

## 501 GENERAL PROVISIONS

Qualifications: All instructional personnel shall qualify under the General Laws of the State of Delaware (hereafter referred to as the General Laws) and such other standards as the school board shall direct.

Character and Attitudes: All instructional personnel shall be expected to possess the following characteristics:

High moral character.

Loyalty to the United States and the American cultural heritage and an appreciation of our democratic way of life.

Genuine interest in children and youth.

Devotion to the profession of education springing from a recognition of its vital place in developing responsible citizens.

Appointment: All persons to be appointed to instructional positions as defined above shall be selected by the administrative staff and approved by the Board of Education.

Salaries and Benefits: Salaries of all instructional personnel shall conform to salary policies adopted by the school board and the State Board of Education and/or legislative action.

Tenure: All instructional personnel shall be subject to the laws regarding fair dismissal as defined in the General Laws.

Resignation: All instructional personnel shall give notice of their intention to resign at least thirty (30) days in advance; exclusive of school terms vacation periods. Exception to this policy may be made only with the approval of the school board.

Retirement: The retirement of all instructional personnel shall be in accordance with the provisions of the General Laws.

Suspension and Dismissal: Suspension and dismissal of instructional personnel shall be in accordance with the Laws of Delaware and the rules and regulations of the Board of Education.

Instructional Personnel

Qualifications: All instructional personnel shall be duly certified as required by the Department of Education.

Health: All instructional personnel shall be expected to possess good physical and mental health.

Selection of New Personnel: The Woodbridge Board of Education is legal employing agency of the Woodbridge School District. It alone has the power to appoint or dismiss an employee of the school district. The Board recognizes the salary schedule and the unit allotment of personnel fixed by state law, but where necessary may supplement both their salaries and the number of personnel from local school funds.

The Woodbridge Board of Education favors an intensive teacher recruitment program to provide superior, qualified teachers for the Woodbridge School District.

The Superintendent of Schools shall recommend to the Board of Education for appointment, applicants to certify and non-certified positions. Recommendations are to be based upon merit and are to be approved or disapproved by the Board of Education when the rules and regulations covering selections and appointment of employee have been satisfied.

Appointment: All applicants for a certifying position shall complete and submit the following:

- a. Application form
- b. Letter of Intent
- c. Resume
- d. Other documentation as deemed appropriate by the Superintendent or Designee.

Contract: All certified personnel must enter into a joint contract with the Board of Education to receive salary payments as specified by state law and local board regulations.

Salary: Employees of the Board shall be paid the State salary according to the fixed State salary schedule. Local supplements shall be granted employees according to the local salary schedule approved by the Board of Education (See Salary Supplement)

Sick Leave: Sick leave for all employees shall be accumulative based on one day sick leave for each month of employment as per the terms of the employee's contract.

Sick Leave and Absences for Other Reasons: Teachers and other school employees shall be allowed ten (10) days sick leave per year with full pay; those teachers and other school employees employed eleven (11) months a year shall be allowed eleven (11) days of sick leave per year with full pay; and those teachers and other school employees employed twelve (12) months shall receive twelve (12) days of sick leave per year with full pay.

Excused Absences shall be for the following Reasons:

- a. In the case of a death in the immediate family of the employee, there shall be no reduction of salary of said employee for an absence not to exceed five (5) working days. Members of the immediate family shall be defined as the employee's spouse or domestic partner; parent, parent-in-law, stepparent or child of the employee, spouse or domestic partner; employee's grandparent or grandchild; employee's sibling; spouse of employee's child; any relative who resides in the same household; or any minor child for whom the employee has assumed and carried out parental responsibilities.
- b. In case of the death of a near relative, there shall be no deduction in the salary of the employee for absence on the day of the funeral. A near relative shall be defined as: first cousin, aunt, uncle, niece, nephew, brother-in-law, sister-in-law, grandparent-in-law, or any other friend living in the employee's household.
- c. In the case of the observance of recognized religious holidays, an employee may be absent with pay on no more than three (3) calendar days per year. The days so lost are to be counted in the sick leave of the employee.
- d. District employees requesting profession or personal leave must submit application for same three (3) working days prior to the date needed. The form is to be completed with the immediate supervisor's initial of approval prior to submittance to the Superintendent's office. Upon approval, a substitute teacher will be contracted and a copy of the approved form returned to the employee.

FIRST READING:	12/20/05
SECOND READING:	1/24/06
APPROVAL:	1/24/06
APPROVAL:	11/20/07
FIRST READING:	10/5/10
SECOND READING AND APPROVAL:	10/19/10
FIRST READING:	12/17/14
SECOND READING AND APPROVAL:	2/4/15

## 502 MINIMUM DUTIES AND PROHIBITED ACTIONS

The Personnel Division will prepare and maintain job descriptions defining the duties, responsibilities and qualifications of all positions. Only representative duties may be described for each job; additional related details and miscellaneous duties will be required in the performance of all jobs.

In addition to the stated job descriptions, the following also applies:

### A. MINIMUM DUTIES (TEACHERS)

1. Work those days and times as required as prescribed in Delaware Code, Title 14, § 1305(i) directing Regulation 710 Public School Employees Workday.
2. Leaves suitable materials accessible for substitute teachers as required by the principal.
3. Make reports as required which are accurate, legible and on time.
4. Acknowledge receipt of information by signature when requested.
5. Implement student discipline procedures as required.
6. Report acts of violence and suspected child abuse or neglect to the principal in writing as prescribed by law.
7. Implement District policies, superintendent's regulations, and school rules as required.
8. Take reasonable steps to insure the security of school property.
9. Abide by District adopted instructional program objectives (if applicable.)
10. Perform assignments as directed by principal or his/her designee.
11. Use evaluation techniques to measure student program based on District adopted instructional program objectives (if applicable.)
12. Use diagnostic techniques to assess students' learning strengths and weaknesses.
13. Use general prescriptive procedures based on diagnostic information.
14. Use appropriate treatment techniques based on prior general prescription.
15. Use various techniques, which are intended to positively motivate students to perform their best academic work.
16. Use various techniques, which are intended to positively motivate students concerning their school behavior.
17. Inform building administration, or designee, when not in classroom during assigned time (ie in computer lab, library, etc.).
18. Sign out and back in if leaving school grounds during the school day.

B. PROHIBITED ACTIONS FOR ALL EMPLOYEES

1. Concerning Relationships with Students
  - a. Unnecessary physical contact resulting in no severe harm.
  - b. Unnecessary physical contact resulting in severe harm.
  - c. Persistent and/or obvious ridicule, public embarrassment or unfair dealing to students.
  - d. Sexual relations with students.
  - e. Dating students from Woodbridge School District.
  - f. Exhibition of lewd or sexually suggestive gestures or materials.
  - g. Use or under the influence of illegal drugs or alcohol on the job.
  - h. Be willingly involved with students in an illegal act—misdemeanor.
  - i. Be willingly involved with students in an illegal act—felony.
  - j. Making statements concerning students which are
    - (1) known to be false or
    - (2) are not known to be true.
  - k. Advocating deviant sexual behavior to students.
2. Concerning relationships with staff (on campus, at school activities, or concerning school matters)
  - a. Unnecessary physical contact.
  - b. Persistent and/or obvious ridicule, harassment, or public embarrassment.
  - c. Making statements concerning staff which are
    - (1) known to be false or
    - (2) are not known to be true.
3. Concerning relationship with parents and other adults (on campus, at school activities, or concerning school matters.)
  - a. Unnecessary physical contact.
  - b. Persistent and/or obvious ridicule, harassment, or public embarrassment.
  - c. Making statements concerning parents and other adults which are
    - (1) known to be false or
    - (2) are not known to be true.
4. Concerning general school matters.
  - a. Unauthorized disclosure of confidential information.
  - b. Be convicted of a serious crime.
  - c. Theft or willful destruction of property of school, staff, or students.
  - d. Distribution and/or posting of non-instructional materials such as political fliers, political buttons.

FIRST READING:	9/22/09
SECOND READING:	11/17/09
BOARD APPROVED:	11/17/09
FIRST READING:	12/17/14
SECOND READING AND APPROVAL:	2/4/15

## 503 INSURANCE

Group Hospitalization Insurance: Full-time employees of the Woodbridge School District may enroll in the group plan provided by the State of Delaware. Any person wishing to join the group on a payroll deduction plan may do so according to the rules and regulations of General Law and regulations of the District and the State of Delaware. A secretary to the superintendent is to be the group representative.

Insurance for Pupils and Employees: A voluntary program for all pupils and employees is encouraged by the Board of Education whereby pupils and employees can be insured against accidents occurring on the way to and from school or in any school-sponsored activity. Pupils participating in interscholastic athletics shall be provided with coverage.

Life insurance of \$10,000 death/\$20,000 accident death will be provided for each full-time employee.

504 RULES OF PROCEDURES FOR  
CONDUCTING TEACHERS TERMINATION HEARINGS

The Board of Education of the Woodbridge School District adopts and promulgates the following Rules of Procedure, which shall govern all hearings before the Board Education held for the purpose of considering termination of the professional services of a person who is certified to teach and who is employed by the Board as a teacher, as provided for in 14 Delaware Code, Chapter 14.

**I. NOTICE OF HEARING**

A hearing shall be granted on receipt of a written request, signed by the teacher who has received notice of the Board's intention to terminate services, as specified in 14 Del. C. 1410, provided that such written request be received within ten (10) days after the teacher receives said notice of intent to terminate services, and shall request an opportunity to be heard by the Board. In such cases, the Board shall set a time for such hearing to be held within twenty-one (21) days after the date of receipt of said written request from the teacher, and the Board shall give the teacher at least fifteen (15) days notice, in writing, of this date, time and place of such hearing. The hearing shall be conducted by a majority of the members of the Board and shall be confined to the written reasons for termination as stated in the Board's written notice of its intention to terminate the teacher's services.

The communication or letter containing the notice of the date, time and place of the hearing shall specifically advise the teacher of the following rights:

- A. The teacher shall have the option of indication whether he/she wishes the hearing to be public by so stating in the written request for hearing; otherwise the hearing shall be private.
- B. The teacher may be represented by counsel. When legal counsel is to be retained by the teacher, notice of such fact should be given to the Board when the teacher submits the written request for hearing. Likewise, when legal counsel is to be employed by the Board, the teacher shall be given notice of such fact at the time the Board sends notice giving the date, time and place of the hearing.
- C. The teacher and the Board may subpoena witnesses. The teacher should notify the Board of the names and addresses of any such witnesses at least seven (7) days prior to the hearing.
- D. The teacher and the Board and counsel for each may cross-examine witnesses.
- E. Testimony before the Board shall be under oath.
- F. The testimony to be heard shall be confined to the reasons in the written notice, which is adjudged by the Board to be pertinent to the reasons contained in the written notice, which the teacher received, and which stated the reasons for dismissal.

- G. A stenographic record of the hearing shall be taken and prepared by a qualified court stenographer and paid for by the Board, and shall be supplied to the teacher and the Board within ten (10) days following the conclusion of the hearing.
- H. The decision of the Board shall be submitted in writing to the teacher within fifteen (15) calendar days following the conclusion of the hearing.
- I. If the decision is in favor of the teacher he/she shall be fully reinstated and shall receive all salary lost as a result of his/her temporary dismissal or suspension.

## **II. ORDER OF PROCEDURE**

### **A. Preliminary Matters.**

- 1. The President of the Board of Education or his/her designated member or non-member representative shall act as presiding officer and will announce that the hearing is being conducted under the provisions of the Board Rules Governing the Conduct of Teacher Termination Hearings. The presiding officer will declare the hearing to be open and will inquire as to whether the secretary of the Board of Education has met the requirements for giving notice of the hearing as specified in Section 1 above.
- 2. The Secretary of the Board of Education shall produce a copy of the notice of hearing letter mailed to the teacher, together with the return receipt showing prior delivery thereof. The secretary shall also state that the Board of the request for hearing is holding the hearing on the termination within twenty-one (21) days after receipt. (Any time limits specified in these Rules may be extended only by agreement of the Board and the teacher, in writing, and only by those having the authority to extend such time limits.)

### **B. Presentation of Evidence.**

- 1. All testimony will be given under oath with the oath be administered by the Secretary of the Board of Education or by a member of the Administration Staff designated by the Secretary to administer the oath. The Board, or its duly designed by the representative or attorney, may make an opening statement and may offer testimony to substantiate the reasons for termination stated in the written notice of intent to terminate services.
- 2. Opportunity will be given at the conclusion of the testimony of each witness for the Board for cross-examination by the teacher, attorney or duly authorized representative.



3. The teacher or his/her attorney or duly authorized representative may make an opening statement and may offer testimony in response to the evidence offered by witnesses called for the Board.
4. Opportunity will be given at the conclusion of the testimony of each witness, for the Board, its duly authorized representative or attorney, and the presiding officer to cross-examine any witness called in behalf of the teacher.
5. The Board or its duly authorized representative or attorney will be given an opportunity to present any testimony in rebuttal to that offered by or on behalf of the teacher, including the calling or recalling of witnesses to testify in rebuttal.
6. Opportunity will be given for cross-examination of rebuttal witnesses by or on behalf of the Board.
7. Closing statements may be offered first by the Board, its attorney or representative, with the last closing statement to be made by or in behalf of the Board.

### **III. GENERAL HEARING PROCEDURES**

- A. All evidence is admissible which is relevant, material, reliable and probative, but which is not unduly repetitious or cumulative.
- B. Objections to the admission of evidence shall be brief and shall state the ground for such objections. The presiding officer shall make rulings or objections.
- C. Strict judicial rules of evidence shall not be applicable to hearings conducted under these Rules, and in each case, the question of admissibility shall be whether the offered evidence is reasonably relevant to material factual issue and whether it has substantial probative value with respect to such material issues. The presiding officer may limit or disallow cumulative or repetitious evidence and may curtail redundant questioning and may prohibit argumentative questioning or the badgering of a witness.
- D. All testimony shall be given under oath, with then following form of oath being used: "Do you swear or affirm that the testimony you are about to give is true and correct to the best of your knowledge?"
- E. All parties in the proceeding may be represented by counsel.

- F. The Secretary the Board of Education shall note in the minutes of the Board the names of the persons appearing and the name of their counsel if they are represented.
- G. The Board may continue, adjourn, or postpone a hearing for good cause upon application of or on behalf of the teacher or on its own application.
- H. Any person who testifies as a witness shall be subject to the cross-examination by the other parties in the order set forth in Section II.B. above, unless otherwise determined by the Board President or his/her designated presiding representative. Any witness is subject to examination by any member of the Board.
- I. Any documents introduced into evidence shall be accepted and marked by the Secretary of the Board and shall be made a part of the record of the hearing. Documents introduced by the teacher shall be marked as "Teacher Exhibit", and all documents introduced by the Board shall be marked as "Board Exhibit", with the exhibits for each side bearing consecutive numerical designations, such as "Teacher Exhibit 1" or "Board Exhibit 1". The Secretary shall prepare a record, listing the names of all persons present, their attorneys, the witnesses testifying for each side, and all exhibits introduced during the course of the hearing.
- J. The Board may take administrative notice of its own acts, records and policies.

#### **IV. POST-HEARING PROCEDURE**

Each decision and order of the Board shall be delivered in writing, with copies provided to all parties. Each decision and order shall set forth the findings of fact made by the Board and the conclusions based thereon and shall state the decision of the Board on the matter of the teacher termination. The Board shall submit its written decision to the teacher within fifteen (15) calendar days following the conclusion of the hearing.

505 GENERAL PROVISIONS  
NON-INSTRUCTIONAL PERSONNEL

**Qualifications:** All non-instructional personnel employed by the Woodbridge Board of Education shall qualify under the rules and regulations of the State Board of Education and the General Laws of Delaware.

**Appointment:** All such personnel to be employed by the Board of Education shall be elected after the recommendation of the Superintendent of Schools.

**Supervision:** All such personnel employed by the Board of Education shall be under the general control and supervision of the Superintendent of Schools.

**Salaries and Benefits:** The Board of Education shall set the salaries and conditions of employment of all such personnel employed by them and shall establish such other benefits as they see fit. The salaries and other benefits of all such personnel employed by the Board of Education shall conform to the salary and benefit policies of the Board of Education and the State Board of Education.

**Resignations:** All non-instructional personnel shall be in accordance with the relevant provisions of the General Laws of the State of Delaware.

**Retirement:** The retirement of such personnel shall be in accordance with the relevant provisions of the General Laws of the State of Delaware.

**Suspension and Dismissal:** Suspension and dismissal of non-instructional personnel shall be in accord with the general rules and regulations of the State Board of Education and the General Laws of Delaware. In all cases of suspensions, or dismissal, the secretary of the Board of Education shall specify in writing the cause(s) for suspension, upon request of the person suspended or dismissed.

**Sick Leave:** Sick leave for all non-instructional personnel shall be as prescribed by rules and regulations of the State of Board of Education and the Delaware Statutes.

## 506 AFFRIMATIVE ACTION PROGRAM

The Board is committed to a policy of nondiscrimination in relation to race, religion, sex, age, national origin or handicap. This policy will prevail in all matters concerning staff, students, the public, educational programs and services, and individuals with whom the Board does business.

In keeping with the requirements of Federal and State law, the school district is committed to this policy in all areas related to employment, assignment and promotion of personnel; in educational opportunities and services offered students, in student assignment to schools and classes, in discipline; in location and use of facilities; and in educational offerings and materials.

Any complaints related to discrimination should be directed to the school district administrator in charge of personnel.

The following nondiscrimination statement should appear on all district correspondence.

The Woodbridge School District is an equal opportunity employer and does not discriminate or deny services on the basis of race, color, religion, national origin, sex handicap or age.

The Superintendent will establish guidelines for organization of the teaching, administrative, and other certified staff and will select, hire, and promote all other such staff with approval of the Board of Education. The Superintendent will select, hire, and promote all other district employees. The Superintendent will direct the work of district employees.

The district will hire well-qualified people to perform the many tasks necessary to providing a quality education for the students of Woodbridge School District. Equal opportunities will be extended to all employees and to applicants for employment who meet the qualifications established for the classification or position for which application is made.

The district will not illegally discriminate against any employee or applicant for employment on the basis of age, race, creed, color, sex, marital status, national origin, religion, or disability. It is the policy of the district not to discriminate against an applicant or employee on the basis of sexual orientation.

The district pursues a policy of equal opportunity in the areas of (1) recruitment, (2) selection and hiring criteria and practices, (3) transfer and promotions, (4) demotions, terminations, layoffs and recalls, (5) compensation, (6) working conditions, (7) benefits and privileges of employment, and (8) training.

## 507 SEXUAL HARASSMENT

Sexual Harassment is a form of employee misconduct, which is not tolerated within the offices, schools, and buildings or upon the grounds of the Woodbridge School District or at any school-sponsored activity, whether held within or outside the Woodbridge School District. Sexual harassment includes unwelcome verbal or physical sexual advances or conduct of a sexual nature, sexually explicit or derogatory statements or sexually discriminatory remarks made by someone in the work place. If you believe you are the subject of sexual harassment or are aware of an instance of sexual harassment, you should report the circumstances immediately to the Superintendent of the Woodbridge School District, or the President of the Board, if the complaint involves the Superintendent. No one will in any way use threats, coercion, or intimidation to deter an employee from reporting sexual harassment.

Upon notification to the Superintendent or the Board President, an investigation of the complaint will be conducted immediately. Confidentiality of the complainant and/or witnesses to the alleged sexual harassment will be maintained to the extent possible. If appropriate, the complainant and/or the alleged harasser may be placed on administrative leave pending completion of the investigation.

An employee found to have committed sexual harassment will be subject to disciplinary action. The type found of disciplinary action taken will depend upon the seriousness of the offense committed and may include the giving of a reprimand or warning, placement on probation, or discharge. Other remedial action may be taken, as appropriate. Employees who witness sexual harassment and do not report the harassment may also be subject to disciplinary action.

If appropriate, follow-up inquiries may be made to ensure that sexual harassment has not resumed and that the complainant and witnesses have not suffered retaliation for their actions.

508 STAFF ETHICS/CONFLICT OF INTEREST

Employees of the Board will not engage in any activity that conflicts, or raises a reasonable question of conflict, with their responsibilities in the school system. More specifically, employees will not:

Use institutional privileges for private gain.

Engage in selling any of the following merchandise or services for personal profit to students or parents in the attendance area served by the schools on which they work: instructional supplies and equipment, reference books, educational tours.

Furnish lists of students or parents to anyone selling such materials or services.

### 509 ARREST OF AN EMPLOYEE

Specific authority to take appropriate employment action with regard to an employee who has been arrested is delegated to the Superintendent with subsequent approval by the Board as per State law requirements.

## 510 POSTING AND ADVERTISING OF PROFESSIONAL STAFF VACANCIES

The School Board believes it has the obligation to provide the best administrative and supervisory personnel available for the system regardless of race, color, creed, sex, national origin, age or handicap. All of its policies and procedures with respect to employing and assigning personnel will be based on this principle.

Therefore, it will be the policy of the School Board to advertise openings in administrative and supervisory positions. The following will apply:

When the Board or Superintendent declares a position open, the Personnel Department will immediately advertise for the position;

Advertisement will be on the district approved employment website in all and when appropriate, in local newspapers and university placement offices.

The opening will be advertised a minimum of two (2) weeks; and

In case of multiple openings, applicants interested in more than one position will submit an application for each position to the Personnel Department. The timeline may be shortened due to emergency situations.

Advertising for positions in other areas will be determined by the Superintendent according to need.

### Recruitment, Selection, and Appointment

#### a. Applications

All applications shall originate from the District Administrative Office. No application forms are to be distributed by the various school offices.

#### b. Interviews

All mail or personal inquires regarding positions will be forwarded to the Assistant Superintendent, who serves as Director of Personnel, for procession. However, Administrators/Supervisors should acknowledge receipt of inquiry and state that inquiry is being forwarded to the Assistant Superintendent for consideration.



c. Processing

The District Administrative Office will process all necessary paper work from this point on. This includes all contacts with the Delaware Department of Education regarding certification.

d. Employment

Employment Procedure

1. Post vacancy announcements, state and out of state.
2. Acknowledge all correspondence regarding employment.
3. Forward application and reference forms to all individuals who request it.
4. Upon receipt of application:
  - a. Check for references
  - b. Check for appropriate DOE certification.
  - c. Check for transcripts.

Classification Criteria

- a. References and placement papers
- b. Transcripts
- c. State of Delaware Certification
- d. Teaching Experience
5. When vacancy occurs:

All applications are reviewed and applicants are selected giving consideration to the following:

- a. Date of application
- b. Years of experience
- c. Eligibility for State of Delaware certification
6. The selected applicants are invited for a personal interview.

7. During the personal interview the following is considered:
  - a. General appearance and dress
  - b. Voice (quality and tone)
  - c. Verbal ability to converse
  - d. Knowledge of major subject area
  - e. General philosophy of education
  - f. Ability to communicate with students and adults
  - g. Ability to do extra curricular activities
  - h. Availability for employment
8. After the conclusion of the interview, the interview team will rank the candidates in the order that they would be offered the position.
9. Applicant No. 1 is then contacted and offered the position, pending Board approval. If applicant No. 1 does not accept, applicant No. 2 is offered the position.
10. When an applicant agrees to accept employment, the Assistant Superintendent will include this candidate on a personnel memorandum to the Superintendent. The Superintendent, if there are no objections, will present this to the Board of Education for approval.
11. After Board approval, a contract is forwarded with a cover letter indicating effective date of employment a follow-up conference between the Director of Personnel and the new employee is scheduled.

Board Approved:  
FIRST READING:  
SECOND READING  
AND APPROVAL:

November 20, 2007  
December 17, 2014  
February 4, 2015

## 511 RESIGNATION OF EMPLOYEES

1. An official resignation shall be required of all salaried and hourly employees who voluntarily terminate their employment with the school district.
2. A resignation will be in the form of a personal letter.
3. A resignation should contain, as a minimum, the following: reason for termination (moving, retirement, maternity), effective date of resignation and signature/date.
4. The effective date of any resignation is considered to the last day for which the employee earns a salary or wage.
5. If vacation time is available and to be taken, it must be used prior to the effective date of a resignation.
6. An employee will normally inform the building principal/immediate supervisor concerning his/her intention to resign and then forward a letter to the Superintendent of Schools.
7. Resignations should be submitted as early as possible. Any special instructions concerning release of information should be made part of the letter.
8. An employee who has been issued a contract but verbally resigns prior to actually reporting to work in the first day his/her assignment is scheduled to begin shall be contacted by the personnel office and request a written resignation.
9. An employee's original resignation shall be given to the Director of Personnel for placement in the personnel file.

## 512 MILITARY LEAVE

Title 14, 1327(a) requires that leave of absence for military service be granted and specifies attendant conditions and provisions.

The person who may be appointed to replace the principal, teacher, or other employee shall be appointed only for the period covered by the leave of absence.

Any permanent and full-time employee who is member of the National Guard or any reserve component of the Armed Forces of the United States and who is ordered to attend training camp or to perform special duty not in excess of fifteen (15) days in any calendar year shall be allowed leave with pay for attending such training sessions or performing such special duty. Leave for teachers shall apply only if the training is with the individual's unit. Such military training or special duty leaves shall not be deducted from vacation leave or in any other way result in loss of privileges or compensation to said employee. Leaves in excess of 15 days shall be granted under the conditions of the regular "Leave of Absence Policy."

An employee called to temporary military training or special duty shall file a request for military leave with the Assistant Superintendent at least two weeks prior to the leave, along with a copy of the official orders summoning him/her to military service.

513 JURY DUTY AND APPEARANCE AS WITNESS

An employee, other than casual or seasonal, who is required to report daily to serve on a jury, shall be excused with pay, but shall return to work within a reasonable time on days he/she is released from jury duty.

A school district may grant an employee, who is appearing as part of his/her work-related duty before a court, legislative committee or judicial or quasi-judicial body, a temporary leave absence with pay in addition to other leaves specified in Title 14 Delaware Code.

## 514 TUTORING FOR PAY

A teacher employed by the Board of Education may enter into an agreement with parents for tutoring students for a fee. This agreement cannot be made with parents of a student whom the teacher is currently instructing within the public schools of the district. The Board of Education does not set fees for tutoring.

Tutoring for a fee may not be done during school hours. No teachers should actively solicit students for tutoring. Formal student tutoring should not occur without prior approval of the Superintendent.

## 515 UNCOMPENSATED LEAVE

The Board expects all employees to honor their contracts. Only under unusual extenuating circumstances, with prior approval from the Superintendent, would employees be permitted to have days off without pay.

Any absences other than provided by State Law or Board Policy shall be considered unexcused and subject to payroll deduction.

Letters of reprimand will be sent to employees taking unexcused leave **without pay without their supervisor's permission**. An unexcused absence will be considered an act of insubordination and may be reported to the Board of Education to determine if further action is necessary.

## 516 SCHOOL VOLUNTEERS AND ADVISORY COUNCILS

The School Board encourages the use of volunteers as a means of enriching the learning experiences of students and building school communities. The building principal will report all regular volunteers to the Superintendent on a District approved form.

All volunteers are under the district supervision of the building principal and their duties will be clearly identified in writing by the principal or his/her designee.

Unsatisfactory volunteers will be reported, in writing, to the Superintendent. The specific reasons for unsatisfactory performances will be stated. The building principal may remove the volunteers after consultation with the Superintendent. The building principal will conference with the volunteers and explain the reasons for the removal.



## 517 SALARY UNDERPAYMENT/OVERPAYMENT

The Board of Education, as a fair employer, will ensure that all employees are paid in accordance with approved rates of pay (salary schedules, hourly rates, allowances, etc.) as authorized by the Board.

In the event that errors are made in calculating and paying salaries and allowances, the Board will take immediate steps to correct the overpayment or underpayment, as the case may be. Arrangement will be made for reimbursement of overpayment or underpayments in accordance with any relevant arbitration proceedings.

When monies have to be recovered from employees, every effort will be made to be equitable, taking into account the need to avoid undue burden.

The Personnel Director will establish procedures to implement this policy which will include reference to repayment schedule and methods.

518 VACATION/INCLEMENT WEATHER

Staff members may schedule vacation time with approval and at the discretion of their supervisors.

0-5 years district experience	=	21 vacation days per year
5+ years district experience	=	26 vacation days per year

The vacation earning period is July 1 through June 30.

Persons entering employment on or before the 15<sup>th</sup> of each month will receive full vacation credit for that month. Persons entering employment after the 15<sup>th</sup> of the month will receive no credit for that month. Resignations effective on or before the 15<sup>th</sup> of the month will receive no credit for that month. Resignations effective after the 15<sup>th</sup> of the month will receive full credit. Days are earned on a per month basis.

For twelve month employees vacation credit will be paid off at the daily rate following the last day of physically working in the district at a value determined by state statute with balance owed from local funds. Ref: Chap. 14 § 1318.

Vacation credit is cumulative with a maximum of forty-two (42) days being carried forward to the next year.

The following holidays will not be counted against vacation time:

- New Years Day
- Martin Luther King's Birthday
- Presidents Day
- Good Friday
- Memorial Day
- July 4<sup>th</sup>
- Labor Day
- Election Day (bi-annually)
- Veterans Day
- Thanksgiving Day
- The Friday after Thanksgiving
- Christmas Eve in lieu of Columbus Day
- Christmas Day

Accrued vacation time with another state agency shall not be transferred to the Woodbridge School District.

Employees shall be permitted to take all earned vacation time within the twelve (12) month fiscal year beginning July 1 and ending the following June 30. Within fifteen (15) days, requests shall be approved or denied with due regard to sufficient remaining staff to provide for the operations required in the District or the school on the dates requested.

The District will continue to close over winter break, and all 12 month full time employees would be required to take earned time for this time period, except for Christmas Eve, Christmas Day and New Years Day from the additional days above. If special circumstances present themselves and/or specific employees are needed to provide service to the District over the winter break, such a change could be authorized by the Superintendent or his/her designee. All offices will remain open over Spring break, except for Good Friday. For the remainder of the days designated for spring break for students and teachers, all 12 month employees would either work or use approved vacation or leave.

Whenever school is closed for weather, offices will remain open, and 12 month employees will be expected to report unless the Governor declares a State of Emergency or if the Superintendent or designee determines it would be in the best interest of the district for employees not to report. Employees would have the option of using their earned days in lieu of reporting to work.

Employees shall be permitted to take all earned vacation time within the twelve (12) month fiscal year beginning July 1 and ending the following June 30.

Experience for vacation purposes shall include only continuous employment in the Woodbridge School District from the date of last hired.

FIRST READING:	December 20, 2005
SECOND READING:	January 24, 2006
BOARD APPROVED:	January 24, 2006
BOARD APPROVED:	November 20, 2007
FIRST READING:	December 17, 2014
SECOND READING AND APPROVAL:	February 4, 2015

## 519 DRUG AND ALCOHOL POLICY FOR VOLUNTEERS AND CHAPERONES

The Board does not condone the misuse of drugs and alcohol and recognizes it as a serious problem with legal, physical, and social implications for the whole school community.

The Board considers offenses related to drug and alcohol very serious both for the individual involved and for the welfare of others in the District. Therefore, the following rules and regulations have been developed:

1. Staff or chaperones are not permitted to consume or be in possession of alcohol/drugs while on school property or at school related functions. This includes field trips, student conferences and other such activities away from the school where students are involved. This includes special functions for chaperones, coaches, etc.
2. Staff found possessing or consuming alcohol/drugs on school related functions would be recommended for suspension or dismissal. Chaperones found violating this policy will be banned from serving in this capacity for a minimum of one (1) year.
3. Furthermore, staff and chaperones should not consume alcohol/drugs prior to coming to school or attending school related function. Should a staff member or chaperone be suspected of violating this provision, disciplinary action as mentioned in No. 2 above may be initiated following due process guidelines. (This does not include public events open to adults where staff have no designated responsibility)
4. Administrators will be responsible for seeing that staff and chaperones are informed of the above policy.

520 RULES OF PROCEDURE FOR CONDUCTING DISCIPLINARY HEARINGS FOR NON-CERTIFIED PERSONNEL

The Board of Education of the Woodbridge School District adopts and promulgates the following Rules of Procedure, which shall govern all disciplinary hearings involving non-certified personnel.

I. NOTICE OF HEARING

When it comes to the attention of the Superintendent that the Administrative Staff is recommending that disciplinary action be taken in respect to a non-certified employee, the Superintendent shall cause a letter to be mailed to the employee by certified mail, return receipt requested, informing him/her of the charges of allegations made against him/her and to be subject of a hearing before the Superintendent or a hearing officer designated by the Superintendent. The letter shall advise the employee of his/her procedural rights regarding the conduct of the employee of his/her procedural rights regarding the conduct of the hearing, and a copy of these Rules of Procedure shall be included therein, along with pertinent information stating the nature of the alleged charges or violations.

The communication or letter containing the notice of the date, time and place of the hearing shall specifically advise the employee of the following:

- A. The right to make a statement or testify on his/her own behalf.
- B. The right to have others give testimony in behalf of the employee. It shall be the employee's responsibility to arrange for the attendance of any persons who will serve as witness for the employee.
- C. That the hearing will be private and not open to the public, and that the witnesses, other than the employee, will only be allowed to remain in the hearing room while they are testifying.
- D. The right to a written notice of the final decision of the hearing officer.
- E. The right to appeal the decision of the hearing officer to the Board of Education.
- F. The name of the hearing officer.

II. ORDER OF PROCEDURE

- A. The Superintendent or his/her designee will announce that the hearing is being conducted under the provisions of the Board Rules Governing Disciplinary Hearings for Non-certified Personnel.

- B. Charges or evidence against the employee will be summarized by the hearing officer and presented orally by the same officer. The hearing officers may, at his/her option, arrange for the appearance and testimony of individuals with personal knowledge of the facts, but will in no way be obligated to do so.
- C. The hearing officer shall be given the right to question any such witness, and the employee may question any witness to the extent and under such conditions as allowed by the hearing officer.
- D. The employee will be given an opportunity to respond to the evidence offered against him/her. In that regard, the employee may testify on his/her behalf, and may arrange for documentary or other evidence to be submitted on his/her behalf.
- E. The employee will then be afforded an opportunity to offer a closing statement on his/her behalf.

### III. GENERAL HEARING PROCEDURES

- A. The hearing shall be conducted by the Superintendent or by a hearing officer designated by the Superintendent, who shall preside over and conduct the hearing.
- B. The hearing officer shall permit the introduction of evidence which is relevant, material, reliable and probative, but which is not unduly repetitious or cumulative.
- C. Strict judicial rules of evidence shall not be applicable to hearings conducted under these rules and in each case; the question of admissibility shall be within the sole discretion of hearing officer.
- D. The hearing officer may continue, adjourn, or postpone a hearing for good cause, upon application of or on behalf of the employee or upon its own application.
- E. The hearing officer shall cause an electronic transcript of the hearing to be made by tape recorder or other suitable device. Said electronic transcript shall be destroyed if no request is made to preserve it within sixty (60) days of the said hearing.
- F. It shall not be necessary for testimony to be given under oath.
- G. Any documents introduced into evidence shall be accepted by the hearing officer and shall be made a part of the record of the hearing. Such

documents shall be consecutively numbered as exhibits. The hearing officer shall determine what weight is to be given to any such documents.

- H. The hearing officer may take administrative notice of the official acts and records of the school district.

#### IV. POST-HEARING PROCEDURES

- A. The decision of the hearing officer shall be delivered to the employee, in writing, within ten (10) calendar days following the hearing date. A copy of the decision shall be sent by certified mail, return receipt requested, to the employee. Each such decision and order shall set forth the findings of fact made by the hearing officer and the conclusions based thereon, and shall state the specific disposition of the case and any penalties imposed.
- B. The order and decision of the hearing officer shall be final, unless the hearing officer is notified, within ten (10) days of the receipt of the aforesaid decision, of a desire on the part of the employee to appeal the decision to the Board of Education. The employee shall calculate the ten (10) day period from the date of receipt of the certified copy of the decision. The return receipt or other official proof of delivery shall constitute presumptive evidence that the notice mailed was received by the employee or his/her agent, and any notation of refusal shall constitute presumptive evidence that the refusal was by the employee or his/her agent.

## 521 LOAN POLICY

District employees and/or organizations who wish to borrow district/school equipment may request approval to do so by completing a district loan form. Final approval of the loan transaction will be by the Superintendent or his/her designee.

Procedures for requesting the loan of equipment are as follows:

1. Complete the loan form.
2. Submit form to the person responsible for the equipment – head custodian, cafeteria manager, or building principal.
3. The person responsible for the equipment shall initial the bottom of the form and send the form to the Superintendent.
4. Final approval is granted or denied by the Superintendent. If approval is granted, the form is returned to the person responsible for the equipment to complete the 2 lines in the box at the top relating to date loaned and condition.
5. Equipment can be borrowed.
6. After using the equipment it should be returned to the person responsible for same and on form date returned and condition of equipment should be completed and initiated.
7. Borrower is responsible for any repairs and/or replacing equipment should it be necessary

Kitchen equipment and district vehicles may not be borrowed.



## 522 GIFT OR HONORARIUM

The Board may approve the awarding of a gift or honorarium in such amount or of such value as the Board considers to be appropriate, based on the circumstances, to honor Board members who are completing their term of service, or other deserving persons who have provided a benefit to public education within the District.

The Board grants to the Superintendent the authority to purchase gifts or honorariums, on the same basis as above, if less than \$50.00 value without Board approval up to the limit of the funds budgeted. The \$50.00 value is per item. Purchase orders for more than \$50.00 are appropriate if the order is for several items, none of which is valued over \$50.00 per item.

## 523 INFORMAL COMPLAINT PROCEDURES

The purpose of this policy is to provide a means through which the employee of the Woodbridge School District may process complaints involving Board policies, Administrative Regulations, and state Department of Education Policies and Regulations. If an employee or group of employees claim that a Board Policy, any Administrative Regulation, or a State Department of Education Policy or Regulation has been misapplied, misinterpreted, or otherwise violated by the Board of Education of the Woodbridge School District, or its designees, the employee shall have the right to originate a complaint pursuant to the Administrative Regulation implementing this policy. It is the objective of this policy and its implementation, that complaints be resolved at the lowest possible Administrative level; however, if necessary, the decision shall ultimately rest with the Board of Education.

### Procedure

Any teacher or group of employees may, within ten (10) days of date of occurrence giving rise to the complaint, or within ten (10) days of the date they knew or should have known of the occurrence, lodge a complaint claiming a misapplication, misinterpretation, or violation of a Board Policy, an Administration Regulation, or State Department of Education Policy or Regulations at Step One. (Days as used in this Administrative Regulations shall mean working school days.)

Members of the Woodbridge Education Association bargaining unit may be represented or accompanied by a member of the Woodbridge Education Association at all steps of the procedure after Step One.

### STEP ONE

The employee or employees claiming a complaint shall meet with the Building Principal (or responsible administrator) in an effort to resolve the matter. The Building Principal shall give a response within ten (10) days following such discussion.

### STEP TWO (if not resolved)

Within ten (10) days of the date on which the Building Principal responded, the employee(s) must file a written Complain Processing Form with the Building Principal. He/she shall respond, in writing, within ten (10) days on the form.

### STEP THREE (if not resolved)

Within ten (10) days of the receipt of the written response of the Building Principal, the employee(s) must file the written Complaint Processing Form with the Superintendent of Schools and he/she shall hold a meeting with the parties involved and respond within ten (10) days of the date he received the complaint.

### STEP FOUR (if not resolved)

Within ten (10) days of the date of receipt of the written response form the Superintendent of Schools, the employee(s) must file the written Complaint Processing

Form with the Board of Education. Within thirty (30) days from the date which they received the complaint, they shall hold a hearing and render a decision, in writing.

This procedure shall not be utilized to process any complaint which would be considered as a grievance under the current collective bargaining agreement.

If an administrator fails to respond within the time limits specified, the employee shall be entitled to place the complaint at the next level.

If a employee(s) fails to file his/her complaint within the time limits specified, it shall be deemed as acceptance of the last previous administrative decision. Any specific complaint so resolved shall not again be the subject of a complaint.

## 524 RETIREMENT GIFTS

Woodbridge School District employees who retire and receive a State of Delaware pension with less than fifteen years service shall be eligible to receive a retirement gift. After 15 years of service in the Woodbridge School District, the employee who meets retirement qualifications shall receive a Woodbridge School District rocking chair. The district shall also recognize retirees at a retirement function to be held during the school year.

FIRST READING:	12/20/05
SECOND READING:	1/24/06
BOARD APPROVED:	1/24/06
FIRST READING:	12/17/14
SECOND READING AND APPROVAL:	2/4/15

525 BOARD APPROVAL—VOLUNTARY OR INVOLUNTARY TRANSFER

The Board of Education will approve all voluntary or involuntary transfers.

## 526 Social Media

Social Media and its use is a part of everyday life. However, please note that because the field of Social Media is a rapidly changing one, and new tools and technologies may come into use, the same standards still apply, regardless of whether these new tools and technologies have been specifically named in the policy. However, in order to ensure that Woodbridge School District and its staff adhere to their ethical and legal obligations, employees are required to comply with the District's Social Media Policy. The intent of this policy is not to restrict the flow of useful and appropriate information, but to minimize risk to the District and its staff.

Definitions: For the purpose of the article Social Media is defined to include, but it not limited to, the following:

- Blogs
- Message boards
- Chat rooms
- Online forums
- Social networks
- Video sites

Staff promoting the District through Social Media are required to comply with these rules:

- You are personally responsible for the content you post to a Social Media website.
- Be candid and clear about your role in the District.

Staff members are encouraged to use the following guidelines to ensure their online conduct comports with the standards expected of good online citizens:

- Be Professional – Maintain professionalism in all online conduct. Before engaging in online conduct, consider the impact such conduct would have on your relationship with coworkers, peers, District administration, students, parents and the community at large.

- Be Cautious – Be particularly cautious about protecting yourself, your privacy and any sensitive or confidential information. Consider the potential consequences that could occur if the information that you publish should be later republished or shared by others without your express permission.

- Be Transparent – Be honest in all online conduct. Correct any misinformation that you publish immediately. Do not purport to be an expert if you are not one.

Should an administrator deem an employee under his/her supervision to be using Social Media improperly the administrator will bring it to the attention of the employee individually, with all due privacy. Such a discussion shall not result in any discipline, unless the behavior persists or is initially considered misconduct. The employee may challenge the administrative determination of inappropriate social media use.

FIRST READING:	12/17/14
SECOND READING AND APPROVAL:	2/4/15