

Employee Handbook

Montgomery County Public Schools
Engage, Encourage, Empower

**Montgomery
County**



Public
Schools

2
0
2
5

MCPS

Employee Handbook



Welcome to Montgomery County Public Schools! This handbook is designed to be a helpful resource for all employees. It provides answers to frequently asked questions and offers general information about employment guidelines within our division.

The handbook is organized by topic for easy reference. Additionally, there is a section with attachments that includes forms mentioned throughout the booklet. For more comprehensive information, please refer to the School Division's policy manual. A hard copy of the School Board Policy is available at each school or department, and the policy is also accessible on our website at <http://www.mcps.org> by clicking on "About Us," then "School Board," and finally "Policy."

We hope you find this handbook useful. If you have any questions or need additional information, please contact your supervisor, school/department office, or the Human Resources Department. If you have suggestions for improving future editions of this handbook, please reach out to the Human Resources Department at 540.382.5100.

Please be aware that this handbook is subject to revisions.

Mission

Highest aspiration and purpose of the school; a declaration of the unique identity to which the school aspires, its specific purpose, and the means by which it will achieve its purpose

MCPS is an innovative educational community. We value diversity, and we are committed to equity and inclusion. MCPS empowers learners to realize success in an ever-changing global society through collaboration with communities, families, staff, and students. MCPS provides a safe, engaging learning environment and intentional exposure to positive social, emotional, and academic experiences.

Beliefs

An expression of fundamental values, ethical code, overriding convictions, inviolable principles

1. All students can learn in order to pursue their dreams.
2. Schools are safe places of joy, wonder, and creativity.
3. Every person deserves to be loved, valued, and respected.
4. Kindness is an essential skill of a responsible, productive community member.
5. The diversity of our community is one of our greatest strengths.
6. All people deserve equitable access to opportunities and resources.
7. Every child deserves an advocate.
8. Honoring the voices of students and other stakeholders strengthens the school community.
9. Open communication and feedback are vital to our growth.
10. Learning and teaching are collective efforts that begin at birth and involve the entire community.
11. Relationship building and high expectations are foundational to student success.



Mission

Highest aspiration and purpose of the school; a declaration of the unique identity to which the school aspires, its specific purpose, and the means by which it will achieve its purpose

MCPS is an innovative educational community. We value diversity, and we are committed to equity and inclusion. MCPS empowers learners to realize success in an ever-changing global society through collaboration with communities, families, staff, and students. MCPS provides a safe, engaging learning environment and intentional exposure to positive social, emotional, and academic experiences.

Objectives

An uncompromising commitment to achieve specific, measurable, observable, or demonstrable results that exceed current capability

1. Instruction

Each student will have access to exemplary and meaningful learning opportunities that engage them in collaboration, communication, critical thinking, developing creativity, and building connections.



2. Learning Environments

Each student will have access to safe and vibrant learning environments that facilitate instruction, learning, and collaboration and promote physical, mental, emotional, and social well-being.



3. Poverty

Each student will be provided with resources to address their physiological, social, emotional, and cognitive needs.



4. Equity

Each student will have equitable access to resources, programs, opportunities, and learning experiences regardless of barriers.



5. Mental Health

Each student will learn resilience and life skills in a safe and supportive environment that promotes social, emotional, mental, and physical well-being.



Parameters

Boundaries within which the school will accomplish its mission; self-imposed limitations

1. We will base all decisions on what is best for students.
2. We are committed to equity as a priority in all decisions.
3. We will not tolerate discrimination based on race, culture, gender, age, gender identity and expression, sexual orientation, socioeconomic background, national origin, disability or religion.
4. We will model and foster a culture of integrity and respect.
5. We will ensure our allocations of money, time, and talents are aligned with our beliefs.
6. We will practice and promote open, honest, and transparent communication with all stakeholders.
7. We will practice a growth mindset in our continuous improvement efforts.
8. We will ensure that students and staff members are provided with a safe environment that promotes wellness.
9. We will be responsible stewards to sustain our physical and natural resources.
10. We are committed to excellence.



Montgomery County
Public Schools

Equity Statement

MCPS will intentionally address the needs of all individuals so that each person can achieve their maximum potential.

Principles of Equity

Impartiality

Ensure equal treatment of all, regardless of race, ethnicity, socioeconomic status, culture, gender, gender identity, and other protected group status.

Opportunity

Eliminate barriers and obstacles by providing needed resources through planned, systemic strategies that focus on the core of teaching and learning.

Access

Ensure that all individuals have the same rigorous educational standards, quality programs, and tiered supports.

Sense of Belonging

Promote social and emotional well-being and ensure individuals have the ability to self-advocate and influence decisions affecting them.



Montgomery County
Public Schools

1.

Make student well-being the core of all decisions.

2.

Support the civil and human rights of everyone.

3.

Exhibit behaviors that are positive role models.

4.

Avoid actions that compromise professional standards

5.

Fulfill job responsibilities with honesty and integrity.

6.

Seek to improve through professional development.

7.

Avoid using position for personal gain.

8.

Fulfill or release contracts with integrity.

9.

Avoid inappropriate relationships with students.

10.

Follow guidelines for online communication.



Montgomery County
Public Schools

CODE OF ETHICS (POLICY 5-1.5)

#WeAreMCPS

TABLE OF CONTENT

PERSONNEL-GENERAL ADMINISTRATION	2
PERSONNEL – CONDITIONS OF EMPLOYMENT – GENERAL	10
PERSONNEL – CONDITIONS OF EMPLOYMENT – LICENSED/CERTIFIED PERSONNEL	13
PERSONNEL – CONDITIONS OF EMPLOYMENT – SUPPORT/CLASSIFIED PERSONNEL	16
PERSONNEL – EMPLOYEE DISCIPLINE AND GRIEVANCE PROCEDURES	21
PERSONNEL – EMPLOYEE PAY AND FRINGE BENEFITS	23
PERSONNEL – MISCELLANEOUS EMPLOYMENT MATTERS	39
BY LAWS – MEETINGS.....	41
COMMUNITY RELATIONS.....	41
FACILITIES.....	42
BUSINESS OPERATIONS.....	42
SUPPORT SERVICES.....	43
INSTRUCTION.....	52
ACCEPTABLE USE AND INTERNET SAFETY POLICY	59
ACCEPTABLE TECHNOLOGY USE AND INTERNET SAFETY POLICY	60
STUDENTS – GENERAL ADMINISTRATION.....	63
STUDENTS – STUDENT HEALTH	64
ACKNOWLEDGMENT OF RECEIPT	66

PERSONNEL-GENERAL ADMINISTRATION

EQUAL EMPLOYMENT OPPORTUNITY

(Reference: School Board Policy 5-1.1)

The Montgomery County School Board is an equal opportunity employer, committed to nondiscrimination in recruitment, selection, hiring, pay, promotion, retention, or other personnel action affecting employees or candidates for employment. Discrimination in employment against any person on the basis of race, color, religion, ethnic or national origin, sex, pregnancy, childbirth or related medical conditions, age, marital status, sexual orientation, gender identity, disability, political affiliation, status as a veteran, and genetic information (including family medical history) is prohibited. Personnel decisions shall be based on merit and the ability to perform the essential functions of the job, with or without reasonable accommodation, when necessary.

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

Contact:

Director of Human Resources
750 Imperial Street SE, Christiansburg, VA 24073
540.382.5100

SEXUAL HARASSMENT/HARASSMENT BASED ON AGE, RACE, NATIONAL ORIGIN, DISABILITY, OR RELIGION

(Reference: School Board Policy 5-1.2)

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

Complaint Procedure:

Any school personnel who believes they have been the victim of prohibited discrimination or harassment by a student, school personnel, or a third party should report the alleged harassment as soon as possible to the Title IX Coordinator. Any school personnel who has notice that a student or other school personnel may have been a victim of prohibited harassment shall immediately report the alleged harassment to the Title IX Coordinator.

The Report of Discrimination/Harassment form should be used to file the complaint. However, oral reports shall also be accepted.

Attachment: Report of Discrimination/Harassment Form

BOARD-STAFF COMMUNICATIONS

(Reference: School Board Policy 5-1.3)

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

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

PERSONNEL RECORDS

(Reference: School Board Policy 5-1.4)

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

PERSONNEL - STATEMENT OF ETHICS

(Reference: School Board Policy 5-1.5)

Montgomery County Public Schools belong to the public and serve the primary purpose of providing educational opportunities for all eligible Montgomery County citizens. Montgomery County School Board employees and volunteers (referred to herein as "staff") acknowledge that schools operate through a cooperative effort with the community. All staff have the responsibility to maintain standards of exemplary professional conduct and provide services that create a positive school environment. Staff duties, responsibilities, and personal judgment shall be consistent with School Board policies and regulations. By accepting employment with the Montgomery County Public Schools, all employees shall strive to fulfill their individual responsibilities with honesty and integrity and shall strive to keep the well-being of the students as their primary goal while maintaining the highest standards of professional ethics.

Staff shall strive to:

1. Make the well-being of students the fundamental value of all decision-making and actions.
2. Support the civil and human rights of all individuals.
3. Maintain personal and professional behaviors that demonstrate positive role modeling for students, colleagues, and the education profession.
4. Refrain from discourse and actions that undermine the integrity of self or other employees and compromise the professional standards of the school division.
5. Fulfill job responsibilities with honesty and integrity.
6. Maintain the standards of the school division and seek to improve effectiveness through continuous professional development.
7. Avoid using position for personal gain through political, social, religious, economic, or other influence.
8. Honor all contracts with honesty and integrity until fulfillment or release.
9. Refrain from inappropriate relationships with students: dating.
10. Refrain from inappropriate use of online environments, social networks, or text communications as outlined in Policy 5-1.6.

Nothing in this policy should be interpreted as infringing upon employees' civil rights and liberties that have been established by the State and Federal Constitutions, court rulings, statutory laws, and administrative regulations.

STANDARDS OF STAFF CONDUCT

(Reference: School Board Policy 5-1.6)

Since conduct in online environments and social networks can potentially impact an employee's effectiveness in the work environment and, therefore, can potentially impact the effectiveness of a school system, the Montgomery County School Board has established standards of conduct and behavior for online environments and social networks. These standards are intended to apply to both school-related and non-school-related online activity by all staff, including volunteers.

PERSONNEL - HIRING AND APPOINTMENT

APPLICATION FOR POSITIONS

(Reference: School Board Policy 5-2.2)

Applications for employment, both internal and external, for new positions or transfers shall be completed on our online application system at [MCPS Online Application](#).

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

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

HIRING: HEALTH ISSUES

(Reference: School Board Policy 5-2.3)

Tuberculosis Certification Requirement:

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

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

Physical Exams for School Bus Drivers:

No person shall be employed as a bus driver unless they have a physical exam of the scope required by the Virginia Board of Education and provides the School Board with the results of the exam on the form prescribed by the Virginia Board of Education. Such exam and report may be provided by a licensed nurse practitioner or physician assistant as authorized by applicable law. The School Board shall also require pre-employment alcohol and drug testing for bus driver applicants, as required by applicable federal and state law and Montgomery County School Board Policy 5-5.3.

Contagious, Infectious, or Communicable Diseases:

Employment by the School Board of persons with a contagious or infectious disease poses an increased risk of infection to the school community. Therefore, the decision to employ any person with an infectious or contagious disease shall be made by the division superintendent or his/her designee on a case-by-case basis and, where appropriate, based on the recommendation from a review committee.

Bloodborne Pathogens – Exposure Plan:

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

HIRING: CRIMINAL BACKGROUND CHECKS AND FINGERPRINTING

(Reference: School Board Policy 5-2.4)

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

The Montgomery County School Board and any individual employee, contractor, or agent of the School Board shall not assist an employee, contractor, or agent of the School Board in obtaining a new job if the School Board or individual knows or has probable cause to believe that the employee, contractor, or agent engaged in sexual misconduct regarding a minor or student in violation of law.

Applicants for Employment:

Individuals applying for any position in the Montgomery County Public Schools shall be required to disclose prior convictions of law other than minor traffic violations or juvenile offenses. Information provided by applicants may be verified by work history, personal reference, or criminal record inquiries to determine the applicant's acceptability for employment. Where a prior conviction is ascertained, the school division will consider the nature of the offense, the date of the offense, and the relationship between the offense and the position for which application is sought.

Applicants for any position in the Montgomery County Public Schools must certify whether they have not been convicted of any violent felony set forth in the definition of barrier crime in subsection A of § 19.2-392.02; any offense involving the sexual molestation, physical or sexual abuse, or rape of a child, or the solicitation of any such offense; or any crime of moral turpitude. Further, where a conviction relates to the suitability of the individual to perform duties in a particular position, such person may be denied employment. Any individual making a materially false statement regarding any such offense is guilty of a Class 1 misdemeanor and, in the case of a teacher, upon conviction, the fact of such conviction is grounds for the Board of Education to revoke their license to teach.

The School Board shall not employ any individual who has been conviction of any violent felony or crime of moral turpitude set forth in the definition of barrier crime in subsection A of § 19.2-392.02 or any offense involving the sexual molestation, physical or sexual abuse, or rape of a child, or the solicitation of any such offense; provided, however, that the School Board may employ such an individual if (i) such felony conviction does not involve the sexual molestation, physical or sexual abuse, or rape of a child, or the solicitation of any such offense; (ii) such an individual (a) has had his civil rights restored by the Governor; (b) has completed all terms of supervision and has been released from supervision for more than 20 years; (c) is, in the opinion of the School Board, of upstanding character; and (d) has demonstrated commitment to public or community service and rehabilitation after completing all terms of supervision; and (iii) the School Board certifies in writing that such an individual meets the requirements set forth in this subsection.

The School Board may employ any individual who has been convicted of any felony or crime of moral turpitude that is not set forth in the definition of barrier crime in subsection A of § 19.2-392.02 and does not involve the sexual molestation, physical or sexual abuse, or rape of a child, or the solicitation of any such offense, provided that in the case of a felony conviction, such individual has had their civil rights restored by the Governor.

Furthermore, as a condition of employment for full-time, part-time, temporary and permanent positions requiring direct contact with students, an applicant for employment shall certify that they

have not been the subject of a founded case of child abuse and neglect. Any person making a materially false statement regarding a finding of child abuse and neglect is guilty of a Class 1 misdemeanor and upon conviction, the fact of said conviction is grounds for the Board of Education to revoke such person's license to teach.

As a condition of employment, any applicant who is offered or accepts employment, whether full-time, part-time, permanent or temporary with the Montgomery County School Board, shall submit to fingerprinting and provide personal descriptive information. The information and fingerprints shall be forwarded through the Central Criminal Records Exchange to the Federal Bureau of Investigations for the purpose of obtaining criminal history record information on applicants who offer or accept employment.

If an applicant is denied employment because of information appearing on their criminal history record, the School Board shall provide to the applicant a copy of the information provided by the Central Criminal Records Exchange.

Department of Social Services Data:

The School Board shall require, as a condition of employment, that any applicant who is offered or accepts employment requiring direct contact with students, whether full-time or part-time, permanent or temporary, provide written consent and the necessary personal information for the School Board to obtain a search of the registry of founded complaints of child abuse and neglect. The registry is maintained by the Department of Social Services. The School Board shall ensure that all such searches are requested in conformance with the regulations of the Board of Social Services.

In addition, where an applicant for employment has resided in another state within the last five years, they shall provide written consent and the necessary personal information for the school division to obtain information from each relevant state as to whether the applicant was the subject of a founded complaint of child abuse and neglect in such state. The School Board shall take reasonable steps to determine whether the applicant was the subject of a founded complaint of child abuse and neglect in the relevant state. Such reasonable steps shall include, but not be limited to, contacting any central child abuse and neglect registry maintained by the relevant state.

If the school division obtains a record of a founded complaint of child abuse and neglect maintained by the Virginia Department of Social Services or another state social service agency, the applicant shall be denied employment, or the employment shall be rescinded.

Any Montgomery County Public Schools teacher who is or becomes the subject of a founded complaint of child abuse and neglect shall be dismissed after all rights to an appeal of the Department of Social Services' finding provided by the Code of Virginia § 63.2-1526 have been exhausted. The fact of such finding, after all rights to an appeal provided by the Code of Virginia § 63.2-1526 have been exhausted, shall be grounds for the School Board to recommend that the Board of Education revoke such person's license to teach.

Employee Convictions:

Employees may be suspended in accordance with policies 5-6.1 and 5-6.2 if charged by summons, warrant, indictment, or information with the commission of a felony or a misdemeanor involving (i) sexual assault as established in Article 7 (§18.2-61, et seq.) of Chapter 4 of Title 18.2 of the Code of Virginia; (ii) obscenity and related offenses as established in Article 5 (§18.2-372, et seq.) Chapter 8 of Title 18.2, (iii) drugs as established in Article I (§18.2-247, et seq.) of Chapter 7 of Title 18.2, (iv) moral turpitude, or (v) the physical or sexual abuse or neglect of a child, or an equivalent offense in another state. Where a conviction relates to the suitability of the employee to perform duties in a particular position, such employee may be dismissed.

If a current employee is suspended or dismissed because of information appearing on their criminal history record, the School Board shall provide to the employee a copy of the information provided by the Central Criminal Records Exchange.

If licensed personnel are dismissed or resign due to a conviction of any felony, any offense involving the sexual molestation, physical or sexual abuse or rape of a child, any offense involving drugs, or due to having become the subject of a founded case of child abuse or neglect, the School Board shall notify the Board of Education within 10 business days of such dismissal or the acceptance of such resignation.

Notification of Employee Arrests:

The division superintendent shall inform the School Board of any notification of arrest of a School Board employee received pursuant to Virginia Code §19.2-83.1. The School Board shall require such employee, whether full-time or part-time, permanent, or temporary, to submit to fingerprinting and to provide personal descriptive information to be forwarded along with the employee's fingerprints through the Central Criminal Records Exchange to the Federal Bureau of Investigations for the purpose of obtaining criminal history record information regarding such employee. The contents of the employee's criminal record shall be used only to implement dismissal or suspension in accordance with §22.1-307 and 22.1-315 of the Code of Virginia.

Costs of Fingerprinting, Criminal Record, Division of Motor Vehicles, and Abuse and Neglect Checks:

The applicant shall pay for the fingerprinting, criminal record check, Department of Motor Vehicles check, and abuse and neglect check conducted pursuant to this policy.

Sex Offender Registry Notification

Please see School Board Policy 2-2.2 regarding receipt of Sex Offender Registry Notification as it relates to current or prospective School Board employees.

Background Checks for Private Contractors

As a condition of awarding a contract for the provision of services that require the contractor or their employees to have direct contact with students on school property, during regular school hours, or during school-sponsored activities, the School Board shall require the contractor to provide certification of whether any individual who will provide such services has been convicted of any violent felony set forth in the definition of barrier crime in subsection A of § 19.2-392.02; any offense involving the sexual molestation or physical, sexual abuse, or rape of a child, or the solicitation of any such offense; or any crime of moral turpitude.

Any individual making a materially false statement regarding any such offense is guilty of a Class 1 misdemeanor and, upon conviction, the fact of such conviction is grounds for the revocation of the contract to provide such services and, when relevant, the revocation of any license required to provide such services. The School Board shall not be liable for materially false statements regarding the certification required by this section.

This subsection shall not apply to a contractor or their employees providing services to Montgomery County Public Schools in an emergency or exceptional situation, such as when student health or safety is endangered or when repairs are needed on an urgent basis to ensure that school facilities are safe and habitable when it is reasonably anticipated that the contractor or their employees will have no direct contact with students.

The School Board shall not award a contract for the provision of services that require the contractor or their employees to have direct contact with students on school property during regular school hours or during school-sponsored activities when any individual who provides such services has been convicted of any violent felony set forth in the definition of barrier crime in subsection A of § 19.2-392.02 or any offense involving the sexual molestation, physical or sexual abuse, or rape of a child, or the solicitation of any such offense.

The School Board may award a contract for the provision of services that require the contractor or their employees to have direct contact with students on school property during regular school hours or during school-sponsored activities when any individual who provides such services has been convicted of any felony or crime of moral turpitude that is not set forth in the definition of barrier crime in subsection A of § 19.2-392.02 and does not involve the sexual molestation, physical or sexual abuse, or rape of a child, or the solicitation of any such offense, provided that in the case of a felony conviction, such individual has had their civil rights restored by the Governor.

Adopted: April 2004

Revised: September 2006, August 2007, June 2008, March 2018, June 2018, August 2020, June 2023

APPOINTMENT AND REAPPOINTMENT

(Reference: School Board Policy 5-2.7)

The Montgomery County School Board will appoint and reappoint employees only upon the recommendation of the division superintendent. The division superintendent or their designee is authorized to offer employment to personnel between School Board meetings, subject to approval by the School Board at its next regular meeting.

PERSONNEL – CONDITIONS OF EMPLOYMENT – GENERAL

DRUG-FREE WORKPLACE

(Reference: School Board Policy 5-3.1)

Objective and Intent:

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

Illegal and/or Prohibited Acts:

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

- a. The unlawful or unauthorized manufacture, distribution, dispensation, possession, or use of alcohol or other drugs in the workplace.
- b. The impairment in the workplace from the use of alcohol or other drugs.
- c. Possession or consumption of an alcoholic beverage while operating a school bus and/or transporting children.
- d. The criminal conviction for a:
 - (1) Violation of any criminal drug law, based upon conduct occurring either on or off the workplace.
 - (2) Violation of any alcoholic beverage control law or law governing driving while intoxicated, based upon conduct occurring in the workplace.
- e. The failure to report to their supervisors that they have been convicted of any offense as defined above within five (5) calendar days of the conviction.
- f. The use of alcohol, narcotics, hallucinogens, depressants, stimulants, or marijuana off School Board property which affects an employee's ability to perform their duties, or which generates publicity or circumstances that adversely affect the school division or its employees.

The use of a drug authorized by a medical prescription, including an employee's lawful use of cannabis oil under the laws of the Commonwealth pursuant to a valid written certification issued by a practitioner for the treatment or to eliminate the symptoms of the employee's diagnosed condition or disease pursuant to Va. Code § 4.1-1601, shall not be considered a violation of this policy when used as prescribed by the person for whom it was prescribed.

Reporting to Law Enforcement Agencies:

Any employee who commits a criminal act related to drugs or alcohol while on school property or at a school-sponsored event shall be immediately reported to the responsible law enforcement agency and the MCPS Human Resources Department.

Employee Responsibilities:

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

Management Responsibilities:

- a) Management must provide a copy of this policy on alcohol and other drugs to all employees employed at the date the policy is promulgated and to all employees hired thereafter.
 - (1) Employees shall be required to sign a form indicating receipt of the policy.
 - (2) A copy of the policy shall be posted in a conspicuous place(s) in the workplace.
- b) The Montgomery County School Board is dedicated to assuring fair and equitable application of this policy. Therefore, management is encouraged to use and apply all aspects of this policy in an unbiased and impartial manner. Any supervisor who knowingly disregards the requirements of this policy or who is found to have deliberately misused this policy in regard to subordinates shall be subject to disciplinary action up to and including termination.
- c) The Department of Human Resources shall instruct administrators on how to implement this policy, including recognizing behaviors that may indicate impairment from alcohol and other drug use, appropriate referral techniques, and resources for alcohol and other drug rehabilitation.
- d) Administrators shall be responsible for training their assistants and leads persons/forepersons on recognizing behaviors that may indicate impairment from alcohol or drug use, appropriate referral techniques, and available resources for drug and alcohol rehabilitation.

Drug and Alcohol Testing:*General*

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

Possession or Consumption of Alcohol:

No employee shall possess or consume an alcoholic beverage while operating a school bus and transporting children.

Drug and Alcohol Testing:

- a. Annual testing for employees required to maintain Commercial Driver's Licenses (CDLs).
- b. Testing for employees involved in or connected with accidents.

- c. Testing when there is reasonable suspicion.
- d. Any employee may be tested for drug and alcohol use if there is a reasonable suspicion that the employee is using or is under the influence of drugs or alcohol while at work.

TOBACCO-FREE SCHOOLS

(Reference: School Board Policy 5-3.2)

The use and distribution of any tobacco product or nicotine vapor product, as defined in § 18.2-371.2 of the Code of Virginia, shall be prohibited on Montgomery County School Board property as defined in this policy and at on-site or off-site school-sponsored activities.

“Montgomery County School Board property” shall mean all property owned, leased, rented, or otherwise used by a school including, but not limited to, the following:

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

“Tobacco” shall include cigarettes, smokeless tobacco, electronic cigarettes, inhalant products such as vapor cigarettes, liquid tobacco, or hookah pipes, and all other kinds and forms of tobacco prepared in such manner as to be suitable for chewing, smoking, or both.

“Use” shall mean lighting, chewing, inhaling, or smoking any tobacco product.

This policy shall be published in student handbooks, posted on bulletin boards, and announced in meetings. Staff and students found to be in violation of this policy shall be subject to appropriate disciplinary action.

Exemptions:

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

Adopted: April 2004

Revised: August 2017, June 2019

STAFF: WEAPONS IN SCHOOLS

(Reference: School Board Policy 5-3.3)

Staff members are prohibited from carrying, bringing, using, or possessing any weapon in any school building, on school grounds, in any school vehicle, or at any school-sponsored activity without the authorization of the school or the school division. The division superintendent and School Board will take appropriate personnel action up to and including dismissal of any employee found in violation of this provision. Such actions of the division superintendent and School Board shall begin immediately upon notification of a violation. All incidents involving illegal carrying of a firearm shall be reported in accordance with state law.

NON-SCHOOL EMPLOYMENT

(Reference: School Board Policy 5-3.5)

Non-school Employment by Professional Staff Members:

Employees shall not engage in outside employment that conflicts with their Montgomery County Public Schools assignment. The employee's decision shall be based upon whether their outside employment in a private business or activity will detract from the employee's effectiveness in their contractually assigned duties.

Tutoring for Pay:

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

PERSONNEL – CONDITIONS OF EMPLOYMENT – LICENSED/CERTIFIED PERSONNEL

LICENSED PERSONNEL: CONDITIONS OF EMPLOYMENT AND LICENSURE

(Reference: School Board Policy 5-4.1)

The Virginia Board of Education prescribes the requirements for the certification of teachers and other school personnel. No teacher shall be regularly employed by the Montgomery County School Board or paid from public funds unless such teacher holds a Teach for America License or a license or provisional license issued by the Virginia Board of Education. Requirements for classroom teachers, special education, vocational education, school counselors, reading specialists, school psychologists, and visiting teachers/social workers are stated in the Licensure Regulations for School Personnel adopted by the Virginia Board of Education.

NEW POSITION: TRANSFER/PROMOTION

(Reference: School Board Policy 5-2.8)

Transfers:

a. The School Board may authorize the division superintendent to reassign teachers, principals, and assistant principals. The division superintendent may reassign any such teacher, principal, or assistant principal for that school year to any school within such division provided no change or reassignment during a school year shall affect the salary of such teacher, principal, or assistant principal for that school year. Teachers are entitled to initiate a transfer request for classroom assignments within the areas of their certification. The administration shall develop procedures for handling voluntary teacher transfer requests.

b. **Supervisors, Principals, Assistant Principals:** A person employed as a principal or supervisor, including a person who has previously achieved continuing contract status as a teacher, shall serve three (3) years in such a position in the same school division before acquiring continuing contract status as a principal or supervisor.

c. Transfer requests from non-licensed staff during a school year are not generally approved unless the request will result in a promotion, there is a significant increase or decrease in work hours, or the transfer request is for a different job classification.

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

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

LICENSED PERSONNEL: REPORTING RESPONSIBILITIES

(Reference: School Board Policy 5-4.3)

Investigating/Reporting Alcohol or Drug Use:

Licensed and classified licensed employees who, in good faith with probable cause and without malice, act to report or investigate the activities of any student or any other person as they relate to alcohol or drug use or abuse in or related to the school or to any school activity, shall be immune

from all civil liability that might otherwise be incurred or imposed as the result of making such a report, investigation, or disclosure, as provided by applicable law.

Reporting Child Abuse or Neglect:

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

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

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

LICENSED PERSONNEL: EVALUATION

(Reference: School Board Policy 5-4.5)

Supervision of the Evaluation Process:

The division superintendent shall supervise the establishment of a cooperatively developed procedure for adequate and periodic evaluation of the work of each employee and shall maintain suitable records. The evaluation procedure shall allow for personnel evaluation appropriate to tasks performed by those being evaluated. The Virginia Board of Education Guidelines for Uniform Performance Standards and Evaluation Criteria for Teachers, Administrators, and Superintendents should be consulted during the development of the evaluation procedures.

PROFESSIONAL STAFF RESEARCH AND PUBLISHING

(Reference: School Board Policy 5-4.6)

Ownership of Materials:

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

LICENSED PERSONNEL: RESIGNATION

(Reference: School Board Policy 5-4.7)

A teacher may resign after April 15 of any school year with the approval of the local School Board. The teacher shall request release of contract at least two (2) weeks in advance of the intended date of resignation. Such request shall be in writing and shall set forth the cause of resignation. In the event that the School Board declines to grant release on the grounds of insufficient or unjustifiable cause and the teacher breaches such contract, disciplinary action may be taken, which may include revocation of the teacher's license under rules and regulations prescribed by the Virginia Board of Education.

The division superintendent is authorized to accept resignations. A teacher may resign after June 15 of any school year consistent with the provisions of Policy 5-4.2 and only with the approval of the division superintendent. The employee may withdraw the resignation, provided the withdrawal is in writing and is received by the division superintendent within one week of the submission of the resignation. After the expiration of the one (1)-week period, the division superintendent shall notify the School Board of their decision to accept or reject the resignation. The School Board may, within two (2) weeks thereafter, reverse the division superintendent's decision.

Employees who terminate their employment without the approval of the School Board shall be paid only for the days of actual employment.

PERSONNEL – CONDITIONS OF EMPLOYMENT – SUPPORT/CLASSIFIED PERSONNEL

SUPPORT STAFF EMPLOYMENT STATUS

(Reference: School Board Policy 5-5.1)

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

1. **Temporary employees** shall be hired for short-term needs on a daily basis. These employees shall accrue no benefits and be paid only for hours worked.
2. **Probationary employees** shall be fully qualified new employees assigned to authorized positions on a month-to-month basis. These employees are eligible for salary increments. Employees working 30+ hours per week shall accrue sick leave benefits at the rate of one (1) day per working month. Employees scheduled to work between 20-29 hours per week shall accrue sick leave benefits at the rate of one-half (0.5) day per working month.
3. **Regular employees** shall have successfully completed an eighteen (18)-month probationary period and shall be paid on a monthly basis. Regular employees shall be eligible for all employment benefits available under School Board policy. Such employees shall maintain regular employment status while serving a probationary period in a new position following a transfer to a new department or a promotion to a higher position.

Conditions of Work:

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

SUPPORT STAFF: PROBATION

(Reference: School Board Policy 5-5.2)

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

NEW POSITION: TRANSFER/PROMOTION

(Reference: School Board Policy 5-2.8)

Transfers:

a. The School Board may authorize the division superintendent to reassign teachers, principals, and assistant principals. The division superintendent may reassign any such teacher, principal, or assistant principal for that school year to any school within such division provided no change or reassignment during a school year shall affect the salary of such teacher, principal, or assistant principal for that school year. Teachers are entitled to initiate a transfer request for classroom assignments within the areas of their certification. The administration shall develop procedures for handling voluntary teacher transfer requests.

b. Supervisors, Principals, Assistant Principals:

A person employed as a principal or supervisor, including a person who has previously achieved continuing contract status as a teacher, shall serve three (3) years in such a position in the same school division before acquiring continuing contract status as a principal or supervisor.

c. Transfer requests from non-licensed staff during a school year are not generally approved unless the request will result in a promotion, there is a significant increase or decrease in work hours, or the transfer request is for a different job classification. *The division reserves the right, per School Board policy, to transfer employees during the school year based on operational needs.*

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

TRANSPORTATION EMPLOYEES

(Reference: School Board Policy 5-5.3)

Drug and Alcohol Testing for Covered Employees:

Generally:

Montgomery County School Board transportation employees shall be under the general direction of the division superintendent and/or their designee.

Qualifications:

In addition to other requirements set forth in federal and state law and elsewhere in School Board policies, applicants for regular and substitute transportation employee positions must satisfy the requirements of this policy, the Code of Virginia, specifically § 22.1-178, and Title 8, Section 20-70-280 of the Virginia Administrative Code.

Training:

Before receiving a contract to drive a school bus or before being assigned as a substitute bus employee, an applicant must fulfill the requirements for training set by the Virginia Department of Education and those set by the division superintendent.

Substitute Bus Employee Qualifications and Pay:

Substitute bus employees shall meet all qualification requirements of regular bus employees. A substitute employee shall receive a daily rate of pay for each day of employment commensurate with their qualifications and experience. Substitute employees shall be employed by and paid by the School Board and not by the regular employee needing the substitute.

Use of Wireless Communication Devices:

No driver shall use any wireless telecommunications device, whether handheld or otherwise, while driving a school bus, except in case of an emergency, or when the vehicle is lawfully parked and for the purposes of dispatching. Nothing in this section shall be construed to prohibit the use of (i) two-way radio devices or (ii) wireless telecommunications devices that are used hands-free to allow live communication between the driver and school or public safety officials.

Possession or Consumption of Alcohol:

No employee shall possess or consume an alcoholic beverage while operating a school bus and transporting children.

Drug and Alcohol Testing for Covered Employees:

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

Prohibited Conduct:

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

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

Required Testing:

Drivers shall be subject to pre-employment/pre-duty drug testing, reasonable suspicion alcohol and drug testing, random alcohol and drug testing, post-accident alcohol and drug testing, return-to-duty, and follow-up alcohol and drug testing pursuant to procedures set out in the federal regulations. Pursuant to state law, drivers shall be subject to pre-employment alcohol testing. Any employee who refuses to submit to post-accident, random, reasonable suspicion, or follow-up testing shall not perform or continue to perform safety-sensitive functions.

Notification:

Each driver shall receive educational materials that explain the requirements of federal law and regulations together with a copy of the division's policy and procedures for meeting these requirements.

Each driver shall sign a statement certifying that they have received a copy of the above materials, and the division shall maintain this signed copy.

Consequences If Testing Indicates Drug or Alcohol Misuse:

If the testing confirms prohibited alcohol concentration levels or the presence of a controlled substance, the employee shall be removed immediately from safety-sensitive functions in accordance with the federal regulations. All drivers shall be advised of resources available and before a driver is reinstated, if at all, the driver shall undergo an evaluation by a substance abuse professional, comply with any required rehabilitation, and undergo a return-to-duty test with a negative urine sample.

Record Retention:

The division shall maintain records in compliance with the federal regulations in a secure location with controlled access. With the driver's consent, the division may obtain any of the information concerning drug and alcohol testing from the driver's previous employer. Upon written request, a driver shall be entitled to obtain copies of any records pertaining to the driver's use of alcohol or controlled substances, including information pertaining to alcohol or drug tests.

Records shall be made available to a subsequent employer upon receipt of a written request from a driver only as expressly authorized by the terms of the driver's request.

Test Procedure:

The division shall administer controlled substance tests in accordance with federal laws governing test procedures and testing sites. The division shall take steps to ensure that proper training and testing procedures are provided.

Adopted: April 2004

Revised: September 2005, June 2008, June 2010, June 2017

SUPPORT STAFF: EVALUATION

(Reference: School Board Policy 5-5.5)

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

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

SUPPORT STAFF: RESIGNATION

(Reference: School Board Policy 5-5.6)

A support staff employee who wishes to terminate their employment shall give at least two (2) calendar weeks (14 days) notice to their immediate supervisor.

PERSONNEL – EMPLOYEE DISCIPLINE AND GRIEVANCE PROCEDURES

SUSPENSIONS

(Reference: School Board Policy 5-6.1)

A teacher or other public school employee, whether full-time or part-time, permanent or temporary, may be suspended for good and just cause when the safety or welfare of the school division or the students therein are threatened or when the teacher or other employee has been charged by summons, warrant, indictment, or information with the commission of a felony, a misdemeanor involving (i) sexual assault as established in Article 7 (§18.2-61 et seq.) of Chapter 4 of Title 18.2, (ii) obscenity and related offenses as established in Article 5 (§18.2-372 et seq.) of Chapter 8 of Title 18.2, (iii) drugs as established in Article 1 (§18.2-247 et seq.) of Chapter 7 of Title 18.2, (iv) moral turpitude, or (v) the physical or sexual abuse or neglect of a child; or an equivalent offense in another state. Except when a teacher or other employee is suspended because of being charged by summons, warrant, indictment, or information with the commission of any of the above-listed criminal offenses, the division superintendent or appropriate central office designee shall not suspend a teacher or other employee for longer than sixty (60) days and shall not suspend a teacher or other employee for a period in excess of five (5) days unless such teacher or other employee is advised in writing of the reason for the suspension and afforded an opportunity for a hearing before the School Board in accordance with state law. Any teacher or other employee so suspended shall continue to receive their then-applicable salary unless and until

the School Board, after a hearing, determines otherwise. No employee shall be suspended solely on the basis of their refusal to submit to a polygraph examination requested by the School Board.

EMPLOYEE DISCIPLINE OTHER THAN SUSPENSION

(Reference: School Board Policy 5-6.2)

Discipline of Support Staff Members:

Management staff and the division superintendent shall apply disciplinary measures fairly to support staff members. Disciplinary measures which may be taken by management include, but are not limited to:

1. Verbal reprimands
2. Written reprimands
3. Suspensions without pay (see Policy 5-6.1)
4. Disciplinary demotions
5. Discharge

Eligible support staff members may initiate a grievance with respect to discipline imposed (see Policy 5-6.3). Montgomery County School Board licensed and classified licensed personnel may be dismissed consistent with all applicable law.

Teacher Discipline:

Teachers may be dismissed for incompetence, immorality, non-compliance with school laws and regulations, disability in accordance with state and federal law, conviction of a felony or a crime of moral turpitude, or other good and just cause. Administrative regulations shall be developed for the dismissal of continuing contract teachers and probationary teachers during the school year. No teacher shall be dismissed solely on the basis of the teacher's refusal to submit to a polygraph examination requested by the School Board.

GRIEVANCES AND GRIEVANCE PROCEDURES: SUPPORT STAFF & TEACHERS

(Reference: School Board Policy 5-6.3 & 6.4)

The Montgomery County School Board adopts the attached "Procedure for Adjusting Grievances for Support Staff" in accordance with state law. The Montgomery County School Board honors the procedures for adjusting grievances as prescribed by the Virginia Board of Education of the Commonwealth of Virginia attached hereto, as amended by that body from time to time.

<http://law.lis.virginia.gov/admincode/title8/agency20/chapter90/>

Adopted: April 2004

Revised: September 2005, March 2018

PERSONNEL – EMPLOYEE PAY AND FRINGE BENEFITS

EMPLOYEE COMPENSATION

(Reference: School Board Policy 5-7.1)

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

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

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

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

The School Board shall execute a separate contract in the form prescribed by the Virginia Board of Education with an employee who is receiving a monetary supplement for an athletic coaching assignment or extracurricular activity sponsorship assignment, as further discussed in Policy 5-4.2. Duty Completion forms must be completed, signed, and returned to the Human Resources department for payment.

For ATHLETIC supplements:

Payment will be forwarded after the season ends and a Duty Completion form is submitted. If the supplemental request is for an Athletic Trainer or Activity Director, the employee may request one of the following payment options: one payment (at the end of the school year); split payment (one half at the end of each season); or monthly payments.

For ACADEMIC supplements:

If the supplemental assignment covers the entire school year, the employee may request to receive either of the following payment options: one payment (at the end of the school year) or one-half

of the supplemental amount at the end of the first semester and the remainder at the end of the second semester.

Teachers with extended day supplements will be paid at the end of each month.

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

CERTIFIED SALARY SCALE EDUCATION ATTAINMENT

Montgomery County Public Schools will utilize the following guidelines to establish placement on the salary scale with respect to educational attainment. The division will determine whether a degree or college credits from a post-secondary institution will be recognized for salary placement purposes by referring to the six regional accreditation agencies recognized by the VDOE to confirm whether a college or university, and a specific program, are accredited. The employee is responsible for providing documentation from the institution for MCPS to verify and approve the program and the credits for salary placement purposes. MCPS reserves the management right to request whether the VDOE will recognize and accept a program of study or credits. If the VDOE will not accept the degree or credits, MCPS reserves the right to deny the request for any advancement on the salary scale. Only degrees applicable to the field and profession of education will be used when establishing a salary placement for a teacher or administrator. Documentation of an earned degree or completed college credit must be received in the Human Resources office by October 1st for salary schedule adjustments for the current year.

The six regional accreditation agencies recognized by the VDOE are as follows:

- Middle States Association of Colleges and Schools (MSA)
- New England Association of Schools and Colleges (NEASC-CIHE)
- North Central Association of Colleges and Schools (NCA-HLC)
- Northwest Commission on Colleges and Universities (NWCCU)
- Southern Association of Colleges and Schools (SACS)**
- Western Association of Schools and Colleges

**Virginia is a member of the Southern Association of Colleges and Schools

RETIREMENT

(Reference: School Board Policy 5-7.2)

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

Retirement shall be at the discretion of the employee.

HOLIDAYS

(Reference: School Board Policy 5-7.3)

All ten (10)- and eleven (11)-month full-time salaried employees who are eligible for the Virginia Retirement System shall be granted non-paid holidays in accordance with the adopted school calendar.

A full-time twelve (12)-month employee who is eligible for the Virginia Retirement System shall be granted the following paid holidays:

- Independence Day
- Memorial Day
- Labor Day
- Thanksgiving Break
- Winter Break
- Martin Luther King Day
- President's Day
- Spring Break
- Juneteenth

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

If an official workday is scheduled by School Board authority on any of the holidays, all full-time, twelve (12)-month employees shall report for duty as usual. In such cases, the division superintendent will schedule a replacement holiday. The division superintendent, with prior approval of the School Board, may grant additional holidays.

STAFF FRINGE BENEFITS

(Reference: School Board Policy 5-7.4)

Long-Term Disability Insurance:

The Montgomery County School Board shall provide each employee who works at least twenty (20) hours per week with group long-term disability insurance. All eligible employees are automatically enrolled upon the date of hire.

If you were hired as a Montgomery County Schools employee on or after January 1, 2014, and considered a member of the VRS HYBRID retirement plan, you are covered under the MCPS-provided Hybrid Disability program upon employment. Or, if you were hired prior to January 1, 2014, and elected to transfer from VRS Plan 1 or VRS Plan 2 to the VRS-HYBRID plan, your coverage in the VRS-HYBRID plan and MCPS-provided Hybrid Disability program is effective July 1, 2014.

MCPS will provide employees hired under the VRS Hybrid Plan long-term disability benefits for their first year, regardless of provisions set forth in the MCPS-provided Hybrid Disability program.

Health Insurance:

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

Retirement Benefits and Life Insurance:

The School Board shall pay the full employer cost of the full-time employees' retirement contributions and group life insurance premiums required by the state for all employees eligible for membership in the VRS. The employee will be required to pay a minimum of 5% of their annual salary to the VRS.

Professional Fees:

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

EMPLOYEE ABSENCES/LEAVE

(Reference: School Board Policy 5-7.5)

Generally:

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

All leaves, whether paid or unpaid, shall preserve the right of continuing contract status, retirement, annual leave with pay, salary increments, and other benefits provided by law for those employees who return from leave within the agreed time.

The following categories of leaves shall be recognized by the Montgomery County School Board as applicable to Montgomery County Public School division personnel who are employed on a regular basis.

All professional staff leaves and absences shall be subject to School Board policy and regulations. The division superintendent shall provide for the interpretation and application of the School Board's policies and regulations regarding leaves and absences.

Staff Leave and Absences for Virginia Retirement System – Hybrid Plan Employees:

If you were hired as a Montgomery County Schools employee on or after January 1, 2014, and considered a member of the VRS HYBRID retirement plan, you are covered under the MCPS-provided Hybrid Disability program upon employment. Or, if you were hired prior to January 1, 2014, and elected to transfer from VRS Plan 1 or VRS Plan 2 to the VRS-HYBRID plan, your coverage in the VRS-HYBRID plan and MCPS-provided Hybrid Disability program is effective July 1, 2014.

Reporting Absences:

The division superintendent or their designee shall issue regulations for reporting Montgomery County School Board employee absences. Unexcused absences may result in an employee's dismissal.

Personal Leave:

All full-time salaried employees who qualify for the Virginia Retirement System, along with hourly employees, regularly employed for twenty (20) hours per week or more, shall submit a written request for intended absence to their principal or to their immediate supervisor at least forty-eight (48) hours prior to the 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 before the start of the duty day to be taken off. The rules regarding personal leave are as follows:

1. Notification of personal leave shall be made in writing on the appropriate form.
2. Leave on in-service days or immediately before or after a holiday or vacation may be requested, for reason, from the division superintendent of schools or designee.
3. A maximum of two (2) days per contract year for personal leave may be granted. Part-time employee groups that regularly work at least twenty (20) hours per week have a maximum of one (1) day, equal to their regular workday, per contract year for personal leave. Personal leave may be taken in minimum increments of one-half day (one-half of hours worked per day). (Effective for hourly personnel on July 1, 1996.)
4. No more than one (1) instructional staff member or ten (10) percent of a staff of an administrative unit, whichever is greater, may take personal leave at any one time. Approval will be granted considering priority of time of receipt of application. The division superintendent or designee, in their sole discretion, may make exceptions upon recommendation of the principal.

5. Unused personal leave days may be accumulated up to a total of five (5) days, and accumulated days may be used in any given year. Unused personal leave earned beyond the accumulated five (5)-day total will be transferred to accumulated sick leave at the end of the fiscal year.

Annual Leave:

Ten- (10) and eleven- (11) month professional staff employees of the Montgomery County School Board are not granted annual leave. Ten (10) and eleven (11)-month support staff employees are not granted annual leave unless approved by the School Board as part of the compensation package.

Annual leave for vacation and other personal reasons is granted to a twelve (12)-month full-time salaried employee who is eligible for the Virginia Retirement System. Leave for twelve (12)-month employees shall be earned according to the following schedule:

1. One (1) day of annual leave is earned for each completed calendar month (or more than one-half (1/2) of the workdays of a month) for the first five (5) years of continuous service as an employee of the Montgomery County School Board.
2. One and one-fourth (1 1/4) days of annual leave are earned for each completed calendar month (or more than one-half (1/2) of the workdays of a month) by personnel having over five (5) and up to ten (10) years of continuous service as an employee of the Montgomery County School Board.
3. One and one-half (1 1/2) days of annual leave are earned for each completed calendar month (or more than one-half (1/2) of the workdays in a month) by personnel having over ten (10) years of continuous service as an employee of the Montgomery County School Board.
4. An employee transferring from another school system in Virginia may earn the appropriate increment of annual leave according to their years of experience. Annual leave must be earned before it can be taken. A designated member of the division superintendent's staff will record earnings and use of annual leave for each employee on the last workday of each calendar month.

An employee will make a written application to their immediate supervisor, and annual leave will be scheduled and approved before the beginning of leave for an individual. Annual leave cannot be taken in less than one-half (1/2) day increments.

Annual leave earned by an eligible employee may be accumulated to the following year if it is not used, but not beyond that year. (Not more than two (2) years' accumulation may be credited to any employee). All employees terminating employment will receive a lump sum payment for earned, accumulated, unused annual leave days up to a maximum of thirty-six (36) days.

Wellness Leave (Personal):

An employee regularly scheduled to work 30 hours per week or more and who achieves perfect attendance (no days used for sick leave for any reason) may earn two (2) days of wellness leave

per year to be used the following contract year. Wellness days are earned by semester and must be used the following year.

Professional Staff Short-Term Educational Leave:

Certified instructional employees under continuing contract may submit requests for short-term educational leave. The short-term educational leave will be without pay and may be granted for the purposes of attending classes, conferences, or meetings that enhance the qualifications and performance of the employees and benefit the educational system of Montgomery County. The length of a short-term leave shall be less than one (1) year and more than one (1) week in duration.

All leave requests must be in writing and will be granted at the discretion of the division superintendent. Short-term educational leave requests that involve travel must include a verified itinerary and reflect a relationship with the employee's current assignment.

Short-term educational leave is granted with the understanding that the employee will return in the subsequent year. If the leave request covers more than a four-week period, the employee is responsible for payment of their health insurance premium. All employee benefits will be paid as usual if the leave covers less than a four-week period.

Extended Leave:

Extended leave may be granted by the division superintendent or their designee to teachers with continuing contract status, administrators, and instructional supervisors, without pay (life and hospitalization insurance may be maintained during extended leave if the full premiums for these coverages are paid to the district by the employee), for professional full-time study, foreign teaching assignments or exchange teaching, serious illness of a member of the employee's immediate family, leave to accompany a spouse on sabbatical or travel, and service in teacher corps, VISTA, the Peace Corps, or other activities approved by the division superintendent. Applications for extended leave shall be made to the division superintendent on a form provided by the School Board prior to March 1 for the succeeding school year. The division superintendent will respond to an application as soon as possible or prior to May 15. An employee will be required to provide verification of activity during the leave period at the conclusion of the leave or the completion of the activity for which leave was granted. Extended leave shall be for a period of one (1) year. The division superintendent, with the approval of the School Board, may grant a second consecutive year. An employee shall be responsible for verification of activity requiring extension of leave for a second year. In all cases, verification of activity should be presented to the Department of Human Resources prior to return to work.

Request for reinstatement following extended leave shall be filed in the division superintendent's office on or before March 1 for the ensuing school year.

At the expiration of the leave, upon proper notification as specified, the employee will be offered the first position the superintendent considers appropriate that becomes available to the school division within the next succeeding 12-month period following expiration of the leave of absence;

such re-employment will be with full rights and privileges to which the employee was entitled and qualified at the time the leave became effective.

An employee who accepts regular employment, other than as included in the approved reason for which the leave was granted, during an extended leave shall resign or the leave of absence shall be terminated immediately and all rights and privileges associated with the leave forfeited.

Unpaid Leave:

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

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

Temporary Medical Disability and Leave for Employee's Debilitating or Life-Threatening Illness or Injury:

Personnel employed on a regular salaried basis may request or be placed on leave of absence for temporary medical disability if the School Board determines, after consultation with a physician who has performed a thorough medical examination, that the employee's condition interferes with the performance of regular duties. The physician performing the examination shall be employed by the School Board to perform such services, or the employee's physician, upon approval of the Department of Human Resources, may perform such examination. Such employee has the right to present testimony and/or information relevant to their fitness to continue the performance of regular duties. The length of a leave of absence for temporary disability shall in no event be more than one hundred eighty (180) days. Any leave granted pursuant to the Family and Medical Leave

policy in the past twelve (12) months (or in the past fiscal year) will be deducted from the leave granted for temporary medical disability.

Sickness and Accident:

The Montgomery County School Division operates under the regulations governing the State Sick Leave Plan for Teachers as supplemented by School Board policies. The following provisions apply to all salaried teachers, administrators, central office staff, maintenance and custodial personnel, school bus garage employees, clerical workers, instructional assistants, and hourly employee groups, regularly scheduled to work thirty (30) hours or more per week. (Effective for hourly personnel on July 1, 1996):

When an employee is drawing payments from the MCPS-provided Hybrid Disability program, they must use any available sick leave days they have earned to supplement the replacement income, provided that the combined daily payment will not exceed 100% of their normal gross payroll amount. If the employee has no available sick leave, the employee will be paid at the rate set forth in the MCPS Hybrid Disability program.

1. Ten (10), eleven (11), and twelve (12)-month employees may earn a maximum of ten (10), eleven (11), or twelve (12) days, respectively, for each yearly contractual period. Such leave, if not used, may accumulate without limit for VRS Plan 1 and 2 employees. VRS Hybrid employees shall accumulate up to, but may not exceed, 90 days.
2. Earnings for less than a full year shall be at the rate of one (1) day per month (or more than one-half (1/2) of the workdays of a month). This provision applies to those employees who do not begin to work at the start of the regularly contracted period and to those who do not complete the full contracted period.
3. Employees shall be permitted to anticipate sick leave earnings for the current contract year. Should the recipient of advanced sick leave terminate employment with the school division before earning the amount of sick leave used, the recipient will have the advanced days deducted from their salary.
4. An employee cannot claim any portion of earned leave unless they have actually reported for duty in accordance with the terms of their contract. However, if an employee is unable, because of accident or illness, to begin work in accordance with the terms of their contract, such employee may use accumulated leave to their credit not to exceed such balances as of June 30 of the immediately preceding fiscal year.
5. Such leave must be taken in not less than one-half day increments.
6. The principal, supervisor, Director of Human Resources, or division superintendent shall have the authority to require reasonable proof of illness when deemed necessary.
7. Part-time employees, who are regularly scheduled to work at least twenty (20) hours per week, shall earn one-half (1/2) day of sick leave, equal to one-half (1/2) of their assigned workday, for each month worked. Thus, ten (10)-month employees will earn five (5) days (of their workdays per year), eleven (11)-month employees will earn five and one-half (5 ½) such days per year, and twelve (12)-month employees will earn six (6) such days per year, such allocation to be received at the beginning of each contract year.

Sick leave shall be allowed for personal illness, including quarantine, injury, pregnancy, temporary physical or mental incapacity, or illness in the immediate family requiring the attendance of the employee for not more than four (4) days in any one case or for any days as may be approved through the Sick Leave Bank. (The term "immediate family" of an employee shall be regarded to include mother, father, foster parents, adoptive parents, stepmother, stepfather, grandparents, grandchildren, wife, husband, children, brother, sister, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparents-in-law, or any person living in the household of the employee.)

Employees covered under this policy may transfer from one school system to another in Virginia and likewise transfer any such accumulated leave if the School Board of the system to which the transfer is made signifies its willingness to accept such transfer. The School Board of Montgomery County accepts the transfer of accumulated sick leave from other school systems in Virginia for professional instructional, administrative and supervisory, and full-time classified personnel only.

For Hybrid Plan employees, the Montgomery County School Board accepts the transfer of up to, but not to exceed, 90 accumulated sick leave days from other school systems in Virginia for professional instructional, administrative and supervisory, and full-time classified personnel only.

An employee will be presumed to have left public school employment if they accept employment other than in the public school system of Virginia or are unable to be employed in the public schools of Virginia for a period of three (3) consecutive years because of illness, physical disability, or family responsibility. An employee who leaves employment in the public schools to enter the armed services does not forfeit accumulated earnings unless they fail to return to public school employment immediately upon discharge from an original tour of duty in the armed services; however, current earnings cannot be allowed for the period while in the service.

Upon written request, unused sick leave will be paid to each employee who is regularly scheduled to work at least twenty (20) hours per week upon termination of employment from the Montgomery County Public School system and if requested within 60 days of such termination. Payment will not exceed a total of \$5,000.00 and will be computed at a rate of 25% of the daily salary, excluding coaches/sponsors' supplements in effect at the time of termination. To be eligible, an employee must have completed a minimum of five (5) years of uninterrupted service, including the year of termination. Such service shall have been in a sick leave-earning position in the Montgomery County Public School system. If the written request is not made within 60 days of termination of employment, unused sick leave will only be available for transfer to another school division in Virginia or, subject to its acceptance, a school division in another state.

Sick Leave Bank:

The intent of the Sick Leave Bank is to provide some protection for employees who experience, or whose family members experience, catastrophic or long-term illness, as is further outlined herein.

VRS Hybrid Plan employees are eligible to participate in the sick bank during their first year of employment and may use sick bank days for their own catastrophic or long-term illness or injury

or for that of a qualified family member. Thereafter, they may elect to remain in the sick bank; however, they can use sick bank days only for catastrophic or long-term illness or injury for qualified family members, and not for their own catastrophic or long-term illness or injury.

1. Membership:

- a) Membership shall be voluntary on the part of all certified and classified personnel who are eligible for sick leave in the division.
- b) Members utilizing the Sick Leave Bank will not have to replace those days except as a regular contributing member of the Sick Leave Bank.
- c) Membership shall be continuous unless withdrawn in writing before September 15 each year.
- d) Upon termination of employment or retirement, members will not be allowed to withdraw their days previously contributed.
- e) Employees will not be allowed to withdraw their days previously contributed.

2. Enrollment:

- a) An eligible employee may enroll by donating a minimum of one (1) day but not more than five (5) days of their accumulated sick leave to the bank. Donation to the Sick Leave Bank does not eliminate eligibility for the "wellness day" incentive program.
- b) Days donated to the Sick Leave Bank are irrevocably donated and lost to the control or individual use of the donor except as a participant in the Sick Leave Bank.
- c) A Sick Leave Bank enrollment form must be submitted to the division superintendent or designee (Director of Human Resources).
- d) An eligible employee may enroll within the first thirty (30) calendar days of employment or during the annual open enrollment period. The open enrollment period is defined as the employee's first scheduled workday of each school year through September 15.
- e) An employee must be enrolled in the Sick Leave Bank for six months before becoming eligible to utilize its benefits, except for VRS Hybrid Plan employees. These employees will be eligible to use the sick bank immediately after enrollment for a period of one year. After this period, they may choose to remain in the Sick Leave Bank but can only use sick bank days for catastrophic or long-term illness or injury of qualified family members, not for their own. Any employee who is not currently a member of the Sick Leave Bank and chooses to rejoin may do so during open enrollment by being assessed one sick day.

3. Use of the Sick Leave Bank:

- a) The Sick Leave Bank benefit will be governed under the same rules as the sick leave benefit, subject to the provisions of this subsection.
- b) The Sick Leave Bank must have a minimum of two hundred (200) days donated to implement the program. Members of the bank shall be assessed one (1) day of sick leave if the bank falls below two hundred (200) days. Additional assessments of one (1) day each may be made until the bank has a balance of two hundred (200) days. A member may choose to donate up to five (5) days per assessment. A member shall withdraw from the bank if they do not accept the assessment and shall lose all contributed days to that point. Members who have no leave to contribute will be assessed an equal number of days the following September.

- c) To request use of the Sick Leave Bank, the employee must make an application to the Director of Human Resources for the benefit. It is not automatic.
- d) No member of the bank will be granted sick leave from the bank until their sick leave, personal leave, and wellness leave have been depleted. Additionally, if an employee has more than five (5) annual leave days, all but five (5) annual leave days must be used before using sick leave bank days. If the employee has five (5) or fewer annual leave days, no use of annual leave days will be required before accessing the sick leave bank.
- e) The first five (5) consecutive days of illness not covered by accumulated sick leave, personal leave, wellness leave, or annual leave will not be covered by the Sick Leave Bank. They must be taken as leave without pay.
- f) Each fiscal year (July 1 through June 30) a member who meets the requirements may draw days from the Sick Leave Bank according to the following criteria:
 - g) 15 days in the first year of Sick Leave Bank enrollment
 - h) 20 days in the second year of Sick Leave Bank enrollment
 - i) 30 days in the third year and subsequent years of Sick Leave Bank enrollment
 - j) Anticipating members must meet the requirements in statements 3(c) and (d), immediately above, at the beginning of each school year before being approved for borrowing days from the Sick Leave Bank again. The maximum number of days that can be drawn from the Sick Leave Bank by any one member is 60 days total (including days taken by the employee for use during times of catastrophic or long-term illness of family members).
- k) Extenuating circumstances will be considered by the division superintendent or Director of Human Resources, upon recommendation of the Sick Leave Bank advisory committee, for additional days drawn from the Sick Leave Bank.

Tier placement will be determined based on the employee's years of membership in the Sick Leave Bank at the time of the first day drawn from the Sick Leave Bank. The total maximum number of days that an employee may draw from the Sick Leave Bank for use during times of catastrophic or long-term illness of family members is thirty (30) days.

The Sick Leave Bank Advisory Committee will be made up of seven (7) representatives from these employee groups: four (4) teachers (appointed by the Montgomery County Education Association President), one (1) administrator, one (1) service department employee, and one (1) clerical support employee, as well as the Director of Human Resources (a non-voting ex-officio member). Each representative (except the Director of Human Resources) must be a member of the Sick Leave Bank and shall be selected by the group they represent. There will be a poll for nominees annually. If there are an excess number of nominees from an employee group, representation of that employee group will be selected from among those nominees by that employee group. The committee will select its chair from among its membership when convened. This committee shall meet at least once annually to make recommendations to the division superintendent regarding the operation of the Sick Leave Bank. Requests for additional days drawn from the Sick Leave Bank must be in writing to the Director of Human Resources and must include proper documentation by a physician as required. Additional days may be requested from the Sick Leave Bank according to the same criteria as the original withdrawal:

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

Days in the Sick Leave Bank not used will be carried over to the next year.

4. Transfer of Sick Leave Day:

- A participant in the Sick Leave Bank may transfer additional sick leave days, up to five (5), to another specific member in the Sick Leave Bank under the following conditions:**
- Personnel wishing to transfer sick leave days must have an accumulation exceeding twenty-five (25) days and must complete and submit the Request For Transfer Of Sick Leave Days form to the division superintendent or Director of Human Resources.
- The person receiving the transferred sick leave days must have used the maximum days allowed in the regular Sick Leave Bank program.
- The maximum number of days for any combination of transfers to any one employee would be ten (10) days per year.
- The person receiving days must have exhausted all leave, personal wellness, sick, and all but five (5) annual leave days, before receiving any additional days from other employees.

For questions regarding the Sick Leave Bank, please contact the Director of Human Resources.

Parental Leave:

If an employee has accumulated sick leave, they may use up to a maximum of six weeks for the following: the birth of a child, the adoption of a child, and/or becoming a new foster parent. If the employee does not have accumulated leave, they may apply for medical leave without pay.

Bereavement Leave:

All regular employees may be absent without loss of pay and without sick leave deduction in the case of the death of a mother, father, adoptive parents, stepmother, stepfather, grandparents, grandchildren, sister, brother, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparents-in-law, foster parent, wife, husband, child, to include foster or stepchildren, pregnancy loss, or any person living in the household of the employee that is a dependent of the employee, for a period not to exceed three (3) days per occurrence. Additional days and bereavement for anyone not listed shall be charged to sick leave.

Extended Parental Leave:

Upon request, a full-time salaried employee who is eligible for the Virginia Retirement System shall be granted a leave of absence without pay for the purpose of caring for a newborn or newly adopted child for a period encompassing the remainder of the school year during which the leave commences and which may be extended for one (1) contract year. Life and hospitalization

insurance may be maintained during parental leave if the full premiums for these coverages are paid to the district by the employee. Parental leave is not to be used in conjunction with Family and Medical Leave.

Civil Leave:

Leave of absence designated as civil leave with full pay shall be granted to employees to serve on a jury, to attend court as a plaintiff or defendant (except as a criminal defendant), or as a witness under subpoena. Employees shall provide documentation of the required jury duty or court appearance to their supervisor before the date(s) of the jury duty or court appearance.

No employee who is summoned to serve on jury duty shall be terminated from their employment, have any adverse personnel action taken against them, or be required to use sick leave or vacation leave as a result of their absence. An employee who serves jury duty for four (4) or more hours, including travel time, in one day shall not be required to start any work shift that begins on or after 5:00 p.m. on the day jury duty is served or before 3:00 a.m. on the day following their jury duty.

No employee (except a criminal defendant) shall be terminated from their employment, have any adverse employment action taken against them, or be required to use sick leave or vacation leave as a result of their absence due to having been (1) summoned or subpoenaed to appear in court when a case is to be heard; or (2) required in writing by the court to appear at a future hearing, upon giving reasonable notice to their supervisor of the court appearance or summons.

Required Military Reserve Duty:

Military leave shall be granted for all school employees entitled to such leave consistent with applicable law.

Pay/Paid Leave:

All employees on military leave will receive up to fifteen (15) days paid leave per federally funded tour of duty. In addition, Montgomery County School Board employees whose active duty service with the regular armed forces of the United States or the National Guard or other reserve component has required their absence from their full-time employment shall receive supplemental pay as determined by and from the School Board if the military compensation of such employee is less than the regular salary paid to such employee by the School Board. Except as outlined herein, military leave is unpaid.

Benefits:

Health Benefits:

If the employee so desires, the employee and the employee's dependents may continue to participate in the School Board's group health plan for up to twenty-four (24) months while the employee is on military leave. The employee must notify the School Board's human resources director if they want to continue participating in the School Board's group health plan. Employees

who elect to continue on the School Board's health plan will be responsible for payments, as authorized by applicable federal law.

Retirement Benefits:

An employee reemployed after military leave will be treated as not having incurred a break in service. The period of military leave will be considered services to the school division for purposes of vesting and benefit accrual. The school division is responsible for its pension plan funding obligation. The school division is not required to make its contribution until the employee is reemployed.

The employee will be permitted, but not required, to make up their contributions to a contributory plan. The employee may repay their employee contributions for a period of up to three times the period of military service, but not to exceed five years. If the employee's retirement plan is contributory and the employee does not make up their contributions, they will not receive the employer match or the accrued benefit attributable to their contribution because the School Board is required to make contributions that are contingent on the employee's contributions.

The employer and employee contribution shall be calculated on the rate of pay the employee would have received but for the absence to serve military duty.

Reemployment:

An employee who is entitled to military leave by reason of service in federal military reserves is entitled to be reemployed by the School Board so long as they:

1. Have given advanced notice of the need for military leave (unless advanced notice is precluded by military necessity or is otherwise impossible or unreasonable under the circumstances);
2. Have not been absent from their job for more than five years; and
3. Return to work as outlined below.

If the employee was absent from work for:

1. fewer than thirty-one (31) days, they must report back to work by the beginning of the next regularly scheduled work period after a reasonable amount of time to arrive home, rest, and report to work;
2. more than thirty (30) but fewer than one hundred eighty-one (181) days, the employee must submit an application for reemployment within fourteen (14) days after the completion of military service;
3. more than one-hundred eighty (180) days, the employee must submit an application for reemployment within ninety (90) days after the completion of military service.

Employees who are entitled to military leave due to service in the Virginia military reserves must make a written application for reemployment within five (5) business days of release from duty.

Upon returning from military duty, an employee will be restored to the same job they held before leaving, or to a comparable job. The School Board is not obligated to reemploy persons returning from military leave in certain unusual situations specified by applicable state and federal law.

Termination after Reemployment:

A person who is reemployed after returning from more than thirty (30) days of military duty will not be discharged, except for cause:

1. within one year after the date of reemployment, if the person's period of military service before the reemployment was more than one hundred eighty (180) days; or
2. within one hundred eighty days after the date of reemployment, if the person's period of military service before the reemployment was more than thirty (30) days, but fewer than one hundred eighty-one (181) days.

Adopted: April 2004

Revised: August 2004, September 2005, August 2006, June 2008, July 2010, October 2011, September 2013, February 2014, August 2015, June 2016, November 2016, August 2017, October 2019, September 2021, July 2024.

FAMILY AND MEDICAL LEAVE

(Reference: School Board Policy 5-7.6)

a. Eligible Employees:

- a. Must have been employed by MCPS for the previous twelve (12) months, and
- b. Must have worked for at least 1,250 hours during that twelve (12) month period.

b. Entitlement:

- a. **Leave** - Eligible employees are entitled to up to a combined total of twelve (12) weeks of unpaid leave during any twelve (12) month period for one or more of the following:

- i. The birth and first-year care of a child
- ii. The adoption or foster placement of a child
- iii. The serious health condition of an employee's spouse, parent, or child
- iv. The employee's serious health condition
- v. Certain circumstances arising out of a family member's active military duty.

- b. **Military Caregiver Leave** – Eligible employees who are the spouse, son, daughter, parent, or next of kin of an active-duty member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness are entitled to up to a combined total of twenty-six (26) weeks of unpaid leave during any twelve (12)-month period for the care of the military family member.

c. **Benefits** - In addition to actual leave, eligible employees are entitled to the continuation of all employment benefits provided or made available to employees by Montgomery County Public Schools, except the employee will not be eligible for VRS service credit accrual while on leave without pay.

PERSONNEL – MISCELLANEOUS EMPLOYMENT MATTERS

ISSUES REGARDING EMPLOYEES AND THIRD PARTIES

(Reference: School Board Policy 5-9.1)

Assaults or Abusive Behavior Directed at School Employees:

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

Complaints Against Montgomery County School Board Employees:

Any employee who is arrested, indicted, or otherwise prosecuted on any charge arising out of any act committed in the discharge of their duties or who is made a party to any civil proceeding arising out of any act committed in the discharge of their duties shall immediately make a written report of the circumstances thereof to the principal or their immediate supervisor within five (5) days. Any parent or guardian of a student enrolled in Montgomery County Public Schools or any resident of Montgomery County may file a complaint regarding an employee of the school division.

Payment of Employee's Legal Fees and Expenses:

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

Student Assault on School Employees:

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

DRESS CODE

(Reference: School Board Policy 5-9.2)

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

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

USE OF PRIVATE CARS FOR TRANSPORTATION OF STUDENTS

(Reference: School Board Policy 5-9.3)

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

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

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

APPROPRIATE PHONE USE

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

AUTHORIZED USE OF SCHOOL-OWNED PROPERTY AND MATERIALS

(Reference: School Board Policy 2-4.2)

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

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

BY LAWS – MEETINGS

CITIZEN PARTICIPATION

(Reference: School Board Policy 1-6.8)

Appearances in Front of the Board:

Montgomery County residents, students in Montgomery County Public Schools, and School Board employees may appear in person at any regular meeting of the School Board. The School Board is very interested in citizen viewpoints and problems. The School Board strongly encourages citizens to work through problems at the building and/or administrative level before coming to the School Board. The School Board may make exceptions about who may address the Board during citizen participation, including for non-residents in circumstances deemed appropriate by the Board to inform its decision-making regarding issues pertaining to the operations of the Montgomery County Public Schools.

This is a period in which citizens are to speak to the issues pertaining to public education in Montgomery County. Individual questions directed to the School Board shall not be answered at that time, but will be responded to by an appropriate person. It is recommended that persons seeking responses to a specific question provide the question in writing to the School Board.

COMMUNITY RELATIONS

PUBLIC INFORMATION

SEX OFFENDER REGISTRY NOTIFICATION

(Reference: School Board Policy 2-2.2)

The Montgomery County School Board recognizes the danger sex offenders pose to student safety, therefore, to protect students while they travel to and from school, and attend school or school-related activities, the School Board shall request automatic electronic notification of registered sex offenders in the same or contiguous zip codes as any school within the school division as permitted by applicable law. Such request and notification shall be made according to the procedure

established by the Virginia Department of State Police (State Police). The division superintendent shall serve as the contact person with the State Police for receipt of the registered sex offender information.

Receipt and Dissemination of Sex Offender Registry Information:

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

1. School bus drivers;
2. Employees responsible for visitor registration;
3. Employees responsible for bus duty;
4. Security staff;
5. Coaches;
6. Playground supervisors; and
7. Maintenance personnel.

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

FACILITIES

PUBLIC CONDUCT ON SCHOOL PROPERTY

(Reference: School Board Policy 2-4.3)

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

BUSINESS OPERATIONS

FINANCIAL OPERATIONS AND MAINTENANCE

FREE ADMISSION

Employee Admission to School-Sponsored Events:

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

SUPPORT SERVICES

BUILDING AND CUSTODIAL SERVICES

SAFETY OF SCHOOL FACILITIES

(Reference: School Board Policy 4-2.1)

Generally:

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

Emergency Dispersal:

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

First Aid/CPR/AED:

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

Reporting of Hazards:

Safety Hazards:

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

Hazardous Chemicals:

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

Accidents:

Student, employee, and visitor accidents, injuries, and serious illnesses occurring on School Board property, in transit, or at school-sponsored activities shall be reported promptly to the principal or building supervisor, who will make a report to the division superintendent on the form prescribed for this purpose. Every effort shall be made to immediately contact the parent or guardian in case of student accidents and injuries. School personnel shall not attempt to diagnose or to give medication or treatment. If the parent or guardian cannot be contacted, the student will be transported to the nearest medical facility for emergency treatment. Students requiring medical treatment shall not be permitted to travel unattended and shall be accompanied by a parent, guardian, or school employee. Students and visitors should report incidents on the prescribed accident injury form. School Board employees should report incidents on the prescribed worker's compensation reporting form. Montgomery County Public School employees should contact the Company Nurse as soon as possible (within 24 hours of the incident). (Phone: 1-888-770-0925)

SCHOOL CRISIS, EMERGENCY MANAGEMENT, AND MEDICAL EMERGENCY RESPONSE PLANS

(Reference: School Board Policy 4-2.2)

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

SECURITY OF BUILDINGS AND GROUNDS

(Reference: School Board Policy 4-2.5)

General:

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

Guidelines for Security of Buildings and Grounds:

Keys/Swipe Badges:

The building principal shall establish a key record system for exterior doors. Master keys shall be issued only to personnel (paid employees) who have responsibilities that require admittance to buildings during hours other than the regular school or workday. Grand master keys shall be limited to the building principal and the head-building custodian. No person shall possess keys for any building without the knowledge of the building principal. The maintenance department alone shall be responsible for the cutting of all keys.

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

Employee Identification Badges:

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

STANDARDS OF CONDUCT

Rules of Work/Administrative Services Personnel:

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

1. Each employee must be regular in attendance and must notify their supervisor as soon as they know they must be absent or tardy because of illness or emergency.
2. Employees must be ready to begin work promptly at the time established by the supervisor and must not leave the assigned work area until the official break, lunch, or quitting time, and must return to work following the authorized breaks at the appointed time.
3. Break times ten to fifteen minutes in length and lunch times are provided for the employees to rest, have meals or snacks, use restrooms, take refreshment, engage in light recreation, and other such personal needs which will allow them to function on the job to their maximum efficiency. As such, employees are to get permission from their supervisor to do any activity which is different from this purpose.
4. Employees are expected to keep a neat, clean, well-groomed appearance and to wear clothing appropriate for the tasks performed and for the weather conditions expected.
5. The behavior of the employees must include only conduct, language, and habits which present a favorable image to the public in general, and children in particular. Specifically, the following are given as examples: a. Use of alcoholic beverages is not allowed. b.

Gambling is not allowed. c. Smoking, chewing of tobacco, and/or the use of tobacco products is not allowed on school grounds, or in any building or vehicle owned, rented, or leased by the Montgomery County Public Schools. d. Vulgarity in any form is not acceptable. e. Scuffling and roughhousing are not acceptable.

6. All employees are to follow the safety rules prescribed for their job classifications, especially OSHA requirements.
7. Employees are responsible for all equipment and supplies in their charge and are to exercise reasonable care of any item used. In particular: a. Vehicles are to be driven at posted speed limits, and in accordance with all other traffic laws. b. Inspection, service, and preventive maintenance schedules are to be maintained for all equipment. c. Supplies, tools, and equipment are not to be used for personal reasons and are to be used with security as a main concern. d. Equipment is to be kept clean, in normal operating condition, and ready for others to use. e. Supplies, materials, and utilities are to be used wisely, not wasted, with economy and efficiency being a primary goal.
8. Telephone calls and visitors on the job are restricted to those with emergency reasons. Personal cell phones can be used only in emergency situations. Employees are expected to only answer cell phones under these circumstances.
9. Employees are expected to be courteous to students, patrons, teachers, and other employees with whom they come into contact.
10. Employees are to report those activities and persons to their supervisor if they appear to be unauthorized or suspicious in nature.
11. Employees must keep confidential information to themselves and respect the privacy of documents, cabinets, and desks.
12. Employees are to refrain from spreading rumors and information of a gossip type or discussing such things with other employees, family, and friends.
13. Employees are expected to pay personal debts and maintain personal financial matters so that a good reputation is preserved. Personal problems of any nature should be discussed with their supervisor for understanding and consideration.
14. Accidents and injuries on the job must be reported promptly to the employee's supervisor.
15. Requests for annual leave must be on the form provided and must be submitted at least five (5) days in advance.
16. Employees must fill out an absentee sheet on the day they return from absences for any reason. Supervisors provide the forms and will collect them when filled out and signed.
17. Requests to attend a conference or convention must be submitted on the appropriate form for this purpose and must be completed two (2) weeks in advance.
18. Holidays will be allowed in accordance with School Board Policy which includes twelve days, or compensatory time, for employees working during official holidays.
19. Employees should not allow students to borrow money and should use caution in loaning money to fellow employees.
20. Employees should not buy anything from or sell anything to students other than articles approved by the school administration as part of the regular school activity program, nor shall employees buy anything from, or sell anything to, other employees on the job during working hours.
21. Employees holding other jobs outside the school division must inform their supervisor.
22. Employees are discouraged from accepting gifts and favors from salespeople, students, and others.

23. Keys and/or swipe badges issued to employees are to be kept secure, and are to be used only for official business and are not to be given to anyone else or duplicated without the supervisor's approval.
24. Employees are not to have firearms or other dangerous weapons in their possession on the job at the workplace during work hours.
25. Each worker is to be accorded the respect due him/her as an individual citizen and is to be treated in a fair, just manner. New employees are to be given special attention during their period of adjustment to help make the transition most effective.
26. Employees are responsible for the safekeeping of any personal belongings and valuables brought to the workplace; however, large sums of money or valuable items should not be brought to work.
27. Employees are encouraged to conduct personal business matters, dental appointments, etc., during the employee's time off.
28. Employees must strive to keep noise and distractions to a minimum in and around schools during class time.
29. Employees are expected to be fully clothed while working inside buildings that are occupied by students or the public and while riding in vehicles. At no time are employees to work without wearing shoes.
30. Employees are not to use tools, equipment, or materials that require instruction in the proper use until they have had the instruction necessary or unless they are supervised directly by their supervisor.
31. Employees are to repair or "troubleshoot" equipment only with the approval of their supervisor.
32. Employees may purchase supplies or equipment only when given direct approval by their supervisor to do so.
33. Only approved overtime will be paid at a rate of time and a half for all hours worked over forty (40) in any week. The official workweek begins on Monday and ends on Sunday. During any week, employees are expected to perform duties without exceeding forty hours.
34. Employees will be paid according to their place on the School Board's approved salary scale.
35. Employees are to discuss complaints, problems, and special concerns with their supervisor in an honest attempt to resolve the difficulty and improve the condition.
36. Employees should give at least two (2) weeks' notice before leaving employment.
37. Employees are expected to participate in programs and meetings provided by the school system for the purpose of improvement, in-service, or for providing general information.
38. Employees should not knowingly help students break school rules, or give student friends or relations special services that cannot be provided to other students.
39. Employees who are parents, grandparents, or guardians must make arrangements for their children's care during working hours at some place other than the workstation.
40. Employees' observations of and conversations with students and fellow employees should be treated with confidence. However, if such observations and conversations appear to be illegal or seriously immoral, the information should be reported promptly, in confidence, to the immediate supervisor.
41. Teachers and school administrators should be addressed with their proper title, such as Dr., Mr., Mrs., Ms., etc., as the case may be, especially in the presence of students or in an official business setting.

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

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

Employees are required to notify their immediate supervisor when they are arrested for any minor or felony charges by any law enforcement agency.

ENERGY MANAGEMENT CONSERVATION POLICY

(Reference: School Board Policy 4-2.7)

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

School Closing

(Reference: School Board Policy 4-2.8)

The division superintendent or superintendent's designee may order the closing, delay in opening, or early dismissal of any or all Montgomery County public schools to protect the safety and welfare of students, staff, and patrons.

Unless School Board employees are notified that their work schedule is changed due to adverse weather or emergency conditions, it is expected that all employees will work according to the terms of their contract and division policy.

During adverse weather or emergency conditions, employees follow guidelines from the superintendent or superintendent's designee related to work schedules. The School Board may review the guidelines.

How do I find out about weather delays and closings?

Visit the [Emergency Communications](#) webpage to sign up for notifications about weather delays and closings. All delays and closings will also be communicated through MCPS Facebook, Twitter, and Instagram accounts.

Severe Weather Codes

CODE RED	Schools Closed/System Shut Down	• Only essential personnel will need to report to work. • A Code Red will only be used if it is advised that individuals stay off roads (i.e., ice storms, heavy snow, etc.).
CODE ORANGE	Schools Closed	• Eleven (11) and twelve (12) month personnel will report on a regular schedule unless otherwise notified (see further explanation below).
CODE YELLOW	Virtual Learning Day Inclement Weather Assignments for students	• School Buildings Closed to Students • Meal services are provided at select locations (see details below). • Students in the Virtual School Program will follow the Virtual Virginia Academic Calendar and Inclement Weather Policy. • Teachers do not report unless required to attend scheduled PD and meetings. • Eleven (11) and twelve (12) month personnel will report on a regular schedule unless otherwise notified.
CODE BLUE	Two-Hour Delay	• Two-hour delay for students. • Staff may report one hour late.

Communication of School Closing and Delayed Openings

If a decision is made to close schools or open schools late, every effort will be made to make the announcement by 5:30 a.m. Should schools be delayed or closed for severe weather, a status is posted on the division website at www.mcps.org and all MCPS social media channels.

You may subscribe to receive a phone call or email in the event of a severe weather delay or closing.

Note: On rare occasions, it may be necessary to make announcements after 5:30 a.m. Please continue to listen to media announcements in case changing weather conditions make it necessary to add or revise the announcement.

Code Red – System Shut Down - Employee Expectations.

- Only essential personnel will need to report to work.
- Each department will identify individuals who are needed to report to work to deal with severe emergency conditions.
- The Facilities Department is responsible for ensuring that buildings are checked as soon as possible.
- Essential personnel at the Central Office will be determined by the Superintendent.
- Facilities will send a communication to their staff regarding work hours and work locations.

Code Orange and Yellow - Work Expectations for 11- and 12-Month Staff:

- Report to work on time as scheduled
- If an employee anticipates a late arrival or needs to take the day off, they should promptly notify their immediate supervisor and submit a leave request if applicable.
- Employees should work their regular schedule until the usual end time unless instructed otherwise by the school division.

Code Blue - Work Expectations for all Staff

- Staff may report one hour late.
- If an employee anticipates a later arrival, they should promptly notify their immediate supervisor.

Early Release

If a decision is made to close schools early due to inclement weather, instructional staff may leave 30 minutes after students depart, unless the building administrator requests staff to stay longer to provide additional support to students. Eleven (11) and twelve (12) month personnel should remain at their school or building locations at least two (2) hours after students have been dismissed from schools or until all students have arrived safely at home.

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

If a decision is made to close schools or open schools late, every effort will be made to make the announcement by 5:30 a.m.

Should schools be delayed or closed for severe weather, a status is posted on the division website at www.mcps.org and on the severe weather phone line at 382-5102. You also may subscribe to receive a phone call or email in the event of a severe weather delay or closing. More information on this system will be provided soon.

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

Meal Service (Code Yellow)

MCPS will provide meal services on Code Yellow days. Locations are Auburn High School, Blacksburg High School, Christiansburg Primary School, and Eastern Montgomery High School if the sites are safe and travelable. MCPS will announce final locations at www.mcps.org. Meals will be available between 11 a.m. and 1 p.m. at pickup locations.

Inclement Weather Day Assignments for Students (Code Yellow Days)

On Code Yellow Inclement Weather days, teachers will provide all students with an “Inclement Weather Day Assignment” for them to work on while schools are closed. This assignment should provide asynchronous instruction in order for instruction to remain on pace. The school’s “Inclement Weather Day Check-in & Attendance” form will become active in Google Classroom each Code Yellow Inclement Weather Day by 5:30 AM.

Students and parents/guardians will complete and submit the “Inclement Weather Day Check-in & Attendance” form by 10:00 AM (students who do not complete the form will be marked as absent). Schools will check attendance and follow up with students marked as absent.

Students will be given the option to request contact from a specific teacher, school counselor, or other school staff member for assistance on the “Inclement Weather Day Check-in & Attendance” form. Staff will contact each student and parent/guardian who requested assistance between 10:00 AM and 12:00 PM.

When the decision to close schools due to severe weather is made the day before a weather event, teachers will provide all students with an “Inclement Weather Day Assignment” for them to take home and work on while schools are closed (based on the anticipated number of days schools will remain closed). Teachers will make provisions for students who do not have home internet and ensure that all students have any supplemental supplies necessary to complete assignments.

When the decision to close schools due to severe weather is made on the morning of a scheduled school day (before the school start time), teachers will post an “Inclement Weather Day Assignment” in their Google Classroom for students to work on while schools are closed (based

on the anticipated number of days schools will remain closed). Teachers will contact students who do not have home internet to provide them with an assignment. Students will not be penalized for work not completed due to lack of supplemental supplies, internet, power, and/or other utilities necessary to complete assignments at home during a Code B day. These students will be provided sufficient opportunity to complete instruction and/or assignments without penalty upon return to school.

INSTRUCTION

SCHOOL YEAR/SCHOOL DAY

(Reference: School Board Policy 6-1.4)

1. In accordance with the Code of Virginia, Montgomery County schools will be operated with students in attendance for at least one hundred eighty (180) teaching days or nine hundred ninety (990) hours (540 hours for kindergarten) per school year. A minimum of 680 hours of instructional time will be provided to students in elementary school, except for students in half-day kindergarten, in the four academic disciplines of English, mathematics, science, and history and social science; and a minimum of 375 hours of instructional time will be provided to students in half-day kindergarten in the four academic disciplines of English, mathematics, science, and history and social science. Days on which schools are closed due to severe weather or other emergencies will be made up if necessary to meet these requirements in the manner prescribed by law.
2. Ten (10) days or the equivalent shall be included for such activities as teaching, planning for the opening of school, evaluation, completing records and reports incident to the closing of each semester or school year, committee assignments, and conferences as are defined by the Montgomery County School Board.
3. Ten days or the equivalent shall be included for a continuation of activities named above, and/or other activities as determined by the School Board.

Make-Up Days

If severe weather conditions or other emergency situations result in the closing of a school or schools in the school division for

1. five or fewer days, all missed days will be made up by adding teaching days to the school calendar or extending the length of the school day;
2. six days or more, the first five days plus one day for each two days missed in excess of the first five will be made up by adding teaching days to the school calendar or extending the length of the school day.

If severe weather conditions or other emergency situations result in the closing of any school in the school division and such school has been unable to meet the 180-day teaching requirement, the school division may make up the missed teaching days by providing its students with instructional

hours equivalent to such missed teaching days to meet the minimum 990 teaching hour requirement.

The Board of Education may waive the requirement that the school division provide additional teaching days or teaching hours to compensate for school closings resulting from a declared state of emergency or severe weather conditions or other emergency situations under certain circumstances. If the School Board desires a waiver, it will submit a request for a waiver to the Board of Education. The request will include evidence of the school division's efforts to reschedule as many days as possible and certification by the division superintendent and School Board chairman that every reasonable effort to make up lost teaching days was exhausted before the School Board requested the waiver. If the waiver is denied, the school division will make up the lost instructional time.

School Calendar

The first day of school shall be after Labor Day unless this requirement has been waived by the Virginia Board of Education pursuant to the Code of Virginia, §22:1-79.1. The School Board shall establish the school calendar and related teaching contracts in accordance with applicable regulations of the Board of Education to include contingencies for making up teaching days and teaching hours missed for emergency situations. Historical data shall be used to determine the needs of the school division including scheduling holidays, breaks, and work days.

School Day - Generally

The standard school day for students in grades one through twelve will average at least 5 ½ hours, excluding breaks for meals. The standard school day for kindergarten will be a minimum of three hours, excluding breaks for meals. The secondary school class schedule shall contain a minimum of 140 clock hours for each unit of credit. When credit is awarded in less than whole units, the increment awarded must be no greater than the fractional part of the 140 hours of instruction provided.

The time for opening and closing schools will be established by the School Board upon the recommendation of the division superintendent, provided that the daily program for students in grades one through twelve will average at least 5 ½ hours, excluding breaks for meals. If the required program length is maintained, the School Board may approve occasional shortened days for staff development, conferences, planning, and other activities designed to improve the instructional program, provided that no more than one day in each five-day week may be shortened to no less than four hours. When exceptions in the length of the daily program are necessary for special education, alternative education, double shifts, and scheduling or other unusual situations, the School Board will request approval for the exceptions by the Superintendent of Public Instruction no later than by August 1 preceding the school year for which they are requested.

The length of the work day for employees will be determined by the School Board. It will be of sufficient length to allow for the daily program for students and additional time as may be necessary for such activities as planning, preparation, meetings, workshops, conferences, meal intermissions, or other contractual obligations.

No classes shall be dismissed before the scheduled dismissal hour except with the approval of the division superintendent.

The length of the school day shall be modified if appropriate per the Individualized Education Plan (IEP) for a special education student.

Instructional Day

School Year

1. In accordance with the Code of Virginia, Montgomery County schools will be operated with students in attendance for at least one hundred eighty (180) teaching days or nine hundred ninety (990) hours (540 hours for kindergarten) per school year. A minimum of 680 hours of instructional time will be provided to students in elementary school, except for students in half-day kindergarten, in the four academic disciplines of English, mathematics, science, and history and social science; and a minimum of 375 hours of instructional time will be provided to students in half-day kindergarten in the four academic disciplines of English, mathematics, science, and history and social science. Days on which schools are closed due to severe weather or other emergencies will be made up if necessary to meet these requirements in the manner prescribed by law.
2. Ten (10) days or the equivalent shall be included for such activities as teaching, planning for the opening of school, evaluation, completing records and reports incident to the closing of each semester or school year, committee assignments, and conferences as are defined by the Montgomery County School Board.
3. Ten days or the equivalent shall be included for a continuation of activities named above, and/or other activities as determined by the School Board.

Make-Up Days

If severe weather conditions or other emergency situations result in the closing of a school or schools in the school division for

1. five or fewer days, all missed days will be made up by adding teaching days to the school calendar or extending the length of the school day;
2. six days or more, the first five days plus one day for each two days missed in excess of the first five will be made up by adding teaching days to the school calendar or extending the length of the school day.

If severe weather conditions or other emergency situations result in the closing of any school in the school division and such school has been unable to meet the 180-day teaching requirement, the school division may make up the missed teaching days by providing its students with instructional hours equivalent to such missed teaching days to meet the minimum 990 teaching hour requirement.

When severe weather conditions or other emergency situations have resulted in the closing of any school in the school division for in-person instruction, the school division may declare an

unscheduled remote learning day whereby the school provides instruction and student services that are consistent with guidelines established by the Department of Education to ensure the equitable provision of such services. The school division shall not claim more than 10 unscheduled remote learning days in a school year unless the Superintendent of Public Instruction grants an extension.

The Board of Education may waive the requirement that the school division provide additional teaching days or teaching hours to compensate for school closings resulting from a declared state of emergency or severe weather conditions or other emergency situations under certain circumstances. If the School Board desires a waiver, it will submit a request for a waiver to the Board of Education. The request will include evidence of the school division's efforts to reschedule as many days as possible and certification by the division superintendent and School Board chairman that every reasonable effort to make up lost teaching days was exhausted before the School Board requested the waiver. If the waiver is denied, the school division will make up the lost instructional time.

Notwithstanding the provisions of this policy, the Board of Education shall waive the requirement that the school division provide additional teaching days or teaching hours to compensate for school closings resulting from an evacuation directed and compelled by the Governor pursuant to § 44-146.17 for up to five teaching days. If the school board desires such a waiver, it shall notify the Board of Education and provide evidence of efforts that have been made by the school division to reschedule as many days as possible and certification by the division superintendent and chairman of the School Board that every reasonable effort for making up lost teaching days or teaching hours was exhausted. After receiving such notification, the Board shall grant the waiver and there shall be no proportionate reduction in the amount paid by the Commonwealth from the Basic School Aid Fund. Further, the local appropriations for educational purposes necessary to fund 180 teaching days or 990 teaching hours shall not be proportionally reduced by any local governing body due to any reduction in the length of the term of any school or the schools in a school division permitted by such waiver.

School Calendar

The first day of school shall be no earlier than 14 days before Labor Day unless this requirement has been waived by the Virginia Board of Education pursuant to the Code of Virginia, §22:1-79.1 or the second enactment of Chapter 569 of the Acts of Assembly of 2019 applies. The School Board shall establish the school calendar and related teaching contracts in accordance with applicable regulations of the Board of Education to include contingencies for making up teaching days and teaching hours missed for emergency situations. Historical data shall be used to determine the needs of the school division including scheduling holidays, breaks, and workdays.

School Day - Generally

The standard school day for students in grades one through twelve will average at least 5 ½ hours, excluding breaks for meals. The standard school day for kindergarten will be a minimum of three hours, excluding breaks for meals. The secondary school class schedule shall contain a minimum of 140 clock hours for each unit of credit. When credit is awarded in less than whole units, the

increment awarded must be no greater than the fractional part of the 140 hours of instruction provided.

The time for opening and closing schools will be established by the School Board upon the recommendation of the division superintendent, provided that the daily program for students in grades one through twelve will average at least 5 ½ hours, excluding breaks for meals. If the required program length is maintained, the School Board may approve occasional shortened days for staff development, conferences, planning, and other activities designed to improve the instructional program, provided that no more than one day in each five-day week may be shortened to no less than four hours. When exceptions in the length of the daily program are necessary for special education, alternative education, double shifts, and scheduling or other unusual situations, the School Board will request approval for the exceptions by the Superintendent of Public Instruction no later than by August 1 preceding the school year for which they are requested.

The length of the workday for employees will be determined by the School Board. It will be of sufficient length to allow for the daily program for students and additional time as may be necessary for such activities as planning, preparation, meetings, workshops, conferences, meal intermissions, or other contractual obligations.

No classes shall be dismissed before the scheduled dismissal hour except with the approval of the division superintendent.

The length of the school day shall be modified if appropriate per the Individualized Education Plan (IEP) for a special education student.

Instructional Day

The Montgomery County School Board recognizes the need for establishing the length of the instructional day for all students in the division to provide consistency throughout the school system. The School Board also recognizes the need for daily school schedules to allow for differences in community and transportation needs within attendance zones. The School Board shall accept the standard provided by the Commonwealth of Virginia as minimal in nature and may extend student hours beyond state guidelines.

The division superintendent shall be authorized to establish daily time schedules for all schools within the system that shall be subject to School Board review at least on an annual basis. All students in similar grade classifications shall meet the established School Board directive on instructional day length at all schools in the division.

Montgomery County Public Schools recognizes the following exceptions to a full school day schedule that may be granted:

1. Students enrolled in cooperative work-study programs granting credit may be allowed a modified schedule.
2. Students with disabilities deemed appropriate by the IEP committee may be granted a modified schedule.

3. With principal approval, seniors who are meeting all graduation requirements may be granted a modified schedule.
4. With principal approval, a student attending a division alternative education program may be granted a modified schedule.
5. Any additional exceptions may be granted by the principal in cases of financial need, health, or other extenuating circumstances with division superintendent approval.

The instructional time shall be protected from interruptions and intrusions.

ANIMALS IN SCHOOLS

(Reference: School Board Policy 6-2.4)

General:

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

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

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

TECHNOLOGY PROGRAMS – INTERNET SAFETY/EMAIL

(Reference: School Board Policy 6-3.13)

The Montgomery County School Board provides a computer system, including the Internet, to promote educational excellence by facilitating resource sharing, innovation, and communication. The term computer system includes, but is not limited to, hardware, software, data, communication lines and devices, terminals, printers, CD-ROM devices, tape or flash drives, servers, mainframe and personal computers, tablets, Chromebooks, cellular phones, smart telephones, the Internet, and other internal or external networks.

All use of the school division's computer system must be (1) in support of education and/or research, or (2) for legitimate school business. Use of the computer system is a privilege, not a right. Any communication or material generated using the computer system, including electronic mail, instant or text messages, tweets, or other files deleted from a user's account, may be monitored, read, and/or archived by school officials.

The responsible use of computers and computer networks is a powerful tool in support of the instructional program. The computer network is a wide-area network linking the schools and the administrative offices to the Internet.

Liability:

The Montgomery County School Board makes no warranties for the computer system it provides. The Montgomery County School Board shall not be responsible for any damages to the user from use of the computer system including loss of data, non-delivery or missed delivery of information, or service interruptions. The school division shall not be responsible for the accuracy or quality of information obtained through the computer system. The user agrees to indemnify the Montgomery County School Board for any losses, costs, or damages incurred by the School Board relating to or arising out of any violation of this policy. MCPS technology staff will not repair, configure, or be responsible for personal equipment of staff members.

Internet Privacy Statement – Montgomery County Public Schools

The Montgomery County School Board maintains and operates a website for the dissemination of information about the school division. The Montgomery County School Board does not collect any information from persons who access its website, including personally identifiable information. The Montgomery County School Board website does not automatically place a computer file - commonly known as a “cookie” - on any person’s computer who accesses the website.

Acceptable Technology Use and Internet Safety Policy

Generally:

The Montgomery County School Board adopts this Acceptable Technology Use and Internet Safety Policy, which outlines appropriate uses, ethics, and protocol for the school division's electronic communications network. Every two years, the School Board shall review, and amend if necessary, and approve the school division’s Acceptable Use Policy. The division superintendent or designee shall post the Acceptable Technology Use and Internet Safety Policy on the school division website. The school division shall certify compliance with the requirements of Virginia Code Section 22.1-70.2 annually to the Virginia Department of Education.

1. The division superintendent or his/her designee shall select and operate technology protection measures that filter or block access through school division computers to visual depictions that are – a. Child pornography, as set out in Virginia Code § 18.2-374.1:1 or as defined in 18 U.S.C. § 2256; b. Obscenity, as defined in Virginia Code § 18.2-372 or 18 U.S.C. § 1460; and c. Material that Montgomery County Public Schools deems to be harmful to juveniles, as defined in Virginia Code § 18.2-390, material that is harmful to minors, as defined in 47 U.S.C. § 254(h)(7)(G), and material that is otherwise inappropriate for minors.
2. To the extent practical, technology protection measures shall be utilized and enforced during any use of the division’s electronic devices by minors. Subject to staff supervision,

technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

3. The school administration shall monitor the online activities of minors.
4. The division superintendent or his/her designee shall select and operate technology and take administrative measures to protect the safety and security of minors when using Montgomery County Public Schools' network.
5. The division superintendent or his/her designee shall ensure that the Montgomery County Public Schools include a component on Internet safety for students that is integrated into the division's instructional program and that is consistent with the guidelines for instructional programs related to Internet Safety issued by the Superintendent of Public Instruction.

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

ACCEPTABLE USE AND INTERNET SAFETY POLICY

Students

With the permission of your parent or guardian, Montgomery County Public Schools offers you the opportunity to use the school division's computer system which allows access to the Internet, as well as a variety of electronic devices. We expect you to use the Internet and computer system while at school for educational purposes. This use is a privilege, not a right, and we may discipline you or take away your right to use the Internet and computer system at school if you misuse this privilege. You are responsible for your own actions while you are on the Internet and are also accountable for any online activities that occur by others if you allow them to use your account.

Any communication through the use of the school division's computer system, including electronic mail or other electronic file, is subject to the Student Code of Conduct and the Acceptable Technology Use and Internet Safety Policy, and may be monitored or read by school officials. Users shall be held personally liable for the content of any electronic message they create. Downloading any file attached to an electronic message is prohibited unless the user is certain of that message's authenticity and the nature of the file.

While using technology as a student in Montgomery County Public Schools:

1. I will only use the technology and equipment in the manner for educational purposes. I understand that I may be held responsible for any or all damage incurred as a result of my negligent or inappropriate behavior.
2. While online, I will not use language that may be offensive to other users. I will treat others with respect. The written and verbal messages I send while on the Internet will not contain profanity, obscene comments, sexually explicit material, or expressions of bigotry, racism, or hatred.

3. I will not cyberbully. "Cyberbully" means using the computer to threaten, harass, or intimidate another person. I will tell an adult if I see any cyberbullying, cyberthreats, or inappropriate activity.
 4. I will not place unlawful information on the Internet, nor will I use the Internet illegally in any way that violates federal, state, or local laws or statutes. I will never falsify my identity while using the Internet.
 5. I will not use the Internet for non-school related activities.
 6. I will not engage in Internet activities that cause congestion on the MCPS network.
 7. I will not use the Internet to buy or sell, or to attempt to buy or sell, any service or product.
 8. I will not change any computer file that does not belong to me.
 9. I will not use copyrighted materials or software from the Internet without permission of the author. I will cite the source where appropriate.
 10. I will never knowingly give my password to others, nor will I use another person's password.
 11. I will never use the Internet to send or obtain pornographic or inappropriate material or files.
 12. Except for the usual information contained in the headers of my electronic mail, I will never give out personal information such as name, address, phone number, or gender.
 13. I will never knowingly circumvent, or try to circumvent, security measures on either Montgomery County Public Schools' computer system or on computers at any remote site.
 14. I will never attempt to gain unlawful access to another person's or organization's resources, programs, or data.
 15. I will not make, or attempt to make, any malicious attempt to harm or destroy data of another user on the Internet, including the uploading, downloading, or creation of computer viruses.
 16. I understand that the school division is not responsible or liable for any harm, damages, or charges that result from my use of the school division's technology, including loss of data, interruption of services, corruption of files or programs, purchases, hacking, or other violations of this Acceptable Technology Use and Internet Safety Policy.
 17. I will report any violations of this Acceptable Technology Use and Internet Safety Policy to my teacher or principal.
-

ACCEPTABLE TECHNOLOGY USE AND INTERNET SAFETY POLICY

Staff

1. MCPS staff shall use the division's computer equipment and communications services solely for educational purposes.
2. MCPS staff network account owners are responsible for all activities under this account, so staff shall not share network passwords.
3. MCPS staff shall not use the school division's computer equipment and communications services for sending, receiving, viewing, or downloading inappropriate and/or illegal material via the Internet and World Wide Web.

4. MCPS staff shall not use the division's computer equipment and communications services as part of any illegal activity defined as a violation of any local, state, or federal laws.
5. MCPS staff shall monitor online activities of minors.
6. MCPS staff shall report any instances of Cyberbullying, Cyberthreats, inappropriate, or illegal activity to school administrators.
7. MCPS staff shall not disclose, use, or disseminate confidential information regarding students.
8. MCPS staff shall require students to have a signed Acceptable Technology Use and Internet Safety Policy before using computers or accessing the network.
9. MCPS staff shall not use computers for commercial, political, or entertainment purposes during the school day.
10. MCPS staff shall be held responsible and accountable for damage to district equipment or network as a result of improper or unauthorized usage.
11. MCPS staff may access the MCPS public, wireless network, but shall not install any devices on the MCPS private, wired network.
12. MCPS staff shall comply with all applicable copyright regulations.
13. MCPS staff shall comply with the retention of electronic public or student records as governed by the Virginia Public Records Act, Virginia Code § 42.1-76, et seq. Record retention schedules, which identify various documents and how long they must (or need to) be saved, may be accessed at the Virginia Library's website <https://www.lva.virginia.gov/>.
14. MCPS staff shall integrate Internet safety into their curriculum.
15. MCPS staff shall educate, supervise, and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.
16. The use of any electronic device issued to teachers, as with all technology in Montgomery County Public Schools (MCPS), is governed by Montgomery County School Board Acceptable Technology Use and Internet Safety Policy 6-3.13. Applications installed may only be those appropriate for educational purposes. Any information transmitted or stored on the device is subject to the provisions and requirements of the Virginia Freedom of Information Act. All devices must be properly cared for and secured at all times. In the event of hardware malfunction, accidental damage, loss, or theft the user is responsible for collaborating with his/her supervisor and ITRT to arrange for repair or replacement. The user may be financially responsible for such damage repair or replacement. At user's conclusion of service to the school or division, the device shall be returned to the user's school or MCPS office through which it was purchased.

Failure to follow the terms of this Policy may result in the loss of Montgomery County Public Schools' electronic communications network privileges, disciplinary action, and/or appropriate legal action.

Guidelines for Employee Email

The School Board provides computer-based electronic information services for the sole purpose of carrying out the mission of the school division. The purpose of this section is to define the

appropriate use of the Montgomery County Public Schools electronic mail system. However, this section does not enumerate all possible acceptable and unacceptable uses. This policy applies to all persons who have been provided an MCPS Email account, including, but not limited to, MCPS employees. By using the MCPS Email system, users agree to do so only in compliance with this Policy and all applicable state and federal laws, including laws related to copyright and obscenity.

Appropriate Email Use

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

1. Forge, intercept, or interfere with electronic mail messages;
2. Use obscene, lewd, profane, threatening, or disrespectful language;
3. Distribute personal information about others without their consent; and/or
4. Distribute chain mail, solicitations, political statements, or religious messages.

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

Personal Email Use

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

1. Interfere with instruction;
2. Interfere with staff productivity;
3. Burden the school division with identifiable costs;
4. Preempt any school division activity or interfere with the efficient operation of the County's computing facilities or electronic mail services.

Email Privacy

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

Email Management Practices

The individual user account of any employee shall be removed upon the employee's resignation or termination of employment.

Email Confidentiality

In general, Email messages from the MCPS e-mail system are public documents under applicable law and, therefore, are not confidential. Under the Virginia Freedom of Information Act, e-mail messages must be produced if a citizen requests them with reasonable specificity. The general public shall have access to MCPS Email messages as provided in Virginia Code § 2.2-3704.

E-mail messages that contain personally identifiable, non-directory information about an MCPS student or employee are confidential and may be exempt from public disclosure under Virginia Code §§ 2.2-3704(G) and 2.2-3705.4(1). In addition, Email messages that contain personally identifiable information about a student are covered by the Family Educational Rights and Privacy Act (“FERPA”), 20 U.S.C. §1232g, and only persons with a legitimate educational interest may have access to them without written prior informed parental consent. MCPS employees that use the Email system to convey information to individuals that do not have a legitimate educational interest may be in violation of FERPA.

Email Record Retention

E-mail messages qualify as public records and are governed by the Virginia Public Records Act, Virginia Code § 42.1-76, et seq. Electronic mail is generally considered as correspondence and is not designed as a record-keeping system. The MCPS administration archives messages in compliance with regulations for correspondence GS-19 for a period of 3 years. Electronic mail may include other materials, either in the body or as attached documents, that are subject to other retention schedules such as Consultant Records, Contracts, Erate Documents, Grant Records, Release Forms, and/or Legal Documents. These documents will be maintained in their original form in the appropriate records source. Record retention schedules, which identify various documents and how long they must (or need to) be saved, may be accessed at the Virginia Library’s website <https://www.lva.virginia.gov/>. The MCPS administration does not archive messages from the division’s Email server. It is the responsibility of each individual MCPS employee to comply with the Library of Virginia’s schedules for the retention of electronic messages, based on the categories of documents for which the Email messages qualify. For example, in cases where Email messages are relevant to a student’s cumulative record, the message must be printed and retained for five years.

Adopted: April 2004

Revised: September 2005, August 2006, August 2007, June 2010, August 2012, August 2015, July 2016, August 2017

STUDENTS – GENERAL ADMINISTRATION

EQUAL EDUCATIONAL OPPORTUNITIES

(Reference: School Board Policy 7-1.1)

The Montgomery County Public Schools’ educational programs and services shall be designed to meet the varying needs of all students and shall not discriminate against any individual for reasons

of race, color, religion, national origin, sex, pregnancy, childbirth, or related medical conditions, age, marital status, sexual orientation, gender identity, disability, political affiliation, status as a veteran, and genetic information (including family medical history), or on any other basis prohibited by law. Students may express their beliefs about religion in homework, artwork, and other written and oral assignments free from discrimination based on the religious content of their submissions. Home and classroom work shall be judged by ordinary academic standards of substance and relevance and other legitimate pedagogical concerns identified by the school. Further, no student shall, on the basis of gender, be excluded from participating in, be denied the benefits of, be limited in the exercise of any right, privilege or advantage, or be subjected to discrimination under any educational program or activity conducted by the school division. It is the policy of the School Board to maintain a working and learning environment for all of its employees and students which provides for fair and equitable treatment, including freedom from sexual harassment. The School Board encourages school division employees, patrons, and students to report promptly all incidents of alleged discriminatory conduct.

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

STUDENTS – STUDENT HEALTH

COMMUNICABLE DISEASES

(Reference: School Board Policy 7-5.1)

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

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

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

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

*MONTGOMERY COUNTY SCHOOL BOARD
750 Imperial St., SE
Christiansburg, VA 24073
(540) 382-5100*



Montgomery County Public Schools

ACKNOWLEDGMENT OF RECEIPT

I, _____ (print full name), have received a copy of the MCPS Handbook. I understand that it is my responsibility to read and understand the contents of this handbook. I further understand and acknowledge that the information contained in this handbook is not comprehensive but is an overview of the policies and procedures of MCPS. It is my responsibility as an MCPS employee to read, understand, and follow all of the School Board Policies. The Employee Handbook is available on the website www.mcps.org. Go to the Employment block.

Employee's signature

Date

Note: This affidavit is to be completed and will be placed in your personnel file in the Department of Human Resources.



A Guide for School Employees to Recognize and Report Child Abuse

You Suspect a Child May be Abused or Neglected.

As a teacher or other public or private school employee who has daily contact with children, you are in a key position to recognize indicators of possible child abuse or neglect.

Public and Private School Employees are Required to Report Suspected Child Abuse or Neglect.

The Code of Virginia requires teachers or other school employees when acting in their professional role to immediately report suspected child abuse or neglect that may have happened within the school setting AND outside the school setting.

School employees are immune from civil and criminal liability when they make a report of suspected child abuse or neglect in good faith.

How Do I Report Suspected Child Abuse or Neglect?

School employees can make the report directly to the local department of social services or the Child Abuse and Neglect Hotline. The Code of Virginia does permit school employees to notify the person in charge at his school or that person's designee of the suspected child abuse or neglect who shall make the report forthwith.

Ask your administrator what the procedures are at your school to report suspected child abuse or neglect.

What Happens After the Report is Made?

If your report meets the criteria for a CPS response, the local department of social services will conduct an investigation or family assessment. If needed, there will be a safety and services plan developed with the family.

1-800-552-7096
Child Abuse and Neglect Hotline
Seven days a week, 24 hours a day

For additional information, prevention materials and/or in-service training, contact your local department of social services or the Virginia Department of Social Services at:

www.dss.virginia.gov

WeAreMCPS



Montgomery County Public Schools

Contact Information :

☎ 540-382-5100 (Ext. 1000)

🌐 www.mcps.org

📍 750 Imperial Street Christiansburg VA 24073