



Secondary New Teacher Academy
2026-2027 SY

Parking Lot Questions during today presentation

Welcome to 2026-27 SY new secondary employees' informational meeting! We're thrilled to have you join our team and are excited to get started on this journey together. As we go through today's presentation, please feel free to use the QR code posted on any of the slides to ask any questions you might have. We're here to support you and ensure you have all the information you need to thrive in your new roles.

Once again, welcome aboard, and let's make this an incredible start to your journey with us!

Amanda Fiel and Andrew Mey





We are a great place to work and learn!



"It's an incredible honor for HCPS to be recognized as one of the top employers in Virginia, and it's a testament to the job all our staff members do in supporting our students. The school division would not be the same without the dedication of these individuals in classrooms, cafeterias, school buses and everything in between, and HCPS is proud to provide an environment that fosters this type of success and satisfaction."

Dr. Amy Cashwell, HCPS Superintendent
(2023 Region 1 Virginia Superintendent of the Year)



DO'S AND DON'TS



Employee Conduct- DO

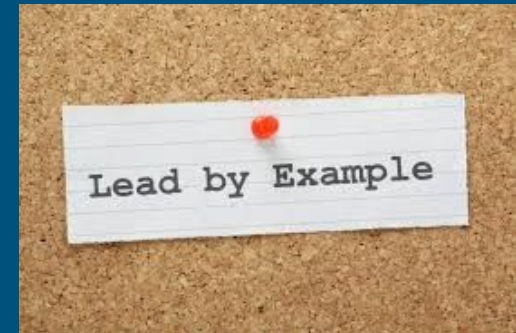


Demonstrate the utmost professional and ethical behavior while making the well-being of the students of HCPS your primary goal.

- Professional Dress
- Confidentiality
- Meet or Exceed Performance Expectations
- Student's Best Interest in mind - always!
- Advocate for others

P4-05-016 - Employee Conduct

Remember...YOU ARE A ROLE MODEL!



Employee Conduct -DO



P4-05-016 - Employee Conduct

Contribute to a positive environment free of:

- Threats (physical or verbal)
- Bullying
- Intimidation
- Humiliation
- Retaliation
- Abuse that causes physical or psychological harm

**WE ARE NOT
A TEAM**
BECAUSE WE
WORK TOGETHER.
WE ARE
a team because
WE RESPECT,
trust, and care
for each other.

...

@ValaAfshar

Employee Conduct- DON'T

HCPS strictly prohibits the presence and use of drugs and alcohol on HCPS property or at any time the employee is engaged in Henrico business or participating in a school activity.

All employees are subject to drug and alcohol testing based on a supervisor's reasonable suspicion that an employee has used or is under the influence.

HCPS reserves the right to search handbags, totes, desks, cabinets, vehicles, including employees personal vehicles brought onto HCPS property when reasonable suspicion exists.



Employee Conduct- DON'T



- Freedom of Information Act (FOIA)-requests can be made for the release of documents, emails, audio/visual recordings, memos and more!
- Do not communicate with students on private social media, online gaming platforms, or messaging accounts (e.g., Facebook, Instagram, Twitter, and Snapchat).
- Do not Friend, Follow, Tweet, Comment or Post with or about students.
- Never post a compromising picture of yourself or another school employee. Parents or other members of the community will find it...
- The lines between public and private, personal and professional are blurred in the digital world. Be cautious.
- Contact HR if you have a concern about a staff members social media account, prior to acting or demanding that they remove content.



DO'S AND DON'TS



Working with Students-DO



- Maintain the utmost **professional and ethical behavior** while at work or at anytime with students
- Making the **well-being of the students** of Henrico County Public Schools their primary goal.
- Should recognize and establish **appropriate boundaries** between themselves and students
- **Expect this of your peers and fellow educators.**



Working with Students-DON'T

At no time should an employee's conduct:

- **Jeopardizing** a student's ability to learn.
- Communicating with students using personal private **social media accounts**
- Allowing a student to ride in or drive the **employee's personal vehicle**
- Assist, encourage or engage with student in the use of **drugs and alcohol**
- Arrange **meetings with students** outside school or school activities
- Be mindful of circumstance that may be considered as **intimate, grooming, or harassing in nature** .

"EMPLOYEE CONDUCT POLICY: Any employee who possesses knowledge or evidence of possible violations of this policy must immediately make a report to their building administrator/department head or a Human Resources."



HELLO
I AM...

NEW!
TO HCPS





**SICK
LEAVE**



**PERSONAL
LEAVE**

Personal Leave versus Annual Leave
Personal leave and Sick leave versus PTO

Employee Personal Leave (Policy P4-08-009)

- Use for time off or absences for **Personal reasons only**
- Request through your supervisor at least 3 days **in advance** of the proposed absence.
- Cannot be used without approval from your supervisor at least 5 work days before the proposed absence if:
 - On the first/last contractual workday and a workdate that follows a vacation or holiday
 - On the opening/closing day of a school session
 - In the absence of an approved substitute



Employee Sick Leave

(Policy P4-08-001)

- Sick leave is **upfronted**
- Full-time employees employed with a standard contract for teachers shall be entitled to 10 sick days annually.
- An employee may use sick leave for the **employee's medical leave** and **personal illness**
- Sick leave may be used for the birth of a child for a maternity period and for the duration of approved FMLA.
- An employee should notify their principal or supervisor of an **anticipated absence** as far in advance as possible.
- For absences of **three or more consecutive days**, employees must complete a Request for Medical Leave of Absence. A doctor's certification may be required upon returning to work.



Using Sick Leave



Teacher Evaluation

- Required yearly evaluation for all employees
- Includes regular observations
- [Probationary timeline](#)
- Collaborative supports and feedback



Probationary Teachers Years 1, 2 and 3

Task (Tasks with an (*) are completed and submitted by the teacher)	Due Date / Suggested New Due Date
Performance Standards, AUP, and Testing Agreement *	September 1
Goal Setting Form*	September 15
Goal Setting Conference	September 30
One Formal Observation Cycle and One Informal Observation	December 15
Mid-Year Progress Monitoring Update Form*	December 15
Mid-Year Progress Summary Conference	January 15
One Additional Formal Observation and Two Additional Informal Observations	April 1
End-of-Year Progress Monitoring Update Form*	May 15
End-of-Year Evaluation	June 15 (or prior to the end of the respective employee school year work calendar)



Henrico County Public Schools



Licensure

- If you don't currently hold a teaching license:
 - A complete Licensure Application Packet is due to the Licensure Office by the 45th day of your contract.
 - Once license is issued, instructions will be provided on how to access your licensure documents within the VDOE's eGov portal
- If you hold a Provisional License:
 - Keep the Licensure Office updated on your provisional license requirements
- If you hold a Renewable License:
 - Use PowerSchool Professional Learning to submit outside recertification points

Connect with the Licensure Team:

licensure@henrico.k12.va.us

[Teacher Education & Licensure Website](#)



CONTRACT ADDENDUM FOR CLASSROOM TEACHERS

Please review your employee contract.

The addendum located on page 3 of your employee contract has been provided to clarify several important items:

- Expectations related to standard work hours and responsibilities
- Expectations regarding professional learning/training and your associated responsibilities
- Expectations related to “Other Duties as Assigned”
- Additional compensation for duties beyond the primary contract

CONTRACT ADDENDUM FOR CLASSROOM TEACHERS

The following provisions are incorporated into the Contract with Professional Personnel as part of the contractual agreement with Employee and have the same effect as the covenants of the contract.

1. Work Hours and Responsibilities

- The workday begins at the time specified by the administrator in accordance with the school schedule and the terms of the employee's contract.
- Employee is paid based on working a minimum of eight hours per day. Of those eight hours, employee must work a minimum of seven- and one-half hours at their work location, unless otherwise designated by the school division calendar or their supervisor.
- The workday includes the instructional day, planning time as described below, as well as regularly assigned duties and responsibilities outside the instructional day, such as Department, Faculty, and PLC meetings. Employee shall assume such responsibilities before and after the regular school day as assigned by the administrator and as required by the role.
- As a salaried, exempt staff member, Employee is paid a fixed salary, regardless of the number of hours worked, and is not entitled to overtime pay.
- Teachers are provided planning time in accordance with School Board Policy P4-05-012 and 8VAC20-132-230 (H) of the Administrative Code of Virginia.
- In the event of school closures due to inclement weather or other emergencies, asynchronous or synchronous instruction delivered in place of in-person instructional days will count toward the required instructional days. Any additional missed paid instructional days due to inclement weather or emergency conditions may be made up at the superintendent's discretion by adjusting the school and work calendars. HCPS will make all reasonable efforts to offset such closures using banked instructional hours.

2. Professional Learning/Training

- The School Board requires instructionally focused essential professional learning activities each year as determined by the School Division. Professional learning requirements will be based on the Employee's role. Failure to meet this requirement will be reflected in the teacher's summative evaluation and may result in disciplinary action. Optional activities may occur year-round and may, with approval, be completed outside of contract dates in lieu of a contractual workday.
- Every school year, Employee is required to complete compliance and other training based on their job title.

3. Other Duties as Assigned

Employee is required to attend all programs and administrative meetings or hearings and perform other duties as assigned as a part of primary contractual duties. Examples include:

- ◆ department, faculty, and PLC meetings
- ◆ IEP or 504 meetings
- ◆ parent conferences
- ◆ bus duty
- ◆ hallway and restroom monitoring between classes
- ◆ administration of state and other required assessments

4. Compensation for Duties Beyond the Primary Contract

Employee may earn additional compensation beyond the primary contract for performing duties such as:

- ◆ providing class coverage or duty (due to loss of planning time at the secondary level), in accordance with HCPS policy
- ◆ supervising study hall (if supervising during planning time)
- ◆ tutoring
- ◆ working Saturday School
- ◆ weapon scanning
- ◆ performing student activities duties (e.g., ticket sales after hours)

Other Reminders



Safe Schools

- Mandatory Compliance Training Modules
- Due by September 30, 2026
- Additional Resources



Mandated Reporters

All Henrico County Employees are Mandated Reporters per the Code of Virginia.

You have a legal responsibility to immediately report any suspected abuse or neglect.

See Something, Say Something!

[Mandated Reporters](#)





Notice of Nondiscrimination

The Henrico County School Board is committed to nondiscrimination with the regard to federally protected classes. This commitment prevails in all of our policies and practices concerning staff, students, educational programs and services.

Division Compliance Officer

Phone: (804)652-3832

Fax: (804) 652-3933

complianceoffice@henrico.k12.va.us



The screenshot shows the footer of the Henrico County Public Schools website. On the left, there is the HCPS logo with the tagline 'The right to achieve. The support to succeed.' Below it, the 'Find Us' section provides the address: Henrico County Public Schools, 3620 Nine Mile Road, Henrico, Virginia 23223, and the phone number 804-652-3600. The 'Interpretive Service' section lists the number 804-212-3845. In the center, a yellow arrow points to a list of links: Freedom of Information Act, Disclaimer/Privacy Policy, Notice of Nondiscrimination, Website Accessibility, Report Fraud, Waste or Abuse, Website Related Issues, Required Notifications, and County of Henrico. On the right, the 'Stay Connected' section includes buttons for 'Download on the App Store' and 'GET IT ON Google Play', along with an X logo. A QR code is located to the right of the website screenshot. At the bottom center, the copyright notice reads: Copyright © 2024 Henrico County Public Schools. All rights reserved. Powered By Thrillshare.

HCPS
The right to achieve.
The support to succeed.

Find Us

Henrico County Public Schools
3620 Nine Mile Road
Henrico, Virginia 23223
Phone: 804-652-3600

Interpretive Service

804-212-3845

Freedom of Information Act
Disclaimer/Privacy Policy
Notice of Nondiscrimination
Website Accessibility

Report Fraud, Waste or Abuse
Website Related Issues
Required Notifications
County of Henrico

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X

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Parking Lot Questions During the Meeting

Welcome to 2026-27 SY new employee informational meeting! We're thrilled to have you join our team and are excited to get started on this journey together. As we go through today's presentation, please feel free to use the QR code to ask any questions you might have. We're here to support you and ensure you have all the information you need to thrive in your new roles.

Once again, welcome aboard, and let's make this an incredible start to your journey with us!

...

Please ask your question by typing it in the box below.



Paragraph



Long answer text



Required



HR is available with resources

