

**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. CVGS Director, and faculty are required to have masters or doctorate degrees. All faculty positions, including the Director, are certified teaching positions. Faculty may be hired with a provisional certificate but must become certified following state guidelines.
- 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 as defined by Lynchburg City School contracts.
- 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, and faculty receive the same annual salary increases as Lynchburg City School Teachers. The Program Coordinator and custodian receive 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.
- I. The Director approves professional leave, personal leave, medical leave and vacation for CVGS faculty and staff.

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

- J. The Director and faculty are assigned numerous administrative and technical tasks in addition to their teaching responsibilities.
- K. The Director follows the Lynchburg City Schools evaluation program in conducting employee annual reviews. In addition, the faculty are evaluated on two 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 deems it 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. The Governor's School pays tuition and textbook fees for college courses faculty members take that are approved by the director. Priority is given for courses needed for certification and recertification.
- O. CVGS employees follow the Lynchburg City Schools Employee Code of Conduct with the exception of item 23 where the CVGS Network and Telecommunications Services Acceptable Use Policy is substituted for the School Division's Internet/Technology Acceptable Use 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.

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

assignments.

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 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.

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.

Approved by the Governor's School Board: 05/04/2005

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