



2009-2010

***Faculty Handbook
&
Employee
Handbook***

The Governor's School for the Arts

Faculty Handbook

2009-2010

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The Governor's School for the Arts is sponsored by the Virginia Department of Education and the following local school divisions: Chesapeake, Franklin, Isle of Wight, Norfolk, Portsmouth, Southampton, Suffolk, and Virginia Beach. The school does not discriminate on the basis of sex, religion, race, color, national origin, age or disability in access to, or participation or employment in its programs, services, or activities.

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Faculty Handbook

Calendar 2009-2010

2009

July	3	Fourth of July Holiday Observed - office closed
August	17 24	First Day Department Chairs First Day Full-time Faculty
September	7 8	Labor Day Holiday - office closed First Day for Part-time Instructors and Students First Day of the 1 st Quarter
October	8	1 st Quarter Progress Reports Due
November	10 11 12 26-27	1 st Quarter Last Day (46 Days) Veteran's Day Holiday - school and office closed First Day 2 nd Quarter Thanksgiving Holiday - school and office closed
December	15 23-31	2 nd Quarter Progress Reports Due Winter Holiday - school closed, office closed 12/24-25

2010

January	1 18 27 28-29	Winter Holiday - school and office closed King Holiday - school and office closed Last day 2 nd Quarter (43 days) Staff Development/Workdays - no students
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February	1	Staff Development/Workday – no students
	2	First Day 3 rd Quarter
	15	Presidents' Day Holiday - school and office closed
March	4	3 rd Quarter Progress Reports Due
April	2	Last Day 3 rd Quarter (43 Days)
	5-9	Spring Holiday - school closed, office open 4/5-6
	12	First Day of 4 th Quarter
May	12	4 th Quarter Progress Reports Due
	31	Memorial Day Holiday - school and office closed
June	11	4 th Quarter Last Day (44 Days)
		Last Day for Students
		Last Day Full-time Faculty
	18	Graduation Last Day Department Chairs

Administration & Staff

Intentionally Blank

Department Chairs & Full-time Instructors

Intentionally Blank

Part-time Instructors*

Intentionally Blank

Management Advisory Committee (MACs)*

Intentionally Blank

Superintendents' Committee*

Intentionally Blank

Regional Board*

Intentionally Blank

Foundation Board Executive Committee*

Intentionally Blank

MISSION AND GOALS STATEMENT

The mission of The Governor's School for the Arts is to create and maintain an educational environment for gifted students that maximizes the artistic talent of each individual and to promote arts in the community.

Goals supporting the mission are:

- ☆ maintain a program of studies designed to prepare students to meet the most rigorous admission requirements of colleges, universities and conservatories.
- ☆ provide opportunities for students to learn with professional artists as mentors, in master classes, and in performances.
- ☆ provide extraordinary performances and exhibitions in state-of-the-art facilities.
- ☆ prepare students to be critically astute patrons of the arts.
- ☆ assist students in exploring future career options and in obtaining current employment in the arts and entertainment industries.
- ☆ instill in students the desire to use their talents in service to others.
- ☆ serve as a resource to the public schools for arts education.
- ☆ provide opportunities for the community to appreciate and enjoy the arts.

FACULTY ABSENCES

Department Chairs and full-time instructors who must be absent shall contact the office. They shall also inform the office if they will not be in their office/building/instructional site(s) at anytime between 9:30 a.m. and 5:00 p.m. Instructors who must be absent due to illness or emergency shall contact their Department Chair. Substitutes may be obtained only when approved by the Department Chair and only substitutes who have been approved by the Department Chair may be employed. Every effort should be made to keep absences to a minimum.

HOURS AND SCHEDULES

Regular Hours for Administration Department Chairs and Full-time are 9:30 – 5:30pm. During the course of the year it may become necessary to modify instructional schedules for part-time instructors due to attrition, funding, or other unexpected reasons. Instructors will be notified of all changes as far in advance as possible.

PAYCHECKS

Part-time employee hours will be paid one pay period in arrears, i.e., the employee works two weeks, hours are reported by the department chair, entered into the payroll system and pay for these hours is received two weeks after they are reported. Paydays will be every other Friday, unless Friday is a holiday. On Friday holidays, payday will be the first business day before the Friday holiday.

Instructors may have their paychecks mailed directly to their home addresses or they may make arrangements for direct deposit. Instructors will not be paid for time worked beyond their regular schedule unless approved in advance by the Department Chair or the Executive Director.

The Governor's School office should be notified immediately of any errors in paychecks. In case of an underpayment, the correct payment will be made as soon as possible. Overpayments will be deducted from the next paycheck. Several weeks may be required to replace lost checks.

PARKING PERMITS

All part-time and full-time GSA Faculty are required to have parking permits on their cars to park at Old Dominion University. GSA furnishes, free of charge, an ODU parking permit to all faculty who teach Governor's School classes on campus. ODU permits are valid for Faculty/Staff and Commuter parking lots. Instructors are responsible for being familiar and complying with ODU traffic and parking regulations and are personally responsible for any fines due to traffic or parking violations. Under no circumstances will GSA be responsible for fines for traffic or parking violations incurred by faculty or staff.

INCLEMENT WEATHER

In cases of inclement weather, The Governor's School for the Arts follows as closely as possible the same schedule as Norfolk Public Schools. On days in question, listen to radio and TV for announcements of Norfolk Public School closings. If Norfolk Public Schools are closed due to inclement weather, The Governor's School will also be closed. Making up days missed due to inclement weather depends upon the schedule of make-up days determined by participating school divisions. If enough school divisions have common make-up days to ensure adequate attendance, The Governor's School will have the same make-up days. If Norfolk Public Schools closes during the day when students are at or are on the way to Governor's School, the School will remain open until buses arrive from all eight school divisions to take students home.

TORNADO/FIRE EVACUATION DRILLS

Tornados: Should there be a tornado warning, students should be immediately moved away from windows and mirrors to an interior hall or room. Avoid large rooms such as dance studios and band rooms. If the tornado approach appears imminent, students should assume a crouching position on knees facing the interior wall with hands and arms over their heads. Teachers must have a student roster with them or be able to account for all students.

Fire Evacuation Drills shall be held at every instructional location at least once every week during the first 20 days of each session. After the first month Fire Evacuation Drills shall be held at least monthly. There shall be at least one Tornado Drill every school year.

MEDIATED CLASSROOMS

Instructor use of mediated classrooms shall be coordinated by the appropriate Department Chair.

TEXTBOOKS/INSTRUCTIONAL MATERIALS

Instructors are responsible for using procedures set by the Department Chair for keeping accurate records of all textbooks and instructional materials loaned to students and ensuring that materials are returned. Instructors must insure proper use of materials and equipment by students.

LOAN OF GOVERNOR'S SCHOOL PROPERTY

As a rule, property of The Governor's School should not be loaned. However, occasionally a loan may be appropriate. Only Department Chairs may make loans. A Loan Agreement form must be completed and placed in the "Loan Binder" in the GSA office.

UNIVERSITY LIBRARIES

Instructors and students may use Old Dominion University Libraries. Under no

circumstances will The Governor's School be responsible for fines incurred by faculty or students.

REQUESTS FOR SUPPLIES & EQUIPMENT

Instructors' requests for necessary supplies, equipment, etc., are made through the Department Chair.

Instructors should allow ample time to receive ordered materials. Delivery of ordered materials may require several weeks, so timely ordering of materials is critical. See the Department Chair regarding emergency purchasing needs.

EXPENSE REIMBURSEMENT

Instructors will be reimbursed only for expenses which have been approved in advance by the Department Chairs and the Executive Director. Requests for expenditures must be made through the Department Chair. Requests must be made on a Request for Reimbursement form with receipts or paid invoices attached.

OPERATIONAL BUDGET & STUDENT ACTIVITY ACCOUNTS

Department Chairs and Full-time Instructors are expected to follow established procedures for Operational Budget and Student Activity account use.

RECEIPTS

A receipt must be written for any monies received by Department Chairs or Instructors with the exception of individual performance admissions. Do not accept out-of-state checks.

INSTRUCTION AND SUPERVISION OF STUDENTS

Instructors are responsible for students assigned to them for the entire class period. GSA expects instructors to:

1. be on time to class;
2. plan appropriate and challenging instructional activities for each class;
3. deal appropriately with controversial subjects (guidance is available from Department Chairs and GSA Directors);
4. provide thoughtful supervision of students' behavior;
5. begin and end classes at the scheduled times; and
6. keep careful records of students' progress and attendance.

SUPERVISION

After the conclusion of rehearsals and/or performances all students must be under direct supervision of a GSA faculty member until they leave for home.

A	A-	B+	B	B-	C+	C	C-	D+	D	D-	E
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STUDENT RECORDS RETENTION

Department Chairs are responsible for insuring compliance with the following procedures:

1. Keep all permission forms for field trips and lists of students going on trips until the end of each academic year. At the end of each year turn them in to the office to be destroyed.
2. Keep all teacher grade books for 5 years. Turn them in to the office to be destroyed at the end of the 5 years.
3. Retain in a file for 5 years any permission to use copyrighted materials.
4. Keep course final tests for one year after they are graded. At the end of the year, turn them in to the office to be destroyed. If parents request it, make the student a copy.

STUDENT ATTENDANCE

Attendance must be checked in each class each day. An accurate record of student absences must be made each day to the Department Chair. **Tardies or early dismissals during the student's assigned attendance time of 90 minutes or more will be counted as an absence for that day.** Roll books are supplied to faculty for recording students' attendance and grades. Department Chairs are responsible for reporting attendance to the Governor's School office.

All classes are to begin and end at the prescribed time. Students who are released late not only miss instructional time from their next class, but may also miss their provided bus. Students should not be released early. Excuses for absences must be turned in to the Department Chair and forwarded to the office unless delivered via e-mail.

"PULL-OUT" FROM HIGH SCHOOL

Every effort possible shall be made to limit "pull-out" from regular high school for trips, rehearsals, performances, etc., to a **total of eight (8) days** for the school year for any student. Requests for "pull-out" beyond eight days shall be reviewed with the Executive Director.

STUDENT SCHEDULES

Instructors are not authorized to alter student schedules. Students are expected to follow their assigned schedules.

RELEASING STUDENTS FROM CLASS

Instructors are not to release students from class to leave GSA unless they have

permission from the GSA office or the Department Chair.

STUDENT DROP/ADDS

Do not drop or add students from/to rolls until officially notified to do so by the Department Chair. **Non-attending students should continue to be reported absent until withdrawn by the Office.**

REMOVAL OF STUDENTS

Students who make unsatisfactory progress, who create serious behavior problems or who have excessive absences may be removed from GSA. The following specifies, in detail, the process required to exit a student from the program. In general, the following conditions and procedures apply:

1. The lack of progress or behavior problem must be serious.
2. Teachers must have documented evidence of the problem.
Referral of Student Misconduct, Instructor Referral and Department Chair Referral forms.
3. There must be documented evidence of steps taken by GSA faculty correct the problem including, evidence of meetings with the student and of contacts with the student's parent/guardian regarding the matter.
4. The student's report cards and progress reports should reflect the problem.

Faculty Responsibilities. GSA faculty and administrators are responsible for making all reasonable efforts to ensure a pupil's success. There must be evidence of oral and/or written communication with the student's parent regarding the matter(s) which led to the recommendation to exit the student. There must be documentation that this responsibility has been met before a student is withdrawn under this policy. The Chair and instructors of each department shall review progress of all students periodically to determine if students are progressing as they should and to develop strategies to assist those who are not.

Process. A recommendation to remove a student from The Governor's School may be initiated either by a Department Chair or by the student's local school division. If the recommendation is by a Department Chair, the Executive Director and Assistant Director will review the recommendation with the Department Chair. If there is a consensus that the student should be removed, the Assistant Director shall review the recommendation with the Management Advisory Committee (MAC) Representative. Upon the MAC Rep's concurrence, the Executive Director shall withdraw the student. If the recommendation to remove the student is initiated by the student's high school, the recommendation shall be reviewed by the MAC Rep for that school division. Upon the recommendation of the MAC Rep, the Executive Director shall withdraw the student.

Appeals. Parents may appeal the removal of a student by communicating such in writing to the Executive Director within 10 days. The student will continue to be enrolled and may continue to attend GSA until notified of the response to the appeal.

CHILD ABUSE OR NEGLECT

The Code of Virginia imposes specific requirements on instructors to report suspected child abuse or neglect. Section 63.1-248.3 of the Code requires, in part, that:

“ . . . any instructor or other person employed in a public or private school... who has reason to suspect that a child is an abused or neglected child, shall report the matter immediately . . . to the local department of the county or city wherein the child resides or wherein the abuse or neglect is believed to have occurred. . . . If the information is received by an instructor . . . such person may . . . immediately notify the person in charge of the institution. . . .”
“ . . . any person who is required to file a report pursuant to . . . this section who fails to do so within seventy-two hours of his first suspicion of child abuse or neglect shall be fined not more than \$500 for the first failure and for any subsequent failures not less than \$100 nor more than \$1,000.”

Any member of the Governor’s School faculty or staff who suspects that a student is abused or neglected should report those suspicions immediately either to the department of social services of the city or county where the abuse or neglect is believed to have occurred, to the Executive Director or the Assistant Director of The Governor’s School for the Arts.

Any person making a reports pursuant to § 63.2-1509, a complaint pursuant to § 63.2-1510, or takes a child into custody pursuant to § 63.2-1517, or who participates in a judicial proceeding resulting there from shall be immune from any civil or criminal liability in connection therewith, unless it is proven that such person acted in bad faith or with malicious intent.

INFORMATION ON STUDENTS

Please be advised that anytime a faculty member becomes aware of information about a Governor’s School student or personally receives information from a Governor’s School student that may have **any potential for harm to that student**, they are required to share that information, including student’s name, immediately with the Executive Director or the Assistant Director.

COMMENTS ABOUT STUDENTS

Oral comments about students and their work that are negative (artistic critique excluded) must be made in private and only to individuals who have a need to know.

Written comments about students and their work should be specific and descriptive. Avoid negative generalizations about individuals. Artistic critiques should be specific and address performance product and not the individual as much as possible. Written comments should be shared only with individuals who have a need to know.

STUDENT HEALTH/HANDICAPPING CONDITIONS

It is important for instructors to be aware of any special health or handicapping conditions of students in their classes. Department Chairs will be provided with that information and are responsible for sharing it with instructors. Students with allergies, asthma, a physical disability or some other condition, may at some time require special care or attention. Being aware of such conditions is critical in some situations. Chairs will also be informed of students with Individual Educational Plans and 504 Plans.

STUDENT SAFETY

Instructors are responsible for instructing students in the safe operation, handling and use of all tools, materials, supplies and techniques used in class. Instructors are also responsible for providing close supervision of students using equipment and materials, especially those that are potentially hazardous. Instructors are required to report in writing any health or safety hazards to the appropriate Department Chair. Students must also be warned of hazardous areas within the instructional space.

ACCIDENTS OR ILLNESS

In cases of serious injury or illness (whether student or faculty) the Department Chair should be called or sent for, and medical assistance should be obtained as quickly as possible. (Refer to Emergency Procedures at the back of this handbook). 911 may be called immediately by an instructor. Instructors involved at the time of an injury must report the accident in writing to the Executive Director. The report shall include a detailed description of the accident, the cause of the accident if known, the time and location of the accident and any special or unusual conditions or circumstances, a list of people who may have witnessed the accident, and the action that was taken. In case of student illness or accident, students are not to be released to go home unless authorized by the Governor's School office or the Department Chair. Any accident or injury involving a part-time instructor must be reported immediately to the Department Chair. Department Chairs and full-time instructors shall report any accident or injury immediately to either the Executive Director or Assistant Director.

PROTECTIVE EYE DEVICES

It is the policy of GSA to provide protective eye devices as required by Section 22.1-275 of The Code of Virginia. Instructors are required to report to the appropriate

Department Chair any inadequacy or deficiency of such devices. Section 22.1-275 of The Code of Virginia states:

Every student and instructor in any school, college, or university shall be required to wear industrial quality eye protective devices while participating in any of the following courses or laboratories.

1. *Vocational or industrial arts shops or laboratories involving experience with:*
 - A. *Hot molten metals,*
 - B. *Milling , sawing, turning, shaping, cutting, grinding, or stamping of any solid materials,*
 - C. *Heat treatment, tempering, or kiln firing of any metal or other materials,*
 - D. *Gas or electric arc welding,*
 - E. *Repair of any vehicle,*
 - F. *Caustic or explosive materials*
2. *Chemical or combined chemical-physical laboratories involving caustic or explosive chemicals or hot liquids or solids.*

The governing board or authority of any public or private school or the governing body of each institution of higher learning shall furnish the eye protective devices prescribed in this section free of charge or at cost to the students and instructors of the school participating in such courses or laboratories; however, such devices may be furnished by parents or guardians of such students. Eye protective devices shall be furnished to all visitors to such courses. Goggles shall not be worn over contacts.

“Industrial quality eye protective devices,” as used in this section, means devices providing side protection and meeting the standards of the American Standards Association Safety code for Head, Eye, and Respiratory Protection, Z2.1-1959, promulgated by the American Standards Association, Inc.

TRAMPOLINES

The use of trampolines or any gymnastic rebounding device by any student or instructor in any class or activity under the auspices of The Governor’s School for the Arts is prohibited.

ANIMALS ON CAMPUS

Dogs, cats, and other animals (except Companion Dogs for individuals with disabilities) are prohibited at any Governor’s School site or activity, including exhibitions, concerts, and performances. Prior permission of the Executive Director must be secured to include animals in productions for any other purpose.

VANDALISM

All instances of vandalism (including graffiti) must be reported to the Executive Director. The report should include a description of the vandalism (photographs if possible), the estimated time and date of the incident, and the names (or description) of

any individuals who may have been at the location.

CORPORAL PUNISHMENT

Section 22.1-279.1 of The Code of Virginia prohibits the use of corporal punishment by all instructors employed in a school operated by the Commonwealth of Virginia. The use of corporal punishment is, therefore, prohibited at The Governor's School for the Arts. Proper behavior of students is best promoted by well-planned, well-focused and interesting classes and by caring instructors who treat students with respect and courtesy. Instructors should be aware that not only is corporal punishment prohibited by law and is contrary to the philosophy of GSA, but that The Governor's School's general liability insurance provides no coverage, not even legal defense, in cases of corporal punishment. Section 22.1-279.1 of the Code of Virginia is cited below for your information:

22.1-279.1 Corporal Punishment prohibited - No instructor, principal or other person employed by a school board or employed in a school operated by the Commonwealth shall subject a student to corporal punishment. The prohibition of corporal punishment shall not be deemed to prevent (i) the use of incidental, minor or reasonable physical contact or other actions designed to maintain order and control; (ii) the use of reasonable and necessary force to quell disturbance or remove a student from the scene of a disturbance which threatens physical injury to persons or damage to property; (iii) the use of reasonable and necessary force to prevent a student from inflicting physical harm on himself; or (iv) the use of reasonable and necessary force for self-defense or defense of others; or (v) the use of reasonable and necessary force to obtain possession of weapons or other dangerous or controlled substances or paraphernalia which are upon the person of the student or within his control.

In determining whether a person was acting within the exceptions provided in this section, due deference shall be given to reasonable judgments at the time of the event which were made by an instructor, principal or other person employed by a school board or employed in a school operated by the Commonwealth.

For the purposes of this section "corporal punishment" means the infliction of, or causing the infliction of, physical pain on a student as a means of discipline. This definition shall not include physical pain or discomfort caused by participation in practice or competition in an interscholastic sport, or participation in physical education or an extracurricular activity. (1989, c.287.)

FIELD TRIP PROCEDURES

The following procedures must be followed for all field trips (local or out-of-town, regular day or non-school day). Field Trip forms must be completed for each trip.

1. Field trip applications, signed by the Department Chair, must be filed with the

Executive Director at least two weeks prior to any after-hours, off-campus or out-of-town trip. Plans for trips outside the United States must be submitted at least six months in advance. There should be one chaperone for every six students on the trip. Only trips approved in writing by the Executive Director are authorized.

2. **Trip Meeting:** For each overnight trip the Department Chair shall hold a “trip meeting” which must be attended by each student and at least one parent/guardian. At the meeting, itinerary and expectations will be reviewed and necessary information gathered and disseminated.
3. Each student participating in a field trip must have a signed and completed Field Trip Permission form. Out-of-town trips require a separate Parental Consent and Medical Release form. The permission slips must be taken on out-of-town trips.
4. **Transportation.** When local field trips are planned and a GSA shuttle bus is to be used, arrangements must be made through the Department Chair. Arrangements are not to be made directly with bus drivers.
Note: students shall not be transported in vans rated for 11 or more passengers for any reason.
5. Any field trip is subject to last minute cancellation due to local, state, national, or international situations. There can be no guarantee that refund of payment(s) will be made.

The GSA office must be given the following information prior to departure on a field trip:

A. In-Town:

1. detailed information about the trip including its purpose, location, duration, itinerary, etc.
2. roster of all students participating

B. Out-of-Town:

1. detailed information about the trip including its purpose, location, duration, itinerary, etc.
2. roster of all students participating
3. emergency phone numbers
4. complete itinerary with address(es) and phone number(s) of lodgings and location(s) of activities
5. a copy of each student’s permission slip and medical release form
6. a copy of any special rules or instructions concerning the trip

NOTE: The content of the GSA Faculty Handbook applies to all GSA Employees participating in any manner on a GSA trip. For clarity, tobacco products may not be used in the presence of students and alcohol may not be purchased, in ones possession, or consumed in the presence of students. Any weapon or illegal substance on a GSA trip is absolutely prohibited.

If individuals other than GSA employees or designated chaperones will be present during any part of a trip, it is the Department Chair's responsibility to inform those individuals of the restrictions here noted.

STUDENT PERFORMANCES

Student performances, productions, and special activities held during regular high school hours and at regular school locations require the prior approval of the Department Chair only. All other performances must be approved by the Executive Director.

The parents of all students involved in a performance shall be notified. If the performance affects attendance at the students' high school, the principal of the students' regular high schools shall be notified of the performance on a Principal Permission form.

A budget for all student performances/productions must be submitted on the Production Budget form by the Department Chair for approval by the Executive Director. A calendar shall be maintained in The Governor's School office of all approved student performances. Admission tickets for a performance shall be from \$5.00 to \$20.00 as determined by the Department Chair.

COMPLIMENTARY TICKETS

Complimentary tickets to all GSA functions shall be offered as follows:

- City Council and Board of Supervisors Members,
- All School Board Members,
- Superintendents,
- Management Advisory Committee Members,
- GSA Faculty and Staff,
- Professional Courtesy,
- Donors of cash, services, in-kind items for a production, and participating high school principals and GSA liaisons.

Each individual shall receive no more than two complimentary tickets.

The number of complimentary tickets donors receive will be the discretion of the Foundation.

All recipients will be provided tickets with the stipulation to call in for advance reservations.

COMMUNITY STUDENT PERFORMANCE REQUESTS

Non-discrimination. GSA will not sanction nor sponsor performances by its students for groups or organizations which practice or have policies that discriminate on the basis of sex, religion, race, color, national origin or handicap.

All requests for student performances should be directed to the appropriate Department Chair. Agreements for performances by GSA students or groups of students for outside groups or organizations shall be in writing on a Performance Agreement form completed by the Department Chair.

The following guidelines will be applied in deciding approval of student performances:

1. Availability. Previous commitments, conflicts with other activities, interference with GSA or regular high school activities or classes will be considered.
2. Time. Time factors to be considered are: total time involved in the performance including travel time, the time of day relative to interference with other activities, the beginning and ending times of the event as this impacts departure time from home or regular high school and arrival time back to home or regular high school.
3. Location/distance. Travel time, necessity of overnight lodging, appropriateness of the location, expenses of meals, and travel will be considered.
4. Size and Nature of Audience. The size and nature of the audience must be such as to warrant the time and effort of the performing group.
5. Benefit to Students and GSA. The performance must be judged to be beneficial to the students involved and GSA.
6. Priorities. In deciding between competing requests for performances the decision will be made in favor of the event judged to be of greatest benefit to the students and GSA. Not-for-profit organizations with a broad community interest will take precedence over private for-profit groups.
7. Frequency of Performances. Consideration will be given to the frequency with which a requested group has performed in order to avoid overburdening any group of students or any individual students.
8. Fees & Expenses. In cases of performances for individuals or groups outside GSA, the full cost of the performance must be paid by the group or individual requesting the performance. These expenses include costs of transportation, meals, lodging, compensation for GSA staff involved, and the cost of any special arrangements or equipment. Except for payment of a normal fee for services performed by GSA staff in connection with the performance, no individual involved in a community performance shall receive any remuneration or compensation for performances. Any funds received above actual costs (including normal compensation of staff) shall be placed in an account to be used for the benefit of GSA students. Students performing in a school production or community performance will not be paid for performing unless an exception is made by the Executive Director at the request of the Department Chair.

COMPUTER & INTERNET USE

The Governor's School for the Arts (GSA) provides computers and Internet provider services for each department. The use of the computers and Internet services may differ from department to department. Department Chairs may authorize students to use computers and Internet services for the following purposes:

- running of software programs approved as part of the department's instructional program, such as music theory and composition, computer graphics, and scenic design;
- valid instructional research;
- generating of materials required for a class; or,
- when not in use by students, Department Chairs or full-time instructors are authorized to use the computers and Internet services for instructional research or for job-related administrative work. The Department Chair must approve use for instructional research by trained part-time staff.

Computers are the property of the Governor's School for the Arts and are to be used for instructional and job related administrative purposes only.

Use of the Internet

Passwords are to be used by Department Chairs and full-time instructors only, unless explicit permission has been given by the Department Chair. Under no circumstances are students to have access to Internet passwords.

Transmission of any material in violation of federal or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret. Use of Internet for commercial activities, advertising, or political lobbying is prohibited.

Use of the Internet service to retrieve inappropriate materials is always unacceptable and will result in loss of Internet privileges and possible disciplinary measures.

The use of the Internet services is a privilege, not a right.

Inappropriate use will result in cancellation of those privileges.

Network Etiquette

Users are expected to abide by the generally accepted rules of network etiquette. Those include, but are not limited to the following:

- Courtesy in wording messages to others is expected at all times.
- Use of appropriate language (without vulgarities, swearing, or other inappropriate language or image) is expected.

- Do not reveal addresses, phone numbers, or personal information about students or colleagues.
- Illegal activities are strictly forbidden. Messages about, or relating to illegal activities may be reported to the authorities by people who operate the electronic systems and have access to your mail.

Liability

GSA does not make any warranty, expressed or implied, for the service it is providing. Use of any information obtained from the Internet is at the faculty members' own risk. GSA does not accept responsibility for losses suffered due to non-deliveries, loss of data, mis-deliveries, or service interruption(s).

Security

Security on the computer and the Internet is always a high priority. GSA authorizes all use of the Internet and of the computer itself. All software added to the computer, whether purchased or shareware, must be authorized in advance of loading through the Executive Director; no software may be deleted without expressed prior permission. Adding software to allow unauthorized access to the Internet is not allowed. Files stored on the computer hard drive are subject to review by the Department Chair and administrators. Inappropriate files will be deleted and loss of computer privileges and disciplinary measures may follow. Files relevant to class work should be stored on thumb/zip drive or CD and not the hard drive.

Responsibilities

Department Chairs are responsible for:

- overseeing the proper use of computers and Internet services in their department and implementing the procedures as set forth in this document;
- authorizing instructional personnel to use the Internet for instruction;
- overseeing the appropriate instructional use of computers and Internet in their department;
- arranging for authorized instructors to have appropriate computer/Internet training.

RESPONSE TO EMERGENCIES

Emergency is defined as a situation in which the safety of students and or faculty is real or imminent.

EMERGENCY NUMBERS

911	At all locations
683-4000	ODU Campus Police
869-0501	Executive Director
510-5605	Assistant Director

Department Chairs and Full-time Instructors are expected to keep cell phones on at all times.

If there is a **health emergency**

(i.e. fainting, severe pain, excessive bleeding):

1. Call 911
2. Notify your Department Chair
3. Notify Executive Director or Assistant Director at the office: 757-451-4711. If they are not in, use their cell.

If there is an **intruder or presence of a weapon**

1. Call 911
2. Call either the Executive Director or Assistant Director

If there is a **facility emergency**

(i.e. fire, smoke, extreme noxious odor)

1. Evacuate Students
2. Call 911
3. Call either the Executive Director or Assistant Director

All Faculty are expected to be familiar with the GSA Crisis Response Plan. It is available from Department Chairs.

EMERGENCY LOCK DOWN

“Lock down” is defined as action that restricts movement of students during a real or perceived emergency. “Lock down” will be instituted only by the Executive Director or the Assistant Director. Instructors will be notified by office personnel or the Department Chair. A “lock down” may apply to all instructional sites or to one or more locations depending on the situation.

Once “lock down” has been declared, no student may leave the classroom, rehearsal hall, studio, etc., for any reason, including the normal change of classes. Arriving students are to be admitted. The only adults to be admitted are GSA instructors, administrators, or law enforcement personnel. A “lock down” remains in effect until instructors are notified by office personnel, department chairs, or administration.

Governor's School for the Arts

Employee Handbook



Introduction

The Governor's School for the Arts Employee Handbook is designed to provide employees with a ready reference to personnel policies and procedures. Content may be changed by action of the Regional Board of The School. Employees should also reference the Governor's School for the Arts Faculty Handbook that is prepared and distributed annually. In this Handbook "The School" indicates the Governor's School for the Arts.

Employees of Old Dominion University providing educational services at the Governor's School pursuant to the contract between the Governors's School and the University are not employees of the Governor's School. They are independent contractors and employees of the University. As such, they are subject to the provisions of their employment contracts with the University and all the applicable policies and procedures of the University that are incorporated into those contracts by reference, the most significant of which

may be found in the Employee Handbook of Old Dominion University. However, the Governor's School reserves the right to deny access to its premises to any employee of the University for conduct contrary to the provisions of this Handbook or any other policies or regulations of the Governor's School. A University employee assigned by the University to work in the Governor's School may be denied access to the Governor's School for a violation of the Governor's School's Handbook, policies, or regulations. The employee may expect additional consequences up to termination of employment. 5/30/07

The contents of the Handbook were approved by the Governor's School for the Arts Regional Board on May 24, 2006. Subsequent modification to the document shall be identified by noting the approval date by the Regional Board of the modification/s.

The Governor's School for the Art's is sponsored by the Virginia Department of Education and the public school divisions of Chesapeake, Franklin, Isle of Wight, Norfolk, Portsmouth, Southampton, Suffolk, and Virginia Beach. The School does not discriminate on the basis of sex, religion, race, color, national origin, age or disability in access to, or participation or employment in its programs, services, or activities.

Alcohol and Drugs

The unlawful manufacture, distribution, possession, or use of a controlled substance is prohibited in the work place. Employees shall not be under the influence of a controlled substance while in the work place. The work place is defined as any facility or site used for work or activities of The School. Any employee who violates this regulation will be subject to disciplinary action, up to and including discharge. Additionally, the employee may be subject to local laws and Old Dominion University regulations.

Annuity

Department Chairs and full-time faculty employed through Old Dominion University may participate in a tax shelter annuity program administered by Old Dominion University. The Governor's School will match employee contributions up to \$20.00 per pay day. To receive the \$20.00 match employees must contribute \$40.00 per pay day. If less than \$40.00 is contributed the match from the school will be 50% of the contribution.

Appearance

Employees shall dress appropriately and be appropriately groomed to project a

credible, positive image that is conducive to the learning environment.

Child Abuse or Neglect

Employees are required by law (section 63.1-248.3) Code of Virginia to report suspected child abuse or neglect to the Department of Social Services wherein the child resides or wherein the abuse or neglect is believed to have occurred.

Computer & Internet Use Regulations

All employees authorized to use the computers/internet provider services are required to read the school regulations provided in the Faculty Handbook which govern the use of the Internet and to sign the accompanying agreement to abide by stated regulations.

Corporal Punishment

At no time is any employee permitted to administer corporal punishment (Section 22.1-279.1) Code of Virginia.

Dates of Employment

Beginning and ending dates of employment shall be as indicated on the Governor's School for the Arts Calendar that is approved annually by the Regional Board. 5/30/07

Equipment and Facilities

Equipment owned or leased by The School is to be used only for the purposes of instructing GSA students and in GSA sponsored student performances. GSA equipment, supplies, and facilities may not be used by instructors or students for private purposes with the exception of facilities and equipment used by faculty for private lessons.

Evaluation of Performance

All formal evaluations are in writing. The Executive Director is evaluated annually by the Governor's School for the Art's Superintendents' Committee. The Executive Director evaluates the Assistant Director, the Department Chairs, the Full-Time Faculty, the Executive Assistant, and the School Secretary annually. The part-time Secretary is evaluated by the Assistant Director. Part-time hourly instructors are evaluated in writing by the Executive Director or the Assistant Director with input from the Department Chairs.

Fingerprinting

All candidates for employment are required by law (section 22.1-296.2) Code of Virginia to be fingerprinted and submit other descriptive information for the purpose of conducting a criminal history search.

Hours of Employment

Hours of employment shall be as follows:

Administrators	9:30 a.m.-5:30 p.m. plus additional time as necessary
Department Chairs and Full-Time Faculty	9:30 a.m.-5:30 p.m. plus additional time as assigned
Classified	9:00 a.m.-5:00 p.m. 5/30/07

Leave

Annual Leave:

Annual Leave is awarded to administrative and classified employees as follows:

<u>Total years employment</u>	<u>11 month contracts</u>	<u>12 month contracts</u>
0-5 years	13 days	15 days
6-10 years	16 days	18 days
11-15 years	19 days	21 days
16-20 years	22 days	24 days
After 20 years	23 days	25 days

No employee shall be permitted to take Annual Leave in excess of the number of days accumulated. Annual Leave may not be accumulated for more than two (2) years. Upon retirement, unused Annual Leave will be forfeited.

Sick Leave:

Sick Leave for administrative and classified employees is accrued in the amount of eleven (11) days per year for employees with eleven month contracts and twelve (12) days per year for employees with twelve month contracts. Unused Sick Leave may be accumulated without limit.

Sick Leave for Department Chairs and full-time faculty is accrued in the amount of one day per month (September-June for a total of 10 days per year). Unused sick leave may be accumulated without limit.

A transfer of no more than ninety (90) days of accumulated sick leave under the State Sick Leave Program shall be accepted from other Virginia School Divisions for all new employees.

Sick Leave days are credited to the account of each full-time employee on a monthly basis. Sick Leave shall be allowed for personal illness, quarantine, pregnancy, illness in the employees immediate family*, and necessary appointments with physicians or dentists.

*Immediate family is identified as the following:

spouse	step-father (add) 1/23/08
child, step-child, foster-child	grandchild
parent (delete) 1/23/08	grand-parent
mother (add) 1/23/08	brother, sister
father (add) 1/23/08	mother-in-law
step-mother (add) 1/23/08	father-in-law

Upon retirement, all full-time employees shall be compensated \$20.00 per day for accumulated Sick Leave.

Personal Leave:

Three (3) days per year are awarded to full-time employees not earning annual leave. Personal Leave may not be accumulated. It is provided so employees who are not eligible for annual leave may conduct personal business that cannot be conducted except during scheduled working hours. Personal Leave shall not be used to extend holidays or during the first or last 10 days of the contracted period of employment.

Bereavement Leave:

Bereavement Leave may be charged against personal, annual, or sick leave for all full-time employees upon the death of the individuals identified as immediate family for sick leave purposes plus any of the following:

- Brother-in-law
- Sister-in-law
- Son-in-law
- Daughter-in-law

Religious Holiday Leave:

Leave for bona fide religious holidays for all full-time employees, not to exceed three (3) days per year may be charged against personal leave or annual leave.

Jury Duty/Witness Subpoena Leave:

Full-time employees will be entitled to leave with pay for jury duty. A copy of the jury duty notice must be provided. Leave with pay will be granted if an employee is subpoenaed as a witness except as a defendant in a criminal case.

Increments:

No leave may be taken in less than half-hour segments.

Family and Medical Leave:

In accordance with the Family and Medical Leave Act, any person who has been employed by the school for a minimum of twelve (12) months and has worked a minimum of 1,250 hours during the previous twelve (12) months is eligible for a maximum of twelve (12) weeks of unpaid leave during any twelve (12) month period for the following reasons: the birth and care of a child; the adoption of a child or placement of a foster child; to care for a spouse, son, daughter, or parent who has a serious medical condition; or the employee's own serious health condition. Requests for unpaid leave for any of the aforementioned reasons shall be made in writing to the Executive Director.

Military Leave:

Employees who are members of an officially recognized military reserve unit shall be entitled to three weeks (15 working days) of military leave for training purposes per federal fiscal year (October 1st through September 30th). During the leave period, employees shall receive full pay. If a military-related leave must exceed 15 working days, employees may arrange to use vacation days in lieu of having a pay deduction. Employees are expected to make every effort to schedule military leave when schools are not in session. A written request for leave and a copy of military orders must be submitted to the Executive Director of the school prior to taking leave.

Employees called to active military service as a result of a Presidential Executive Order shall be eligible for paid military leave in accordance with the military leave policy. After the exhaustion of paid military leave, employees shall be placed on active duty military leave. This leave shall not exceed twenty-four (24) consecutive calendar months. Eligible employees may draw against accumulated vacation or compensatory leave in order to receive full pay during the period of absence. If accumulated leaves have been exhausted, the employee may draw against the monetary value of accrued sick leave in an amount equal to the difference between the employee's gross military compensation and the employee's gross school system salary for the same period.

Sabbatical Leave:

Sabbatical Leave may be granted by the Executive Director without pay to any full-time employee who makes timely application. Employees granted sabbatical leave are eligible to return to the first available equivalent position at the school, retaining that seniority held at the date of departure, but not accruing any additional benefits towards pay, promotion, or seniority during the time of absence unless the absence is less than thirty (30) days. If sabbatical leave is used to engage in an approved special teaching project in another school division, state, or nation, full teaching experience will be credited for purposes of seniority. Sabbatical leave for up to thirty (30) days may be granted for one full, one-half or one-fourth academic year or for up to thirty (30) days. Final approval will be contingent upon the availability of a qualified replacement teacher. Upon returning from sabbatical leave, each recipient will file with the Executive Director such reports of the employee's activities as may be requested.

Medical Insurance

Administrative and classified employees may enroll in the Norfolk Public School's group medical and dental plans. Department Chairs and full-time faculty may enroll in the Old Dominion University's group medical and dental plans.

Administrative and classified employees who retire prior to age sixty-five may remain on the Norfolk Public Schools' group medical and dental plan of their choice provided they meet the established criteria and assume full responsibility for premium payments. Employees who retire after reaching the age sixty-five may elect to enroll and participate in one of the Norfolk Public Schools' approved medical supplemental plans and assume full responsibility for premium payments.

Salaries

The Regional Board shall annually establish and approve salaries for all school employees.

Sexual Harassment

Sexual Harassment is forbidden. It shall be understood to be: unwelcome sexual advances; requests for sexual favors and other verbal communications or physical conduct of a sexual nature in which the conduct substantially interferes

with an individual's performance or creates an intimidating, hostile, or offensive work environment.

Smoking/Use of Tobacco

Smoking is prohibited by law in any School or University facility. No employee of The School shall smoke or otherwise use tobacco products in the presence of students at any time. There are no designated smoking areas at any school site.

TB Test

All administrators, faculty, part-time hourly instructors, and accompanists are required to have a tuberculosis test within three (3) years prior to the first day of employment. All individuals must be retested every three (3) years.

University Teaching

Full-time faculty may elect to teach for Old Dominion University under the following conditions:

University teaching may not exceed four hours per week during regular work hours.

Preparation for teaching University classes may not be done during regular work hours.

Prior approval from the Executive Director of the school must be obtained before agreeing to teach for the University.

Any time lost from regular work hours due to teaching for the University shall be made up under a plan approved by the Executive Director of the school.

Virginia Retirement System

Membership in the Virginia Retirement System (VRS) is mandatory for full-time administrative and classified personnel. Full-time faculty mandatory participation may be either in the VRS or the Optional Retirement Plan (TIAA) through Old Dominion University.

Weapons or Facsimiles

Possession of firearms, knives, explosives, or other dangerous weapons, B-B/pellet guns, mace, pepper gas, or facsimiles on the site of any Governor's School facility or in attendance at any Governor's School function at any location, including trips, is forbidden. Prior permission of the Executive Director must be secured to include weapons in productions or to use for any other purpose.

Work Experience Credit

Upon initial employment by the Governor's School for the Arts, employees will be credited for up to five years for prior work experience comparable to the position assumed at The School.

Worker's Compensation

Employees of The School are covered by Worker's Compensation Insurance which covers job-related injuries.

<hr/> LAST, FIRST NAME (PRINT)	DEPARTMENT
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**Department Chairs and Instructors
Handbook Form**

**Return this form to The Governor's School Office within five
(5) working days of receiving the Handbooks.**

I have read both The Governor's School for the Arts 2009-2010 Faculty and Student Handbooks and the Employee Handbook, and agree to meet the expectations contained therein including regulations governing use of the internet.

Further I agree to return any parking permits and/or keys issued to me by the Governor's School office upon termination of employment and/or upon request of the issuing authority.

SIGNATURE

DATE (Month/Date/Year)