

# ON THE LEVEL



## CALL FCFT FIRST

FCFT hopes that you are feeling positive about your class this school year. Unfortunately, anything can happen when you are dealing with students.

Accidents can occur unexpectedly. You need to document anything that happens that could affect you negatively. Write down all information about any incidents that occur with students. Do so while the incident is fresh in your mind. Be particularly careful with unruly students. Stay calm. We suggest that you keep a log regarding interactions with problem students.

If you think you are going to be investigated, call us first. Don't say anything that may incriminate you when you think that you may be disciplined. Don't talk with other teachers. Be circumspect in what you say to anyone.

If you are called into a disciplinary meeting with FCPS administrators, ask to have your union representative with you. You have the right to bring in an FCFT Labor-Relations Specialist.

If you are asked to meet with Child Protective Services (CPS) or law enforcement, contact FCFT as soon as possible.

### SPECIAL POINT

Remember to call FCFT to change your address and telephone number if you move to another home.

### INSIDE THIS ISSUE:

- Call us if you need help with a school situation. 1
- Keep all information about your position. 1
- Keep your records at home in a safe place. 1
- Remember to vote on November 7th. 2
- Be careful when using Personal Leave. 2
- Don't walk on the train tracks. Stay Safe! 2



## KEEP GOOD RECORDS

Be sure to keep accurate employment and licensure records. You need to keep a folder at home with personal information that pertains to your employment. Anything left in your classroom may be viewed by administration and others. Employment records are confidential and should be maintained safely. If you receive written documents from the school system, keep them at home. Our office has occasionally seen inaccuracies appear when a member is ready to retire. You never know when a record could affect you adversely.



# KNOW THE VOTING LAWS

Virginia will have an election on Tuesday, November 7, 2017. If you are new to the state, you can pick up a Virginia Voter Registration form at public libraries, the DMV offices, or District Governmental Centers. October 16th is the Voter Registration deadline. If you have changed your address in the last year, you also need to notify in writing that you have a new address. If you go to the Fairfax County Main page, scroll down to “Voting” and you will find all the information that you need.



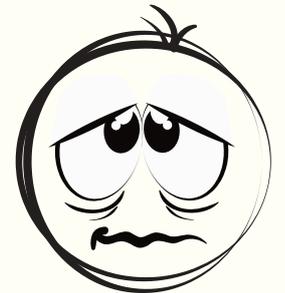
This year Virginians will vote for Governor, Lieutenant Governor, Attorney General, and Members of the House of Delegates. Voters will also vote on Public School Bonds.

***Don't forget to vote on November 7th. Make your voice heard.***

# PERSONAL & SICK LEAVE

You may use sick leave for personal illness or injury, doctors' appointments, and for the care of immediate family members as defined by FMLA and FCPS. Each year teachers and IA's are given 12 days of sick leave, 5 of which may be used as personal leave days. (Personal leave not used in one contract year or work year carries over to the next year of sick leave.)

Personal leave can be denied by your administrator if it is disruptive to the educational program. Since personal leave can be denied, FCFT recommends that you use it judiciously. FCFT recommends you notify your administrator early if you need days around a holiday.



# STAY OFF THE TRAIN TRACKS

The Fairfax County Police Department has issued a warning to everyone to stay off the train tracks. You might remember that a Burke teenager was killed last year when she could not get off the tracks in time. Sometimes teenagers think it is fun to take a picture of themselves on the tracks, but it is so dangerous. As teachers, we might remind our students to stay off the tracks. The police say that newer trains don't make as much noise as older ones, so it is possible that someone might not hear an approaching train. The police remind us that nearly 1,000 Americans were killed in accidents on train tracks last year. That is too many lost Americans.

