

ARTICLE IX: MISCELLANEOUS EMPLOYMENT MATTERS

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POLICY 5-9.1 ISSUES REGARDING EMPLOYEES AND THIRD PARTIES

Assaults or Abusive Behavior Directed at School Employees

Any Hanover County School Board employee who suffers an assault in connection with his employment shall immediately make a written report of the circumstances thereof to his principal or immediate supervisor and shall make supplemental written reports attaching copies of any summons, complaint, process, information, indictment, notice or demand served upon him in connection with such assault(s) within five (5) days after he has been served therewith, and reporting the final disposition of any such proceedings. Such reports shall be forwarded to the Virginia Department of Education through the division superintendent's office as required by state law. Copies of these reports shall be submitted to the School Board.

Any employee who is subjected to profane, abusive, threatening or indecent language by third parties either in person or by telephone during the course of his employment should promptly report the incident(s) to his principal or immediate supervisor. The principal or immediate supervisor shall consult with the complaining employee and with other appropriate School Board personnel to determine what, if any, legal action should be pursued against the person uttering the offensive or threatening language.

In the case of student assaults on school employees, the procedures outlined in the accompanying Regulation shall be followed.

Complaints Against Hanover 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 his duties or who is made party to any civil proceeding arising out of any act committed in the discharge of his duties or has notice of the pendency of such proceedings, shall immediately make a written report of the circumstances thereof to the principal or his immediate supervisor and shall make supplemental written reports attaching copies of any summons, complaint, process, information, indictment, notice or demand served in connection with such proceedings within five (5) days after service, and shall report the final disposition thereof.

Any parent or guardian of a student enrolled in the Hanover County Public Schools or any resident of Hanover County may file a complaint regarding an employee of the school division. Such complaint shall be filed with the division superintendent or his designee. The division superintendent or his designee shall hold a conference with the employee to consider all sides of the issue. Following the conference, a specific memorandum shall be given to the employee indicating the nature of the complaint and any specific action taken. Individuals affected shall acknowledge receipt of the memorandum by signing a statement on the copy to be filed, indicating the memorandum was received. In instances where the employee does not agree with the facts stated in the memorandum or the action taken, he shall be allowed to respond in writing and have the response filed with the memorandum. If, after investigation by the designated individual, the complaint is deemed unsubstantiated, the memorandum shall be destroyed. If the complaint is substantiated, the memorandum shall be placed in the employee's personnel file. Individuals lodging a complaint shall be sent a letter noting that the complaint has been filed and is in the process of being investigated. The complaint must be filed within 30 days after the alleged incident and should be processed after a reasonable period of time, normally within 60 days or less.

Payment of Employee's Legal Fees and Expenses

If a Hanover County School Board employee is arrested, indicted, or otherwise prosecuted on any charge arising out of any act committed in the discharge of his duties as such employee 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 his actions in connection with his 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 recommendation of the division superintendent.

LEGAL REFERENCE: Code of Virginia, 1950, as amended, §§ 8.01-47, 18.2-60, 18.2-416, 18.2-427, 22.1-280.1, 22.1-295.1.

Recodified: August 2000

ACCOMPANYING REGULATION

REGULATION 5-9.1 STUDENT ASSAULTS ON SCHOOL EMPLOYEES

In the event of attempted or actual physical injury committed by a student on school personnel, the following regulations shall apply:

1. The school employee shall report the incident immediately to his immediate supervisor or the principal of the school. The school employee shall, within five (5) working days following such an incident, file a written report describing in detail what occurred. This report shall be signed and dated by the school employee. A copy of any supplemental written reports, statements, summonses, complaints, notices or any other written documents pertaining to the incident shall be provided to the school employee's immediate supervisor or school principal within five (5) working days after receipt of the document(s). The final adjudication by a court, if known by the school employee, shall be communicated in writing to his immediate supervisor or school principal within five (5) working days of the date that the school employee received such information.
2. The principal or immediate supervisor or designee shall immediately report the incident to the division superintendent's office and to the appropriate law enforcement officials (preferably the sheriff's liaison officer) for investigation.
3. The principal or immediate supervisor or designee shall conduct his own investigation and shall take action in accordance with the *Code of Student Conduct*. In the event that the student involved is a student with disabilities, the appropriate special education officials shall be consulted and the student disciplined in accordance with applicable law.
4. Any deliberate assaults or injuries by students on school personnel shall not be tolerated and the maximum penalty for such actions shall be recommended.

HANOVER COUNTY PUBLIC SCHOOLS

Reporting Form for Attempted or Actual Physical Injury Committed by a Student on School Personnel

Employee/School Personnel

Name of person filing report _____

Worksite/school where incident occurred _____

Date/time of incident _____ Date/time reported to immediate administrator/supervisor _____

Name of administrator/supervisor taking incident report _____

Brief description of incident: (Attach any supplemental written reports, statements, summonses, complaints, notices or any other written documents pertaining to the incident.)

Date written report submitted to immediate administrator/supervisor _____

Signature of employee/person filing report _____ Date _____

Administrator/Supervisor

Receipt of notification from employee/complainant:

Verbal report (date/time) _____

Written report(date) _____

Report to division superintendent's office:

Report submitted (date/time) _____

Person contacted _____

Report to law enforcement officer:

Report submitted (date/time) _____

Person contacted _____

Disciplinary action taken by worksite/school administrator:

Signature of administrator/supervisor _____ Date _____

Final adjudication by court (when known) _____

POLICY 5-9.2 USE OF PRIVATE CARS FOR TRANSPORTING STUDENTS

Hanover County School Board employees shall not transport students in their private vehicles except under the very limited circumstances described in this Policy.

School Board employees may use their cars (when properly insured) to transport pupils to school-related events, such as small field trips, when no other form of transportation is available and the event could not occur if private transportation were not made available by the School Board employee. Under such circumstances the employee is required to submit a request on the standard field trip request form to the building principal or immediate supervisor stating the details of the trip. The employee is responsible for seeing that all parent permission forms are gathered from the students who are to go on the trip.

LEGAL REFERENCE: Code of Virginia, 1950, as amended, § 22.1-78, 22.1-176.

Recodified: August 2000

POLICY 5-9.3 SCHOOL BUS PRIVILEGES

Employees

Employees may not ride school buses in order to get to their jobs.

Escorts

Parents and/or patrons serving as escorts for school-sponsored trips on School Board buses must have prior approval by an administrative officer of the division.

LEGAL REFERENCE: Code of Virginia, 1950, as amended, § 22.1-78.

Recodified: August 2000

POLICY 5-9.4 TELEPHONE CALLS

Outgoing

Personal calls should be held to a minimum and where possible made through a pay telephone.

Incoming

Employees will be called from classrooms or work assignments to answer telephone calls only under urgent circumstances.

LEGAL REFERENCE: Code of Virginia, 1950, as amended, § 22.1-78.

Recodified: August 2000
