

# Policy Section 5

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## Section 5.1: Hiring and Employment Practice

A. The appointment, transfer, resignation, retirement and/or termination of XLR8 STEM Academy employees or contracted adjunct faculty, shall be approved by The XLR8 STEM Academy Board upon the recommendation of the Director and Superintendent-In-Charge.

B. XLR8 STEM Academy Director is required to have an administrative endorsement, and teachers are required to have a bachelor's degree and be in compliance with Virginia Department of Education licensure requirements. Faculty may be hired with a provisional certificate but must become certified following state guidelines. Teachers who are contracted for the PLTW (Project Lead the Way) courses are required to complete professional development for each core training course they will be teaching. The XLR8 STEM Academy Director will coordinate and financially support the training.

### C. Adjunct Faculty

Adjunct faculty members employed by Central Virginia Community College may be contracted to teach classes at the XLR8 STEM Academy.

#### Procedures

1. The XLR8 STEM Academy Director, along with the Academic Deans and the Vice President (VP) for Academic Affairs and Student Services (for credit courses) and the VP of Workforce Solutions and Community Education (for non-credit courses) shall oversee the recruitment and hiring of adjunct faculty, with support from the Human Resource Office for training and information.
2. Academic Deans or designees approved by the VP for Academic Affairs and Student Services or the VP of Workforce Solutions and Community Education shall ensure that all application files are complete by including the State Application, official transcripts, and any other data designated by the Human Resource Office as necessary for a complete file. Whenever possible, it is expected that several applicants will be considered prior to offering employment to a person. Re-advertising is not required if the lecturer teaches again within a one-year period.
3. Academic Deans and the VP for Academic Affairs and Student Services (for credit courses) and the VP of Workforce Solutions and Community Education (for non-credit courses) shall determine all adjunct salaries.
4. The recruitment and hiring of an adjunct faculty member culminates in the generation of a contract that defines the fundamental terms of employment. Although the contract is the legal employment document, there is non-

contractual information the adjunct needs know. Please refer to the Central VA Community College handbook for additional information.

#### D. XLR8 STEM Academy Faculty

1. The XLR8 STEM Academy director will recommend to the XLR8 STEM Academy Board the level of entry on the Lynchburg Public School 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 experience gained outside of public school systems which contribute to the ability of the faculty member to successfully complete his duties.
2. XLR8 STEM Academy employees receive annual contracts from the Lynchburg City Schools with a clause indicating they are "Employed under provisions of the XLR8 STEM Academy."
3. The XLR8 STEM Academy Director is a twelve month position. Their contract is for 260 days. The workdays include the XLR8 STEM Academy annual calendar plus all summer except July 4th and earned vacation days. Other faculty positions are will be defined by Lynchburg City School contracts.
4. The initial salaries of the Director are not tied to Lynchburg Public School salary scales. The XLR8 STEM Academy Board sets those salaries at a level which will attract and retain qualified candidates.
5. The director and faculty receive the same annual salary increases as Lynchburg City School employees. The secretary receives the same salary increases as the Lynchburg City School classified employees.
6. Twelve month employees earn vacation following the Lynchburg City School vacation policy.

I. The Director approves professional leave, personal leave, medical leave and vacation for XLR8 STEM ACADEMY faculty and staff, and adjunct faculty members.

J. The Director, faculty and adjunct faculty members 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 and adjunct faculty are evaluated on two instructional objectives and on their performance of

administrative and technical tasks. The Director is evaluated by the XLR8 STEM Academy Superintendent-In-Charge.

L. The XLR8 STEM Academy 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 XLR8 STEM Academy Professional Development Plan is to support faculty membership and participation in their national professional organizations in the same manner college faculty is encouraged to be professionally active.

O. XLR8 STEM ACADEMY employees and adjunct faculty follow the Lynchburg City Schools' Employee Code of Conduct with the exception of the XLR8 STEM Academy Acceptable Use Policy is substituted for the School Division's Acceptable Use Policy.

## **5.2: Transporting Students in Private Vehicles**

A. XLR8 STEM ACADEMY 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 XLR8 STEM Academy instructor receives an email from a XLR8 STEM Academy parent; he/she is encouraged to respond in their role as instructor or faculty advisor using their assigned XLR8 STEM ACADEMY electronic mail.

The email should be limited to conveying factual information such as:

- Actual scores or grades;
- Study skill hints;
- Assignments;
- Confirming absence or presence in class on a particular day.

Since it is not absolutely certain that an email originated from a XLR8 STEM Academy parent or where the email response will go after it is sent out of the XLR8 STEM Academy 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.

The XLR8 STEM Academy instructor is expected to print a copy of the email with his/her response and keep it in a designated folder for email communications locked in his/her office for the given school year.

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 XLR8 STEM Academy network. XLR8 STEM Academy instructors and staff are requested to set up a phone conference or meeting to discuss these matters with parents.

#### **C. Email among XLR8 STEM Academy Faculty and Staff, Adjunct faculty and School Division Personnel Regarding Student Progress or Attendance**

Professional email communication among XLR8 STEM Academy instructors, staff and adjunct faculty 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 XLR8 STEM Academy instructors and school division staff will follow the guidelines outlined in Sections A and B above.

**Approved by XLR8 STEM Academy Board May 14<sup>th</sup>, 2013**