teachers, student teachers, interns, and others. Food service, school nurses, maintenance, custodial, and transportation personnel are expected to dress in accordance to specific guidelines established by their supervisors.

At times, special circumstances may require flexibility of the dress code. Employees shall dress appropriately for the activity of the moment. Some activities include, but are not limited to: physical education teachers when teaching the physical education portion of the curriculum, art or other teachers when working with messy materials, teachers when working in laboratory classes or shops with dangerous equipment or materials, and staff when participating in special events (e.g., field days and field trips).

The following are examples of inappropriate attire: Shorts, mini-skirts, tops with thin straps not covered by another top, tight fitting clothing, see-through or revealing clothing, provocative clothing, disruptive clothing, unkempt or torn clothing, wrinkled clothing, jeans, overalls, t-shirts, sweatpants, athletic clothing, and rubber/plastic beach shoes or flip flops.

Footwear should be both professional and appropriate for the activity at hand. Hairstyles and facial hair should be worn in a professional and neat manner.

As determined by the building administrator, employees may be allowed to wear jeans or school related spirit wear on Fridays. Also, school administrators may designate other specialty events as determined by school need.

**CHILD ABUSE AND NEGLECT REPORTING (Policy GAE/JHG)**

Every year each employee, part-time or full-time, of Amelia County School Board who, in his/her professional or official capacity, has reason to suspect that a child is an abused or neglected child, in compliance with the Code of Virginia § 63.2-1509 et seq. shall immediately report the matter to

- the local department of social services where the child resides or where the abuse or neglect is believed to have occurred;

- the Virginia Department of Social Services’ toll-free child abuse and neglect hotline; or

- the person in charge of the school or department, or his designee, who shall make the report forthwith to the local or state agency. The person making the report to the local or state agency must notify the person making the initial report when the report of suspected abuse or neglect is
made to the local or state agency, and of the name of the individual receiving the report, and must forward any communication resulting from the report, including any information about any actions taken regarding the report, to the person who made the initial report.

Notice of Reporting Requirement

The School Board posts in each school a notice that

☐ any teacher or other person employed there who has reason to suspect that a child is an abused or neglected child, including any child who may be abandoned, is required to report such suspected cases of child abuse or neglect to local or state social services agencies or the person in charge of the relevant school or his designee; and

☐ all persons required to report cases of suspected child abuse or neglect are immune from civil or criminal liability or administrative penalty or sanction on account of such reports unless such person has acted in bad faith or with malicious purpose. The notice shall also include the Virginia Department of Social Services’ toll-free child abuse and neglect hotline.

LICENSE/CERTIFICATION RENEWAL

The Virginia State Board of Education requires all professional personnel to update professional knowledge periodically. Every professional educational license is issued with a ten-year renewal cycle. License holders are not required to take a college or university course to renew a Board of Education license. License holders will need to complete professional development points and all other renewal requirements set forth in regulation and statute. Each license holder is responsible for knowing and satisfying license renewal requirements. Failure to renew a license makes an individual ineligible for employment. The Virginia Licensure Renewal Manual is accessible on the following Web site: www.doe.virginia.gov/teaching/licensure/

PROVISIONAL LICENSE

The policy of the Board is to employ professional personnel who hold or are eligible to hold a clear initial or continuing license in the employment areas. In limited cases where the school system has requested approval of a provisional license from the Department of Education Licensure Division, it is the responsibility of the individual to satisfy the provisional requirements of that license within the timeframe established by Amelia County Public Schools and the Virginia Department of Public Instruction. Employees may contact Human Resource Services for additional information.

CHANGES IN EMPLOYMENT RECORDS

It is the employee’s responsibility to advise/notify Human Resources of name, address, and telephone number changes as well as additional educational degrees. Prompt notification will
help maintain accurate employment records for pay, leave, salary verification and other purposes.

EMPLOYMENT OF PERSONNEL

All external candidates for employment should apply for positions online at www.amelia.k12.va.us. All internal candidates wishing to apply for a posted position may write a letter of interest to their supervisor or to the Director of Human Resources. The Superintendent will recommend and the Board will approve the hiring of candidates for employment based on the following factors: Application, Academic qualifications, State mandated licensure, Record of student teaching experience (where applicable), Record of experience, background information, performance, including references, Personal interviews, Criminal record check, Drug screening.

Employment in classified positions shall be on an annual basis. Persons employed in a position requiring State Board of Education license/certification will be given a contract. A probationary term of service of five years in the Amelia County School Division is required before a brand new teacher is issued a continuing contract. A teacher who has been tenured previously and is new to the Amelia School Division shall work for two years prior to being issued a continuing contract. Refer to Policy GCG of the Policy Manual for additional information.

EMPLOYMENT OF HOME BOUND INSTRUCTORS (Policy GCE)

Homebound teachers shall be employed on a part-time, hourly basis. They shall be selected from the active file of applicants in the Personnel Office or from the approved substitute teacher list and shall hold a valid teaching certificate.

EVALUATIONS (Policy GCN/GDN)

- Expectation of Excellence in the Classroom
  - Common Language of Effective Instruction/Teaching and Effective Learning
  - Non-negotiables during observations/evaluations
    - High level of engagement
      - Teacher to students, students to students, students to teacher interacting
      - Participatory activities are planned and observed
      - ALL students dialed in on the process
      - Proof of spark in teaching and learning
      - Student-directed activities are planned and observed
    - Effective, Research-Based, Instructional Strategies are utilized
      - Management of class—attendance, processes – is organized and effective
      - Initial focus activity to engage students (bell-ringer, warm-up, anticipatory set, etc.)
      - Best practice strategies used – Marzano’s, differentiation, etc.
  - Passionate Presence of Instructor
    - Well-managed classrooms
    - Authenticity
    - Inviting classroom and learning area arrangement
- Enthusiasm, engagement, love of kids
- Lesson Plans
  - Prepared prior to class
  - Available for daily review
  - Game plan/agenda/objective on board or posted
  - Objective or class goal is student-friendly but notes SOL or curriculum goal needed – content, condition, criteria
  - Both students and teacher know what is going on, students can explain when asked

Evaluation shall be a requirement for all personnel in the Amelia County School Division. Evaluation of professional employees shall be a cooperative and continuing process with formal appraisal periodically. The results of the evaluation shall be in writing, dated and signed by the evaluator and the person being evaluated, with one copy going to the central office personnel file and one copy to the person being evaluated.

The purpose of evaluation and assistance is:

1. To raise the quality of instruction and educational service to the children of the community.
2. To raise the standards of the division as a whole.
3. To aid the individual to grow and improve.

The Superintendent shall assure that cooperatively developed procedures for professional staff evaluations are implemented throughout the division and included in the division's policy manual. The Board of Education Guidelines for Uniform Performance Standards and Evaluation Criteria for Teachers, Administrators and Superintendents should be consulted during the development of the evaluation procedures. Any teacher whose evaluation indicates deficiencies in managing student conduct may be required to attend professional development activities designed to improve classroom management and discipline skills.

PERFORMANCE IMPROVEMENT PLAN (PIP)

If a teacher’s performance does not meet the expectations established by the school, the teacher may be placed on a Performance Improvement Plan (see Performance Improvement Plan Form in Teacher Evaluation Handbook and Guidelines, pg. 23). Any staff member who does not meet the expectations of the job may be placed on a performance improvement plan.

A Performance Improvement Plan is designed to support a teacher or staff member in addressing areas of concern through targeted supervision and additional resources. It may be used by an
evaluator at any point during the year for a teacher/staff member whose professional practice or job performance would benefit from additional support.

Any teacher on a plan of improvement shall not have any seniority or recall rights under the Reduction in Professional Staff Work Force Policy (GCPA). This is for the purpose of reduction in staff if the budget process calls for this.

TRANFER REQUEST

Any employee seeking a transfer of assignment to another work location for the next school year must make a request in writing to the Superintendent or his/her designee, with copies to the current supervisor, not later than April 1. This type of request, if granted, will be considered a voluntary transfer. A change of assignment within an immediate workstation is the responsibility of the immediate supervisor.

ADVERTISING VACANCIES

Vacancies and new positions within the division are advertised on the division website. All vacancies occurring during the school year shall be posted on the school system website.

EMPLOYMENT OF RELATIVES (Policy GCCB)

The school board may not employ or pay, and the superintendent may not recommend for employment any family member of the superintendent or of a school board member except as authorized by the policy.

PERSONNEL RECORDS (Policy GBL)

Present and past employees have access to their personnel information maintained by the Amelia County School Division. No separate employee files shall be maintained which are not available for that employee's inspection. The superintendent or superintendent’s designee is responsible for maintaining a system of personnel records for all employees of the School Board. Personnel files of all School Board employees may be produced and maintained in digital or paper format.

Personnel files are maintained in the Human Resources Department for all personnel who work for Amelia County Public Schools. All complaints, commendations and suggestions for correction or improvement relating to the employee must be placed in their file. The complaint, commendation or suggestion may be signed by the person who made it, and it may be placed in the employee’s file only after a five-day notice to the employee. Any response by the employee to the complaint, commendation or suggestion may also be placed in his or her file. Any employee wishing to review his/her personnel file should call the Human Resources Office to schedule an appointment; regrettably Human Resource Services cannot accommodate walk-ins. Every employee may have access to his/her own personnel file except pre-employment data, during working hours, provided a 24-hour notice is given to Human Resources Department.
REDUCTION IN PROFESSIONAL STAFF WORK FORCE (Policy GCPA)

A decrease in enrollment, a budget reduction or adjustment, a consolidation of schools, the phasing out of programs, departments or grade levels and other conditions may cause a reduction in the number of staff needed (reduction in force/RIF) in a building, program or department, or in the entire school division.

EMPLOYEE GRIEVANCES (Policy GBM/GBMA)

The Amelia County School Board adopts the most recent version of Procedure for Adjusting Grievances promulgated by the Virginia Board of Education based on current statutory provisions.

The school system encourages equitable solutions at the most immediate possible level to problems between employees that may arise from time to time. An employee grievance is defined as the formal written claim by an Amelia County Public Schools employee or group of employees that there has been a violation, misapplication or misinterpretation of federal or state law, or regulation, or Amelia County Public Schools’ policies. The grievance must be filed with the immediate supervisor.

RECOGNITION

A variety of employee awards programs to recognize outstanding service or achievement are conducted each year. Those include but are not limited to: Years of Service Recognition, Teacher of the Year and Staff Appreciation Awards.

EMPLOYEE LEAVE (Policy GCBD/GCBE)

The Amelia County Public Schools provides personal leave, sick leave, and Family Medical leave (FMLA), and military leave for all permanent employees.

STAFF LEAVE (Policy GCBD)

Annual leave or vacation days shall be accrued to an employee one day per month and will be made available to employees as of the first day of the month as established through an annual vacation day resolution. If an employee resigns prior to June 30, any used but unearned vacation days must be refunded in the final paycheck. Upon termination, the employee will be paid for any earned, unused vacation leave.

Each employee of the Amelia County Public Schools is entitled to accumulate leave consistent and literally in accord with the leave policies and regulations. Employees having more than one job or contract cannot interpret separate leave days for each job or contract.

GENERAL LEAVE (Policy GDBD)
● General leave can be used at the employee’s discretion.
● Employees wishing to use general leave shall contract and inform their immediate administrator prior to leave. Employees may take up to three (3) consecutive leave days without gaining approval for leave. Employees wishing to use more than three (3) consecutive days of general leave must gain prior approval from their immediate administrator.
● For general leaves greater than three (3) consecutive days, administrative approval is required. Approval to use general leave shall be based solely on the basis of the impact on the school and educational program and on the basis of employee’s prior leave patterns.
● General leave cannot be used to extend (before or after) any holiday or holiday weekend period, except in the case of a bonafide religious service.
● An employee cannot claim any portion of earned leave unless he or she has actually reported for duty in accordance with the terms of the employee’s contract. However, if the 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 their credit under the State plan not to exceed such balances to their credit as of June 30 of the immediate preceding school year.
● General leave days not used during the year in which they are earned shall be converted to sick leave days and carried over into subsequent years.
● Substitutes, summer school teachers, summer workers and incidental labor do not earn nor are they entitled to general leave benefits.

SICK LEAVE (Policy GDBD)

A. Sick Leave Earned:
● Ten (10) month or 200 day contracted employees shall earn ten (10) sick leave days per year, one day per month.
● Eleven (11) month or 220 day contracted employees shall earn eleven (11) sick leave days per year, one day per month.
● Twelve (12) month or 240 day contracted employees shall earn twelve (12) sick leave days per year, one day per month.
● Employees who begin their employment after the normal time of commencement for the full-time position will earn sick leave prorated per month worked.

B. Sick Leave Provisions:
● An employee cannot claim any portion of earned leave unless he or she has actually reported for duty in accordance with the terms of the employee’s contract.
● The employee will determine when personal circumstances require an absence. If the employee anticipates an absence will be more than three (3) consecutive days, the immediate supervisor must receive prior notice.
● The Superintendent and/or the Principal may require the submission of a doctor’s certificate in case of absence due to illness. Please present a medical note to your supervisor if you are out three or more consecutive days.
● When a person is absent from work for more than half of the month, sick leave will not be accumulated for that month.
● Maximum accumulated sick leave shall not exceed 200 days for full-time employees.
● Bereavement leave may be deducted from sick leave upon the approval of the Superintendent or his/her designee.

ANNUAL LEAVE BENEFITS (Policy GCBD)

Twelve-month, full time employees shall earn and accumulate vacation/annual leave in the following manner:

1. Less than 5 years of service through the end of the 4th year of service – 1 day per month
2. 5 years of service through the end of the 9th year of service – 1 ¼ days per month
3. 10 years of service through the end of the 19th year of service – 1 ½ days per month
4. 20 years of service or more – 1 ¾ days per month

Maximum accumulation shall be 21 days per year, July 1 through June 30.

Annual leave for ten-month teachers are established yearly by the School Board. Any unused planning days are classified as vacation days. The number granted may vary from year to year. Eleven-month employees do not earn vacation. Holidays are designated in the school calendar.

All vacation leave shall be earned in the Amelia County School division. The School Board will not recognize or honor any vacation accrued or earned while employed by another employer. Persons initially employed by the School Board, regardless of previous experience, shall be placed on step one of the vacation schedule. A former employee of the School Board who was eligible for vacation while employed by the Board and is eligible for re-hiring, will be placed on step one of the vacation schedule if rehired, unless the employee returns to work in the division by the beginning of the third year.

Vacation days for any employee shall not be allowed to be carried for a period greater than twenty-four (24) months. Any accrued vacation days not used in twenty-four (24) months shall be lost. The Board encourages employees to take their earned vacation.

For the purposes of record keeping, all vacation days earned within a school year will be counted starting July 1 of the year they are earned. If an employee resigns prior to June 30, any used but unearned vacation days must be refunded in the final paycheck. Upon termination, the employee will be paid for any earned, unused vacation leave. Twelve month employees shall accrue (1) vacation day per month.

Each employee of the Amelia County Public Schools is entitled to accumulate leave consistent and literally in accord with the leave policies and regulations. Employees having more than one job or contract cannot interpret separate leave days for each job or contract.
# Amelia County Public Schools
## Summary of Employee Benefits

This is a summary of available benefits, and is not intended to be all-inclusive. Additional details are provided in the Amelia County Public School Policy Manual. Benefits are subject to change as deemed necessary by the School Board.

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<td>ACPS 100%</td>
<td>Upon employment</td>
<td>Amount of coverage is two times employee's salary. See VRS Membership Handbook for details.</td>
</tr>
<tr>
<td>VRS Retirement</td>
<td>Full-time contracted employees</td>
<td>ACPS/Employee 5%</td>
<td>Upon employment</td>
<td>Retirement benefits vested after 5 years of service credit have been earned. See VRS Membership Handbook for details.</td>
</tr>
<tr>
<td>Retiree Health Care Credit</td>
<td>Full-time, Professional contracted employees</td>
<td>ACPS 100%</td>
<td>Upon employment</td>
<td>Retirement benefits vested after 5 years of service credit have been earned. See VRS Membership Handbook for details.</td>
</tr>
<tr>
<td>Family and Medical Leave of Absence (FMLA)</td>
<td>Full-time contracted employees</td>
<td>N/A</td>
<td>After 12 months of employment</td>
<td>Family and Medical Leave of Absence provide up to 12 weeks of paid leave during a 12-month period. The leave is preserved for up to 18 weeks after the leave is used. After 12 months of employment.</td>
</tr>
<tr>
<td>Social Security Medicare</td>
<td>All employees</td>
<td>Employee/ACPS 6.2%, 1.45%</td>
<td>Upon employment</td>
<td>Retirement income, disability income, and Medicare protection as eligible.</td>
</tr>
<tr>
<td>Worker's Compensation</td>
<td>All employees</td>
<td>ACPS 100%</td>
<td>Upon employment</td>
<td>Hospital, physician care, and compensation for job-related accident or illness as governed by law.</td>
</tr>
<tr>
<td>Jury Duty</td>
<td>Full-time contracted employees</td>
<td>ACPS 100%</td>
<td>Upon employment</td>
<td>Time off with pay only if compensation check is turned in and received for service.</td>
</tr>
<tr>
<td>Optional Benefits</td>
<td>Full-time employees</td>
<td>Employee 100%</td>
<td>Upon employment</td>
<td>Employee may elect to have payroll deduction for several optional benefits such as 403(b) investment plans, disability plans, life insurance, and Flex Spending Accounts. ACPS does not contribute to the cost of these plans.</td>
</tr>
<tr>
<td>Payroll</td>
<td>All Employees</td>
<td>ACPS</td>
<td>10 month – August 15th 12 month – July 15th</td>
<td>ACPS produces payroll twice a month. For initial payment, the payroll begins as indicated for beginning. Once initiated, employee gets paid for 12 full months each year.</td>
</tr>
</tbody>
</table>
WORKERS’ COMPENSATION

Employees are responsible for notifying their supervisor of an accident or injury immediately, complete the appropriate forms, and receive a copy of the doctor’s panel from which to choose. The employee is responsible for keeping Human Resources advised of time lost as a result of the injury. This includes prior notification of scheduled doctor’s appointments, a doctor’s statement substantiating absenteeism and the employee’s anticipated return-to-work date. The employee is responsible for providing appropriate medical reports to Human Resources as required.

Leave is granted to all employees for injury sustained on the job under the above terms and in accordance with the provisions of the Workers’ Compensation Act.

Worker’s compensation benefits do not cover injuries incurred while traveling to and from work or during activities not required by the employee’s position or work assignment. Not all injuries that happen during work hours are compensable under the definitions provided by Virginia’s Workers’ Compensation Act.

An employee is not entitled to compensation for the first seven days (including the weekend). The employee may choose to use accrued sick, personal or annual leave, if available, for a maximum of five days during this period. After seven days, the employee comes under Workers’ Compensation guidelines and lost wage benefits. The employee will not be compensated by the school division while under the lost wage benefits.

HEALTH INSURANCE (Policy GCBC)

Health insurance coverage is provided for full-time permanent employees with dependent coverage available. The school system pays a portion of the premiums for employees. Employees are responsible for being knowledgeable of their health benefits regulations. An Employee Assistance Program (EAP) is part of the health insurance plans to assist staff with a variety of individual issues.

TUITION ASSISTANCE (Policy GCBC)

The Amelia County school board encourages their professional staff (licensed) to take college credit courses for improvement (recertification or graduate work). A licensed employee who has been employed with Amelia County Public Schools for at least one (1) contract year, may receive up to $350 for tuition assistance in any one semester, up to three semesters in one budget year as long as funds are available. Prior approval and paperwork are required.

DENTAL/VISION INSURANCE

Amelia County Public Schools offers dental and vision insurance via the health insurance coverage available. The school system pays a portion of the health premiums for employees. Employees may enroll for coverage during the first thirty (30) days following the hiring date. After that time, employees and/or dependents may enroll only during the annual enrollment
period or when a change in life event occurs (death or birth of a family member, change in employment, etc.).

**FLEXIBLE BENEFITS PLAN**

Amelia County Public Schools offers all full-time employees a comprehensive Flexible Benefits program. The Flexible Benefits program allows employees to pay for certain insurance premiums, childcare and unreimbursed medical expenses before taxes are taken out of the paycheck. Paying for these benefits in this method reduces the employee’s taxes and increases take-home pay.

**LIFE INSURANCE (Minnesota Life)**

Amelia County Public Schools, through the Virginia Retirement System (VRS), provides basic life insurance on professional and certain classified employees. Additional coverage may be purchased at minimal cost through Minnesota Life Insurance Company for employees and their family members. More detailed information is available on the VRS website www.varetire.org.

**RETIREMENT (Policy GBO)**

Professional and certain classified employees are covered by the Virginia Teachers and State Employees Retirement System (VRS). Contributions are made by both employees and employers. The employee’s contributions of five (5) percent are paid with pre-tax dollars, thereby reducing current state and federal income taxes. More detailed information is available on the VRS website www.varetire.org.

**SOCIAL SECURITY**

School employees are members of the Federal Social Security System and contributions are made by both employees and employers. Social Security contributions are made up of two parts, Social Security and Medicare.

**TAX-SHELTERED ANNUITIES 403(B)**

Tax-sheltered annuities are available for interested employees. Employees are provided payroll deduction for the purchase for a tax-sheltered annuity from any vendor on the Board’s approval list.

**PAYROLL/BENEFITS INFORMATION**

The Payroll Office is responsible for paying all employees. Employees are paid twice a month and must adhere to payroll timelines in order to get stipend pay, extra pay, or reimbursements processed. There is a two week turnaround time for all approved, completed paperwork and/or reporting. Employees are paid via direct deposit. At the time of employment, employees are required to fill out forms for direct deposit, federal and state tax withholding, beneficiary, and health insurance elections if eligible. Employees may submit changes to their direct deposit
account and tax withholdings at any time. More detailed information can be obtained from the Finance Department-Payroll Office.

**OPTIONAL PAYROLL DEDUCTIONS**

Approved optional payroll deductions include cancer insurance, professional educational association dues, credit unions, disability/replacement income, and hospital indemnity/surgical insurance. In order for approved deductions to be processed, the employee must complete and sign the appropriate paperwork in a timely manner with an approved vendor.

**EMPLOYEE WORK SCHEDULES (Policy GCBD)**

Contracts run from July 1 – June 30. Teacher contracts are built on 200 work days. 10-month contracted staff work 200 days. 11-month contracted staff work 240 days. 12-month contracted staff work 260 days. All staff report as stated to fulfill their contract based on the annual adopted school calendar. Classified staff work per contracted day as outlined in their contract. Bus drivers, instructional paraprofessionals, cafeteria staff all work days students attend plus additionally assigned days for in-service training/work days/cleaning.

All 12-month employees have the following holidays established as follows unless otherwise revised by the School Board:

- Two days at New Year’s
- Martin L. King Day
- President’s Day
- Two days at Spring Break
- Memorial Day
- Fourth of July
- Labor Day
- Two days at Thanksgiving
- Four days at Winter Break

**EMPLOYEE WORK HOURS (Policy GCJ)**

Hours of Employment – Licensed, Professional and Support Staff

A. Administrative/Supervisory/Clerical

Administrative, supervisory and clerical personnel shall work an 8.5-hour day (inclusive of lunch) unless otherwise stated. The work hours for Principals and Assistant Principals will begin with the teacher workday and continue for one hour beyond the scheduled teacher workday. Administrative and supervisory personnel hours may need to be augmented at various times to perform other necessary and emergency duties after normal hours of daily employment.

B. Instructional- Teacher, Library Media Specialists, School Counselors

The schedule shall be based on a 7.5-hour workday; however, this schedule will be augmented at various times by the school Principal to permit careful supervision of students, to conduct faculty meetings, to hold parent teacher conferences and to complete other necessary tasks.
C. Instructional/Clerical - Aides  
Personnel in aide positions will work hours as assigned by their supervisor (usually the Principal). Work hours for aides may vary depending upon the needs of the position. Such needs and hours will be determined, as necessary.  

The workday 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. Administrative meetings, curriculum development, pupil supervision, assigned duties, parent conferences, group or individual planning and extra-curricular activities may require hours beyond the stated minimum. Work schedules for other employees will be defined by the superintendent or his/her designee, consistent with the Fair Labor Standards Act and the provisions of this policy.  

EMPLOYEE STAFF SCHEDULES (Policy GAA) 

Workweek Defined:  
Working hours for all employees not exempted under the Fair Labor Standards Act, including secretaries, bus drivers, cafeteria, janitorial and maintenance personnel conform to federal and state regulations. The superintendent ensures that job positions are classified as exempt or non-exempt and that employees are made aware of such classifications. Supervisors make every effort to avoid circumstances which require nonexempt employees to work more than 40 hours each week. For purposes of compliance with the Fair Labor Standards Act, the workweek for school district employees will be 12:00 a.m. Saturday until 11:59 p.m. Friday.  

General Status Categories for Exempt and Non-Exempt Employees:  
Executive exemption: superintendent, all principals, directors, coordinators  
Professional exemption: all teachers, school counselors, librarians, school psychologist, and school nurses  
Administrative exemption: all assistant principals, coordinators, officers, and administrative assistants  
Non-exempt employees MAY be: secretaries, clerks, associates, paraprofessionals, bus drivers, bus monitors, cafeteria personnel, custodians, technicians, and maintenance personnel  

The Amelia County School Board discourages overtime work by non-exempt employees. A non-exempt employee will not work overtime without the express approval of the employee’s supervisor. All overtime work must be expressly approved in writing. All supervisory personnel must monitor overtime on a weekly basis and report such time to the superintendent or superintendent’s designee. Principals and supervisors monitor employees’ work, ensure that overtime provisions of this policy and the Fair Labor Standards Act are followed and ensure that all employees are compensated for any overtime worked. Principals or supervisors may need to adjust daily schedules to prevent non-exempt employees from working more than 40 hours in a workweek. Accurate and complete timesheets/computer reporting of actual hours worked during the workweek must be signed by each employee and submitted to the finance officer. The finance officer reviews work records of employees on a regular basis to make an assessment of overtime use. In lieu of overtime compensation, non-exempt employees may receive compensatory time off at a rate of not less than one and one-half (1.5) hours for each one hour of work.
overtime worked, if such compensatory time (1) is pursuant to an agreement between the employer and employee reached before overtime work is performed, and (2) is authorized by the immediate supervisor.

Employees will be allowed to use compensatory time within a 30-day period after requesting such use if the requested use of the compensatory time does not unduly disrupt the operation of the school division. Upon leaving the school division, an employee will be paid for any unused compensatory time at a rate of not less than the higher of (1) the average regular rate received by the employee during his/her last three years of employment, or (2) the final regular rate received by the employee. Non-exempt employees whose workweek is less than 40 hours are paid at the regular rate of pay for time worked up to 40 hours. Such employees will be provided overtime pay or compensatory time as provided above for working more than 40 hours in a workweek.

**Attendance Expectations:**
All employees are expected to be present during all work hours and report to their designated work locations unless otherwise approved. Absence without prior approval, chronic absences, habitual tardiness or abuses of designated working hours are all considered neglect of duty and will result in disciplinary action up to and including dismissal. Notification of absence on a daily basis is required to be made to your supervisor.

**SOCIAL MEDIA GUIDELINES (Policy GAB)**

Introduction
As with in-person communications, employees’ conduct on social media and social networking websites, such as Facebook, MySpace, Twitter, YouTube, Instagram, and other similar forums, must comply with all School Board policies, regulations, and procedures. While the School Board does not prohibit employees’ personal use of social media, employees may not use social media for official school business or on School Board-owned equipment unless its use is work-related, authorized by a supervisor, and consistent with the Acceptable Computer System Use Policy and Regulation (GAB/IIBEA and GAB/IIBEA-R) and any other relevant School Board policy, regulation, and procedure.

Communications via the computer system between employees, volunteers, and individual students must be transparent, accessible to supervisors and parents, and professional in content and tone. The division believes this transparency in communication is vital for maintaining an open and safe environment for students. Employees are prohibited from the non-educational or non-job specific use of social networks (e.g. Facebook, Twitter, Pinterest, Google+, etc.) during contract hours. Such permitted use must be directly related to an employee’s job function(s) and a supervisor may restrict an employee’s use of social networks if the use is believed to negatively impact an employee’s job performance and/or violate school board policies or regulations.

**SOCIAL MEDIA GUIDELINES**

Personal communications with students over social media is discouraged and considered outside of official school business. School-related communications on social media between school employees and students must be transparent, accessible to parents, and professional in content and tone. As with in-person communications, school employees must avoid appearances of impropriety and refrain from inappropriate electronic communications with students. Employees
will refrain from posting negative information about students, fellow employees, or the school division. Relevant factors in determining whether an electronic communication is inappropriate include, but are not limited to:

- The subject, content, purpose, authorization, timing and frequency of the communication;
- Whether there was an attempt to conceal the communication from supervisors and/or parents;
- Whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship;
- Whether the communication was sexually explicit; and
- Whether the communication involves discussion promoting illegal activity, including the use of controlled substances.

Because school employees have the unique responsibility within the community to serve as role models for students, employees should consider the following guidelines when using social media for personal use:

- Integrity and professionalism are your most important traits: avoid writing or posting anything that would compromise your ability to do your job.
- Assume that your professional life and your personal life will merge online regardless of your care in separating them.
- Set your security so that only “friends” can view your information and profile, and be careful about those you add as a “friend.” Even if you use privacy tools (determining who can view your page or profile, for instance), assume that everything you write, exchange, or receive on a social media site is public.
- Do not accept a student as a “friend” on social media, unless the account is specifically related to the curriculum or school-sanctioned activities.
- Do not post personally identifiable information about students.
- Be cautious and selective about the social networking groups you join to be sure you want to be publicly associated with them.
- When you post something online that information often becomes part of the public domain, and may be accessible even after you remove it. Accordingly, if you are ever in doubt about the appropriateness of your postings, ask yourself whether they positively reflect you, your professional reputation, and the school division.

Moreover, contents that negatively reflect upon you and your professional reputation should be avoided. Examples of inappropriate content includes but is not limited to posting photos, videos, information, and/or comments that:

- Display defamatory, pornographic, proprietary, harassing, libelous, or that can create a hostile work environment;
- Condone drug-related activities, including but not limited to images portraying personal use of marijuana and drug paraphernalia;
- Exhibit inappropriate or offensive language, including threats of violence and derogatory or discriminatory comments; and depict or encourage unacceptable, violent, or illegal activities such as bullying, assault, harassment, discrimination, fighting, vandalism,
academic dishonesty, etc.

**STAFF INVOLVEMENT IN DECISION MAKING (Policy GBB)**

Employees are encouraged to communicate their ideas and concerns in an orderly and constructive manner to the School Board and/or administrative staff. A system of two-way communication shall be established by the superintendent to hear and respond to all employees.

**BOARD-STAFF COMMUNICATION**

The Amelia School Board supports and encourages the concept of two-way communication between the Board and employees. The superintendent is the official representative of the School Board as its chief administrative officer in its relations and communications with its employees. A diagram of the two-way communication system is provided below.

The School Board desires to develop and maintain the best possible working relationship with the employees of the school division. The Board welcomes the viewpoints of employees, and it shall allow time at its meetings for employees to be heard. It is the policy of the School Board not to discriminate against any employee by reason of his or her membership in an employee organization, or participation in any lawful activities of the organization.

**Superintendent**

**Chairman**
Appendix A

Personal Policies
### PERSONNEL POLICIES

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<td>E1 Acceptable Computer System Use Agreement (Also IIBEA-E2)</td>
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| GCDA | Effect of Criminal Conviction or Founded Complaint of Child Abuse or

Employee Handbook          Amelia County Public Schools
Neglect
GCE Part-Time and Substitute Professional Staff Employment
GCG Professional Staff Probationary Term and Continuing Contract
GCI Professional Staff Assignments and Transfers
GCL Professional Staff Development
GCN Evaluation of Professional Staff
GCPA Reduction in Professional Staff Work Force
GCPB Resignation of Staff Members
GCPD Professional Staff Discipline
GCPF Suspension of Staff Members
GCQA Nonschool Employment by Staff Members
GCQAB Tutoring for Pay
GCQB Staff Research and Publishing (Options 1 and 2)
GD Support Staff
GDB Support Staff Employment Status
GDG Support Staff Probationary Period
GDI Support Staff Assignments and Transfers
GDN Evaluation of Support Staff Members
GDQ School Bus Drivers
GDR ACPS Dress Code
GEA/JOH Acceptance of Electronic Signatures and Records