

ESSEX COUNTY PUBLIC SCHOOLS



EMPLOYEE HANDBOOK

2017-2018

The Essex County Public Schools Employee Handbook provides a quick reference to assist employees in understanding School Board personnel policies, regulations, procedures, and benefits for all employees within the school division. When further details about policy and procedural matters are needed, an employee should consult his/her immediate supervisor or refer to the Essex County School Board's Policy Manual. The Policy Manual may be accessed from the school division's homepage at <http://www.essex.k12.va> under the "School Board" link. In the event of any conflict between this handbook and the School Board's Policy Manual, the Policy Manual will prevail. Because the School Board and the administration are committed to constantly reviewing all policies and benefits, information presented in this handbook may be adjusted or modified from time to time. It is the responsibility of the employee to review the handbook annually for any updates and revisions.

Any policies, regulations, guidelines, and procedures incorporated in this Employee Handbook supersede and replace all earlier policies, regulations, guidelines and procedures.

The Essex County School Board does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities or employment and provides equal access to the Boy Scouts and other designated youth groups. The following people have been designated to handle questions regarding complaints for discrimination and/or harassment: Director of Human Resources and/or the Executive Director of Student Service, and may be contacted at 109 Cross Street, Tappahannock, VA 22560 or by calling 804-443-4366.

August 1, 2017



SCHOOL BOARD

Denise Hammond, Board Chair
Jacob Plummer, Vice Board Chair

Keren Ellis

Larry Lenz

Raymond Whitaker

Sharon Saunders, Clerk

Dr. A. Scott Burckbuchler, Deputy Clerk

Dr. Scott A. Burckbuchler, Superintendent (804) 443-4366

SCHOOLS

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Angela Gross, Principal

(804) 443-5301

Tappahannock Elementary School

Fontella Calhoun, Assistant Principal

(804) 443-5301

Essex Intermediate School

Heather Gentry, Principal

(804) 443-3040

Essex Intermediate School

Jesse Ault, Assistant Principal

(804) 443-3040

Essex High School

Kimberly Parks, Principal

(804) 443-4301

Essex High School

Princess Blanding, Assistant Principal

(804) 443-4301

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Instruction

Dr. Lori Harper, Assistant Superintendent

(804) 443-4366

ITRT

Jason Bellows

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Nurse Administrator

Carrol Balderson

(804) 443-4081

Section 504 Coordinator

Dr. Tara Roane, Director of Student Services

(804) 443-3959

Special Education

Dr. Tara Roane, Director of Student Services

(804) 443-3959

Special Education

Beverly Carter, Administrative Assistant

(804) 443-3959

Special Education

Vacant, School Psychologist

(804) 443-3959

Gifted Education

Don Ashburn

No Direct Line

Staff Development

Dr. Lori Harper, Assistant Superintendent

(804) 443-4366

State Testing Program

Shaneak Cockrell

(804) 443-1687

Student Information Systems

Matt Ponish/Shaneak Cockrell

(804) 443-4366

Technology

Jon Barnes, Director of Technology

(804) 445-9521

Title I, Consolidated Programs

Dr. Lori Harper, Assistant Superintendent

(804) 443-4366

Compliance Officer (Discrimination/Harassment)

Christina Beasley, Human Resources Director

(804) 443-3266

Vocational Education

Brenda Anderson-Diggs, Coordinator

(804) 443-4301

OPERATIONS & SUPPORT SERVICES

Accounting/Purchasing/Budget

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(804) 443-4590

Executive Assistant to Superintendent

Sharon Saunders

(804) 443-4366

Maintenance

Brad Hall, Director

(804) 443-2460

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Mary Coggin, Payroll Specialist

(804) 443-4427

Personnel Recruiting/Professional Licensure

Christina Beasley, Human Resources Director

(804) 443-3266

Publications/Public Relations

Dr. Scott A. Burckbuchler, Superintendent

(804) 443-4366

Transportation

Ronnie Fones, Director

(804) 443-2500

Child Nutrition

Amy Heaton, Manager

(804) 443-4367

2017-2018 EMPLOYEE HANDBOOK

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IMPORTANT NOTE—

Information contained in this handbook is subject to change as the ECPS School Board makes changes to policy and procedures. The ECPS Policy Manual is the final authority. You may access the ECPS Policy Manual at www.essex.k12.va.us under the “School Board” link.

SUPERINTENDENT'S MESSAGE

Employees of Essex County Public Schools:

It is my distinct pleasure to serve as Division Superintendent for Essex County Public Schools where we are building **Pathways to Excellence**, and serving the individual needs of our students. Our Vision is bold but achievable:

In partnership with our students, faculty, staff, parents, and the community, Essex County Public Schools is committed to creating *Pathways to Excellence* by promoting a positive, student-focused culture striving for continuous improvement that meets the academic, athletic, artistic, and career-occupational needs of all our students by guiding, inspiring, celebrating, and teaching our students as we equip them to meet the challenges of a global society.

Please join me in helping us realize progress towards our Vision by *ensuring the progress of our students, helping our students graduate, teaching our students to be productive in the 21st century; and, partnering with the community.*

This handbook has a great deal of information that is of value to you as a team member. It is your professional responsibility to become familiar with its contents and seek clarification as needed. We appreciate your cooperation in this matter and if you have any suggestion for future versions, please let us know.

Thank you for all you do for our students, parents, and the community. It is because of your commitment and hard work that I am confident that the best days of Essex County Public Schools are ahead of us.

Sincerely,

Scott A. Burckbuchler

Scott A. Burckbuchler
Division Superintendent



MISSION

Essex County Public Schools exists to serve the individual educational needs of our students.

VISION

In partnership with our students, faculty, staff, parents, and the community, Essex County Public Schools is committed to creating *Pathways to Excellence* by promoting a position, student-focused culture striving for continuous improvement that meets the academic, athletic, artistic, and career-occupational needs of all our students by guiding, inspiring, celebrating, and teaching our students as we equip them to meet the challenges of a global society.

MOTTO

Pathways to Excellence

GOALS

1. We will partner with the community...

To do so, we will work in partnership with parents, students and the community in the shared responsibility of providing excellent education and growth opportunities for each student. We will actively seek creative partnerships within the community to ensure all students are inspired, engaged, and demonstrate continued improvement.

2. We will teach our students to be productive in the 21st century...

To do so, we will continue to integrate technology as a natural part of classroom instruction and learning. To develop improved media literacy skills, students will access and critique information.

3. We will ensure the progress of our students...

To do so, we will create a positive, safe environment that is conducive to learning, which strives to educate all students to be literate problem solvers; reflective thinkers; and self-directed, healthy productive citizens. We recognize that all students have unique needs and we commit ourselves to serving them. We will have high expectations, combined with the necessary support for all students, faculty and staff.

4. We will help our students graduate...

To do so, we will know where all of our students are in their progress toward graduation, and provide resources, supports, and opportunities to ensure they graduate.

ESSEX COUNTY PUBLIC SCHOOLS

REQUIRED NOTIFICATIONS TO ALL EMPLOYEES

EQUAL EMPLOYMENT OPPORTUNITY/NONDISCRIMINATION **(ECPS Policy GB)**

I. Policy Statement

The Essex County School Board is an equal opportunity employer, committed to nondiscrimination in recruitment, selection, hiring, pay, promotion, retention or other personnel actions affecting employees or candidates for employment. Therefore, discrimination in employment against any person on the basis of race, color, religion, national origin, ancestry, political affiliation, sex, gender, age, marital status, genetic information or disability is prohibited. Personnel decisions shall be based on merit and the ability to perform the essential functions of the job, with or without reasonable accommodation.

The Essex County School Board shall provide facilities, programs and activities that are accessible, usable and available to qualified disabled persons. Further, the Essex County School Board shall not discriminate against qualified disabled persons in the provision of health, welfare and other social services.

The statement, "Essex County School Board is an equal opportunity employer," shall be placed on all employment application forms.

II. Notice of Policy/Prevention

This policy shall be: (1) posted in prominent areas of each school division building, (2) included in employee handbooks and (3) provided to any employee or candidate for employment upon request. Training to prevent prohibited discrimination should be included in employee in-service training.

III. Complaint Procedure

A. File Report

Any person who believes he has not received equal employment opportunities should report the alleged discrimination to one of the Compliance Officers designated in this policy. The alleged discrimination should be reported as soon as possible, and the report generally should be made within fifteen (15) school days of the occurrence. Any employee who has knowledge of conduct which may constitute prohibited discrimination shall immediately report such conduct to one of the Compliance Officers designated in this policy.

The reporting party should use the form, Report of Discrimination, GB-F, to make complaints of discrimination. However, oral reports and other written reports will also be accepted. The complaint must be filed with one of the Compliance Officers designated in this policy. Any complaint that involves the Compliance Officer shall be reported to the superintendent.

The complaint and the identity of the complainant and the person or persons allegedly responsible for the discrimination will be disclosed only to the extent necessary to fully investigate the complaint and only when such disclosure is required or permitted by law. A complainant who wishes to remain anonymous will be advised that anonymity may limit the school division's ability to fully respond to the complaint.

B. Investigation

Upon receipt of a report of alleged discrimination, the Compliance Officer shall immediately authorize or undertake an investigation. The investigation may be conducted by school personnel or a third party designated by the school division. The investigation shall be completed as soon as practicable, which generally should be not later than 14 school days after receipt of the report by the Compliance Officer. Upon receiving the complaint, the Compliance Officer will acknowledge receipt of the complaint by giving written notice that the complaint has been received to both the complainant and the superintendent. If the Compliance Officer determines that more than 14 school days will be required to investigate the

complaint, the complainant and the Superintendent will be notified of the reason for the extended investigation and the date by which the investigation will be concluded.

The investigation may consist of personal interviews with the complainant, the person(s) alleged to have violated the policy and any others who may have knowledge of the alleged discrimination or the circumstances giving rise to the complaint. The investigation will consider witnesses and evidence from both the complainant and the person(s) responsible for the alleged discrimination. The investigation may also include the inspection of any documents or information deemed relevant by the investigator. The school division shall take necessary steps to protect the complainant and others pending the investigation.

Whether a particular action or incident constitutes a violation of this policy requires a case by case determination based on all of the facts and circumstances revealed by a complete and thorough investigation.

The Compliance Officer shall issue a written report to the superintendent upon completion of the investigation. If the complaint alleges the superintendent has violated this policy, then the report shall be sent to the School Board. The report shall include a determination of whether the allegations are substantiated, whether this policy was violated and recommendations for corrective action, if any.

All employees shall cooperate with any investigation of alleged discrimination conducted under this policy or by an appropriate state or federal agency.

C. Action by Superintendent

Within 5 school days of receiving the Compliance Officer's report, the superintendent or designee shall issue a written decision regarding (1) whether this policy was violated and (2) what action, if any, should be taken.

If the complaint alleges that the superintendent has violated this policy, the School Board's standing Equal Employment Opportunity/Nondiscrimination Committee shall make the decision and determine what action should be taken. If the School Board does not have such a standing committee, at its next scheduled meeting it shall appoint a committee consisting of three of its members to handle the matter. The committee shall issue a written decision within 14 calendar days of the time the School Board receives the Compliance Officer's report or the time a committee is appointed, if there is no standing committee. The written decision shall state (1) whether this policy was violated and (2) what action, if any, should be taken.

The written decision must be mailed to or personally delivered to the complainant within 5 calendar days of the issuance of the decision. If the superintendent or committee concludes that prohibited discrimination occurred, the Essex County School Division shall take prompt, appropriate action to address and remedy the violation as well as prevent any recurrence. Such action may include discipline up to and including dismissal.

D. Appeal

If the superintendent or committee determines that no prohibited discrimination occurred, the person who was allegedly subjected to discrimination may appeal this finding to the School Board within 5 school days of receiving the decision. Notice of appeal must be filed with the superintendent, or with a member of the committee which issued the written decision, who shall forward the record to the School Board. The School Board shall make a decision within 30 calendar days of receiving the record. The School Board may ask for oral or written argument from the aggrieved party and the superintendent, or the committee, whichever issued the written decision, and any other individual the School Board deems relevant. Written notice of the School Board's decision will be given to the complainant.

Employees may choose to pursue their complaints arising under this policy through the relevant employee grievance procedure instead of the complaint procedure in this policy.

E. Compliance Officer and Alternate Compliance Officer

The Essex County School Board has designated the

Director of Human Resources
P. O. Box 756, Tappahannock, VA 22560
804-443-4366 or 804-443-3266

as the Compliance Officer responsible for identifying, investigating, preventing and remedying prohibited discrimination. Complaints of discrimination may also be made to the Alternate Compliance Officer

Executive Director of Student Services
P. O. Box 756, Tappahannock, VA 22560
804-443-4366 or 804-443-3469

The Compliance Officer shall

- receive reports or complaints of discrimination;
- conduct or oversee the investigation of any alleged discrimination;
- assess the training needs of the school division in connection with this policy;
- arrange necessary training to achieve compliance with this policy; and
- ensure that any discrimination investigation is conducted by an impartial investigator who is trained in the requirements of equal employment opportunity, and has the authority to protect the alleged victim and others during the investigation.

IV. Retaliation

Retaliation against employees who report discrimination or participate in the related proceedings is prohibited. The school division shall take appropriate action against any employee who retaliates against another employee or candidate for employment who reports alleged discrimination or participates in related proceedings. The Compliance Officer will inform persons who make complaints, who are the subject of complaints, and who participate in investigations of how to report any subsequent problems.

V. Right to Alternative Complaint Procedure

Nothing in this policy shall deny the right of any individual to pursue other avenues of recourse to address concerns relating to prohibited discrimination including initiating civil action, filing a complaint with outside agencies or seeking redress under state or federal law.

VI. Prevention and Notice of Policy

Training to prevent discrimination should be included in employee orientations and in-service training.

This policy shall be (1) displayed in prominent areas of each division building in a location accessible to school personnel, and (2) included in employee handbooks. All employees shall be notified annually of the names and contact information of the Compliance Officers.

VII. False Charges

Employees who knowingly make false charges of discrimination shall be subject to disciplinary action.

Adopted: December 10, 2012

Revised: December 9, 2013

*Report of Discrimination Form may be found under the Forms section of this handbook
or accessed through the school division website.*

PROHIBITION AGAINST HARASSMENT AND RETALIATION

(ECPS Policy GBA/JFHA)

I. Policy Statement

The Essex County School Board is committed to maintaining an educational environment and workplace that is free from harassment. In accordance with law, the Board prohibits harassment against students, employees, or others on the basis of sex, gender, race, color, national origin, disability, religion, ancestry, age, marital status, genetic information or any other characteristic protected by law or based on a belief that such characteristic exists at school or any school sponsored activity. The Essex County School Board is an equal opportunity employer.

It is a violation of this policy for any student or school personnel to harass a student or school personnel based on sex, gender, race, color, national origin, disability, religion, ancestry, age, marital status, genetic information or any other characteristic protected by law or based on a belief that such characteristic exists at school or any school sponsored activity. Further, it is a violation of this policy for any school personnel to tolerate harassment based on a student's or employee's sex, gender, race, color, national origin, disability, religion, ancestry, age, marital status or genetic information or any other characteristic protected by law or based on a belief that such characteristic exists at school or any school sponsored activity, by students, school personnel or third parties participating in, observing or otherwise engaged in school sponsored activities.

For the purpose of this policy, school personnel includes school board members, school employees, agents, volunteers, contractors or other persons subject to the supervision and control of the School Division.

The school division shall: (1) promptly investigate all complaints, written or verbal, of harassment based on sex, gender, race, color, national origin, disability, religion, ancestry, age, marital status, genetic information or any other characteristic protected by law or based on a belief that such characteristic exists at school or any school sponsored activity; (2) promptly take appropriate action to stop any harassment and (3) take appropriate action against any student or school personnel who violates this policy and take any other action reasonably calculated to end and prevent further harassment of school personnel or students.

II. Definitions

A. Harassment Based on Sex.

Harassment based on sex consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication, which may include use of cell phones or the internet, of a sexual nature when

- submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment or education;
- submission to or rejection of the conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
- that conduct or communication substantially or unreasonably interferes with an individual's employment or education, or creates an intimidating, hostile or offensive employment or educational environment (i.e. the conduct is sufficiently serious to limit a student's or employee's ability to participate in or benefit from the educational program or work environment).

Examples of conduct which may constitute harassment based on sex if it meets the immediately preceding definition include:

- unwelcome sexual physical contact
- unwelcome ongoing or repeated sexual flirtation or propositions, or remarks
- sexual slurs, leering, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions
- graphic comments about an individual's body
- sexual jokes, notes, stories, drawings, gestures or pictures
- spreading sexual rumors
- touching an individual's body or clothes in a sexual way
- displaying sexual objects, pictures, cartoons or posters
- impeding or blocking movement in a sexually intimidating manner
- sexual violence
- display of written materials, pictures, or electronic images
- unwelcome acts of verbal, nonverbal, written, graphic, or physical conduct based on sex or sex stereotyping

B. Harassment Based on Race, National Origin, Disability or Religion

Harassment based on race, national origin, disability or religion consists of physical or verbal conduct, which may include use of cell phones or the internet, relating to an individual's race, national origin, disability or religion when the conduct

- creates an intimidating, hostile or offensive working or educational environment;
- substantially or unreasonably interferes with an individual's work or education; or
- otherwise is sufficiently serious to limit an individual's employment opportunities or to limit a student's ability to participate in or benefit from the education program.

Examples of conduct which may constitute harassment based on race, national origin, disability or religion if it meets the immediately preceding definition include:

- graffiti containing racially offensive language
- name calling, jokes or rumors
- physical acts of aggression against a person or his property because of that person's race, national origin, disability or religion
- hostile acts which are based on another's race, national origin, religion or disability
- written or graphic material which is posted or circulated and which intimidates or threatens individuals based on their race, national origin, disability or religion

C. Additional Prohibited Behavior

Behavior that is not unlawful or does not rise to the level of illegal harassment or retaliation may nevertheless be unacceptable for the educational environment or the workplace. Demeaning or otherwise harmful actions are prohibited, particularly if directed at personal characteristics including, but not limited to, socioeconomic level, sexual orientation, or perceived sexual orientation.

III. Complaint Procedure

A. Formal Procedure

1. File Report

Any student or school personnel who believes he or she has been the victim of harassment based on sex, gender, race, color, national origin, disability, religion, ancestry, age, marital status, or genetic information or any other characteristic protected by law or based on a belief that such characteristic exists by a student, school personnel or a third party should report the alleged harassment to one of the Compliance Officers designated in this policy or to any school personnel. The alleged harassment should be reported as soon as possible, and the report generally should be made within fifteen (15) school days of the occurrence. Further, any student who has knowledge of conduct which may constitute prohibited harassment should report such conduct to one of the Compliance Officers designated in this policy or to any school personnel. Any school personnel who has notice that a student or other school personnel may have been a victim of prohibited harassment shall immediately report the alleged harassment to one of the Compliance Officers designated in this policy.

The reporting party should use the form, Report of Harassment, GBA-F/JFHA-F, to make complaints of harassment. However, oral reports and other written reports shall also be accepted. The complaint should be filed with either the building principal or one of the Compliance Officers designated in this policy. The principal shall immediately forward any report of alleged prohibited harassment to the Compliance Officer. Any complaint that involves the Compliance Officer or principal shall be reported to the superintendent.

The complaint, and identity of the complainant and alleged harasser, will be disclosed only to the extent necessary to fully investigate the complaint and only when such disclosure is required or permitted by law. Additionally, a complainant who wishes to remain anonymous shall be advised that such confidentiality may limit the School Division's ability to fully respond to the complaint.

2. Investigation

Upon receipt of a report of alleged prohibited harassment, the Compliance Officer shall immediately authorize or undertake an investigation. The investigation may be conducted by school personnel or a third party designated by the school division. The investigation shall be completed as soon as practicable, which generally should be not later than 14 school days after receipt of the report by the Compliance Officer. Upon receiving the complaint, the Compliance Officer shall acknowledge receipt of the complaint by giving written notice that the complaint has been received to both the person complaining of harassment and the person accused of harassment. Also upon receiving the complaint, the Compliance Officer shall determine whether interim measures should be taken pending the outcome of the investigation. Such interim measures may include, but are not limited to, separating the alleged harasser and the complainant and, in cases involving potential criminal conduct, determining whether law enforcement officials should be notified. If the Compliance Officer determines that more than 14 school days will be required to investigate the complaint, the complainant and the accused shall be notified of the reason for the extended investigation and of the date by which the investigation will be concluded. If the alleged harassment may also constitute child abuse, then it must be reported to the Department of Social Service in accordance with Policy JHG, Child Abuse and Neglect Reporting.

The investigation may consist of personal interviews with the complainant, the alleged harasser, and any others who may have knowledge of the alleged harassment or the circumstances giving rise to the complaint. The investigation will consider witnesses and evidence from both the alleged harasser and the person allegedly harassed. The investigation may also consist of the inspection of any other documents or information deemed relevant by the investigator. The school division shall take necessary steps to protect the complainant and others pending the completion of the investigation.

In determining whether alleged conduct constitutes a violation of this policy, the division shall consider, at a minimum: (1) the surrounding circumstances; (2) the nature of the behavior; (3) past incidents or past or continuing patterns of behavior; (4) the relationship between the parties; (5) how often the conduct occurred; (6) the identity of the alleged perpetrator in relation to the alleged victim (i.e. whether the alleged perpetrator was in a position of power over the alleged victim); (7) the location of the alleged harassment; (8) the ages of the parties and (9) the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a case by case determination based on all of the facts and circumstances revealed after a complete and thorough investigation.

The Compliance Officer shall issue a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, then the report shall be sent to the School Board. The report shall include a determination of whether the allegations are substantiated, whether this policy was violated and recommendations for corrective action, if any.

All employees shall cooperate with any investigation of alleged harassment conducted under this policy or by an appropriate state or federal agency.

3. Action by Superintendent

Within 5 school days of receiving the Compliance Officer's report, the superintendent or designee shall issue a decision regarding whether this policy was violated. This decision must be provided in writing to the complainant and the alleged perpetrator. If the Superintendent or designee determines that it is more likely than not that prohibited harassment occurred, the Essex County School Division shall take prompt, appropriate action to address and remedy the violation as well as prevent any recurrence. Such action may include discipline up to and including expulsion or discharge. Whether or not the Superintendent or designee determines that prohibited harassment

occurred, the Superintendent or designee may determine that school-wide or division-wide training be conducted or that the complainant receives counseling.

4. Appeal

If the superintendent or designee determines that no prohibited harassment occurred, the employee or student who was allegedly subjected to harassment may appeal this finding to the School Board within 5 school days of receiving the decision. Notice of appeal must be filed with the superintendent who shall forward the record to the School Board. The School Board shall make a decision within 30 calendar days of receiving the record. The School Board may ask for oral or written argument from the aggrieved party, the superintendent and any other individual the School Board deems relevant. Written notice of the School Board's decision will be given to both the alleged harasser and the person allegedly harassed.

If the Superintendent or designee determines that prohibited harassment occurred and discipline is imposed, the disciplined person may appeal the disciplinary sanction in the same manner as any other such sanction would be appealed.

Employees may choose to pursue their complaints under this policy through the relevant employee grievance procedure instead of the complaint procedure in this policy.

5. Compliance Officer and Alternate Compliance Officer

The Essex County School Board has designated

**Director of Human Resources
P. O. Box 756, Tappahannock, VA 22560
804-443-4366 or 804-443-3266**

as the Compliance Officer responsible for identifying, investigating, preventing and remedying prohibited harassment. Complaints of harassment may also be made to the Alternate Compliance Officer

**Executive Director of Student Services
P. O. Box 756, Tappahannock, VA 22560
804-443-4366 or 804-443-3469**

The Compliance Officer shall

- receive reports or complaints of harassment;
- conduct or oversee the investigation of any alleged harassment;
- assess the training needs of the school division in connection with this policy;
- arrange necessary training to achieve compliance with this policy; and
- ensure that any harassment investigation is conducted by an impartial investigator who is trained in the requirements of equal employment/education opportunity, and has the authority to protect the alleged victim and others during the investigation.

B. Informal Procedure

If the complainant and the person accused of harassment agree, the student's principal or designee may arrange for them to resolve the complaint informally with the help of a counselor, teacher, or administrator.

If the complainant and the person accused of harassment agree to resolve the complaint informally, they shall each be informed that they have the right to abandon the informal procedure at any time in favor of the initiation of the Formal Procedures set forth herein. The principal or designee shall notify the complainant and the person accused of harassment in writing when the complaint has been resolved. The written notice shall state whether prohibited harassment occurred.

IV. Retaliation

Retaliation against students or school personnel who report harassment or participate in any related proceedings is prohibited. The school division shall take appropriate action against students or school personnel who retaliate against any student or school personnel who reports alleged harassment or participates in related proceedings. The Compliance Officer will inform persons who make complaints, who are the subject of complaints, and who participate in investigations, of how to report any subsequent problems.

V. Right to Alternative Complaint Procedure

Nothing in this policy shall deny the right of any individual to pursue other avenues of recourse to address concerns relating to prohibited harassment including initiating civil action, filing a complaint with outside agencies or seeking redress under state or federal law.

VI. Prevention and Notice of Policy

Training to prevent harassment based on sex, gender, race, color, national origin, disability, religion, ancestry, age, marital status, and genetic information should be included in employee and student orientations as well as employee in-service training.

This policy shall be (1) displayed in prominent areas of each division building in a location accessible to students, parents and school personnel, (2) included in the student and employee handbooks; and (3) sent to parents of all students within 30 calendar days of the start of school. Further, all students, and their parents/guardians, and employees shall be notified annually of the names and contact information of the Compliance Officers.

VII. False Charges

Students or school personnel who knowingly make false charges of harassment shall be subject to disciplinary action as well as any civil or criminal legal proceedings.

Adopted: December 10, 2012

Revised: August 11, 2014

***Report of Harassment Form** may be found under the Forms section of this handbook
or accessed through the school division website.*

CHILD ABUSE AND NEGLECT REPORTING

(ECPS Policy JHG)

Reporting Requirement

Every employee of Essex County Public School Board who, in his professional or official capacity, has reason to suspect that a child is an abused or neglected child, in compliance with the Code of Virginia § 63.2-1509 et seq. shall immediately report the matter to

- the local department of social services where the child resides or where the abuse or neglect is believed to have occurred;
- to the Virginia Department of Social Services' toll-free child abuse and neglect hotline; or
- to the person in charge of the school or department, or his designee, who shall make the report forthwith to the local or state agency. The person making the report to the local or state agency must notify the person making the initial report when the report of suspected abuse or neglect is made to the local or state agency, and of the name of the individual receiving the report, and must forward any communication resulting from the report, including any information about any actions taken regarding the report, to the person who made the initial report.

Notice of Reporting Requirement

The School Board posts in each school a notice that

- any teacher or other person employed there who has reason to suspect that a child is an abused or neglected child, including any child who may be abandoned, is required to report such suspected cases of child abuse or neglect to local or state social services agencies or the person in charge of the relevant school or his designee; and
- all persons required to report cases of suspected child abuse or neglect are immune from civil or criminal liability or administrative penalty or sanction on account of such reports unless such person has acted in bad faith or with malicious purpose. The notice shall also include the Virginia Department of Social Services' toll-free child abuse and neglect hotline.

Complaints of Abuse and Neglect against School Personnel

The School Board and the local department of social services have adopted a written interagency agreement as a protocol for investigating child abuse and neglect reports, including reports of sexual abuse of a student. The interagency agreement is based on recommended procedures for conducting investigations developed by the Departments of Education and Social Services.

Adopted: July 19, 2012

Revised: May 11, 2015

SUICIDE PREVENTION

(ECPS Policy JHH)

Duties of Teachers and Administrative Staff

Any person licensed as administrative or instructional personnel by the Board of Education and employed by the Essex County School Board who, in the scope of his employment, has reason to believe, as a result of direct communication from a student, that such student is at imminent risk of suicide, shall, as soon as practicable, contact at least one of such student's parents to ask whether such parent is aware of the student's mental state and whether the parent wishes to obtain or has already obtained counseling for such student.

Contacting the Parent/Guardian

If the section below titled "Abuse or Neglect" does not apply, then the staff member shall call at least one of the student's parents/guardians. When contacting a parent/guardian, the staff member should:

1. Provide his/her name and position in the school;
2. Tell the parent/guardian that he has reason to believe, as a result of direct communication from the student, that the student is at imminent risk of suicide;
3. Assure the parent/guardian that the student is currently safe;
4. State the legal requirement for the call, citing Va. Code § 22.1-272.1;
5. Ask the parent/guardian whether he or she is aware of the student's mental state;
6. Ask the parent/guardian whether he or she wishes to obtain or has obtained mental counseling for the student;
7. Provide names of community counseling resources if appropriate and offer to facilitate the referral; and
8. Determine the parent's intent to seek appropriate services for the student.

Abuse or Neglect

If the student has indicated that the reason for being at imminent risk of suicide relates to parental abuse or neglect, contact shall not be made with the parent. Instead, the staff person shall, as soon as practicable, notify the local department of social services of the county or city wherein the child resides or wherein the abuse or neglect is believed to have occurred or the state Department of Social Services' toll-free child abuse and neglect hotline as required by Policy JHG/GAE Child Abuse and Neglect Reporting and Va. Code § 63.2-1509. When giving this notice to the local or state department, the person shall stress the need to take immediate action to protect the child from harm.

Inability to Reach Parent/Guardian

If the staff member is unable to make contact with the parent/guardian by the end of the school day, then he shall follow the school's crisis management plan.

Required Documentation

The staff member shall document the phone call to the parent/guardian by recording: (a) the time and date of the call; (b) the individual contacted; (c) the parent/guardian's response; and (d) anticipated follow-up.

Additional Concerns

If parental/guardian contact is made and, in the course of this contact, relevant issues of abuse or neglect are discovered (e.g., a parent acknowledges the child's suicidal intent but indicates no intent to act for the well-being of the child), the staff member shall report the abuse or neglect in accordance with policy JHG/GAE Child Abuse and Neglect Reporting.

Duty to Keep Student Safe and Secure

A student who is at imminent risk of suicide shall remain under adult supervision until a parent/guardian or other authorized individual accepts responsibility for the student's safety.

Adopted: April 9, 2012

Revised: April 3, 2017

FAMILY AND MEDICAL LEAVE (ECPS Policy GCBE)

Generally

The Essex County School Board recognizes its obligation to provide its eligible employees with unpaid leave pursuant to the Family and Medical Leave Act (FMLA), 29 U.S.C. § 2601 et seq. This policy describes the benefits available to eligible employees under the Act.

Definitions

Covered active duty: The term covered “active duty” means

- in the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country; and
- in the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty under a provision of law referred to in 10 U.S.C. § 101(a)(13)(B).

Covered servicemember: The term “covered servicemember” means

- a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or
- a veteran who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness and who was a member of the Armed Forces, including a member of the National Guard or Reserves, at any time during the period of 5 years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy.

Eligible employee: To be eligible for leave under this policy the employee must have at least twelve (12) months of service with the Essex County school division and have worked at least 1250 hours according to the Fair Labor Standards Act, 29 U.S.C. § 201 et seq., in the twelve (12) months preceding the commencement of the leave. Full-time teachers are deemed to meet the 1250 hour test.

Instructional employee: Employees whose principal function is to teach and instruct students in a class, a small group, or an individual setting such as teachers, athletic coaches, driving instructors, and special education assistants such as signers for the hearing impaired. The term does not include teacher assistants or aides who do not have as their principal function actual teaching or instructing, or auxiliary personnel such as counselors, psychologists, curriculum specialists, cafeteria workers, maintenance workers, bus drivers, or other primarily noninstructional employees.

Next of kin: The term “next of kin” used with respect to an individual, means the nearest blood relative of that individual other than the covered servicemember’s spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the covered servicemember by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered servicemember has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made, and there are multiple family members with the same level of relationship to the covered servicemember, all such family members shall be considered the covered servicemember’s next of kin and may take FMLA leave to provide care to the covered servicemember, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered servicemember’s only next of kin.

Outpatient status: The term “outpatient status,” with respect to a covered servicemember, means the status of a member of the Armed Forces assigned to

- A. a military medical treatment facility as an outpatient; or
- B. a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients.

Serious health condition: A serious health condition is an illness, injury, impairment or condition that involves inpatient care or continuing treatment by a health care provider.

Serious injury or illness: The term “serious injury or illness,” in the case of

- a member of the Armed Forces, including a member of the National Guard or Reserves, means an injury or illness incurred by the member in line of duty on active duty in the Armed Forces (or existed before the beginning of the member’s active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that may render the member medically unfit to perform the duties of the member’s office, grade, rank, or rating; and
- a veteran who was a member of the Armed Forces, including a member of the National Guard or Reserves, at any time during a period described in 29 U.S.C. § 2611(15)(B), means a qualifying (as defined by the Secretary of Labor) injury or illness that was incurred by the member in line of duty on active duty in the Armed Forces (or existed before the beginning of the member’s active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that manifested itself before or after the member became a veteran.

Year: A rolling 12-month period measured backward from the date an employee uses an FMLA leave.

Leave

Any eligible employee is entitled to leave for a combined total of twelve (12) weeks per year for the following situations:

1. The birth and care of a newborn child;
2. The adoption or foster placement of a child;
3. To care for an employee's spouse, parent, or child with a serious health condition;
4. Because of a serious health condition that makes the employee unable to perform the essential functions of the employee’s job; and
5. Because of any qualifying exigency as defined in Department of Labor regulations, arising out of the fact that the spouse, or a son, daughter, or parent of the employee is on covered active duty (or has been notified of an impending call or order to covered active duty) in the Armed Forces.

However, an eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered servicemember is entitled to a total of 26 workweeks of leave per year to care for the servicemember. Leave under this paragraph is available only during a single year. During that year the employee is entitled to a combined total of 26 workweeks of leave under this policy.

To the extent that an employee is entitled to compensated leave under other Essex County school division policies, such paid leave shall be substituted for unpaid FMLA leave. Otherwise, family and medical leave is unpaid. When paid leave is available, the employee must satisfy any procedural requirements of the division’s paid leave policy.

Employees on FMLA leave must report their status and intention regarding returning to work to the school division at least every four weeks.

Notice to Employees of Their Rights under the FMLA

Posting and General Notice

The Essex County school division shall post, in conspicuous places, on the premises of the school division where notices to employees and applicants for employment are customarily posted, a notice explaining the FMLA’s provisions and providing information about the procedure for filing complaints with the Department of Labor. Attachment 1 may be used as the notice.

A copy of Attachment 1 will also be given to each employee by including it in the employee handbook or similar document or by distributing it to each new employee upon hiring.

Eligibility Notice

When an employee requests FMLA leave, or the division has knowledge that an employee's leave may be for an FMLA-qualifying reason, the division should notify the employee of the employee's eligibility to take FMLA leave within five business days. The Eligibility Notice should state whether the employee is eligible for FMLA leave. If the employee is not eligible for FMLA leave, the Notice must state at least one reason why the employee is not eligible (such as, for example, the number of months the employee has worked for the division.) This notification may be accomplished by providing the employee a copy of Attachment 4.

Notice of Rights and Responsibilities

The division will provide written notice detailing the specific expectations and obligations of the employee and explaining the consequences of the failure to meet those obligations each time the employee is given an Eligibility Notice. This Notice will include, as appropriate:

- that the leave may be designated and counted against the employee's annual FMLA leave entitlement and the 12-month period for FMLA entitlement;
- any requirements for the employee to furnish certification of a serious health condition, serious injury or illness, or qualifying exigency arising out of active duty or call to active duty status, and the consequences of failing to provide certification;
- that the division will substitute paid leave for unpaid leave and any conditions related to the substitution and the employee's right to take unpaid FMLA leave if the employee does not meet the conditions for paid leave;
- any requirement for the employee to make any premium payments to maintain health benefits and the arrangements for making such payments, and the possible consequences of failure to make such payments on a timely basis;
- the employee's rights to maintenance of benefits during the FMLA leave and restoration to the same or an equivalent job upon return from FMLA leave; and
- the employee's potential liability for payment of health insurance premiums paid by the employer during the employee's unpaid FMLA leave if the employee fails to return to work after FMLA leave.

The Notice of Rights and Responsibilities should be accompanied by any required certification form.

The Notice of Rights and Responsibilities will also include notice that employees on FMLA leave must report their status and intention regarding returning to work to the division at least every four weeks.

If the information provided by the Notice of Rights and Responsibilities changes, the division will, within five business days of receipt of the employee's first notice of need for leave subsequent to any change, provide written notice referencing the prior notice and setting forth any of the information in the Notice of Rights and Responsibilities that has changed.

Designation Notice

When the division has enough information to determine whether the leave is being taken for a FMLA-qualifying reason, the division should give the employee written notice whether the leave will be designated and will be counted as FMLA leave within five business days. If the division determines that the leave will not be designated as FMLA-qualifying, the division must inform the employee of that determination. The division will also notify the employee that paid leave must be substituted for unpaid FMLA leave or that paid leave taken under an existing leave plan be counted as FMLA leave at the time of designating the FMLA leave.

If the division will require the employee to present a fitness-for-duty certification to be restored to employment after taking leave for a continuous period of time, the division will provide notice of the requirement with the Designation Notice. If the division will require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the employee's position, the division must so indicate in the Designation Notice and must include a list of the essential functions of the employee's position.

If the division has reasonable safety concerns regarding the ability of an employee who is returning to work after intermittent or reduced leave schedule to perform his or her duties based on the serious health condition for which the employee took leave, it may require the employee to submit a fitness for duty certification unless one has been submitted within the past 30 days.

If the leave is not designated as FMLA leave because it does not meet the requirements of the FMLA, the notice to the employee that the leave is not designated as FMLA leave may be in the form of a simple written statement.

If the information provided by the division to the employee in the Designation Notice changes, the division will provide, within five business days of receipt of the employee's first notice of need for leave subsequent to any change, written notice of the change.

The division will notify the employee of the amount of leave counted against the employee's FMLA leave entitlement. If the amount of leave needed is known at the time the employer designates the leave as FMLA-qualifying, the division must notify the employee of the number of hours, days, or weeks that will be counted against the employee's FMLA leave entitlement in the Designation Notice. If it is not possible to provide the hours, days, or weeks that will be counted against the employee's FMLA leave entitlement, then the division must provide notice of the amount of leave counted against the employee's FMLA leave entitlement upon request by the employee but no more often than once in a 30-day period and only if leave was taken in that period.

The division's decision to designate leave as FMLA-qualifying will be based only on information received from the employee or the employee's spokesperson. If the division does not have sufficient information about the reason for an employee's use of leave, the division will inquire further of the employee or the spokesperson to ascertain whether leave is potentially FMLA-qualifying. Once the division has knowledge that the leave is being taken for a FMLA-qualifying reason, the division will provide the employee the notice described in this subsection.

An employee giving notice of the need for FMLA leave must explain the reasons for the needed leave so as to allow the division to determine whether the leave is FMLA-qualifying. If the employee fails to explain the reasons, leave may be denied.

Leave for the Birth, Adoption or Foster Placement of a Child

The employee's entitlement to leave for a birth, adoption or foster placement of a child expires at the end of the twelve month period beginning on the date of the birth, adoption or foster placement. Leave taken for the birth, adoption or foster placement of a child may be taken intermittently or on a reduced leave schedule if the superintendent agrees to such an arrangement.

If the necessity for leave for the birth, adoption or foster placement of a child is foreseeable based on an expected birth or placement, the employee shall provide the school division with not less than 30 days' notice, before the date the leave is to begin, of the employee's intention to take leave. If the date of the birth or placement requires leave to begin in less than 30 days, the employee shall provide such notice as is practicable. The employee's notice should be sufficient to make the division aware that the employee needs FMLA-qualifying leave and of the anticipated timing and duration of the leave.

Leave Because of a Serious Health Condition of Employee

Employees are entitled, when medically necessary, to take such leave on an intermittent or reduced leave schedule except as provided below.

If the necessity for leave is foreseeable based on planned medical treatment, the employee shall

- (1) make a reasonable effort to schedule the treatment so as not to disrupt unduly the operations of the division; and
- (2) provide the division with at least 30 days' notice, before the date the leave is to begin, of the employee's intention to take leave. If the date of the treatment requires leave to begin in less than 30 days, the employee shall provide such notice as is practicable.

The employee's notice should be sufficient to make the division aware that the employee needs FMLA-qualifying leave and of the anticipated timing and duration of the leave.

The School Board may require that a request for leave because of the employee's own serious health condition be supported by a certification issued by a health care provider of the employee. The division may use Form WH-380-E (Attachment 2) for this certification. The division should request that the employee furnish certification when the employee gives notice of the need for leave or within five business days thereafter, or, in the case of unforeseen leave, within five business days after the leave begins. The division may request certification at a later date if it later has reason to question the appropriateness of the leave or its duration. The employee must provide a complete and sufficient certification within 15 calendar days after the division's request.

When the division requests certification, it will advise the employee of the anticipated consequences of the employee's failure to provide adequate certification.

Certification will be sufficient if it states

- (1) the name, address, telephone number and fax number of the health care provider and the type of medical practice/specialization;
- (2) the approximate date on which the serious health condition commenced and its probable duration;
- (3) a statement or description of appropriate medical facts regarding the employee's health condition for which FMLA leave is requested. The medical facts must be sufficient to support the need for leave; and
- (4) information sufficient to establish that the employee is unable to perform the essential functions of his or her position, the nature of any other work restrictions, and the likely duration of such inability.

If an employee requests leave on an intermittent or reduced leave schedule for planned medical treatment of his or her serious health condition, the certification shall include information sufficient to establish the medical necessity for such intermittent or reduced schedule leave and an estimate of the dates on which such treatment is expected to be given and the duration of such treatment and any period of recovery.

If an employee requests leave on an intermittent or reduced leave schedule because of his or her own serious health condition that may result in unforeseeable episodes of incapacity, the certification shall include information sufficient to establish the medical necessity for the intermittent leave or leave on a reduced leave schedule, and an estimate of the frequency and duration of the episodes of incapacity.

If the employee submits a complete and sufficient certification signed by the health care provider, the division may not request additional information from the health care provider. However, the division may contact the health care provider for purposes of clarification and authentication of the medical certification. To make such contact, the division must use a health care provider, a human resources professional, a leave administrator, or a management official. The employee's direct supervisor may not contact the employee's health care provider.

If the school division doubts the validity of a certification, it may require, at its own expense, that the employee obtain the opinion of a second health care provider designated or approved by the school division concerning any information certified. The health care provider designated or approved by the school division may not be employed by the school division on a regular basis.

If the second opinion differs from the original certification, the school division may require, at its own expense, that the employee obtain the opinion of a third health care provider designated or approved jointly by the school division and the employee concerning information certified. The opinion of the third health care provider will be binding on both the school division and the employee.

Leave Because of a Serious Health Condition of a Child, Spouse, or Parent of Employee

Family and medical leave shall be provided when the employee is needed to care for his/her spouse, child or parent with a serious health condition, as defined above. Employees are entitled, when medically necessary, to take such leave on an intermittent or reduced leave schedule except as provided below.

If the necessity for leave is foreseeable based on planned medical treatment, the employee shall

- (1) make a reasonable effort to schedule the treatment so as not to disrupt unduly the operations of the division; and
- (2) provide the division with at least 30 days' notice, before the date the leave is to begin, of the employee's intention to take leave. If the date of the treatment requires leave to begin in less than 30 days, the employee shall provide such notice as is practicable.

The employee's notice should be sufficient to make the division aware that the employee needs FMLA-qualifying leave and the anticipated timing and duration of the leave.

The School Board may require that a request for leave to care for an employee's spouse, parent, or child with a serious health condition be supported by a certification issued by a health care provider of the family member in need of care. The division may use Form WH-380-F (Attachment 3) for this medical certification. The division should ask the employee to furnish

certification when the employee gives notice of the need for leave or within five business days thereafter, or, in the case of unforeseen leave, within five business days after the leave begins. The division may request certification at some later date if it has reason to question the appropriateness of the leave or its duration. The employee must provide the requested certification within 15 calendar days after the division's request. When the division requests certification, it will advise the employee of the anticipated consequences of the employee's failure to provide adequate certification.

Certification will be sufficient if it states

- (1) the name, address, telephone number, and fax number of the health care provider and type of medical practice/specialization;
- (2) the approximate date on which the serious health condition commenced and its probable duration;
- (3) a statement or description of appropriate medical facts regarding the patient's health condition for which FMLA leave is requested. The medical facts must be sufficient to support the need for leave; and
- (4) information sufficient to establish that the family member is in need of care and an estimate of the frequency and duration of the leave required to care for the family member.

If an employee requests leave on an intermittent or reduced leave schedule for planned medical treatment of a family member's serious health condition, the certification shall include information sufficient to establish the medical necessity for such intermittent or reduced schedule leave and an estimate of the dates and the duration of such treatments and any periods of recovery.

If an employee requests leave on an intermittent reduced leave schedule in order to care for a family member with a serious health condition, the certification shall include a statement that the employee's intermittent leave or leave on a reduced leave schedule is medically necessary for the care of the son, daughter, parent, or spouse who has a serious health condition, or will assist in their recovery, and the expected duration and schedule of the intermittent leave or reduced leave schedule.

If the employee submits a complete and sufficient certification signed by the health care provider, the division may not request additional information from the health care provider. However, the division may contact the health care provider for purposes of clarification and authentication of the medical certification. To make such contact, the division must use a health care provider, a human resources professional, a leave administrator, or a management official. The employee's direct supervisor may not contact the employee's health care provider.

If the school division doubts the validity of a certification, it may require, at its own expense, that the employee obtain the opinion of a second health care provider designated or approved by the school division concerning any information certified. The health care provider designated or approved by the school division may not be employed by the school division on a regular basis.

If the second opinion differs from the original certification, the school division may require, at its own expense, that the employee obtain the opinion of a third health care provider designated or approved jointly by the school division and the employee concerning information certified. The opinion of the third health care provider will be binding on both the school division and the employee.

Leave to Care for a Covered Servicemember

If the necessity for leave is foreseeable based on planned medical treatment for a serious injury or illness of a covered servicemember, the employee shall

- (1) make a reasonable effort to schedule the treatment so as not to disrupt unduly the operations of the division; and
- (2) provide the division with at least 30 days' notice, before the date the leave is to begin, of the employee's intention to take leave. If the date of the treatment requires leave to begin in less than 30 days, the employee shall provide such notice as is practicable.

The employee's notice should be sufficient to make the division aware that the employee needs FMLA-qualifying leave and the anticipated timing and duration of the leave.

The School Board may require that a request for leave to care for a covered servicemember with a serious injury or illness be supported by a certification issued by a health care provider of the covered serviceperson. The certification may be completed by any health care provider listed in 29 C.F.R. 825.310(a). The employee shall provide, in a timely manner, a copy of such certification to the school division.

Certification will be sufficient if it states

- (1) the name, address, and appropriate contact information (telephone number, fax number, and/or email address) of the health care provider, the type of medical practice, the medical specialty, and whether the health care provider is one of the following: a (DOD) health care provider, a United States Department of Veterans Affairs (VA) health care provider, a DOD TRICARE network authorized private health care provider, or a DOD non-network TRICARE authorized health care provider or a health care provider as defined in 29 C.F.R. 825.125;
- (2) whether the covered servicemember's injury or illness was incurred in the line of duty on active duty;
- (3) the approximate date on which the serious health condition or serious injury or illness commenced or was aggravated and its probable duration;
- (4) a statement or description of appropriate medical facts regarding the covered servicemember's health condition for which FMLA leave is requested. The medical facts must be sufficient to support the need for leave; and
- (5) information sufficient to establish that the covered servicemember is in need of care and whether the covered servicemember will need care for a single continuous period of time, including any time for treatment and recovery, and an estimate as to the beginning and ending dates for this period of time.

If an employee requests FMLA leave on an intermittent or reduced leave schedule for planned medical treatment appointments for the covered servicemember, the certification must state that there is a medical necessity for the covered servicemember to have such periodic care and must contain an estimate of the treatment schedule of such appointments.

If an employee requests FMLA leave on an intermittent or reduced schedule basis to care for a covered servicemember other than for planned medical treatment, the certification must contain a statement that there is a medical necessity for the covered servicemember to have such periodic care, and must contain an estimate of the frequency and duration of the periodic care.

In addition to the information listed above, the division may also request that the certification set forth the information on Form WH-385 (Attachment 7.)

In lieu of Form WH-385, the division will accept invitational travel orders (ITOs) or invitational travel authorizations (ITAs) issued to any family member to join an injured or ill servicemember at his or her bedside. An ITO or ITA is sufficient certification for the duration of time specified in the ITO or ITA. During that time period, the employee may take leave to care for the covered servicemember in a continuous block of time or on an intermittent basis.

The information on the certification must relate only to the serious injury or illness for which the current need for leave exists. The division may seek authentication or clarification of the certification, ITO, or ITA but may not seek second or third opinions. The division may require an employee to provide confirmation of covered family relationship to the seriously injured or ill servicemember.

The division will also accept as sufficient certification of the servicemember's serious injury or illness documentation indicating the servicemember's enrollment in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.

Leave Related to a Qualifying Exigency arising from Covered Active Duty or a Call to Covered Active Duty

If the necessity for leave because of a qualifying exigency arising from the fact that a family member is on covered active duty or has been notified of an impending call to covered active duty is foreseeable, the employee shall give such notice to the school division as is reasonable and practicable. The employee's notice should be sufficient to make the division aware that the employee needs FMLA-qualifying leave and the anticipated timing and duration of the leave.

The first time an employee requests leave because of a qualifying exigency arising out of the covered active duty or call to covered active duty status (or notification of an impending call or order to covered active duty) of a military member, the division may require the employee to provide a copy of the military member's active duty orders or other documentation issued by the military which indicates that the military member is on covered active duty or call to covered active duty status and the dates of the military member's covered active duty service. A copy of new active duty orders or other documentation issued by the military shall be provided to the division if the need for leave because of a qualifying exigency arises out of a different covered active duty or call to covered active duty status (or notification of an impending call or order to covered active duty) of the same or a different military member.

A request for leave because of a qualifying exigency must be supported by

- (1) a statement or description signed by the employee of appropriate facts regarding the qualifying exigency for which FMLA leave is requested. The facts must be sufficient to support the need for leave;
- (2) the approximate date on which the qualifying exigency commenced or will commence;
- (3) the beginning and ending dates of absence if the employee requests leave because of a qualifying exigency for a single, continuous period of time;
- (4) an estimate of the frequency and duration of the qualifying exigency if the employee requests leave because of a qualifying exigency on an intermittent or reduced schedule basis;
- (5) if the qualifying exigency involves meeting with a third party, appropriate contact information for the individual or entity with whom the employee is meeting and a brief description of the purpose of the meeting; and
- (6) if the qualifying exigency involves Rest and Recuperation leave, a copy of the military member's Rest and Recuperation orders, or other documentation issued by the military which indicates that the military member has been granted Rest and Recuperation leave, and the dates of the military member's Rest and Recuperation leave.

The division may use Form WH-384 (Attachment 6) for this certification.

Rules for Intermittent and Reduced Schedule Leave

When permitted by the FMLA, intermittent and reduced schedule leave may be used until the aggregate amount of such leave equals twelve weeks or 26 weeks if the leave is taken to care for a covered servicemember in the employee's rolling year. However, when the employee requests intermittent or reduced schedule leave that is foreseeable based on planned medical treatment the school division may temporarily transfer the employee to an available alternative position with equivalent pay and benefits that better accommodates the employee's intermittent or reduced schedule leave.

When an eligible employee employed principally in an instructional capacity requests leave to care for a family member with a serious health condition, leave because of the employee's own serious health condition, or leave to care for a covered servicemember and the leave is foreseeable based on planned medical treatment and the employee would be on leave for greater than 20 percent of the total number of working days in the period during which the leave would extend, the school division may require the employee to elect either

- (1) to take leave for periods of a particular duration, not to exceed the duration of the planned medical treatment; or
- (2) to transfer temporarily to an available alternative position offered by the school division for which the employee is qualified and that has equivalent pay and benefits and better accommodates recurring periods of leave than the employee's regular employment position.

The school division may require an employee to make such an election when the employee has

- (1) made a reasonable effort to schedule the treatment so as not to disrupt unduly the operations of the division, subject to the approval of the health care provider; and
- (2) has provided the division with not less than 30 days' notice before the date the leave is to begin, of the employee's intention to take leave, except that if the date of the treatment requires leave to begin in less than 30 days, the employee shall provide such notice as is practicable.

Rules for Husband and Wife Employed by Essex County School Division

A husband and wife who are both eligible for family and medical leave and are employed by Essex County school division shall be granted family and medical leave only for a combined total of twelve weeks per year when the leave is taken for the birth, foster placement, or adoption of a child or to care for the child after birth, adoption, or foster placement or to care for a parent with a serious health condition.

A husband and wife who are both eligible for family and medical leave and are employed by Essex County school division shall be granted family and medical leave only for a combined total of 26 workweeks per year if the leave

- (1) is taken to care for a covered servicemember; or
- (2) is taken as a combination of leave to care for a covered servicemember and leave for the birth, foster placement, or adoption of a child or to care for the child after birth, adoption, or foster placement or to care for a parent with a serious health condition. However, if the leave taken by the husband and wife includes leave for the birth, foster placement, or adoption of a child or to care for the child after birth, adoption, or foster placement or to care for a parent with a serious health condition, the leave for that reason shall be limited to 12 workweeks per year.

Benefits During Family and Medical Leave

Employees on family and medical leave shall receive the group health insurance plan coverage on the same conditions as coverage would have been provided if the employee had been working during the period of leave. Other benefits shall be provided according to Essex County school division policy for paid or unpaid leave, whichever applies.

If the employee fails to return to work when the period of leave to which he or she is entitled expires for any reason other than the continuation, recurrence, or onset of a serious health condition that entitles the employee to leave, or other circumstances beyond the employee's control, the school division may recover the premium it paid for maintaining the employee's coverage during the period of unpaid leave in accordance with federal law.

Return to Work

An employee on family and medical leave shall provide the division at least two work days' notice of the intent to return to work. The employee shall be returned to the same or equivalent position at the end of the family and medical leave unless the division shows that the employee would not otherwise have been employed at the time reinstatement is requested.

The following return to work provisions apply to instructional employees:

1. If an instructional employee begins family and medical leave more than five (5) weeks before the end of an academic term, the employee may be required to continue taking leave until the end of the term if the leave is at least three (3) weeks in duration and the return to work would occur during the last three (3) weeks of the academic term.
2. If an instructional employee begins family and medical leave a) because of the birth, adoption, or foster care placement of a son or daughter of the employee, b) to care for a family member with a serious health condition, or c) to care for a covered servicemember during the five (5) week period before the end of an academic term, the employee may be required to continue taking leave until the end of the academic term if the leave is longer than two (2) weeks in duration and the return to work would occur during the last two (2) weeks of the academic term.
3. If an instructional employee begins family and medical leave a) because of the birth, adoption, or foster care placement of a son or daughter of the employee, b) to care for a family member with a serious health condition, or c) to care for a covered servicemember during the three (3) week period before the end of an academic term, the employee may be required to continue taking leave until the end of an academic term if the leave is longer than five (5) working days in duration.

If an instructional employee is required to continue leave until the end of an academic term, only the period of leave until the employee is ready and able to return to work shall be counted against the family and medical leave entitlement. However, the division must continue the group health insurance coverage under the same conditions as if the employee were working.

Outside Employment

An employee who is on family and medical leave may not engage in employment for any other employer or self-employment while on leave. Falsification of records and failure to correct records known to be false are violations of this policy and will result in discipline which may include termination from employment.

Adopted: April 9, 2012

Revised: December 9, 2013

Revised: April 3, 2017

ATTACHMENTS

- Attachment 1 Employee Rights and Responsibilities Under the Family and Medical Leave Act (WHD Publication 1420) (Revised February 2013)
Please note: a copy of this poster can be downloaded from
<http://www.dol.gov/whd/regs/compliance/posters/fmla.htm>
- Attachment 2 Certification of Health Care Provider for Employee's Serious Health Condition (Family and Medical Leave Act) (Form WH-380-E) (Revised May 2015)
Please note: a copy of the certification form can be downloaded from
<http://www.dol.gov/whd/forms/WH-380-E.pdf>
- Attachment 3 Certification of Health Care Provider for Family Member's Serious Health Condition (Family and Medical Leave Act) (Form WH-380-F) (Revised May 2015)
Please note: a copy of this form may be downloaded from
<http://www.dol.gov/whd/forms/WH-380-F.pdf>
- Attachment 4 Notice of Eligibility and Rights & Responsibilities (Family and Medical Leave Act) (Form WH-381) (Revised February 2013)
Please note: a copy of this form may be downloaded from
<http://www.dol.gov/whd/forms/WH-381.pdf>
- Attachment 5 Designation Notice (Family and Medical Leave Act) (Form WH-382)
Please note: a copy of this form may be downloaded from
<http://www.dol.gov/whd/forms/WH-382.pdf>
- Attachment 6 Certification of Qualifying Exigency for Military Family Leave (Family and Medical Leave Act) (Form WH-384)(Revised February 2013)
Please note: a copy of this form may be downloaded from
<http://www.dol.gov/whd/forms/WH-384.pdf>
- Attachment 7 Certification for Serious Injury or Illness of Covered Servicemember—for Military Family Leave (Family and Medical Leave Act) (Form WH-385) (Revised May 2015)
Please note: a copy of this form may be downloaded from
<http://www.dol.gov/whd/forms/WH-385.pdf>
- Attachment 8 Certification for Serious Injury or Illness of a Veteran for Military Caregiver Leave (Family and Medical Leave Act) (Form WH-385-V (revised May 2015)
Please note: a copy of this form may be downloaded from
<http://www.dol.gov/whd/forms/wh385V.pdf>

ACCEPTABLE COMPUTER SYSTEM USE **(ECPS Policy GAB/IIBEA)**

The School Board provides a computer system, including access to the internet, to promote educational excellence by facilitating resource sharing, innovation and communication. The term computer system includes hardware, software, data, communication lines and devices, terminals, printers, CD-ROM devices, tape drives, servers, mainframe and personal computers, the internet and other internal or external networks.

All use of the Division's computer system must be (1) in support of education and/or research, or (2) for legitimate school business. Use of the computer system is a privilege, not a right. Each user is responsible for any activity associated with his or her account; so users shall not share network passwords. Users shall not have any expectation of privacy in anything that they create, store, send or receive on the Division's computer system. Any communication or material used on the computer system, including electronic mail or other files deleted from a user's account, may be monitored or read by school officials.

The Division Superintendent shall establish administrative procedures, for the School Board's approval, containing the appropriate uses, ethics and protocol for the computer system.

The procedures shall include:

- (1) a prohibition against use by division employees and students of the division's computer equipment and communications services for sending, receiving, viewing or downloading illegal material via the Internet;
- (2) provisions, including the selection and operation of a technology protection measure for the Division's computers having Internet access to filter or block Internet access through such computers, that seek to prevent access to
 - (a) child pornography as set out in Va. Code § 18.2-374.1:1 or as defined in 18 U.S.C. §2256;
 - (b) obscenity as defined by Va. Code § 18.2-372 or 18 U.S.C. § 1460; and
 - (c) material that the school division deems to be harmful to juveniles as defined in Va. Code § 18.2-390, material that is harmful to minors as defined in 47 U.S.C. § 254(h)(7)(G); and material that is otherwise inappropriate for minors;
- (3) provisions establishing that the technology protection measure is enforced during any use of the Division's computers by minors;
- (4) provisions establishing that the online activities of minors will be monitored;
- (5) provisions designed to educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response;
- (6) provisions designed to prevent unauthorized online access by minors, including "hacking" and other unlawful activities by minors online;
- (7) provisions prohibiting the unauthorized disclosure, use, and dissemination of personal information regarding minors; and
- (8) a component of Internet safety for students that is integrated in the division's instructional program.

Use of the School Division's computer system shall be consistent with the educational or instructional mission or administrative function of the Division as well as the varied instructional needs, learning styles, abilities and developmental levels of students. The Division's computer system is not a public forum.

In general, e-mail messages from the Division's email system are public documents under applicable law and, therefore, are not confidential. Under the Virginia Freedom of Information Act, e-mail messages must be produced if a citizen requests them with reasonable specificity. The general public shall have access to Division e-mail messages as provided in Virginia Code § 2.2-3704.

E-mail messages that contain personally identifiable, non-directory information about a Division student or employee are confidential and may be exempt from public disclosure under Virginia Code §§ 2.2-3704(G) and 2.2-3705.4(1). In addition, e-mail messages that contain personally identifiable information about a student are covered by the Family Educational Rights and Privacy Act ("FERPA"), 20 U.S.C. §1232g, and only persons with a legitimate educational interest may have access to them without prior written informed parental consent. Division employees that use the e-mail system to convey information to individuals that do not have a legitimate educational interest may be in violation of FERPA.

The School Board recognizes that e-mail messages may qualify as public records or student records under applicable law, and therefore are governed by the Virginia Public Records Act, Virginia Code § 42.1-76, *et seq.* Record retention schedules, which identify various documents and how long they must be saved, may be accessed at the Virginia Library's website: www.lva.lib.va.us. The Division archives messages from the Division's e-mail server, and shall be responsible for complying with the Library of Virginia's schedules for the retention of electronic messages, based on the categories of documents for which the e-mail messages qualify.

Each teacher and administrator shall sign the Acceptable Computer System Use Agreement, GAB-E1, before using the Division's computer system. The failure of any teacher or administrator to follow the terms of the Agreement, this policy or accompanying regulation may result in loss of computer system privileges, disciplinary action, and/or appropriate legal action.

The School Board is not responsible for any information that may be lost, damaged or unavailable when using the computer system or for any information retrieved via the Internet. Furthermore, the School Board will not be responsible for any unauthorized charges or fees resulting from access to the computer system.

The school board will review, amend if necessary, and approve this policy every two years.

Adopted: April 9, 2012

Revised: December 9, 2013

ACCEPTABLE COMPUTER SYSTEM USE

(ECPS Policy GAB-R/IIBEA-R)

All use of the Essex School Division's computer system shall be consistent with the School Board's goal of promoting educational excellence by facilitating resource sharing, innovation and communication. The term computer system includes hardware, software, data, communication lines and devices, terminals, printers, CD-ROM devices, tape drives, servers, mainframe and personal computers, the internet and any other internal or external network.

Computer System Use-Terms and Conditions:

1. **Acceptable Use.** Access to the Division's computer system shall be (1) for the purposes of education or research and be consistent with the educational objectives of the Division or (2) for legitimate school business.
2. **Privilege.** The use of the Division's computer system is a privilege, not a right.
3. **Unacceptable Use.** Each user is responsible for his or her actions on the computer system. Prohibited conduct includes but is not limited to:
 - Using the network for any illegal or unauthorized activity, including violation of copyright or contracts, or transmitting any material in violation of any federal, state, or local law.
 - Sending, receiving, viewing or downloading illegal material via the computer system.
 - Unauthorized downloading of software.
 - Using the computer system for private financial or commercial purposes.
 - Wastefully using resources, such as file space.
 - Gaining unauthorized access to resources or entities.
 - Posting material created by another without his or her consent.
 - Submitting, posting, publishing, or displaying any obscene, profane, threatening, illegal, or other inappropriate material.
 - Using the computer system while access privileges are suspended or revoked.
 - Vandalizing the computer system, including destroying data by creating or spreading viruses or by other means.
 - Intimidating, harassing, or coercing others.
 - Threatening illegal or immoral acts.
4. **Network Etiquette.** Each user is expected to abide by generally accepted rules of etiquette, including the following:
 - Be polite.
 - Users shall not forge, intercept or interfere with electronic mail messages.
 - Use appropriate language. The use of obscene, lewd, profane, lascivious, threatening or disrespectful language is prohibited.
 - Users shall not post personal information other than directory information as defined in Policy JO Student Records about themselves or others.
 - Users shall respect the computer system's resource limits.
 - Users shall not post chain letters or download large files.
 - Users shall not use the computer system to disrupt others.
 - Users shall not modify or delete data owned by others.
5. **Liability.** The School Board makes no warranties for the computer system it provides. The School Board shall not be responsible for any damages to the user from use of the computer system, including loss of data, non-delivery or missed delivery of information, or service interruptions. The School Division denies any responsibility for the accuracy or quality of information obtained through the computer system. The user agrees to indemnify the School Board for any losses, costs, or damages incurred by the School Board relating to or arising out of any violation of these procedures.
6. **Security.** Computer system security is a high priority for the school division. If any user identifies a security problem, the user shall notify the building principal or system administrator immediately. All users shall keep their passwords confidential and shall follow computer virus protection procedures.
7. **Vandalism.** Intentional destruction of or interference with any part of the computer system through creating or downloading computer viruses or by any other means is prohibited.
8. **Charges.** The School Division assumes no responsibility for any unauthorized charges or fees as a result of using the computer system, including telephone or long-distance charges.
9. **Electronic Mail.** The School Division's electronic mail system is owned and controlled by the School Division. The School Division may provide electronic mail to aid students and staff in fulfilling their duties and as an education tool. Electronic mail is not private. Students' electronic mail will be monitored. The electronic mail of staff may be monitored and accessed by the School Division. Unauthorized access to an electronic mail account by any student or employee is prohibited. Users shall be held personally liable for the content of any electronic message they create. Downloading any file attached to an electronic message is prohibited unless the user is certain of that message's authenticity and the nature of the file.

In general, e-mail messages from the Division's email system are public documents under applicable law and, therefore, are not confidential. Under the Virginia Freedom of Information Act, e-mail messages must be produced if a citizen requests them with reasonable specificity. The general public shall have access to Division e-mail messages as provided in Virginia Code § 2.2-3704.

E-mail messages that contain personally identifiable, non-directory information about a Division student or employee are confidential and may be exempt from public disclosure under Virginia Code §§ 2.2-3704(G) and 2.2-3705.4(1). In addition, e-mail messages that contain personally identifiable information about a student are covered by the Family Educational Rights and Privacy Act ("FERPA"), 20 U.S.C. §1232g, and only persons with a legitimate educational interest may have access to them without prior written informed parental consent. Division employees that use the e-mail system to convey information to individuals that do not have a legitimate educational interest may be in violation of FERPA.

10. **Enforcement.** Software will be installed on the division's computers having Internet access to filter or block internet access through such computers to child pornography and obscenity. The online activities of users may also be monitored manually. **Any violation of these regulations shall result in loss of computer system privileges and may also result in appropriate disciplinary action, as determined by School Board policy, or legal action.**

Adopted: April 9, 2012

Revised: December 9, 2013

TECHNOLOGY INITIATIVE REGULATIONS

The Essex County Public Schools (ECPS) Technology Committee has determined that the following regulations be put in place to assist with ECPS Technology Initiative staff usage. The ECPS Technology Initiative is an extension of the current computer program at ECPS. The goal is to place one device in the hands of each student to reach a 1:1 ratio of devices per student. The term device includes any type of personal computer system used in conjunction with the ECPS Technology Initiative. The term cart includes any type of storage system designed to store, house, or charge a device used in the ECPS Technology Initiative.

1. **Acceptable Device Cart Use.** Staff members are expected to abide by the following regulations in accordance with device cart usage.
 - 1.1. Staff should assign students a specific device number to be used daily. Staff should visually check to make sure students are using the correct device at the start of use. In the event a device is being repaired and is unable to be used, the staff member should assign a new device number to the student and record this information until the repaired unit is returned.
 - 1.2. Staff members should visually inspect each device as regularly as possible. Staff should inform students to alert them if there is any damage to a device. Devices are to be placed into the cart in the correct order via the labeled number on the device.
 - 1.3. Staff is responsible for checking over the device cart daily. Staff should check for any damage to the device cart and report this to the Technology Department.
 - 1.4. Devices should be returned to the device cart when not in use during class to be charged. Staff members should plug in device carts at night to make sure devices are fully charged each morning.
 - 1.5. Carts should remain locked at all times when not in use.
 - 1.6. Staff members should report the loss of any device, cart, or key immediately to the Technology Department and School Principal. Staff members should also report the removal of any labels or numbering tags from the device to the Technology Department.
 - 1.7. Staff members are not allowed to borrow or lend out devices from device carts to other staff or students. All devices must remain in the same room with the device cart and are not to be removed from the classroom.
 - 1.8. Failure to follow the above steps and to notify the Principal or Technology Department may result in staff members being held liable for repair costs and damages.

Adopted: April 26, 2017

Each employee must sign this Agreement as a condition for using the School Division's computer system. Each student and his or her parent/guardian must sign this Agreement before being permitted to use the School Division's computer system. Read this Agreement carefully before signing.

ACCEPTABLE COMPUTER SYSTEM USE AGREEMENT
(ECPS Policy GAB-E1)

Each employee must sign this Agreement as a condition for using the School Division's computer system. Read this Agreement carefully before signing.

Prior to signing this Agreement, read Policy GAB and Regulation IIBEA-R/GAB-R, GAB-R2, Acceptable Computer System Use. If you have any questions about this policy or regulation, contact your supervisor.

I have read this Agreement and Policy GAB and Regulation IIBEA-R/GAB-R, GAB-R2. I understand and agree to abide by the School Division's Acceptable Computer System Use Policy and Regulation. I understand that the School Division may access and monitor my use of the computer system, including my use of the internet, e-mail and downloaded material, without prior notice to me. I further understand that should I violate the Acceptable Use Policy or Regulation, my computer system privileges may be revoked and disciplinary action and/or legal action may be taken against me.

Employee Signature _____ Date _____

Approved: April 26, 2016

This form is signed upon employment with the school division.

ECPS BYOD

Acceptable Use Policy

1. Introduction

The Essex County Public School District strongly believes in the educational value of electronic services and recognizes their potential to support its curriculum and student learning by facilitating resource sharing, innovation, and communication. The BYOD Acceptable Use Policy is designed to set a framework for responsible and ethical use of technology. The BYOD Acceptable Use Policy and Acceptable Computer Use Policy apply to all technology resources brought into the district. By deploying a filtering system, ECPS will make every effort to protect students and teachers from any misuses or abuses as a result of their experience with an information service. This places ECPS in compliance with CIPA (Children's Internet Protection Act). Signatures from the employee or child and parent/legal guardian will be required to participate. The signature(s) will indicate acknowledgment and understanding of the BYOD Acceptable Use Policy and Agreement. This will be considered a legally binding agreement.

2. Definitions

The following are common technology acronyms used in the ECPS BYOD Acceptable Use Policy and Agreement.

- BYOD: an acronym for Bring Your Own Device. For BYOD, a "device" is a privately owned laptop, tablet, netbook, notebook, e-Reader, or smart phone. For the purposes of this program, the term "device" also includes any similar product owned by Essex County Public Schools and provided for student use.
- IEEE 802.11: a set of media access control and physical layer specifications for implementing wireless local area networks (WLAN) computer communication.
- MAC address: a media access control address is a unique identifier assigned to each device. This is the computer equivalent of a social security number. We require the MAC address of each BYOD device used by a staff member or student.

3. Devices and Support

A BYOD device is one that is capable of connecting to a wireless local area network (WI-AN) and capable of the 802.11 protocol. The School District considers a BYOD device to be one of the following:

- Laptop, netbook, notebook computers. Note: Desktops or any other device which is incapable of a wireless connection are strictly prohibited.
- Tablet PC
- E-Readers
- Smart phone

The School Division is not responsible for servicing personal electronic devices. The School Division will not service, repair or maintain any non-district owned technology brought to, and used at school by employees and students. The School Division's Technology Department will make no attempt to service, repair, or troubleshoot devices which are unable to connect to the BYOD system.

4. Access

Access to the internet is provided via the wireless connection named "ECPS BYOD". This does not include access to Essex County Public School network resources, such as file shares or printers. Any and all access through the wireless network may be monitored and/or recorded for the purposes of network security and safety. Students will be allowed to bring in their own devices to be used in selected classrooms under the direct supervision of their teacher. Students without a personal device will be provided access to an appropriate district-owned device during BYOD activities. Staff will be allowed to bring in their own devices as approved by administration.

5. Charging of Devices

It is the user's responsibility to bring their device to school charged. Personal devices should be charged and recharged outside of school, unless specific permission is granted. Personal devices should be capable of lasting a full day without recharging.

6. Acceptable Use

As a user of the BYOD system, you will be expected to abide by the following rules. These rules apply for both employee and student unless otherwise noted.

6.1. Student Personal Safety

6.1.1. I will not post personal contact information about myself or other people without the permission of my parents and teacher. Personal contact information includes but is not limited to my photo, address or telephone number. (Safety violation)

6.1.2. I will not agree to meet with someone I have met online without my parent's approval. (Safety violation)

6.1.3. I will promptly disclose to my teacher or other school employee any message I receive that is inappropriate or threatening. (Safety violation)

6.2. Staff Personal Safety

6.2.1. I will not post personal contact information about myself or other people without the permission of administration. (Safety violation)

6.2.2. I will promptly disclose to my administration any message I receive that is inappropriate or threatening. (Safety violation)

6.3. Illegal Activities

6.3.1. I will not attempt to gain unauthorized access to the ECPS network resources or to any other computer system to go beyond my authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing." (Theft)

6.3.2. I will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal. (Vandalism) 6.3.3. I will not use the ECPS network to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, or threatening the safety of a person. (Drug and safety violation)

6.3.4. I will not read, move, rename, edit, delete, or in any way alter the files that have been created or organized by others. (Vandalism)

6.3.5. I will not install software on any ECPS computers or on the ECPS network without direct supervision. (Vandalism)

6.3.6. I will not alter hardware or software setups on any ECPS computer resources. (Vandalism)

6.4. Security

6.4.1. I am responsible for my individual account and should take all reasonable precautions to prevent others from being able to use my account. (Safety violation)

6.4.2. I will immediately notify a teacher or administrator if I have identified a possible security problem with the network or peripheral computers. I will not go looking for these security problems, because this may be construed as an illegal attempt to gain access. (Safety violation/theft)

6.4.3. I will take all precautions to avoid the spread of computer viruses. (Vandalism)

6.4.4. I will not attach non-ECPS computer equipment or peripherals to the ECPS network or its infrastructure. This is not to include data storage devices such as USB drives or flash drives. (Safety)

6.5. Inappropriate Language

6.5.1. Restrictions against inappropriate language apply to public messages, private messages, and material created for assignments or to be posted on web pages. (Derogatory statements/disruption of education)

6.5.2. I will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language. (Derogatory statement/sexual harassment)

6.5.3. I will not engage in personal attacks, including prejudicial or discriminatory attacks.

(Derogatory statements/disruption of education)

6.5.4. I will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If I am told by a person to stop sending messages to them, I will stop. (Disrespecting others' rights/disruption of education)

6.5.5. I will not knowingly or recklessly post false or defamatory information about a person or organization. (Derogatory statements/disruption of education)

6.6. Respect for Privacy

6.6.1. I will not repost a message that was sent to me privately without permission of the person who sent me the message. (Disrespecting others' rights)

6.6.2. I will not post private information about another person. (Disrespecting others' rights)

6.7. Respecting Resource Limits

6.7.1. I will use the technology at my school only for educational and career development activities. (Disruption of education)

6.7.2. I will not post chain letters or engage in "spamming." Spamming is sending an annoying or unnecessary message to a large number of people. (Disruption of education)

6.7.3. Students will not download or use games, pictures, video, music, instant messaging, email, or file sharing applications, programs, executables, or anything else unless they have direct authorization from a teacher. (Disruption of education)

6.7.4. Staff will not download or use games, music, instant messaging, or file sharing applications, programs, executables, or anything else unless they have direct authorization from administration. (Disruption of education)

6.7.5. I understand that EOS personnel may monitor and access any equipment connected to ECPS network and my computer activity.

6.7.6. ECPS administration may delete any files that are deemed not appropriate. (Security)

6.8. Plagiarism and Copyright Infringement

6.8.1. I will not plagiarize works that I find on the Internet or on the computers at my school. Plagiarism is taking the ideas or writings of others and presenting them as if they were my own. (Theft)

6.8.2. I will respect the rights of copyright owners. Copyright infringement occurs when I inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, I will follow the expressed requirements. If I am unsure whether or not I can use a work, I will request permission from the copyright owner. If I am confused by copyright law, I will ask a teacher or administration to answer my questions. (Theft)

6.9. Inappropriate Access to Material

6.9.1. I will not use the ECPS network to access or store material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination toward other people. (Disruption of education/safety violation)

6.9.2. If I mistakenly access inappropriate information, I will immediately tell my teacher or an administrator and will not attempt to access the inappropriate information again. (Failure to comply with directives)

6.9.3. My parents will instruct me if there is additional material that they think it would be inappropriate for me to access. The District fully expects that I will follow my parent's instructions in this matter. (Respect for others violation)

6.9.4. I understand that internet access is provided for support of classroom instruction, and I will not attempt to surf anonymously or modify the computer in any way to allow me access to websites or applications I am not authorized to use. (Disruption of education)

7. Consequences for Violations

Bringing your own device is a privilege and not a right. Employees and Students not following expectations for use of personal devices will face ECPS disciplinary action and lose the privilege to utilize personal devices. Depending on the violation and circumstances it may also be necessary to confiscate the device.

8. Charges and Reimbursements

The School Division assumes no responsibility for any charges or fees as a result of using the BYOD system, including telephone charges, long-distance charges, roaming charges, plan overages, etc. The School Division assumes no responsibility for any requested reimbursements due to the use of the BYOD system.

9. Liabilities

The School Division makes no warranties for the computer system it provides. The School Board shall not be responsible for any damages to the user from use of the computer system, including loss of data, non-delivery or missed delivery of information, or service interruptions. The School Division denies any responsibility for the accuracy or quality of information obtained through the computer system. The user agrees to indemnify the School Board for any losses, costs, or damages incurred by the School Board relating to or arising out of any violation of these procedures.

10. Disclaimers and Risks

By signing the ECPS BYOD Acceptable Use Policy and Agreement you understand the following:

- The employee or student assumes full liability for risks including, but not limited to, the partial or complete loss of data due to an operating system crash, errors, bugs, viruses, malware, and/or other software or hardware failures, or programming errors that render the device unusable.
- The employee or student is fully responsible, at all times, for the personally owned device brought to school.
- The device may be confiscated by administration if there is a violation to policy.
- The employee or student is personally liable for all costs associated with his or her device.
- The School Division is not liable for any loss/damage/theft of a personally owned device. • The School Division reserves the right to disconnect devices or disable services without notification.
- The BYOD system will be available only to employees which have a need consistent with district instructional objectives.
- Desktops and any other device which is incapable of a wireless connection are strictly prohibited.
- The School Division reserves the right to inspect a student's personal device if there is reason to believe that the student has violated board policies, regulations, school rules or has engaged in other misconduct while using their personal device. Any search will be conducted in compliance with board policies.
- Lost or stolen devices should be reported to the office within the current school day.

Adopted: October 13, 2014

ECPS Bring Your Own Device Agreement

The ECPS Bring Your Own Device Acceptable Use Policy will apply to the following device(s):

	Type of Device	Serial Number
Device 1	_____	_____
Device 2	_____	_____
Device 3	_____	_____

Employee Agreement

I, the undersigned, as an employee of Essex County Public Schools, have reviewed the ECPS Bring Your Own Device Acceptable Use Policy. I understand that any violation of the policy may result in revocation of technology privileges, and possible further disciplinary action.

Employee Name _____

Signature _____ Date _____

ECPS LAPTOP ASSIGNMENT COMPUTER USE AGREEMENT

Prior to signing this Agreement, review the Acceptable Computer System Use Policy. If you have any questions about this policy, contact your supervisor.

The computer equipment that I am signing for is the property of the Essex County Public Schools and must be returned immediately if I leave my position, violate the Acceptable Use Policy or when I leave the school district. I also understand that I am responsible for reporting repair maintenance needs immediately to the technology department using the online repair form.

I also understand that in the event that the assigned computer, software, and/or equipment is lost, stolen, or damaged, that I am responsible for reporting the incident immediately to the site administrator. I also understand that I am financially responsible for loss or damage caused by my negligence.

Employee signature

Date

UNLAWFUL MANUFACTURE, DISTRIBUTION, DISPENSING,
POSSESSION OR USE OF A CONTROLLED SUBSTANCE
(ECPS Policy GBEA)

The Essex County School Board is committed to maintaining a Drug-Free Workplace.

Prohibited Conduct

Employees may not unlawfully manufacture, distribute, dispense, possess or use a controlled substance on school property, at any school activity, or on any school-sponsored trip. It is a condition of employment that each employee of the Essex County School Board will not engage in such prohibited conduct and will notify the Essex County School Board of any criminal drug conviction for a violation occurring on school property, at any school activity, or on any school-sponsored trip no later than 5 days after such conviction. An employee who is convicted of criminal drug activity for a violation occurring on school property, at any school activity, or on any school-sponsored trip will be subject to appropriate discipline, up to and including termination, or required to satisfactorily participate in a drug abuse assistance or rehabilitation program.

Discipline

The superintendent and School Board will take appropriate personnel action up to and including dismissal of any employee found to have engaged in prohibited conduct listed above. Such personnel action will include the imposition of a sanction on, or the requiring of the satisfactory participation in a drug abuse assistance or rehabilitation program by, any employee who is convicted of a violation occurring on school property, at any school activity, or on any school-sponsored trip.

Distribution of Policy

All employees shall be given a copy of this policy.

Drug-Free Awareness Program

The Essex County School Board shall establish a drug-free awareness program to inform its employees about the dangers of drug abuse in the workplace, the Board's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for violations of laws and policies regarding drug abuse.

Adopted: April 9, 2012

Revised: December 9, 2013

TOBACCO-FREE SCHOOL FOR STAFF AND STUDENTS

(ECPS POLICY GBEC (also JFCH))

Smoking, chewing or any other use of any tobacco products by staff, students, and visitors is prohibited on school property.

For purposes of this policy,

1. "School property" means:
 - a. All interior portions of any building or other structure used for instruction, administration, support services, maintenance or storage.
 - b. Any indoor facility or portion of such facility owned or leased or contracted for and used for the provision of regular or routine health care, day care, or early childhood development (Head Start) services;
 - c. All vehicles used by the division for transporting students, staff, visitors or other persons.
2. "Tobacco" includes cigarettes, cigars, pipe tobacco, snuff, chewing tobacco and all other kinds and forms of tobacco prepared in such manner as to be suitable for chewing, smoking or both. "Tobacco" includes cloves or any other product packaged for smoking.
3. "Smoking" means the carrying or holding of any lighted pipe, cigar, or cigarette of any kind, or any other lighted smoking equipment, or the lighting, inhaling, or exhaling of smoke from a pipe, cigar, or cigarette of any kind.

This policy shall be published in student and employee handbooks, posted on bulletin boards and announced in meetings.

Each principal shall post signs stating "No Smoking," or containing the international "No Smoking" symbol, consisting of a pictorial representation of a burning cigarette enclosed in a red circle with a bar across it, clearly and conspicuously in every school cafeteria and other dining facility in the school.

Staff and students found to be in violation of this policy shall be subject to appropriate disciplinary action.

Designated Smoking Areas

The School Board may direct the superintendent to issue regulations designating smoking areas on school grounds outside buildings.

Electronic Cigarettes

Students are prohibited from possessing electronic cigarettes on school buses, on school premises and at school-sponsored activities.

All other persons are prohibited from using electronic cigarettes on school premises and school vehicles.

Adopted: May 2009

Revised: July 14, 2014

POLICY INFORMATION FOR ALL EMPLOYEES

PROFESSIONAL STAFF **ECPS Policy GC**

No teacher is regularly employed by the School Board or paid from public funds unless such teacher

- holds a license or provisional license issued by the Board of Education,
- holds a three-year license to teach high school career and technical education courses in specified subject areas or
- is hired to teach in a trade and industrial education program and for whom the teacher licensure requirements have been waived by the Virginia Department of Education.

If a teacher employed under a provisional license is activated or deployed for military service within a school year (July 1 - June 30), an additional year will be added to the teacher's provisional license for each school year or portion thereof the teacher is activated or deployed. The additional year or years shall be granted the following year or years after the return of the teacher from deployment or activation.

The Board of Education prescribes, by regulation, the requirements for the licensure for teachers and other school personnel required to hold a license.

Adopted: April 9, 2012

Revised: April 3, 2017

SUPPORT STAFF **(ECPS Policy GD)**

Support staff personnel are those employees who need not hold a license issued by the Virginia Board of Education in order to obtain their positions. This category includes, but is not limited to, non-licensed administrative, clerical, maintenance, transportation, food services, and paraprofessional positions.

Adopted: July 19, 2012

SCHOOL BUS DRIVERS **(ECPS Policy GDQ)**

Eligibility for Employment

Any applicant for employment operating a school bus transporting pupils must

- a. have a physical examination of a scope prescribed by the Board of Education and furnish a form prescribed by the Board of Education showing the results of such examination
- b. furnish a statement or copy of records from the Department of Motor Vehicles showing that the applicant, within the preceding five years, has not been convicted of a charge of driving under the influence of alcohol or drugs, convicted of a charge of refusing to take a blood or breath test, convicted of a felony or assigned to any alcohol safety action program or driver alcohol rehabilitation program pursuant to Va. Code §18.2-271.1 or, within the preceding 12 months, has not been convicted of two or more moving traffic violations or required to attend a driver improvement clinic by the Commissioner of the Department of Motor Vehicles pursuant to Va. Code § 46.2-498
- c. furnish a statement signed by two reputable persons who reside in the school division or in the applicant's community that the person is of good moral character
- d. exhibit a license showing the person has successfully undertaken the examination prescribed by Va. Code § 46.2-339
- e. have reached the age of 18 on the first day of the school year
- f. submit to testing for alcohol and controlled substances as required by state and federal law and regulation

Persons for whom registration with the Sex Offender and Crimes Against Minors Registry is required are not eligible for employment as a school bus driver.

Persons hired as school bus drivers must annually furnish the documents listed in (a) and (b) above prior to the anniversary date of their employment as a condition of continued employment as a school bus operator.

The Essex County School Board requires proof of current certification or training in emergency first aid, cardiopulmonary resuscitation, and the use of an automated external defibrillator as a condition of employment to operate a school bus transporting pupils.

Drug and Alcohol Testing

The school division has a drug and alcohol testing program for school bus drivers and other employees who are required to hold a commercial driver's license (CDL) by U.S. Department of Transportation Regulations who perform safety-sensitive functions as required by federal and state law and regulations.

Prohibited Conduct

Drivers are prohibited from alcohol possession and/or use on the job, use during the four hours before performing safety-sensitive functions, having prohibited concentrations of alcohol in their systems while on duty or performing safety-sensitive functions, and use during eight hours following an accident or until after undergoing a post-accident alcohol test, whichever occurs first.

No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any controlled substances except when the use is pursuant to the instructions of a licensed medical practitioner who has advised the driver that the substance does not adversely affect his ability to safely operate a commercial motor vehicle.

Required Testing

Drivers shall be subject to pre-employment/pre-duty drug testing, reasonable suspicion alcohol and drug testing, random alcohol and drug testing, post-accident alcohol and drug testing, return-to-duty and follow-up alcohol and drug testing pursuant to procedures set out in the federal regulations. Pursuant to state law, drivers are subject to pre-employment alcohol testing. Any employee who refuses to submit to a post-accident, random, reasonable suspicion or follow up test shall not perform or continue to perform safety-sensitive functions.

Notification

Each driver receives educational materials that explain the requirements of federal law and regulations together with a copy of the division's policy and procedures for meeting these requirements. Each driver shall sign a statement certifying that he/she has received a copy of the above materials and the division shall maintain this signed copy.

Before performing each alcohol or controlled substances test, the division will notify the driver that the test is required by federal law or regulation.

Consequences if Testing Indicates Drug or Alcohol Misuse

If the testing confirms prohibited alcohol concentration levels or the presence of a controlled substance, the employee shall be removed immediately from safety-sensitive functions in accordance with the federal regulations. All drivers shall be advised of resources available and before a driver is re-instated, if at all, the driver shall undergo an evaluation by a substance abuse professional, comply with any required rehabilitation and undergo a return-to-duty test with negative urine sample.

Record Retention

The division maintains records in compliance with the federal regulations in a secure location with controlled access. With the driver's consent, the division may obtain any of the information concerning drug and alcohol testing from the driver's previous employer. A driver is entitled upon written request to obtain copies of any records pertaining to the driver's use of alcohol or controlled substances including information pertaining to alcohol or drug tests.

Records shall be made available to a subsequent employer upon receipt of a written request from a driver. Disclosure by the subsequent employer is permitted only as expressly authorized by the terms of the driver's request.

Test Procedure

The division administers alcohol and controlled substance tests in accordance with federal laws.

Adopted: April 9, 2012

Revised: December 9, 2013

PROFESSIONAL STAFF PROBATIONARY TERM
AND CONTINUING CONTRACT
(ECPS Policy GCG)

Teachers

Probationary Term

A probationary term of service of five years in Essex County Public School Division is required before a teacher is issued a continuing contract. Service under a local teacher license does not count towards satisfying this probationary requirement. A mentor teacher is provided to every first year probationary teacher to assist him or her in achieving excellence in instruction. Probationary teachers with prior successful teaching experience may be exempt from this requirement with approval from the superintendent. Probationary teachers shall be evaluated at least annually in accordance with policy GCN Evaluation of Professional Staff. A teacher in his first year of the probationary period is evaluated informally at least once during the first semester of the school year. The superintendent shall consider such evaluations as one factor in making recommendations to the School Board regarding the nonrenewal of such teacher's contract. If a probationary teacher's evaluation is not satisfactory, the School Board shall not reemploy the teacher.

In order to achieve continuing contract status, every teacher must successfully complete training in instructional strategies and techniques for intervention for or remediation of students who fail or are at risk of failing the Standards of Learning assessments. Essex County School Board provides said training at no cost to teachers it employs. If such training is not offered in a timely manner, no teacher will be denied continuing contract status for failure to obtain such training.

Once a continuing contract status has been attained in a school division in this state, another probationary period need not be served unless such probationary period, not to exceed two years, is made a part of the contract of employment. If a teacher separates from service and returns to teaching service in Virginia public schools by the beginning of the third year, the person shall be required to begin a new probationary period, not to exceed two years, if made part of the contract.

If a teacher who has not achieved continuing contract status receives notice of re-employment, he must accept or reject in writing within 15 calendar days of receipt of the notice. Unless a conference with the superintendent is requested as specified in the Code of Virginia, or in the case of reduction in force, written notice of nonrenewal of the probationary contract must be given by the Board on or before June 15 of each year. If the teacher requests a conference with the superintendent, then written notice of non-renewal by the School Board must be given within thirty days after the superintendent notifies the teacher of his intention with respect to the recommendation.

Continuing Contract

Teachers employed after completing the probationary period shall be entitled to continuing contracts during good behavior and competent service. Written notice of noncontinuation of the contract by either party must be given by June 15 of each year; otherwise the contract continues in effect for the ensuing year.

The School Board may reduce the number of teachers, whether or not such teachers have reached continuing contract status, because of decrease in enrollment or abolition of particular subjects.

Furthermore, nothing in the continuing contract shall be construed to authorize the School Board to contract for any financial obligation beyond the period for which funds have been made available.

As soon after June 15 as the school budget is approved by the appropriating body, the School Board shall furnish each teacher a statement confirming continuation of employment, setting forth assignment and salary.

Within two weeks of the approval of the school budget by the appropriating body, but no later than July 1, the School Board will notify any teacher who may be subject to a reduction in force due to a decrease in the School Board's budget as approved by the appropriating body.

Principals, Assistant Principals, and Supervisors

A person employed as a principal, assistant principal or supervisor, including a person who has previously achieved continuing contract status as a teacher, shall serve a probationary term of three years in such position in the same school division before acquiring continuing contract status as a principal, assistant principal or supervisor.

Continuing contract status acquired by a principal, assistant principal or supervisor shall not be construed (i) as prohibiting the School Board from reassigning such principal, assistant principal or supervisor to a teaching position if notice of reassignment is given by the School Board by June 15 of any year or (ii) as entitling any such principal, assistant principal or supervisor to the salary paid him as principal, assistant principal or supervisor in the case of any such reassignment to a teaching position. No such salary reduction and reassignment, however, shall be made without first providing such principal, assistant principal or supervisor with written notice of the reason for such reduction and reassignment and an opportunity to present his or her position at an informal meeting with the superintendent, the superintendent's designee or the School Board. Before recommending such reassignment, the superintendent shall consider, among other things, the performance evaluations for such principal, assistant principal or supervisor. The principal, assistant principal or supervisor shall elect whether such meeting shall be with the superintendent, the superintendent's designee or the School Board. The School Board, superintendent or superintendent's designee shall determine what processes are to be followed at the meeting. The decision to reassign and reduce salary shall be at the sole discretion of the School Board.

The intent of this section is to provide an opportunity for a principal, assistant principal or supervisor to discuss the reasons for such salary reduction and reassignment with the superintendent, his designee or the School Board, and the provisions of this section are meant to be procedural only. Nothing contained herein shall be taken to require cause for the salary reduction and reassignment of a principal, assistant principal or supervisor.

As used in this policy, "Supervisor" means a person who holds an instructional supervisory position as specified in the regulations of the Board of Education and who is required to hold a license as prescribed by the Board of Education.

Adopted: July 19, 2012
Revised: December 9, 2013
Revised: April 3, 2017

EVALUATION OF PROFESSIONAL STAFF

(ECPS Policy GCN)

Every employee of the Essex County School Board will be evaluated on a regular basis at least as frequently as required by law.

The superintendent shall assure that cooperatively developed procedures for professional staff evaluations are implemented throughout the division and included in the division's policy manual. The results of the evaluation shall be in writing, dated and signed by the evaluator and the person being evaluated, with one copy going to the central office personnel file and one copy to the person being evaluated.

The primary purposes of evaluation are:

- to optimize student learning and growth;
- to contribute to the successful achievement of the goals and objectives of the division's educational plan;
- to improve the quality of instruction by ensuring accountability for classroom performance and teacher effectiveness;
- to provide a basis for leadership improvement through productive performance appraisal and professional growth;
- to implement a performance evaluation system that promotes a positive working environment and continuous communication between the employee and the evaluator that promotes continuous professional growth, leadership effectiveness, improvement of overall job performance and improved student outcomes; and
- to promote self-growth, instructional effectiveness, and improvement of overall professional performance.

The procedures will be consistent with the performance objectives included in the Guidelines for Uniform Performance Standards and Evaluation Criteria for Teachers and the Guidelines for Uniform Performance Standards and Evaluation Criteria for Principals. Evaluations shall include student academic progress as a significant component and an overall summative rating.

Any teacher whose evaluation indicates deficiencies in managing student conduct may be required to attend professional development activities designed to improve classroom management and discipline skills.

If a teacher's performance evaluation during the probationary period is not satisfactory, the School Board shall not reemploy the teacher.

Adopted: July 19, 2012

Revised: December 9, 2013

EVALUATION OF SUPPORT STAFF **(ECPS Policy GDN)**

Every employee of the Essex County School Board will be evaluated on a regular basis.

The superintendent shall assure that cooperatively developed procedures for support staff evaluations are implemented within the division and included in the division's policy manual. The results of the evaluation shall be in writing, dated and signed by the evaluator and the person being evaluated, with one copy going to the central office personnel file and one copy to the employee.

The primary purposes of evaluation and assistance are:

- to optimize student learning and growth;
- to contribute to the successful achievement of the goals and objectives of the division's educational plan;
- to provide a basis for leadership improvement through productive performance appraisal and professional growth;
- to implement a performance evaluation system that promotes a positive working environment and continuous communication between the employee and the evaluator that promotes continuous professional growth, leadership effectiveness, improvement of overall job performance and improved student outcomes; and
- to promote self-growth, instructional effectiveness, and improvement of overall professional performance.

Adopted: July 19, 2012

STAFF TIME SCHEDULES

(ECPS Policy GAA)

Work Schedules

The workday for full-time licensed and professional staff is a minimum of seven hours and thirty minutes and will continue until professional responsibilities to the student and school are completed. Elementary school teachers are provided at least an average of thirty minutes per day during the students' school week as planning time. Administrative meetings, curriculum development, pupil supervision, assigned duties, parent conferences, group or individual planning and extra-curricular activities may require hours beyond the stated minimum. Work schedules for other employees are defined by the superintendent or superintendent's designee, consistent with the Fair Labor Standards Act and the provisions of this policy.

Workweek Defined

Working hours for all employees not exempted under the Fair Labor Standards Act, including secretaries, bus drivers, cafeteria, janitorial and maintenance personnel conform to federal and state regulations. The superintendent ensures that job positions are classified as exempt or non-exempt and that employees are made aware of such classifications. Supervisors make every effort to avoid circumstances which require non-exempt employees to work more than 40 hours each week. For purposes of compliance with the Fair Labor Standards Act, the workweek for school district employees will be 12:00 a.m. Saturday until 11:59 p.m. Friday.

Overtime and Compensatory Time

The Essex County School Board discourages overtime work by non-exempt employees. A non-exempt employee will not work overtime without the express approval of the employee's supervisor. All overtime work must be expressly approved in writing by the superintendent or superintendent's designee. All supervisory personnel must monitor overtime on a weekly basis and report such time to the superintendent or superintendent's designee. Principals and supervisors monitor employees' work, ensure that overtime provisions of this policy and the Fair Labor Standards Act are followed and ensure that all employees are compensated for any overtime worked. Principals or supervisors may need to adjust daily schedules to prevent non-exempt employees from working more than 40 hours in a workweek. Accurate and complete time sheets of actual hours worked during the workweek must be signed by each employee and submitted to the Director of Accounting. The Director of Accounting reviews work records of employees on a regular basis to make an assessment of overtime use.

In lieu of overtime compensation, non-exempt employees may receive compensatory time off at a rate of not less than one and one-half (1.5) hours for each one hour of overtime worked, if such compensatory time

- (1) is pursuant to an agreement between the employer and employee reached before overtime work is performed, and
- (2) is authorized by the immediate supervisor.

Employees will be allowed to use compensatory time within a reasonable period after requesting such use if the requested use of the compensatory time does not unduly disrupt the operation of the school division. Employees may accrue a maximum of 240 compensatory time hours before they will be provided overtime pay at the rate earned by the employee at the time the employee receives such payment. In addition, upon leaving the school division, an employee will be paid for any unused compensatory time at the rate of not less than the higher of

- (1) the average regular rate received by the employee during his/her last three years of employment, or
- (2) the final regular rate received by the employee.

Non-exempt employees whose workweek is less than 40 hours are paid at the regular rate of pay for time worked up to 40 hours. Such employees will be provided overtime pay or compensatory time as provided above for working more than 40 hours in a workweek.

Employees are provided with a copy of this policy and are required to sign this policy to acknowledge their understanding of overtime and compensatory time provisions. Such signed policy constitutes the written agreement required in this section.

Attendance Expectations

All employees are expected to be present during all work hours. Absence without prior approval, chronic absences, habitual tardiness or abuses of designated working hours are all considered neglect of duty and will result in disciplinary action up to and including dismissal.

Adopted: April 9, 2012
Revised : December 9, 2013
July 14, 2014

I have read and understand Policy GAA – Staff Time Schedules.

Employee Name: _____
Please Print

Employee Signature **Date**

This form is signed upon employment with the school division. Current employees acknowledge understanding and receipt of this information by signing the Employee Verification Form found at the end of this Handbook.

STAFF LEAVES AND ABSENCES

All professional staff employee leaves and absences shall be subject to school division policy and regulations. The superintendent shall provide for the interpretation and application of the school division's policies and regulations regarding leaves and absences.

SICK LEAVE

Sick leave is the assurance that the employee will have a regular income when unable to work because of personal illness. Sick leave may be used in the event of illness or death of a member of the immediate family (up to three days in any one case). Immediate family is defined as the employee's wife, husband, children, brother, sister, natural parents, grandmother, grandfather, aunt, uncle, mother-in-law, father-in-law, brother-in-law, sister-in-law, grandmother-in-law, grandfather-in-law, foster parents, stepmother, stepfather, stepchildren, stepsister, stepbrother, or any other relative, however distant, living in the household of the employee. Sick leave is a privilege and not a right, so it should not be abused. Unexcused absences may result in an employee's dismissal.

Employees NOT Enrolled in the Virginia Local Disability Program (VRS Plan 1 or Plan 2 Members):

Ten (10), eleven (11), and twelve (12) month employees may earn a maximum of ten (10), eleven (11), and twelve (12) days respectively for each yearly contractual period beginning on the first day of their contract term. Such leave, if not used, may accumulate without limit.

Employees Enrolled in the Virginia Local Disability Program (VRS Hybrid Plan Members):

Ten (10), eleven (11), and twelve (12) month employees are eligible for ten (10), eleven (11) and twelve (12) days of sick leave respectively during the first year of employment and ten (10), eleven (11) and twelve (12) days of sick leave respectively each year thereafter. A maximum accumulation of ten (10), eleven (11), and twelve (12) days of sick leave respectively is allowed.

Employees covered under the Virginia Local Disability Program are eligible for Short-Term Disability Benefits after the first seven days of illness are based on months of service.

Refer to the Virginia Local Disability Program Manual for complete program rules and regulations. The manual is available in the School Board Office or online under the "Publications" link found at www.varetire.org or <http://www.varetire.org/pdf/publications/vldp-handbook.pdf>.

The following provisions with regard to sick leave apply to all full-time personnel:

- A. Earnings for less than a full year shall be at the rate of one day per month or major fraction thereof. This provision applies to those employees who do not begin work at the start of the contracted period and to those who do not complete the full contracted period.
- B. Employees shall be permitted to anticipate sick leave earnings for the contract year. Should the recipient of advanced sick leave terminate employment with the school system prior to earning the amount of sick leave used, the recipient will have the advanced days deducted from their salary.
- C. An employee cannot claim any portion of earned leave unless he has actually reported for duty in accordance with the terms of his contract. However, if an employee is unable, because of accident or illness, to begin work in accordance with the terms of his/her contract; such employee may use accumulated leave to his credit to not exceed such balances as of June 30 of the immediately preceding school year.
- D. Sick leave may be taken at the rate of ½ or 1 full day.
- E. The Superintendent shall have the authority to require reasonable proof of illness when deemed necessary. The Superintendent may require a doctor's certificate verifying illness if absences exceed two consecutive days. The school system may also require a doctor's certificate for each day of sick leave absence if a pattern of frequent and possibly abusive use of sick leave has developed by an employee. The building principal has the authority to request a doctor's note at any time.
- F. All requests for extended medical leave must be made in writing and accompanied by a doctor's note that lists the date the employee will be released to return to work.

- G. Sick leave cannot be transferred to or donated to any other division employee.
- H. Sick leave up to ninety (90) days is transferable to the Essex County School Division. It is the responsibility of the employee to accomplish the transfer.
- I. The School Board accepts the transfer of accumulated sick leave from other school systems in Virginia for professional instructional, administrative and supervisory personnel only.
- J. Unused sick leave will be paid to employees upon retirement from Essex County Public Schools at the rate of **\$25.00 per day with a maximum of 200 days**. To be eligible, an employee must have completed a minimum of five years uninterrupted service with Essex County Public Schools including the year of retirement.

Bus Driver's Sick Leave

Bus drivers shall be granted one (1) day per month of sick leave consistent with their contract runs. This equals ten (10) days per year.

PERSONAL LEAVE (excluding bus drivers and school nutrition workers):

- A. All full-time personnel (excluding bus drivers and school nutrition workers) shall earn three (3) personal leave days annually.
- B. A personal leave request on any teacher in-service or orientation workday; on scheduled parent conferences; or the day before or after a holiday period will not be granted without written permission and approval from the Superintendent. Such requests must be submitted at least two (2) weeks in advance to the employee's immediate supervisor for approval and then forwarded to the Human Resources Director. The Division Superintendent shall have discretion in the final approval.
- C. An employee must apply in advance in writing to the principal or supervisor for use of personal days. If approval procedures are not followed for personal leave, per diem pay will not be allowed.
- D. Should circumstances dictate that a written request in advance is not possible, the employee must submit a completed absence report the first day back at work to receive per diem pay.
- E. Personal leave may accumulate up to five (5) days.
- F. Upon termination of employment, an employee shall not be paid for any unused accumulated personal leave.

ANNUAL LEAVE (Twelve-month employees only):

- A. Twelve (12) month classified licensed and non-licensed employees shall be granted annual leave at the rate of one (1) day per month (12 days annually) during the first five (5) years of continuous employment; 1-1/4 days per month (15 days annually) from the beginning of year six (6) through year ten (10) of continuous employment; 1-2/3 days per month (20 days annually) from the beginning of year eleven (11) of continuous employment. After thirty (30) years of continuous employment, an employee shall be granted annual leave at the rate of two and one-half (2-1/2) days per month (30 days annually).
- B. Annual leave is scheduled in advance with approval from the supervisor.
- C. An employee may accumulate up to 30 days of annual leave, but may not use more than 30 in one year.
- D. Employees must submit a completed absence report the first day back at work to receive per diem pay.
- E. Upon termination of employment or retirement, an employee shall be paid for any unused accumulated annual leave.

LIBERAL LEAVE

During inclement weather or other emergency events, and when liberal leave is announced, a non-essential employee may take unscheduled leave if the employee determines it is unsafe to travel or report to their work destination. An employee who determines that he/she is unable to safely report to work during the period announced for liberal leave may take a full or partial day of leave provided his/her supervisor has been notified in advance of the intent to take liberal leave, has provided an explanation of the situation and receives approval from his/her supervisor to take liberal leave. When an employee uses liberal leave, time lost will be charged in the following order:

1. Vacation leave (if eligible for vacation leave)
2. Personal leave
3. Sick day

If none of these three leave options is available to the employee for taking liberal leave, then the approved time off for liberal leave will be leave without pay. Liberal leave only applies to those days so designated by the Superintendent.

LEAVE FOR JURY DUTY AND SUBPOENAED WITNESSES:

An employee called for Jury Duty may be absent without loss of pay or use of leave time subject to verification of actual days served (verification to be provided by the Clerk of Court). Any compensation received while serving jury duty shall be surrendered to Essex County Public Schools.

An employee subpoenaed as a court witness in relation to employment with the Essex County Public Schools may be absent without loss of pay or use of leave time provided that a copy of the subpoena shall be transmitted to the payroll office. An employee subpoenaed to court for reasons other than in a capacity as a School Board employee must use personal leave or annual leave.

ABSENCE WITHOUT PAY (other than medical):

Absence without pay is not a regular leave benefit. It is a discretionary leave provision designed to address unusual circumstances that cannot be addressed by other forms of leave. The abuse of leave without pay shall be subject to disciplinary action, up to and including termination.

The Superintendent shall develop regulations to implement this Policy and provide the terms and circumstances for the utilization of absence without pay.

SHORT-TERM ABSENCE WITHOUT PAY (other than medical):

The Superintendent is authorized to provide up to three (3) days of Absence Without Pay (AWOP) other than for medical purposes at his/her sole discretion. Absence Without Pay may be granted to full-time employees based on documentation provided and detailed information indicating the reason for the request. Absence Without Pay (AWOP) under the provisions of this policy may be granted only when all personal and/or annual leave balances have been exhausted and may not be granted beyond the contractual year in which the request was made and/or approved.

Procedure: A request for Absence Without Pay (AWOP) must be submitted, in writing, to the employee's supervisor at the earliest possible date, but no less than 60 days prior to the expected commencement of leave. The supervisor will forward the request (noting approval or disapproval) to the Director of Human Resources. Absence Without Pay (AWOP) under the provisions of this policy may be granted only when all personal and/or annual leave balances have been exhausted and may not be granted beyond the contractual year in which the request was made and/or approved. Factors to be considered in granting the leave of absence shall include, but not be limited to, the reason for requesting the leave, the employee's job performance, the normal contractual period and the work requirements of the employee's position. Payroll will calculate the pay deduction based on the employee's contract rate of pay.

EXTENDED ABSENCE WITHOUT PAY (other than medical):

The Superintendent is authorized, with School Board approval, to provide an extended Absence Without Pay (other than for medical purposes) at his/her sole discretion. An extended absence without pay may be granted to full-time employees based on documentation provided and detailed information indicating the reason for the request. Extended Absence Without Pay (AWOP) under the provisions of this policy may be granted only when all personal and/or annual leave balances have been exhausted and may not be granted beyond the contractual year in which the request was made and/or approved.

Procedure: A request for an extended absence without pay must be submitted, in writing, to the supervisor at the earliest possible date, but no less than 60 days prior to the expected commencement of leave. The supervisor will forward the request (noting approval or disapproval) to the Director of Human Resources. Factors to be considered in granting the leave of absence shall include, but not be limited to, the reason for requesting the leave, the employee's job performance, the normal contractual period and the work requirements of the employee's position. Payroll will calculate the pay deduction based on the employee's contract rate of pay.

For extended absence without pay, sick leave and annual leave will not accrue during an unpaid leave of absence. Credit for experience will not be earned during the period of the leave of absence. The employee is eligible during the leave of absence to continue all health and group life insurance coverage; however, the employee must make arrangements to pay the entire premium for such insurance.

LEAVE WITHOUT PAY

See School Board Policy GCBEA.

MILITARY LEAVE

See School Board Policy GCBEB.

FAMILY AND MEDICAL LEAVE

See School Board Policy GCBE.

Approved: April 14, 2014

Updated: March 6, 2017

Updated: April 3, 2017

*The Leave Authorization Form may be found under the Forms section of this handbook
or accessed through the school division website.*

SICK LEAVE BANK

The school board establishes a sick leave bank for all employees who are eligible for sick leave provided that one-half of eligible employees participate in the plan. Employees eligible for the sick leave bank are those employees who are a member of either Plan 1 or Plan 2 of the Virginia Retirement System. Hybrid Plan members of the Virginia Retirement System are not eligible to participate in the Sick Leave Bank.

The school board reserves the right to abolish the sick leave bank at any time it considers the sick leave bank inappropriate. The school board does not assume responsibility for claims by any employee against the sick leave from its inception or at any time in the future.

A. Administrative Regulations

Each eligible employee who accumulates sick leave is eligible for membership in the sick leave bank and may become a member by donating two days of sick leave upon joining and one day annually thereafter when an assessment is required.

B. Enrollment

1. An employee may enroll within the first 30 days of employment. An employee who does not enroll when first eligible may do so between any subsequent August 15 and September 15 period by making a written request to the Director of Human Resources.
2. Membership in the sick leave bank shall be designated annually by the employee within the designated enrollment window of his/her intent to participate in the sick leave bank.

C. Application

1. Before becoming eligible for sick leave bank benefits, the employee shall have completely exhausted his/her accumulated leave. Any one member may draw a maximum of 45 days each school year.
2. A member must submit a letter of request to the attendance clerk for use of sick leave bank entitlement within 10 working days after using all accumulated leave.
3. Members utilizing days from the sick leave bank will not have to replace these days.
4. Additional periods of disability resulting from a relapse of the original illness will be covered fully on a continuing basis up to the annual maximum of 45 days.
5. A doctor's certificate is required before a sick leave bank member can use his/her sick bank entitlement. This certificate must accompany the member's written letter of request to the attendance clerk advance of the absence for which the days are to be granted. Requests can only be made retroactively in cases of emergency.
6. The sick leave bank cannot be used for family care.
7. The contribution of a sick leave day to the sick leave bank by an enrolling employee will not interfere with said employee's attendance record.
8. The sick leave bank will carry over its total days from one school year to another.

D. Assessment

1. Participation in the sick leave bank will be assessed an additional day of sick leave at such times as the sick leave bank is depleted to 45 days. Notification of such assessment shall be sent each member at the time it is determined to be necessary.
2. A member who has no sick leave to contribute at the time of assessment shall be assessed this day(s) from the first sick leave day(s) subsequently accumulated.
3. Periodic reports will be made to the School Board each time the sick leave bank is accessed and will include the reason for access and the number of days left in the bank.

E. Termination of Sick Leave Bank

1. If the sick leave bank is abolished by the school board or by legal ruling, the remaining sick leave bank days shall be distributed first to those members drawing from the bank, and then to each member if sufficient days exist to return a minimum of one-half day to each member. If there are not sufficient days to return at least one-half day to each member, the sick leave bank will be terminated with no distribution of days to anyone.
2. If the sick leave bank becomes inoperative for any reason, the school board shall not be held responsible to anyone, enrolled now or eligible in the future, for any claims.

F. Termination of Employment or Membership

Upon termination of employment or withdrawal of membership from the bank, a participant will not be permitted to withdraw or be paid for his/her contributed day(s).

G. Donation of Additional Sick Days

Nothing in this policy precludes an employee from donating extra days to the sick leave bank. For example, a retiring employee who has accrued numerous days of sick leave may elect to donate some of these days to the sick leave bank. Also, employees leaving Essex County who may be accepting employment in which their sick leave is not transferable may elect to donate their otherwise lost leave to the sick leave bank.

Approved: April 14, 2014

*The Sick Leave Bank Form may be found under the Forms section of this handbook
or accessed through the school division website.*

THIS REGULATION SUPERSEDES ANY AND ALL PREVIOUS ESSEX COUNTY PUBLIC SCHOOL BOARD POLICIES AND/OR REGULATIONS REGARDING STAFF LEAVES AND ABSENCES AS OF THE DATE OF SCHOOL BOARD APPROVAL.

LEAVE WITHOUT PAY **(ECPS Policy GCBEA)**

Employee's Debilitating or Life-Threatening Illness or Injury

A leave of absence, without pay, may be granted to employees of the school division who have a debilitating or life-threatening illness or injury and who are not eligible for Family Medical Leave as described in Policy GCBE because they have not worked for the division for 12 months or have not worked at least 1250 hours according to the Fair Labor Standards Act, 29 U.S.C. § 201 et seq.

Employees with a debilitating or life-threatening illness who are entitled to leave under this policy may take up to thirty (30) days unpaid leave during their first year of employment with the school division. Leave may be taken only in full-day increments. Leave may be taken only when the employee has no other leave (such as sick leave) available.

Employees must submit medical documentation of their need for leave. Whenever possible, documentation must be provided prior to leave being taken.

Prior approval must be obtained prior to leave being taken.

All rights under this policy expire at the end of the employee's first year of service.

Other Work During Leave

Employees who are on unpaid leave pursuant to this policy or any other policy, except those on leave pursuant to the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) (see Policy GCBEA), may not engage in work for which they receive pay or any other type of remuneration without the prior written approval of the Superintendent.

Adopted: April 9, 2012

STAFF WEAPONS IN SCHOOL **(ECPS Policy GBEB)**

No one may possess or use any firearm or any weapon, as defined in Policy JFCD Weapons in School, on school property (including school vehicles), on that portion of any property open to the public and then exclusively used for school-sponsored functions or extracurricular activities while such functions or activities are taking place or on any school bus without authorization of the superintendent or superintendent's designee.

Violation of this policy by an employee will result in appropriate personnel action up to and including dismissal.

Illegal conduct will be reported to law enforcement officials.

Adopted: April 9, 2012

Revised: August 14, 2017

Excerpts from the Essex County School Board Policy Manual and Regulations Manual Regarding Funds Collected from Students, Parents, or Community Members.

School Board Policy DM: CASH IN SCHOOL BUILDINGS

In accordance with Department of Education's Guidelines for School Activity Funds, cash shall not be left in teacher's desks, lockers, or closets unattended during the school day. Any cash that remains in the school building overnight shall be turned into the school office and placed in the school vault.

School Board Regulation 4-47 School Activity Funds (in part)

14. The principal shall require that all funds in the school (organizations, activities, athletic, library, teachers, collection, entertainment, etc.) be deposited in one central fund. One bank account shall be established as a depository for all of these funds. This bank account shall be reconciled monthly by the principal and treasurer with the school financial records. The principal will designate one member of the faculty or clerical staff as treasurer of the central fund to keep the financial records of the fund under the supervision of the principal.

NOTES:

In addition to the above, employees are not permitted to take from the school building any funds collected as described in number 14 above. The funds must be turned in daily to the school bookkeeper, principal, or assistant principal.

The principal will designate a staff member to transport funds to the bank for deposit.

Employees collecting funds as described in number 14 above must follow the requirement that any checks collected are made payable **only** to the school.

SCHOOL SAFETY INFORMATION

ESSEX COUNTY SCHOOL SAFETY STATEMENT

Essex County Public Schools takes seriously the charge of providing students with a safe and conducive environment for learning. This endeavor will be accomplished through partnerships with local law enforcement and emergency services. We will continue to research and implement best practices to ensure that this environment exists in Essex County Public Schools.

UNIFORM SCHOOL SAFETY CODES

A. SIGNAL

Sounding of the fire alarm

B. GENERAL INSTRUCTIONS

1. Books are to be left in rooms. Only valuables are to be taken.
2. Under no circumstances are students to go to their lockers.
3. All windows and doors are to be closed but not locked.
4. All electrical and gas equipment should be turned off.
5. Teachers must take their roll books.
6. The center stairway is a fire exit for handicapped students and staff. (EHS)

C. PROCEDURES

1. At the sound of the fire alarm, students are to form a line in the classroom and await instructions.
2. The teacher will review the exit to be used and the line of march. The teacher should lead students out of the building through the nearest exit.
3. Pupils are to walk in a line or in a compact group. Teachers are to be at the head of the line.
4. All school personnel and students are to leave by the nearest exit. No parents or visitors are to remain in the building.
5. The teacher and class are to proceed to the designated area.
6. Pupils are to move out of the building in an orderly manner.
7. The teacher **MUST CALL THE ROLL** after reaching the designated area. Teachers must immediately report to the principal any students who are not present with the class.
8. While waiting for the signal to return to the building, teachers are to actively supervise their students who are to remain together.
9. Pupils are to return to the building in an orderly manner.
10. For safety reasons, students are required to stand at least 50 yards from the building.

ESSEX COUNTY PUBLIC SCHOOLS

SCHOOL CLOSINGS:

EMERGENCY and INCLEMENT WEATHER PROTOCOL

The following practices are being established for the safety and well-being of:

- ECPS students
- ECPS employees
- The vehicle that transports ECPS students

Communication Methods:

- School Messenger
- ECPS Webpage
- TV Stations (**WTVR** Channel 6, **WRIC** Channel 8, **WWTB** Channel 12)
- Radio Stations (**WRAR** 105.5, **WNNT** 107.5, **WFVA** 101.5, **WCVE** Public Radio 88.9 Richmond, **WCNV-FM** 89.1 Heathsville, and **WMVE-M** 90.1 Chase City)

Two Hour Delays

On a two-hour delay day, transportation will **not** be provided for the following student programs:

- Chesapeake Bay Governor's School
- A.M. Northern Neck Vocational-Technical Center

Additional Notes:

Early Release Days: Principals have the discretion to delay the release of faculty/staff based on notification and/or verification from Transportation that students have been delivered safely to home/stop locations.

INCLEMENT WEATHER - SCHOOL CLOSING INFORMATION

Notices for school closing(s) due to inclement weather or other emergencies will be announced through the following sources:

CALL LETTERS	CHANNEL/STATION
WKWI Kilmarnock WIGO	101.7 FM 104.9 FM
WWBT	TV Channel 12
WTVR	TV Channel 6
WRIC	TV Channel 8
WCVE, WCNV-FM & WMVE-M	88.9 Richmond 89.1 Heathsville 90.1 Chase City
WFVA	B101.5
WRAR/WNNT	
ECPS Website Homepage	

Wording to be used for all ECPS Announcements

➤ **Option 1: TWO HOURS LATE**

Essex County Public Schools will open two hours late today (*name day of week and date*) due to inclement weather. Classes are cancelled for the Chesapeake Bay Governor's School and the A.M. Northern Neck Vocational-Technical Center. All maintenance and bus garage employees must report at their regularly scheduled start time.

➤ **Option 2: EARLY DISMISSAL**

Essex County Public Schools will close at xx:00 pm today (*name day of week and date and time*) due to inclement weather. Principals have the discretion to delay release of faculty and/or staff based on notification and/or verification through Transportation that students have been delivered safely to home/bus stop locations.

➤ **Option 3: CLOSED (ALL DAY) ADMINISTRATIVE OFFICES OPEN ALL DAY**

Essex County Public Schools will be closed today (*name day of week and date*) due to inclement weather. Administrative offices are open. Twelve-month employees and school office personnel are expected to report to work on time.

➤ **OPTION 4: CLOSED (ALL DAY) ADMINISTRATIVE OFFICES OPEN TWO HOURS LATE**

Essex County Public Schools and administrative offices will be closed today (*name day of week and date*) due to inclement weather. Administrative offices are open. Twelve-month employees and school office personnel are expected to report to work two hours late.

➤ **OPTION 5: CLOSED (ALL DAY)**

Essex County Public Schools and administrative offices will be closed today (*name day of week and date*) due to inclement weather. This closing includes all students and all employees.

➤ **OPTION 6: CLOSED (AFTER-SCHOOL ACTIVITIES)**

All after-school activities for Essex County Public School are cancelled today (*name day of week and date*) due to inclement weather (*or another reason to be specified*). This closing includes all student activities.

IMPORTANT PROCEDURES/GUIDELINES

PERSONNEL

Use of Private Cars for Transporting Students

Under certain circumstances school board employees may use their cars to transport students to school-related events, such as activity trips involving a limited number of students when no other form of transportation is available and participation could not occur if private transportation were not available by the employee.

The employee is required to submit a request 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. Prior to actually taking the trip the employee is required to have on file with the clerk of the board a statement of his/her personal car insurance coverage.

The present ruling of the insurance carrier for the school board is that the employee's personal insurance would be used in the case of an accident to cover medical and liability payments for the employee and occupants of the car. The school board's general liability and excess liability coverage specifically exclude automobile coverage. Under the automobile liability policy carried by the school board, the school board is covered for liability suits arising from use of private automobiles by school board employees, and the same policy also can be used as excess coverage after an individual employee's personal policy has been completely used up to cover all contingencies of an accident.

Supervision of Students

Personnel who are in charge of students at specific times are to provide direct supervision of those students. If the employee in charge must leave the work area, provisions must be made to have another employee cover the supervision of students.

Licensed Personnel: Tutoring

Teachers may tutor students for pay provided the student is not currently under the supervision of the teacher and such instruction for pay occurs outside of school premises and after school hours

Essex County Public Schools TRAVEL REGULATIONS

Numerous employees of Essex County Public Schools travel for business related reasons. These regulations are to be followed by all employees. The purpose of these regulations is to insure public funds are being used prudently and costs are reasonable. Any variation from these guidelines must be approved in advance by the superintendent or assistant superintendent for extenuating circumstances.

Professional leave forms must be submitted two (2) weeks prior to the requested event. Travel is considered authorized once the school board office designee signs and approves the *Professional Leave Request/Verification Form*.

Transportation

A county car should be used for all travel when available. If unavailable, reimbursement will be made for use of a personal car at the current IRS mileage rate per mile once approval for use of a personal vehicle has been granted. The Director of Transportation will assign a county car, or notify the employee that none is available, and use of a personal vehicle is authorized. ***No reimbursement will be made for the use of a personal vehicle unless it is approved in advance.*** Mileage reimbursement will be made for the most direct route to the destination including necessary local travel at the destination. Personal side trips while on authorized travel are not reimbursable.

Tolls and parking charges are reimbursable with a receipt and with prior authorization. No reimbursements will be made without a receipt. Traffic violations or parking tickets are not reimbursable and are the responsibility of the employee.

Lodging

Participants are responsible for reserving their own room. Lodging will be approved at the meeting site at the federal rate or the convention rate whichever is less. If no lodging is available at the site, an alternate hotel/motel may be used not to exceed the federal reimbursement rate at the meeting site. If the meeting is held at a site that does not offer lodging, a lodging rate not to exceed the federal per night excluding taxes is authorized. Telephone calls, newspapers, and other incidental expenses of a personal nature, charged to the hotel room will not be reimbursed.

Meals

Meetings that include meals and/or banquets as part of the registration fee will be paid with the registration fee. No further meal allowance will be made when the meal is provided for as part of the registration. Banquets and /or meeting meals will be paid for at the stated rate in the conference literature. All other meals will be reimbursed at the following rate, including taxes. Under no conditions will the purchase of alcoholic beverages be reimbursed.

Meals qualify for reimbursement if the request includes overnight travel, provided the meal is not included as part of the conference fee. For day trips, meals are not reimbursable.

Reimbursable limits for meals are: Breakfast, \$8.00; Lunch, \$12.00; Dinner, \$20.00. No daily meal total may exceed \$40.00. If one chooses to skip breakfast and/or lunch, the allowable charge for other meals may not exceed the daily limit of \$40.00. Approval for meals will be for one meal per meal time (meal allocations cannot be combined)

Meals taken on a departure or return day will be reimbursed at the above individual meal rate only with no carryover provision allowed for a skipped meal.

All travel, lodging, and meal reimbursements ***must*** be accompanied by an itemized dated receipt. A credit card receipt showing totals only will not qualify as an itemized receipt for reimbursement.

Federal Guidelines will apply for any travel paid by federal funds. These guidelines may be more restrictive than local regulations. Persons requesting travel will need to know the source of funding and applicable travel guidelines.

Processing of Reimbursement Requests - To submit for reimbursement, use the Request for Reimbursement of Expenses Form, and attach a copy of the approved Professional Leave Form and proof of claimed expenses. Proof of expense, where applicable, includes original credit card receipts, a hotel settlement statement, parking receipts, or, if paid by personal check, a copy of the cancelled check. Have your Supervisor approve the reimbursement request and send it to the School Board Office, Attn: Accounts Payable.

WORK RELATED INJURIES

The employees of Essex County School Board are covered by Virginia's Workmen's Compensation Act. Risk management services and security measures are in place to protect the school division, its students, employees, visitors, guests, and property. Employees are hereby designated as the primary source for promoting safety and security, preventing/minimizing losses, and reporting unsafe practices and situations. Common sense and awareness are key components for a successful risk management program.

General Guidelines

Signs, warning posters, notices and safety guidelines must be obeyed.

A stepstool or ladder must be used when looking for, retrieving, or returning any item or items that are higher than the employee's outstretched arm length. Never use a chair, desk or unsanctioned non-climbing device to gain access to elevated areas.

Walkways (defined as, but not limited to: halls, corridors, stairs, stairwells, doorways, sidewalks, passageways, etc.) must be clear. Storage of any kind is prohibited in these areas.

Hand rails must be used when entering and exiting a school bus, and at any other location where hand rails exist.

Occupants of any vehicle being used for school division business will use the seat belts, if vehicle is so equipped.

Electrical cords must be bundled together, removed from walkways, and fastened under desks.

Proper attire (particularly footwear) must be work for current conditions.

Reporting

Unsafe conditions must be reported immediately to at least one of the following: Building Administrator, or the Payroll Specialist who will, in turn, notify the proper parties.

Unsafe practices must be reported immediately to at least one of the following: Building Administrator, School Nurse, Payroll Specialist, who will notify proper parties.

Employee, student, and visitor injuries must be reported immediately to the proper authority (School Nurse and Payroll Specialist/School Board Office personnel)

In case of injury by accident or notice of an occupational disease:

THE EMPLOYEE SHOULD:

1. Immediately give notice (within 24 hours) to principal or supervisor of the injury or occupational disease.
2. Promptly contact the Company Nurse Injury Hotline (1-888-770-0925) for any non-life-threatening injuries to report the incident and receive directives with regard to the reported injury. For critical care emergencies, you should call 9-1-1 and as soon as possible thereafter, notify Company Nurse through the Injury Hotline (1-888-770-0925) to report the incident.
3. Inform your doctor or hospital that you are covered under the Essex County Workmen's Compensation Policy.

POSSIBLE EXPOSURE TO VIRAL INFECTIONS

Upon notification by a school employee who believes he/she has been involved in a possible exposure-prone incident which may have exposed the employee to the blood or body fluids of a student, the superintendent shall contact the local health director who, upon immediate investigation of the incident, shall determine if a potentially harmful exposure has occurred and make recommendations based upon all information available to him/her, regarding how the employee can reduce any risks from such exposure.

The superintendent shall share these recommendations with the school employee.

The superintendent and the school employee shall not divulge any information provided by the health director regarding the student involved except as described below. The information provided by the local health director shall be subject to any applicable confidentiality requirements set forth in section 32.1 et seq. of the Code of Virginia.

Whenever any school board employee is directly exposed to body fluids of any person in a manner which may, according to the current guidelines of the Centers for Disease Control, transmit human immunodeficiency virus or hepatitis B or C viruses, the person whose body fluids were involved in the exposure shall be deemed to have consented to testing for infection with human immunodeficiency virus or hepatitis B or C viruses. Such person shall also be deemed to have consented to the release of such test results to the school board employee who was exposed. In other than emergency situations, it shall be the responsibility of the school board employee to inform the person for an order requiring such testing.

Whenever any person is directly exposed to the body fluids of a school board employee in a manner that may, according to the current guidelines of the Centers for Disease Control, transmit human immunodeficiency virus or hepatitis B or C viruses, the school board employee whose body fluids were involved in the exposure shall be deemed to have consented to testing for infection with human immunodeficiency virus or hepatitis B or C viruses. The school board employee shall also be deemed to have consented to the release of such test results to the person.

Except if the person to be tested is a minor, if the person whose blood specimen is sought for testing refuses to provide such specimen, any person potentially exposed to the human immunodeficiency virus or hepatitis B or C viruses, or the employer of such person, may petition the general district court or the county or city in which the person to provide a blood specimen is sought resides or resided, or in the case of a nonresident, the county or city where the school board has its principal office, for an order requiring the person to provide a blood specimen or to submit to testing and to disclose the test results in accordance with this section. At any hearing before the court; the person whose specimen is sought or his counsel may appear. The court shall be advised by the State Health Commissioner or his designee prior to entering any testing order. If a testing order is issued, both the petitioner and the person from whom the blood specimen is sought shall receive counseling and opportunity for face-to-face disclosure of any test results by a licensed practitioner or trained counselor.

REGULATIONS GOVERNING FIELD TRIPS

1. The Essex School Board supports field trips that have solid educational value as long as the trips are kept within reasonable limits so that the teaching of basic skills within the classroom setting is not impeded.
2. Field trips must address the teaching of SOLs, School Board approved curriculum, or I.E.P. objectives.
3. The great majority of SOLs/School Board approved curriculum, or I.E.P. objectives can be taught in the classroom setting with other resources such as guest speakers, the multimedia information available through the Internet, etc. Field trips often disrupt the schedules of other classes and related services providers, so the resources in this paragraph should be considered as an alternative to field trips whenever possible.
4. Each principal will submit the school's proposed field trips for the year by September 15. A central office administrator will chair a division-wide committee to review all requests. All trips, including any exceptions that may be required, will be considered by the Board at its October meeting. Limited exceptions may be considered by the Board at its discretion at other times. The school offices are to submit cover sheets for the trips in chronological order showing estimated: dates, departure & return times, destination, name of faculty members in charge, number of students, number of chaperones, and mode of transportation. The Superintendent designee may authorize changes in dates or destinations that arise due to circumstances beyond the control of school personnel.
5. Grades K-8 will be limited to 1 major trip per semester on days school is in session. Shorter trips that can be conducted within a class period will be considered on a limited basis.
6. To reduce the impact on instructional time for middle or high school students who miss all their other classes when attending an all day trip for one class, it is recommended that trips be scheduled for after school or Saturdays whenever possible. Special consideration will also be given to trips involving competition with students from other schools.
7. The principal is to approve the chaperone plan for each trip. The number of chaperones needs to be sufficient to maintain direct adult supervision of students at all times.
8. Each overnight trip must have sufficient adult chaperones to insure assignment of one chaperone to each five students. The employee sponsoring the trip shall have copies of keys of each hotel room to insure proper supervision.

Licensure Information

To obtain an initial teaching license in the state of Virginia, the following procedures must be followed:

Step 1: Application Form. Please complete the appropriate Application*

Step 2: Nonrefundable Application Fee. In State Fee is \$50 and the out-of-state fee is \$75. Certified Check, cashier's check, money order, or personal checks are accepted and should be made out to the *Treasurer of Virginia*.

Step 3: College Verification Form – This form should be completed by a university official **ONLY** if the individual completed a Virginia college or university approved program.

Step 4: Report on Experience – If Applicable

Step 5: Professional Teacher's Assessment Scores

Step 6: Official Student Transcripts – Please Note, these must be OFFICIAL student transcripts bearing the registrar's signature and embossed seal. Electronic transcripts will not be accepted

Step 7: Out of State License(s) – If Applicable

Step 8: Certification of Child Abuse and Neglect Recognition and Intervention Training: The Child Abuse and Recognition and Intervention Training tutorial may be accessed at the following Web site: <http://www.dss.virginia.gov/abuse/mr.cgi>. At the conclusion of the tutorial, please note that the license holder will need to make a copy of the certificate of completion that needs to be attached to the application for renewal. This document only needs to be submitted once; if it was submitted at the time of your initial license application, the requirement has been met.

Step 9: Emergency First Aid, CPR, and AED Training or Certification: The 2013 General Assembly amended the Code of Virginia to require that individuals seeking initial licensure and licensure renewal on or after July 1, 2016, shall provide evidence of completion of certification or training in (1) emergency first aid, (2), cardiopulmonary resuscitation, and (3) the use of automated external defibrillators, such as a program developed by the American Red Cross, **and include hands-on practice of the skills necessary to perform cardiopulmonary resuscitation**. (The addition of the hands-on practice was passed by the 2017 General Assembly.) Official documentation must be presented at initial licensure as well as at each licensure renewal. Essex County Public Schools provides this training various times throughout the year, coordinated by our Nurse Administrator, Carrol Balderson.

Step 10: Virginia History/State and Local Government Tutorial (This tutorial is required for licensees with specified endorsements, please see [Superintendent's Memo #053-14](#)). Effective July 1, 2014, any individual licensed and endorsed to teach (i) middle school civics or economics or (ii) high school government or history who is seeking renewal of such license must visit <http://www.civiceducationva.org/> to compete this module specifically related to Virginia history or state and local government for a value of five professional development points. At the conclusion of the tutorial, please note that the license holder will need to make a copy of the certificate of completion that needs to be attached to the application for renewal. This document only needs to be submitted once; if it was submitted at the time of your initial license application, the requirement has been met.

Step 11: Dyslexia Awareness Training Module: Effective July 1, 2017, every person seeking initial licensure or renewal of a license shall complete awareness training provided by the Department of Education on the indicators of dyslexia, as that term is defined by the Board pursuant to regulations, and the evidence-based interventions and accommodations for dyslexia. To meet the requirements, the Virginia Department of Education has developed a free online Dyslexia Awareness Training Module for a value of five professional points. The module may be accessed at the following address

<http://www.doe.virginia.gov/teaching/licensure/dyslexia-module/story.html>. At the conclusion of the tutorial, please note that the license holder will need to make a copy of the certificate of completion that needs to be attached to the application for renewal. This document only needs to be submitted once; if it was submitted at the time of your initial license application, the requirement has been met.

Technology Standards for Instructional Personnel: Please note that the technology standards for instructional personnel can be met through the Virginia employing school division or by completing a Virginia college or University approved program (since December 1998). This requirement will be met with the assistance of Mr. Jason Bellows, ITRT. Once this requirement has been met, it does not need to be completed at renewal.

Assessment Requirements for Initial Licensure

Academic Skills Assessment

Virginia Communication and Literacy – VCLA

Content Assessment (if applicable) – Refer to Praxis II: Specialty Area Tests

Reading Assessment [Required for the specific endorsement areas listed below.]

Praxis Reading For Virginia Educators (RVE): Elementary and Special Education (5306)—this test is required for individuals seeking initial license in any of the following endorsements: Early/Primary Education PREK-3, Elementary Education PREK-6, Special Education-General Curriculum, Special Education-Hearing Impairments, and Special Education-Visual Impairments. [This assessment may also apply to those individuals with endorsements in Special Education-Emotional Disturbances, Special Education-Specific Learning Disabilities, and Special Education-Intellectual Disabilities who were advised under previous regulations to meet this assessment requirement for full licensure.]

If you are obtaining an initial license for a CTE Endorsement, you must pass one of the approved examinations that correlate to the area of the endorsement you wish to obtain. (See Attachments).

- Supt. Memo 202-15 –

http://www.doe.virginia.gov/administrators/superintendents_memos/2015/202-15.shtml

- Guidance Document -

http://www.doe.virginia.gov/instruction/career_technical/path_industry_certification/cte_credentials/industry_credentials_for_teachers_guidance_document.pdf

If you are obtaining an initial license for an endorsement in School Counseling, you must complete training in recognition of mental health disorder and behavioral distress, including depression, trauma, violence, youth suicide, and substance abuse.

- Supt Memo 173-17

http://www.doe.virginia.gov/administrators/superintendents_memos/2017/173-17.shtml

Special Notes

*Those individuals who wish to apply for a Special Education license must complete a different application, please see Human Resources.

*Those individuals who wish to apply for a Technical Professional license must complete a different application, please see Human Resources.

RELICENSURE INFORMATION

- Whenever there are any questions or concerns regarding licensure for professional staff within the division, please do not hesitate to contact Christina Beasley, Director of Human Resources, at (804) 443-3266 or by email at cbeasley@essex.k12.va.us. Please note that the Virginia Department of Education website (www.doe.virginia.gov) is the final authority for all licensure information.
- Collegiate Professional Licenses are valid for five years, unless you have a provisional license. If you do not already have a copy of your certificate, we can provide one upon request. Technically, licensure is required by statute before paychecks are issued. Essex School Board policy requires re-licensure be completed before the expiration date as a pre-requisite for continued employment. This also applies to persons who are issued provisional licenses to complete certain requirements within three years.
- A Provisional License is non-renewable. Typically, under a Provisional License, there is three-year period to complete all necessary requirements. Please note that if the requirements are not met within the three-year period, a full teaching license will not be issued and you will not be eligible for another Provisional License.
- If you hold a Collegiate Professional license, you are no longer required to successfully complete an approved three-credit college course within your content area for the renewal of your license. You must, however, earn within the five-year renewal cycle a minimum of 180 recertification points based on the eight options outlined in the Virginia Licensure Renewal Manual.
- If you hold a Master's Degree (Post Graduate Professional License), you are not required to successfully complete college coursework for relicensure. You must, however, accumulate at least 180 recertification points based on the eight options outlined in the Virginia Licensure Renewal Manual which may be access on the VDOE website.
- Child Abuse and Neglect Recognition and Intervention Training: The Child Abuse and Recognition and Intervention Training tutorial may be accessed at the following Web site: <http://www.dss.virginia.gov/abuse/mr.cgi>. At the conclusion of the tutorial, please note that the license holder will need to make a copy of the certificate of completion that needs to be attached to the application for renewal. This document only needs to be submitted once; if it was submitted at the time of your initial license application, or at any renewal, the requirement has been met.
- Technology Standards for Instructional Personnel: Please note that the technology standards for instructional personnel can be met through the Virginia employing school division or by completing a Virginia college or University approved program (since December 1998). This requirement will be met with the assistance of Mr. Jason Bellows, ITRT. Once this requirement has been met, it does not need to be completed at renewal.
- Emergency First Aid, CPR, and Use of AEDs Certification or Training: The 2013 General Assembly amended the Code of Virginia to require that individuals seeking initial licensure and licensure renewal on or after July 1, 2013, shall provide evidence of completion of certification or training in (1) emergency first aid, (2), cardiopulmonary resuscitation, and (3) the use of automated external defibrillators, **and include hands-on practice of the skills necessary to perform cardiopulmonary resuscitation.** (The addition of the hands-on practice was passed by the 2017 General Assembly.) Official documentation must be presented at initial licensure as well as at each licensure renewal. Essex County Public Schools provides this training various times throughout the year, coordinated by our Nurse Administrator, Carrol Balderson.
- Virginia History/State and Local Government Tutorial: (This tutorial is required for licensees with specified endorsements). Effective July 1, 2014, any individual licensed and endorsed to teach (i) middle school civics or economics or (ii) high school government or history who is seeking renewal of such license must visit <http://www.civiceducationva.org/> to compete this module specifically related to Virginia history or state and local government for a value of five professional development points. At the conclusion of the tutorial, please note that the license holder will need to make a copy of the certificate of completion that needs to be attached to the application for renewal. For more information, and to see a list of teaching endorsements that permit an individual holding a valid Virginia teaching license to teach (i) middle school civics or economics, or (ii) high school government or history, please see [Superintendent's Memo #053-14](#). This document only needs to be submitted once; if it was submitted at the time of your initial license application, the requirement has been met.

- Dyslexia Awareness Training Module: Effective July 1, 2017 every person seeking initial licensure or renewal of a license shall complete awareness training provided by the Department of Education on the indicators of dyslexia, as that term is defined by the Board pursuant to regulations, and the evidence-based interventions and accommodations for dyslexia. To meet the requirements, the Virginia Department of Education has developed a free online Dyslexia Awareness Training Module for a value of five professional points. The module may be accessed at the following address <http://www.doe.virginia.gov/teaching/licensure/dyslexia-module/story.html>. At the conclusion of the tutorial, please note that the license holder will need to make a copy of the certificate of completion that needs to be attached to the application for renewal. This document only needs to be submitted once; if it was submitted at the time of your initial license application, the requirement has been met.
- School Counselor Endorsements: Effective July 1, 2017, every person seeking license or renewal of a license for an endorsement in School Counseling, you must complete training in recognition of mental health disorder and behavioral distress, including depression, trauma, violence, youth suicide, and substance abuse. Please refer to Supt. Memo #173-17 for training purposes.
http://www.doe.virginia.gov/administrators/superintendents_memos/2017/173-17.shtml
- Each licensed employee is responsible for maintaining recertification points for relicensure. An application (http://www.doe.virginia.gov/teaching/licensure/licensure_renewal_manual.pdf) for license renewal must be submitted, along with supporting documentation, signed and initialed by yourself and your building administrator (advisor), as well as a \$25 nonrefundable fee, made out to the Treasurer of Virginia. Personal checks and money orders are accepted.
- Most all categories for recertification require pre-approval from your building administrator or central office staff before enrolling in a related activity. Please visit the ECPS Employee Handbook and complete the correct corresponding page for pre-approval.

FORMS

Forms are included in the Employee Handbook and may also be accessed on the Essex County Public Schools website.

REPORT OF DISCRIMINATION (Policy GB-F)

Name of Complainant: _____

For Employees, Position: _____

For Applicants, Position Applied For: _____

Address, Phone Number
and Email Address: _____

Date(s) of Alleged Discrimination: _____

Name(s) of person(s) you believe discriminated against you or others:

Please describe in detail the incident(s) of alleged discrimination, including where and when the incident(s) occurred. Please name any witnesses that may have observed the incident(s). Please include a description of any past incidents that may be related to this complaint. Attach additional pages if necessary.

I certify that the information provided in this report is true, correct and complete to the best of my knowledge.

Signature of Complainant

Date

Complaint Received By:

Compliance Officer

Date

REPORT OF HARASSMENT (Policy GBA-F/JFHA-F)

Name of Complainant: _____

For Students, School Attending: _____

For Employees, Position and Location: _____

Address, Phone Number
and Email Address: _____

Date(s) of Alleged Incident(s) of Harassment: _____

Name of person(s) you believe harassed you or others: _____

If the alleged harassment was toward another, please identify that person: _____

Please describe in detail the incident(s) of alleged harassment, including where and when the incident(s) occurred. Please note any witnesses that may have observed the incident(s). Please include a description of any past incidents that may be related to this complaint. Attach additional pages if necessary.

I certify that the information provided in this report is true, correct and complete to the best of my knowledge:

Signature of Complainant

Date _____

Complaint Received By:

(Principal or Compliance Officer)

Date _____



Essex County Public Schools

PROFESSIONAL LEAVE REQUEST/VERIFICATION FORM

(Attach details of the professional event such as brochure, activity schedule, etc.)

Section 1:

Employee Name: _____ School/Dept: _____

Title or Description of Activity: _____

Location of Activity: _____ Substitute required Y / N
(please circle)

I am requesting approval to take _____ day(s) on the following dates: _____

How is this event applicable to your current job?	
How can this event assist you in your job?	
Check	ECPS Division Goals Alignment
<input type="checkbox"/>	Goal 1: We will partner with the community.
<input type="checkbox"/>	Goal 2: We will teach our students to be productive in the 21 st century.
<input type="checkbox"/>	Goal 3: We will ensure the progress of our students.
<input type="checkbox"/>	Goal 4: We will help our students graduate.
How is attending this event aligned with ECPS Division goal(s) identified above?	

Attach a copy of Conference/Professional Development activity information.

<i>Expense</i>	<i># days</i>	<i>cost per day</i>	<i>Total Cost</i>
Registration			
Lodging			
Meal Maximums* (\$8 breakfast, \$12 lunch, \$20 dinner)			
Tolls (if applicable)			
Employees are expected to take a county vehicle unless one is not available or the employee prefers to drive a personal vehicle at personal expense. Mileage is only reimbursed in the event of lack of county vehicle availability. **Mileage (\$.56 per mile) _____ miles to event x 2 for return trip = _____ mi.			
I am not requesting a county vehicle and understand I am not eligible for mileage reimbursement from the district. Initial here _____			NA
Total (*Refer to Employee Expense and Reimbursement Procedure for Qualifying Expenses)			

Date: ____/____/____ Employee Signature: _____

<i>Approval</i>	<i>Date</i>	<i>Approved or Denied</i>	<i>Signature</i>
<i>Building Principal/Supervisor</i>	____/____/____	Approved / Denied	
<i>Funding Manager</i>		Approved / Denied	
Funding Source:	____/____/____	Amount \$_____	
<i>Transportation</i>			
County Vehicle Availability	____/____/____	Yes / No	
<i>Assistant Superintendent</i>	____/____/____	Approved / Denied	

Name of Substitute(s)	# days	cost per day	dates of substitute

If actual days differ from original request, submit revised form.

Form Update: 8/14/17



Essex County Public Schools
P.O. Box 756
Tappahannock, Virginia 22560
804-443-4366
804-443-4498 (fax)

PROFESSIONAL DEVELOPMENT SUMMARY FORM

PLEASE ATTACH THIS DOCUMENT TO YOUR REIMBURSEMENT REQUEST.
PLEASE MAKE SURE IT IS SIGNED BY YOUR ADVISOR/SUPERVISOR.

NAME _____ DATE _____ SCHOOL _____

NAME OF WORKSHOP ATTENDED _____

DATE OF WORKSHOP _____ LOCATION OF WORKSHOP _____

ATTENDING THIS PROFESSIONAL DEVELOPMENT WORKSHOP ALLOWED ME TO LEARN THE FOLLOWING:

THE INFORMATION I LEARNED FROM THIS WORKSHOP THAT I PLAN TO SHARE WITH STAFF IS:

I PLAN TO SHARE THIS INFORMATION: When? _____

How? _____

THIS SECTION TO BE COMPLETED BY ADVISOR

DATE PROFESSIONAL DEVELOPMENT WORKSHOP INFORMATION SHARED WITH STAFF _____

ADVISOR'S SIGNATURE _____ DATE _____

REIMBURSEMENT AUTHORIZATION:

APPROVED / DENIED ASSISTANT SUPERINTENDENT SIGNATURE: _____

Essex County Public School
LEAVE REQUEST/VERIFICATION FORM
(professional leave requires a separate form)

Leave request for (check one)

☐ **SICK**
(includes medical appointments)

☐ **JURY DUTY**
(attach documentation)

☐ **PERSONAL**
(requires 5-day advance notice)

☐ **VACATION**
(requires advance notice)

I am requesting approval to take _____ day(s) on the following dates: _____
Substitute required Y / N

Employee Name: _____ School/Dept: _____

Date: ____/____/____ Employee Signature: _____

Leave Available? Y / N Bookkeeper Signature: _____
(please circle)

Date: ____/____/____ APPROVED? Y / N by: _____
(please circle) (Building Principal or Supervisor)

Bereavement, leave without pay, and vacation requests for administration and division level employees are to be forwarded to central office.

Date: ____/____/____ APPROVED? Y / N by: _____
(Superintendent or Designee)

To be completed by bookkeeper. Bus driver indicates prearranged substitute driver.

Name of Substitute(s)	# days	cost per day	dates of substitute

Comments if Actual Days Differ From Original Request (Requires Supervisor Approval)

I, _____ verify that the above information is correct and that I took the number of days indicated.

Signature

Date

Course Approval, Tuition Assistance Agreement, Reimbursement Request

Employee Name: _____

Title of Course: _____

Course Number: _____ College Credits: _____ Non-College Credit: _____

Name of Institution: _____ Cost: _____

Dates of Course: _____

Purpose (circle) License Requirement / License Renewal / Additional Endorsement

Tuition assistance requested: yes or no

Employee signature: _____

Course approval: yes or no _____

Essex County Licensure Contact

Tuition assistance if funds are available: yes/ no/ NA _____

Funding Source Supervisor

I understand reimbursement up to \$300 is contingent on availability of funds and a grade of C or better. **Requests for course approval must be made prior to taking the course.** A maximum of two (2) courses may be reimbursed during a fiscal year. Due to budget constraints for the current school term, tuition assistance will be limited. Employees working towards full licensure or add-on endorsements for their positions will receive priority. If tuition assistance is granted I understand I am committed to Essex County Public Schools for one full year of service for each year of assistance. I agree to repay the School Board all sums paid in the event I fail to return to work or cease working for the school system during the next school year. The three items listed below must be received by June 1 to process the request for reimbursement. Attach documentation to this form after completion of the course and send to Director of Federal Programs at Essex County School Board Office.

Central Office Use Only:

_____ Documentation from college/university on cost of course

_____ Copy of unofficial or official transcript indicating grade of C or better. Official transcript must be requested for personnel file.

_____ Proof of payment by employee (cancelled check, credit card bill, etc.)

Total of Tuition Assistance: _____

Funding Source: _____

Funding Approved by: _____

Date: _____

(Form Updated 7/24/13)

SICK LEAVE BANK PARTICIPATION FORM

Please review School Board Policy GCBD and Regulation GCBD-R for terms and conditions of participation in this program. After reviewing this information, please complete and return this form to the attendance clerk at the School Board Office by September 15.

PLEASE PRINT

Name: _____

Last Four Digits of your Social Security Number: XXX – XX - _____

School: _____

Work Assignment: _____

_____ Please enroll me in the Sick Leave Bank. I agree to comply with the terms and conditions specified in School Board Policy GCBD and Regulation GCBD-R.

_____ I choose not to participate in the Sick Leave Bank for this school year, but realize I have the opportunity to join again next fall.

Signature

Date

PLEASE NOTE: In accordance with ECPS Policy GCBD-R1, only employees enrolled in Plan 1 or Plan 2 of the Virginia Retirement System are eligible to enroll in the Sick Leave Bank.

ESSEX COUNTY PUBLIC SCHOOLS

FIELD TRIP REQUEST

The deadline for the principal to submit this request to the School Board Office is September 15. A central office administrator will chair the division-wide committee to review all requests in accordance with the Regulations Governing Field Trips. If approved, the School Board will pay for the driver. Request must be made at the beginning of the nine week period in which the trip will be taken. The School Board considers field trip requests at its September, November, February and April meetings. All requests must be in accordance with the Regulations Governing Field Trips. If approved, the School Board will pay for the driver.

School _____ DATE _____

Person Making Request: _____

Organization/Group _____

Place/Destination _____

Date of Trip _____ Time of Departure _____ Return _____

Number of Students _____ Number of Chaperones _____

Type of Transportation - School Bus _____ School Car/Station Wagon _____
Chartered Bus _____ State Approved Chartered Van _____

Purpose of Trip (include SOL numbers or IEP objectives this trip will address):

Are there any extra costs for which the School Board would be liable? _____

Description of Expense (if applicable) _____

Costs: _____

☐ Approved for recommendation to School Board

☐ Approved for recommendation to School Board

☐ Not Approved

☐ Not Approved

Principal

Central Office Administration

Essex County School Board/Clerk



**VIRGINIA TEACHER LICENSE – RECERTIFICATION
INFORMATION/REQUEST – EIGHT RENEWAL ACTIVITY OPTIONS**

PRINT FULL NAME: _____ **SCHOOL:** _____

No. 1 – COLLEGE CREDIT Course #: _____ Course Title: _____ Credit Hours: _____ (semester) Institution: _____ Level: Graduate/Undergraduate/Vocational Date Completed: _____	No. 1 – COLLEGE CREDIT Maximum Points: 180 1 Semester Hour = 30 points 1 Quarter Hour = 20 points Verification: Official Transcript Criteria: 1) Must provide new information and be earned at a regionally accredited two-year or four-year college/university. All coursework for renewal must be completed at a regionally accredited college or university. 2) Must be taken for credit. 3) Must result in passing grade or “pass” for courses taken on a “pass” or “fail” basis. 4) Must be verified by an official transcript submitted to the chief officer or designee of the employing educational agency or to the Department of Education if the license holder is not employed.
No. 2 – PROFESSIONAL CONFERENCE Title: _____ Location: _____ Date(s): _____ Circle One: Participant / Presenter	No. 2 – PROFESSIONAL CONFERENCE Maximum Points: 45 Point Assignment: Participation – 5 points per day Criteria: 1) Must be 4 or more hours in length. 2) Must include only time spent in those portions of the conference program that contribute to the participant’s professional knowledge, competence, performance, or effectiveness in education. 3) Must have prior approval from building administrator or designee. 4) May be local, regional, state, national or international in scope. Verification: 1) An invitation, acceptance letter, and thank you letter 2) Employing educational agency approved leave request 3) List of conference participants 4) Certificate of attendance/completion
No. 3 – CURRICULUM DEVELOPMENT Activity: _____ Date(s): _____	No. 3 – CURRICULUM DEVELOPMENT Maximum Points: 90 Point Assignment: 1 point per clock hour. Criteria: 1) Must be a minimum of 5 hours per activity. The 5 hours do not have to be consecutive. 2) Must have prior approval from building administrator or designee 3) Must be coordinated by the employing educational agency or other state, national, or international educational agency or organization. Verification: 1) Employing educational agency’s participant list 2) Curriculum guide 3) Committee assignment list
No. 4 – PUBLICATION OF ARTICLE Title: _____ Publisher: _____ Date: _____	No. 4 – PUBLICATION OF ARTICLE Maximum Points: 90 Point Assignment: 45 points per narrative, article, or report Criteria: 1) Must be published in a professional journal or a publication sanctioned by the employing educational agency. 2) If a grant, it must be approved by the employing educational agency. 3) Must contribute to the effective practice of the educational professional and/or to the body of knowledge of the endorsement area(s). Verification: 1) Copy of the published article

<p>No. 5 – PUBLICATION OF A BOOK Title: _____</p> <p>Publisher: _____</p> <p>Date: _____</p>	<p>2) Copy of the final grant report 3) Publisher's letter of publication date</p> <p>No. 5 – PUBLICATION OF A BOOK Maximum Points: 90 Point Assignment: 90 points per book Criteria: 1) Must be published for purchase. 2) Must contribute to the educational profession and/or to the body of knowledge of the endorsement area(s). 3) Should represent a substantive change of the original text in the case of revision. Verification: 1) Copy of the published book or book title pages, including the author's (license holder's) name and publishing information [Please note that books and other materials will not be returned.] 2) Copyright for the completed work in the field of theater, fine arts, or music 3) Copyright for instructional program</p>
<p>No. 6 – MENTORSHIP/SUPERVISION Person Assisted: _____</p> <p>Date(s): _____</p>	<p>No. 6 – MENTORSHIP/SUPERVISION Maximum Points: 90 Criteria: 1) Must assist an undergraduate or graduate intern, pre-service student teacher/beginning teacher, or beginning administrator. 2) Must have prior approval from the building administrator of designee. 3) Must be in conjunction with an approved educator/principal preparation program, undergraduate/graduate degree program, or a clinical faculty/mentor program sponsored by the employing educational agency. Verification: 1) Participant list from college/university 2) Employing educational agency assignment list</p>
<p>No. 7 – EDUCATIONAL PROJECT Project Title: _____</p> <p>Date: _____</p>	<p>No. 7 – EDUCATIONAL PROJECT Maximum Points: 90 Point Assignment: 1 point per clock/contact hour Criteria: 1) Must be a minimum of 5 hours per activity. The 5 hours do not have to be consecutive. 2) Must have prior approval from the building administrator or designee. 3) Must result in a written report or other tangible product. Verification: 1) Acceptance for exchange program from college/university, or business 2) Written summary/journal of project activities</p>
<p>No. 8 – PROFESSIONAL DEVELOPMENT Activity: _____</p> <p>Date: _____</p> <p>Comments: _____ _____ _____ _____ _____</p>	<p>No. 8 – PROFESSIONAL DEVELOPMENT Maximum Points: 180 Point Assignment: 1 point per clock/contact hour Criteria: 1) Must be a minimum of 5 hours per activity. The 5 hours do not have to be consecutive. 2) Must have prior approval from the building administrator or designee. (ECPS programs must be approved by Department of Instruction prior to program being delivered.) Verification: 1) Participants list from employing educational agency 2) Certificate of completion/attendance</p>

I am applying for ____ re-licensure points in option area noted above. The points for which I am applying meet the criteria established for re-licensure in The Virginia Licensure Renewal Manual, 2016.

One of the most vital qualities of all professionals is the commitment to continuous learning and growth in knowledge and skill. The renewal process ensures that school personnel continually updated their professional knowledge and skills. Licensure holders are responsible for satisfying Licensure Regulations for School Personnel and the Code of Virginia. The Virginia Licensure Renewal Manual provides guidance for all license holders as they plan their personal growth within the profession. (p. 3)

_____ Employee Signature		_____ Date	
Approved _____ (Circle One)	Denied _____	_____ Principal's Signature	_____ Date

**ESSEX COUNTY PUBLIC SCHOOLS
PD360 VIDEO SELF-STUDY APPLICATION**

NAME _____ DATE _____ SCHOOL _____

TITLE OF VIDEO PROGRAM:

TOTAL NUMBER OF SEGMENTS IN PROGRAM _____ PLANNED NUMBER FOR
VIEWING _____

OUTLINE REASON(s) FOR SELECTING THE DESIGNATED PROGRAM FOR VIEWING.

REQUESTING CERTIFICATION POINTS UPON COMPLETION? ☐ YES ☐ NO

Applicant's Signature

Date

☐ *APPROVED* ☐ *DENIED*

Advisor's Signature

Date

**ATTACH INFORMATION BELOW AND SUBMIT TO BUILDING ADMINISTRATOR AFTER
COMPLETION OF VIDEO SELF-STUDY. PRIOR APPROVAL BY PRINCIPAL MUST BE
OBTAINED.**

- VIDEO SELF-STUDY LOG
- REFLECTION PAPER (Include things you have learned, how you might alter your instruction/classroom practices, and how you shared your findings with colleagues)

*A MINIMUM OF 5 HOURS MUST BE LOGGED AND A REFLECTION PAPER MUST BE
SUBMITTED IN ORDER FOR RECERTIFICATION POINTS TO BE AWARDED (ONE POINT PER
CLOCK HOUR).*

RECERTIFICATION POINTS EARNED _____ **OPTION 8**

Teacher's Signature

Date

Advisor's Signature

Date

**ESSEX COUNTY PUBLIC SCHOOLS
PD360 VIDEO SELF-STUDY ACTIVITY LOG**

NAME _____ DATE _____ SCHOOL _____

TITLE OF VIDEO PROGRAM:

NUMBER OF SEGMENTS _____

EXAMPLE

1/1/16 Viewed segment 1, completed reflection and follow-up questions 30 Minutes

<u>DATE</u>	<u>TITLE OF SEGMENT</u>	<u>AMOUNT OF TIME</u>
-------------	-------------------------	-----------------------

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

A minimum of 5 hours must be logged and a reflection paper must be submitted in order for recertification points to be awarded (one point per clock hour).

Employee Handbook Verification Form

I acknowledge that I have been informed that the most current Employee Handbook is available online at www.essex.k12.va.us. I will read and review the contents of the Employee Handbook. The Employee Handbook may be accessed through www.essex.k12.va.us, then click on Human Resources. I acknowledge that I am responsible to abide by the rules, policies, safety rules, and other requirements as part of my employment with Essex County Public Schools as outlined and enumerated in the Employee Handbook for Essex County Public Schools.

My signature indicates that I have read and understand the Acceptable Computer System Use Agreement and the Staff Time Schedules as established under ECPS Policy GAA. My signature also indicates that I have been informed that the most current Employee Handbook is available on the Essex County Public Schools web site at www.essex.k12.va.us.

Employee Name: _____ School: _____
(Please Print)

Employee Signature: _____ Date: _____

This form should be signed, dated and returned to your building administrator or immediate supervisor.