

**Central Virginia Governor's School for Science and Technology
Policy Manual**

Section

5.1 Hiring and Employment Practice

- A. The appointment, transfer, resignation, retirement and/or termination of CVGS employees shall be approved by The Governor's School Board upon the recommendation of the Director and Superintendent-in-Charge.
- B. All faculty positions, including the Director's position, are certified teaching positions. In addition, individuals in those positions should have a master's or doctorate degree. Faculty may be hired without a graduate degree and with a provisional certificate, but shall earn a graduate degree and be certified within three years of the date of hiring.
- C. The Governor's School Director will recommend to the Governor's School Board the level of entry on the Lynchburg City Schools teacher salary scale for new eleven month faculty members. The Director will consider items such as business experience, graduate work, and college teaching experience in making the recommendation. This procedure will allow consideration of experiences gained outside of public school systems which contribute to the ability of the faculty member to successfully complete his or her duties.
- D. Governor's School employees receive annual contracts from the Lynchburg City Schools with a clause indicating they are "Employed under provisions of the Central Virginia Governor's School."
- E. The CVGS Director and Program Coordinator are twelve month positions. Their contract is for 260 days. Their workdays include the CVGS annual calendar plus all summer except July 4th and earned vacation days. Other faculty are 11 month positions with a 220 day contract.
- F. The initial salary of the Director is not tied to Lynchburg City's salary scales. The Governor's School Board sets that salary at a level which will attract and retain qualified candidates with doctorate degrees.
- G. The Director, Program Coordinator, and faculty receive the same annual percentage salary increases as Lynchburg City School teachers. The custodian receives the same salary increases as the Lynchburg City School classified employees.
- H. Twelve month employees earn vacation following the Lynchburg City School vacation policy. In addition, the Director and Program Coordinator get winter and spring break off.

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- I. The Director or Program Coordinator approves professional leave, personal leave, medical leave and vacation for CVGS faculty and staff.
- J. The Director and faculty are assigned numerous administrative and technical tasks in addition to their teaching responsibilities.
- K. The Director conducts employee annual reviews. For faculty these reviews include student evaluations as well as observations, grade distributions, and other data sources. In addition, the faculty are evaluated on two or more instructional objectives and on their performance of administrative and technical tasks. The Director is evaluated by the Governor's School Superintendent-in-Charge.
- L. The Governor's School work environment is more like a college than a high school. Faculty responsibilities require them to be off campus during the day. Travel reimbursement is provided when the Director or Program Coordinator deems appropriate.
- M. The Governor's School Professional Development plan is to support faculty membership and participation in their national professional organizations in the same manner college faculty are encouraged to be professionally active.
- N. CVGS employees follow the Lynchburg City Schools Employee Code of Conduct unless an item is superseded by a CVGS policy.

5.2 Transporting Students in Private Vehicles

- A. CVGS faculty and staff should transport students only in cars owned by the school or participating school divisions.
- B. Chartered buses or buses provided by participating school divisions may be used to transport students.

5.3 Communicating Student Information by Electronic Mail

A. General Email to Parents

If a CVGS instructor receives an email from a CVGS parent, he/she is encouraged to respond in their role as instructor or faculty advisor using their assigned CVGS electronic mail.

The email should be limited to conveying factual information such as: actual scores or grades, study skill hints, assignments, or confirming absence or presence in class on a particular day.

Since it is not absolutely certain that an email originated from a CVGS parent or where the email response will go after it is sent out of the CVGS network, the

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following items will not be discussed by email communication with the parent: behavior or other subjective observations about the student, negative comments by a student, a parent's negative email, or medical and/or mental health issues. Whenever possible the instructor will convey a student's academic progress by phone or written letter to the parent or guardian.

B. Email Communication Regarding Special Education and 504 Related Items

In respect of confidentially mandated by Federal Laws regarding special education and 504 related items, student information cannot be communicated or acknowledged to parents through the internet as professional exchange of information. This procedure will be followed since there is no way to confirm the origination of the email from the parent. Also, it is impossible to assure confidentially of the response once it leaves the CVGS network. CVGS instructors and staff are requested to set up a phone conference or meeting to discuss these matters with parents.

C. Email among CVGS faculty and staff and school division personnel regarding student progress or attendance

Professional email communication among CVGS instructors and staff regarding students' progress will not contain the full name of the student within the subject line of the message.

Email will be utilized for reporting attendance to home high schools.

Email communications between CVGS instructors and school division staff will follow the guidelines outlined in Sections A and B above.

5.4 Tuition Reimbursement

- A. As long as funds are available, all CVGS employees are eligible for up to \$2,500 tuition reimbursement per fiscal year. The employee must pay for the classes using personal funds and will be reimbursed after grades have been received.
- B. To receive this benefit, a purchase approval request noting the specific course(s), the college or university, and the semester the course(s) will be taken, as well as the fiscal year in which the reimbursement will be made, must be submitted and approved by the Director in advance. As these forms are approved, the Director will subtract the requested amount from the total amount budgeted for tuition reimbursement for that fiscal year. When the total amount is thus encumbered, no additional requests will be approved for that fiscal year.
- C. Requests will be approved at the discretion of the Director. Courses or programs that are related to initial licensure or a first graduate degree, current assignments at

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CVGS, doctoral programs, or likely future assignments at CVGS will be given priority, typically in that order.

- D. After the course is completed, if the grade earned is a "C" or better, then a copy of the bill from the college noting the specific course and its cost, as well as a college transcript with the grade earned, must be submitted to the Director. No tuition reimbursement will be made for a course in which a grade less than "C" is earned, and reimbursement may not be made if prior approval was not obtained.

- E. All documentation for reimbursements must be submitted prior to June 1 of the fiscal year in which the course(s) will be reimbursed, and that documentation must be submitted within 45 days of completion of the course.

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