

ESSEX COUNTY PUBLIC SCHOOLS

109 Cross Street

P. O. Box 756

Tappahannock, Virginia 22560

804-443-4366

FAX 804-443-3398

Dr. Harry R. Thomas III, Superintendent

NEW TEACHER/ EMPLOYEE ORIENTATION



AUGUST 2020

HANDBOOK

Welcome!

We are pleased that you have chosen to become part of Essex County Public Schools and are truly excited to welcome you to our school division! We are confident that you will become an integral part of our great team that is strong in its commitment to providing children with rigorous and challenging learning experiences. With all of us working together as a team we can expect nothing less than an outstanding school year!

This handbook is designed to provide you with important information on basic procedures and expectations specific to Essex County Public Schools.

ECPS MISSION STATEMENT

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

ECPS 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 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.

ECPS GOALS

- I. Achieve full accreditation in all schools.
Strategies/Activities:
 1. Support school-based professional learning communities.
 2. Provide on-going professional development in evidence-based instructional practices.
 3. Provide updated classroom technology and resources needed for 21st century learning.
 4. Examine student performance data, student and teacher attendance data, and student discipline data at the beginning, middle, and end of each school year.

- II. Develop, attract and retain a highly qualified workforce that reflects our community.
Strategies/Activities:
 1. Provide a regionally competitive, experience-based teacher salary and benefits package.
 2. Develop a recruitment plan to attract a highly-qualified, diverse applicant pool.
 3. Provide a supportive evaluation system ensuring compliance with state requirements while building capacity of staff.
 4. Conduct climate survey for ECPS staff.

- III. Seek the involvement and participation of the entire community in promoting a positive educational culture.
Strategies/Activities:
1. Conduct a bi-annual community partnership forum.
 2. Facilitate a community-wide survey to seek suggestions for promoting a positive educational culture.
 3. Establish school board created strategies for promoting a positive educational culture.
- IV. Increase family engagement in the education of all students.
Strategies/Activities:
1. Ensure that an annual, school-based family engagement plan is implemented.
 2. Identify one family engagement facilitator for each school.
 3. Support annual literacy event and annual math event at each school.
- V. Improve communication among the school board and with the community.
Strategies/Activities:
1. Participate in a working group to evaluate school division website content and design.
 2. Create a process for school and division-based communications including identification of one public relations coordinator for each school.
 3. Upgrade school board meeting room to enhance visual and auditory communication during meetings.
 4. School board members selected to serve on other boards or committees will give reports during regularly scheduled board meetings.
 5. Conduct an on-going dialogue between the school board and the board of supervisors.

ECPS MOTTO

Excellence Through Service

SCHOOL BOARD MEMBERS

Denise Hammond, Board Chair
Leah Segar, Vice Board Chair
Garlyn Bundy
Michael Wind
Raymond Whitaker

ESSEX COUNTY

Our Community Profile

Located on Virginia's Middle Peninsula, Essex County is centrally situated just outside the Washington to Norfolk urban crescent. The historic cities of Fredericksburg (40 miles north) and Williamsburg (56 miles southeast) are within an hour's drive. Bounded on the northeast by the Rappahannock River, Essex County has water access to the Chesapeake Bay and its tributaries including major port facilities at Hampton Roads.

The county's principal town, Tappahannock, dates back to a 17th century port settlement. Originally part of Old Rappahannock County, Essex County was formed in 1692 and named for either the English County or the Earl of Essex.

Our School Division

Essex County Public Schools (ECPS) is comprised of one elementary school, one intermediate school, and one high school. Almost 70% of our students are eligible for free and reduced meals under the Federal Lunch Program.



Tappahannock Elementary School

205 Elementary School Circle
Tappahannock, Virginia 22560
804-443-5301

Janet Garland, Principal
Fontella Calhoun, Assistant Principal
<http://tes.essex.k12.va.us/>

INTERMEDIATE SCHOOL

Instructional Day: 7:45 a.m. to 3:45 p.m.

Essex Intermediate School

912 Intermediate School Circle
Tappahannock, Virginia 22560
804-443-3040

Doranda Scott, Principal
Jennifer Rojohn, Assistant Principal
<http://eis.essex.k12.va.us/>

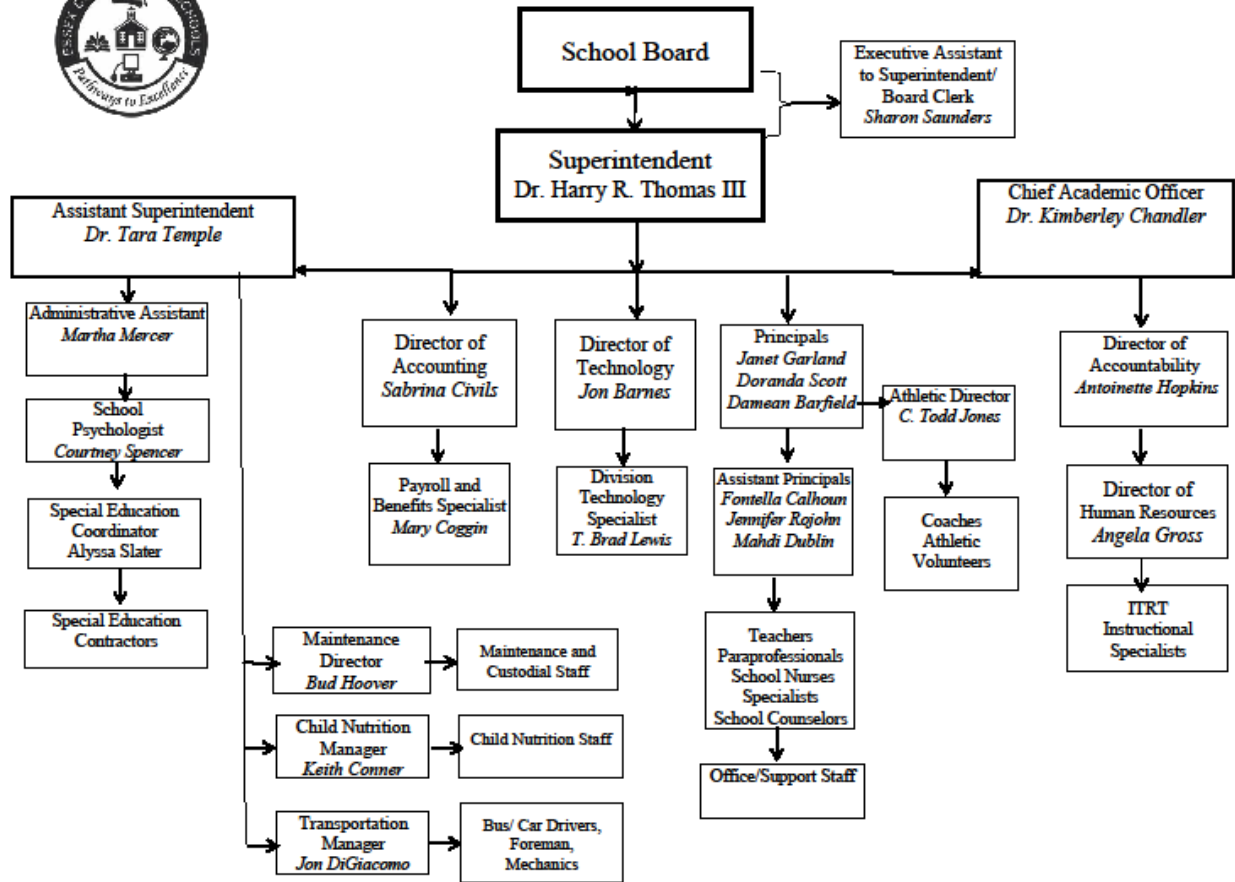
HIGH SCHOOL

Instructional Day: 7:45 a.m. to 3:45 p.m.

Essex High School

833 High School Circle
Tappahannock, Virginia 22560
804-443-4301

Damean Barfield, Principal
Mahdi Dublin, Assistant Principal
<http://ehs.essex.k12.va.us/>



(Updated 07/20/2020)

CONTACT INFORMATION

Division Superintendent	Dr. Harry R. Thomas III	443-4199
Executive Assistant to the Superintendent; School Board Clerk	Sharon Saunders	443-4366
Assistant Superintendent	Dr. Tara Temple	443-3469
Chief Academic Officer	Dr. Kimberley Chandler	443-3365
Director of Accounting	Sabrina Civils	443-4590
Payroll and Benefits Specialist	Mary Coggin	443-4427
Director of Human Resources	Angela Gross	443-3266
Director of Technology	Jon Barnes	445-9521
Division Technology Specialist	Brad Lewis	445-9521
Director of Accountability	Antionette Hopkins	443-2140
Maintenance Director	Bud Hoover	443-2460
Child Nutrition Manager	Keith Connor	443-4367
Transportation Manager	Jon DiGiacomo	443-2151

POLICY INFORMATION

EQUAL EMPLOYMENT OPPORTUNITY/NONDISCRIMINATION

The Essex County School Board is an equal opportunity employer, committed to non-discrimination in recruitment, selection, hiring, pay, promotion, retention or other personnel action affecting employees or candidates for employment. Therefore, discrimination in employment against any person on the basis of race, color, religion, national origin, political affiliation, gender, age, marital status 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.

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

Angela Gross
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

Tara Temple
Assistant Superintendent
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.

Reference: ECPS Policy GB (Revised December 9, 2013)

REPORT OF DISCRIMINATION

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

Reference: ECPS Policy GB-F

**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.

3. 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.

4. Compliance Officer and Alternate Compliance Officer

The Essex County School Board has designated

Angela Gross
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

Tara Temple
Assistant Superintendent
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.

Reference: ECPS Policy GBA/JFHA (Revised: August 11, 2014)

REPORT OF HARASSMENT

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

Reference: ECPS Policy GBA-F/JFHA-F

**ACCEPTABLE COMPUTER SYSTEM USE
ECPS POLICY GAB/IIBEA
See also ECPS POLICY GAB-R/IIBEA-R and GAB-R2**

ACCEPTABLE COMPUTER SYSTEM USE

The Essex County School Board provides a computer system, including the internet, to promote educational excellence by facilitating resource sharing, innovation and communication. The term computer system includes, but is not limited to, hardware, software, data, communication lines and devices, terminals, display devices, printers, CD, DVD and other media devices, tape or flash drives, storage devices, servers, mainframe and personal computers, tablets, laptops, telephones, cameras, projectors, multimedia devices, workstations, the internet and other electronic services and internal or external networks. This includes any device that may be connected to or used to connect to the Essex County School Division's network or electronically stored division material.

All use of the Essex County School 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. Inappropriate use may result in cancellation of those privileges, disciplinary action, and/or legal action. Any communication or material generated using the computer system, including electronic mail, social media posts, instant or text messages, tweets, and other files, including communications and materials deleted from a user's account, may be monitored, read, and/or archived by Essex County School Division staff.

This policy applies to all users of the Essex County School Division's computer system. By using or accessing the computer system, the user agrees to abide by this policy.

The superintendent is responsible for establishing Technology Use Guidelines, containing the appropriate uses, ethics and protocols for use of the computer system. It is the user's responsibility to know and follow this policy and the Technology Use Guidelines.

The Guidelines include:

- (1) a prohibition against use of the Essex County School 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 Essex County School 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 Essex County 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 Essex County School Division's computers;
- (4) provisions establishing that all usage of the computer system may be monitored;
- (5) provisions designed to educate students and employees about appropriate online behavior, including interacting with students and other individuals on social networking websites, blogs, in chat rooms, and cyberbullying awareness and response;
- (6) provisions designed to prevent unauthorized online access by minors, including "hacking" and other unlawful online activities;
- (7) provisions requiring every user to protect the security of information necessary to access the computer system, such as usernames and passwords, and prohibiting the sharing of passwords;
- (8) provisions prohibiting the unauthorized disclosure, use, and dissemination of photographs and/or personal information of or regarding minors; and
- (9) a component of internet safety for students that is integrated in the division's instructional program.

Use of the Essex County School Division's computer system shall be consistent with the educational or instructional mission or administrative function of the Essex County School Division as well as the varied instructional needs, learning styles, abilities and developmental levels of students.

The Essex County School Division's computer system is not a public forum.

Users of the Essex County School Division's computer system have no expectation of privacy for use of the Essex County School Division's resources or electronic devices including non-division owned devices while connected to Essex County School Division networks or computer resources.

Software and/or services may not be installed or downloaded on the Essex County School Division's computer system without the prior approval of the superintendent or superintendent's designee.

The failure of any user to follow the terms of this policy or the Technology Use Guidelines may result in loss of computer system privileges, disciplinary action, and/or appropriate legal action.

The Essex County 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 Essex County School Board will not be responsible for any unauthorized charges or fees resulting from access to the computer system.

The Essex County School Board will review, amend if necessary, and approve this policy every two years.

Adopted: May 13, 2019

Revised: July 8, 2019

TECHNOLOGY USE GUIDELINES

All use of the Essex County School Division's computer system shall be consistent with the Essex County School Board's goal of promoting educational excellence by facilitating resource sharing, innovation and communication. The term computer system includes, but is not limited to, hardware, software, data, communication lines and devices, terminals, display devices, printers, CD, DVD and other media devices, tape or flash drives, storage devices, servers, mainframe and personal computers, tablets, laptops, telephones, cameras, projectors, multimedia devices, workstations, the internet and other electronic services and any other internal or external network. This includes any device that may be connected to or used to connect to the Essex County School Division's network or electronically stored division material.

Computer System Use-Terms and Conditions:

1. **Acceptable Use.** Access to the Essex County School 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.

Privilege. The use of the Essex County School Division's computer system is a privilege, not a right.

2. **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, bullying, or coercing others.
 - threatening illegal or immoral acts.
3. **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.
4. **Liability.** The Essex County School Board makes no warranties for the computer system it provides. The Essex County 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 Essex County School Division is not responsible for the accuracy or quality of information obtained through the computer system. The user agrees to indemnify the Essex County School Board for any losses, costs, or damages incurred by the Essex County School Board relating to or arising out of any violation of these procedures.

5. **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.
6. **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.
7. **Charges.** The Essex County School Division assumes no responsibility for any unauthorized charges or fees as a result of using the computer system, including telephone, data, or long-distance charges.
8. **Electronic Mail.** The Essex County School Division's electronic mail system is owned and controlled by the Essex County School Division. The Essex County 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 Essex County School Division. All electronic mail may be archived. Unauthorized access to an electronic mail account by any student or employee is prohibited. Users may be held responsible and personally liable for the content of any electronic message they create or that is created under their account or password. 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.
9. **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: May 13, 2019

Revised: July 8, 2019

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

CHILD ABUSE AND NEGLECT REPORTING

ECPS POLICY JHG

Reporting Requirement

Every employee of Essex County 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 shall post 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 shall adopt a written interagency agreement as a protocol for investigating child abuse and neglect reports, including reports of sexual abuse of a student, against school personnel. The interagency agreement shall be based on recommended procedures for conducting investigations developed by the Departments of Education and Social Services.

Adopted: May 11, 2015

IMPORTANT NOTE: The Code of Virginia states that "Any teacher or other person employed in a public or private school, kindergarten or nursery school" is **mandated by law** to report suspected child abuse. Child abuse may be defined as the infliction, by other than accidental

means, of physical or emotional harm upon a child. If you suspect a child has been abused, you must immediately report your concerns to the building principal.

BOARD-STAFF COMMUNICATIONS

The School Board's intent is to develop the best possible working relationship with the employees of the school division. The School Board welcomes the viewpoints of employees and it shall allow time at its meetings for employees to be heard.

Reference: ECPS Policy GBD (Revised December 9, 2013)

PERSONNEL RECORDS

Confidentiality of Files

The Essex County School Board and school administration shall protect the confidentiality of personnel files, personnel references, academic credits and other similar documents regarding individual employees, as required by applicable law.

Reference: ECPS Policy GBL (Revised April 3, 2017)

GENERAL INFORMATION

PROFESSIONAL BEHAVIORS/EXPECTATIONS

CONFIDENTIALITY AND PROFESSIONALISM: It cannot be emphasized strongly enough that *everyone* who works in the Essex County Public School Division is directly and indirectly responsible for establishing and maintaining positive school-community relations. Our pride in the teaching profession and superior teaching performance provides the foundation for good student/parent/community-school relations.

Educators do themselves and the teaching profession an enormous injustice when they are not discreet in discussing school business or when they criticize their professional colleagues, their students, or their parents.

Let us maintain a positive attitude as we work together for the betterment of our school division.

LESSON PLANNING: The key to successful instruction is adequate preparation and day by day planning. All teachers are required to prepare lessons using the district-wide lesson plan format. Your building principal will provide detailed information about lesson planning expectations. **NOTHING IS MORE CRITICAL ON A DAILY BASIS THAN THOROUGH LESSON PLANNING.**

DRESS: Although Essex County Public Schools does not have a formal dress code for faculty and staff, it is important to remember that as an educator you are a leader and a role model for children. It is expected that staff members dress in a professional manner at all times.

PUNCTUALITY: All employees are expected to arrive at their school on time every day. It is also important as well as a professional courtesy to arrive at faculty and other scheduled meetings on time.

HOURS: Unless otherwise stated, the workday for all teachers and paraprofessionals is from 7:45 a.m. until 3:45 p.m.

SOCIAL NETWORK STATEMENT: Perception is reality. In online social networks, the lines between public and private, personal and professional can be blurred. By identifying yourself as an ECPS employee, you are creating perceptions about your subject expertise, your colleagues, administrators, and about ECPS by our parents, students, and the general public. **Be sure that all content associated with you is consistent with your work and with ECPS's values and professional standards.**

EMPLOYMENT

LICENSURE REQUIREMENTS

TEACHERS: By law, teachers must be licensed to teach in Virginia.

Full Licensure: A full teaching license is in full force and effect for a period of ten years. To renew your teaching license, you must complete the required recertification points **before** the date of your license expiration. **It is highly recommended that all necessary recertification requirements be completed by January of the year in which your license expires.**

Provisional Licensure: If a teaching candidate has completed his/her Bachelor's Degree requirements, he/she may apply for a provisional license. A provisional license is issued for a three-year period together with an evaluation of the requirements which must be met to transition from a provisional license to a full teaching license. **It is highly recommended that you enroll in a state-approved program to complete licensure requirements.** All requirements must be met before a full teaching license will be issued. If the necessary requirements are not met within the specified three-year period, the provisional license expires.

For complete information on licensure, access www.doe.virginia.gov and click on the "Licensure" quick link.

Paraprofessionals: As of August 1, 2016, paraprofessionals must meet state requirements. Virginia requires paraprofessionals to have earned a secondary diploma or a recognized equivalent. **However**, while the term "highly qualified" is being eliminated, paraprofessionals working in an instructional capacity within a school receiving Title I funds must satisfy certain requirements. These paraprofessionals must have a high school diploma or its recognized equivalent, and also must:

- Complete two years of study at an institution of higher education; or
- Obtain an associate (or higher) degree; or
- Meet a rigorous standard of quality and be able to demonstrate, through a formal state or local academic assessment, knowledge of and the ability to assist in instructing reading, writing, and mathematics (or, as appropriate, reading readiness, writing

readiness, and mathematics readiness). Rappahannock Community College offers the Parapro exam.

STATE OF VIRGINIA REQUIREMENTS FOR EMPLOYMENT IN PUBLIC SCHOOLS

All employees working in a public school must complete the following:

1. Department of Social Services – Child Abuse/Neglect (Fee \$10.00)
2. Criminal background check – Fingerprinting (Fee \$27.00)
3. Tuberculin test
4. Verification of employment

CONTRACTS

Annual Contract Teachers – Teachers who are in the first five years of teaching in Essex County Public Schools are considered probationary teachers. They are formally evaluated during each of their first five years. Teachers who have experience in other school divisions and have transferred to ECPS are considered probationary for at least the first two years at ECPS. All probationary teachers are evaluated formally at least three times annually. Probationary teachers receive annual contracts.

Continuing Contract Teachers – Those teachers who have transferred to ECPS and successfully completed their first two years with ECPS and those new teachers who have successfully completed five years with ECPS are issued a continuing contract. Formal evaluation for teachers on continuing contract will be completed every other year.

Classified Employee Statements – All paraprofessionals are issued an Employment Notification Form annually. This form details employment information and expectations.

EVALUATION

ECPS Policy provides for periodic evaluation of employees. Evaluation procedures are based in part on “(1) student academic progress and (2) the skills and knowledge of such personnel, including instructional methodology, classroom management and subject matter knowledge.” All instructional personnel who have achieved continuing contract status will be evaluated not less than once every three years. Any instructional personnel, who has achieved continuing contract status, receiving an unsatisfactory evaluation who continues to be employed by the local school board will be evaluated no later than one year after receiving such unsatisfactory evaluation. The evaluation shall be maintained in the employee's personnel file. All classified employees, including paraprofessionals, are evaluated annually.

PROFESSIONAL DEVELOPMENT

All instructional personnel are required to participate each year in professional development programs. Workshops and district activities are offered throughout the school year. It is your responsibility to maintain certificates or evidence of successful completion of professional development activities for re-licensure purposes.

MENTORS: Essex County Public Schools is committed to providing support, guidance, and direction for all new teachers. Teachers who are new to the division with zero years of teaching experience will be assigned a mentor and in some cases a building mentor as well. Teachers who are new to the division having more than one year of teaching experience will be assigned a building mentor. This program strives to create a culture of learning and reflection to build

confidence, strengthen teaching skills and ultimately foster student engagement and academic achievement.

SPECIAL EDUCATION DATA THAT ALL TEACHERS NEED TO KNOW

1. All teachers should be aware of any special education student(s) they have in their classroom:
 - a. Know their disability
 - b. Know all accommodations in the student's Individualized Education Plan (IEP) or 504 Plan
 - c. Read Present Level of Performance (PLOP) in the student's IEP
 - d. Be aware of any goals and objectives for which the teacher is responsible
2. Accommodation logs must be kept on all students to document that accommodations are being provided according to the IEP. Document, document, document!
3. Teachers should have a substitute folder which indicates each SPED student and the accommodations required for that student.
4. SPED case managers are required to inform all teachers if they have SPED students in their classroom.
5. **NOTICE:** All accommodations or aids provided in a student's IEP, Section 504 Plan, and/or Behavior Improvement Plan (BIP) are to be implemented as stated within the student's plan; **NO** student will be given the opportunity to reject or refuse an accommodation or aid that is stated in his/her IEP, Section 504 Plan, and/or the student's Behavior Improvement Plan (BIP). If a student refuses an accommodation or aid, the following procedure will be followed:
 - a. The teacher or personnel responsible for providing the accommodation or aid will continue to offer the student the accommodation or aid despite the student's refusal, for example: If the student refuses to use a calculator, the calculator will be placed on his/her desk;
 - b. The teacher will **ask** the student to sign the documentation log stating that he/she refused the accommodation or aid. If the student refuses to sign the log, the teacher will document the refusal on the log (do not attempt to make the student sign the log);
 - c. The teacher will attempt to notify the parent by phone on the day of the refusal and then will document the telephone call with a follow-up letter which can be mailed or e-mailed to the parent within two (2) business days of the phone call;
 - d. The teacher will notify the student's case manager of the refusal on the day that it occurs;
 - e. If the student continues to refuse the accommodation or aid, the case manager will schedule an Individual Education Plan (IEP), Section 504 Plan, and/or student's Behavior Improvement Plan (BIP) meeting to determine the cause and appropriateness of the accommodation and/or if an alternative accommodation or aid would be more appropriate.

ACCIDENT PROCEDURE FOR STAFF

All accidents that occur in the school building or on school grounds must be reported to the principal, school nurse, or the office immediately. If the injury is non-life threatening, you must call Company Nurse (our contact for worker's compensation) at **1-888-770-0925 PRIOR TO SEEKING TREATMENT**. If the injury is life-threatening, the school principal will notify School Board office staff that 9-1-1 has been contacted and will then contact Company Nurse to report the incident.

ACCIDENT PROCEDURE FOR STUDENTS

Whenever an accident involving a student occurs in the school building or on school grounds, the student must be immediately sent to the nurse (if the injury so allows) and the principal, school nurse or office staff must be notified. An accident report must be completed immediately detailing the events of the accident and the care provided to the student. Accident reports are submitted to the school nurse or building principal.

STUDENT SAFETY AND EMERGENCY CARDS

It is imperative that each student have emergency information on file in the school office. This information is important not only in the event of an emergency, but also in determining critical health information for the child as well as who has permission to pick up a child from school. Homeroom teachers should instruct students to return completed emergency cards as quickly as possible. Please make every effort to make sure all information has been completed on the emergency card. It is also important to remind students and parents that emergency cards should be updated as quickly as possible when there are any changes.

BE SURE TO FAMILIARIZE YOURSELF WITH INFORMATION ON STUDENT EMERGENCY CARDS AS WELL AS WITH THE TERMS OF COURT-ORDERED CUSTODY AGREEMENTS/ORDERS.

MEDICATIONS

Medication is stored and dispensed by the school nurse. All students taking medication during school, prescribed or otherwise, must see the nurse so that proper medication is dispensed. The school nurse can dispense ibuprofen or calamine lotion with parent or guardian permission. Any exceptions to this policy must be discussed with the school nurse.

EMPLOYEE LEAVE

All teachers and paraprofessionals earn the following leave each year:

Ten (10) sick leave days

Three (3) personal days (may accumulate up to five (5) personal days annually)

Employee leave is deducted in ½ day or whole day increments.

COVID-19 leave for Self and COVID-19 leave for Other does not come from sick or personal leave.

Frontline will be used to request days off for illness and personal reasons. Personal days must be preapproved by an administrator inside of the Frontline system. COVID-19 Leave for Self and COVID-19 Leave for Other must be approved by an administrator after being entered in Frontline.

PROFESSIONAL LEAVE

Professional Leave must be approved in advance. Fill out the Professional Development Leave Request and Verification Form completely. Submit this form to your principal to sign. Once signed, upload the document in Frontline to formally submit your request for professional development. The request can not be honored until approved by multiple levels of administrators in the Frontline system.

TEACHER ABSENCES

There may be times throughout the year when circumstances prevent you from coming to school. Your absence may be due to illness, an emergency, or a personal/professional day. Unfortunately, your absence affects not only you, but it also affects the students you are responsible for teaching each day. If you will be away from school for any reason, you must notify the building principal or his/her assigned designee as soon as you know you will be absent. The building principal will provide building-specific procedures regarding notification of absences. **IF YOU MUST BE ABSENT UNEXPECTEDLY, PLEASE BE SURE YOU SPEAK DIRECTLY WITH SOMEONE REGARDING YOUR ABSENCE SO A SUBSTITUTE TEACHER CAN BE CALLED.**

It is your responsibility to **make appropriate plans** in the event of your absence.

SUBSTITUTE TEACHERS AND LESSON PLANS

Whenever you are absent from school, it is your responsibility to **make appropriate plans** for the students in your class(es). It is recommended that you talk with your building principal and/or mentor at the start of the school year regarding your school's specific policies and procedures for preparing for a substitute teacher. Listed below is some general information/documentation that should be made available to a substitute teacher in the event of your absence.

--EMERGENCY LESSON PLANS -- These plans should be created at the beginning of the school year by EACH teacher and housed in an easily accessible location (classroom or office). Emergency lesson plans should be prepared for **two days** and should be updated in a timely manner. They are to be used just as they are labeled--in the event that an emergency situation arises.

--PREPARED DAILY LESSON PLANS -- Daily lesson plans must be prepared whenever you have knowledge of your absence from school. It is helpful if you create a Substitute Teacher folder at the beginning of the school year **before** you are actually absent from school. Items to include in the Substitute Teacher folder may include:

- *Names of teachers and/or reliable students to answer questions or provide information
- *Emergency Information
 - School Emergency Drills and evacuation procedures
 - Any special medical considerations for students
- *Class List(s) – Names of students in your class(es)
- *Seating Charts for each class

*Daily Routines

- Location of lesson plans and materials
- Detailed information regarding the plan for each lesson throughout the instructional day
- Attendance procedures
- Hall pass procedures
- Lunch procedures
- Dismissal procedures
- Restroom locations/procedures
- Water fountains
- Teacher duties/responsibilities—Hall duty; Bus duty; etc.

*Class Management

- Classroom rules
- Rewards and awards
- Discipline program

*Names of students with special considerations

- Seating
- Allergies
- Outside classroom considerations
- Medication needs

*Map of school building/room locations

*Substitute feedback sheet where the substitute can include information or notes regarding the day's activities

PAYROLL INFORMATION

Pay Periods: All Essex County Public Schools employees are paid monthly on the fourth Friday of each month (except December). You will have electronic access to your payroll information. PLEASE look over your paystub carefully to make sure your deductions and/or leave are correct. Any discrepancies should be immediately reported to Mary Coggin, Payroll Specialist.

Payroll Deductions: Any changes to your payroll deductions must be submitted to the Payroll Office **in writing no later than the 1st of the month** for these changes to be reflected in the next paycheck. Mary Coggin, payroll specialist, is the point person for payroll deductions.

Insurance Changes: Changes to insurance benefits must be made **within 30 days of the event** (birth of a child, marriage, divorce, death, loss of job or spouse employment).

Name Changes: Please see Mary Coggin, Payroll Specialist, regarding this process. Updated documents with the name change must be presented for the name change to take affect; these documents include a valid driver's license and social security card.

SCHOOL MESSENGER NOTIFICATION SYSTEM

There will be times when school/division-wide announcements must be made to keep students and staff informed of important information. The School Messenger System allows division administrators and school principals the opportunity to use digital messaging technology to quickly provide telephone, cell phone, and pager notification messages to parents and faculty in the event of school closings, delays, and emergencies. The system uses the phone numbers parents provide on the School Emergency Card when students are registered. It is therefore

very important that parents provide only the contact numbers they want called in the event of a school delay, closing, or emergency and to receive other school-related messages. It is also very imperative that the school is informed when parents change a contact number or address for any reason. Please remind and encourage parents and students to refrain from supplying numbers for their workplace, friends or relatives unless they have discussed the School Messenger system with them and they have received their permission in advance to have the school contact them for matters related to their student and for messages about closing, delays, activities, etc.

USING THE DISTRICT HELP DESK SERVICE FOR SUPPORT

The ECPS Helpdesk ticket tab is found on the ECPS homepage. If you click on the Help Desk icon you may submit tickets for assistance. You can submit a Technology Ticket if you are having trouble with your hardware, an ITRT ticket if you need assistance with instructional technology, a PowerSchool Ticket if you need assistance with our school platform or electronic gradebook, a Software Ticket, and a Maintenance Ticket. If at all possible, maintenance tickets should be submitted by your principal or school administrative assistant. Once you click on a selection, follow the instructions to complete the ticket.

STUDENT SUCCESS TEAM, ELIGIBILITY, AND IEP MEMBERS AND RESPONSIBILITIES

Eligibility Coordinator: Alyssa Slater

- Runs Student Success Team Meetings - formally Child Study (Interventions and data collection before referral to SPED is made)
- LEA- during Eligibility meetings
- Conducts educational testing on private day school students and homeschooled students

School Psychologist: Courtney Spencer

- Conducts psychological, behavioral and observational testing (**MUST BE READY AND IN FILE 3 DAYS PRIOR TO MEETING**).
- Attends all SST meetings and Eligibility Meetings, as well as the first IEP meeting after the student is found eligible

Administrators: Assistant Principals

TES: Mrs. Calhoun Reynolds

EIS: Mrs. Rojohn

EHS: Mr. Dublin

- Administrators will attend all Eligibility meetings and IEP meetings
- If assistant principals cannot make the meeting, the Principal will sit-in their place
- If both Asst/Principal cannot attend an IEP meeting, Mrs. Slater or Dr. Temple will serve as the administrator
- Provides parents information on conduct/ academic concerns of the child

School Counselors:

TES: Mrs. Finney

EIS: Ms. Mitchell

EHS: Mrs. Vesselles and Mrs. Nash

- Will conduct and report on observations of the child during eligibility testing (**MUST BE READY AND IN FILE 3 DAYS PRIOR TO MEETING**)
- Attend all Eligibility meetings
- Conduct 504 Eligibilities
- Create and oversee 504 Plans
- Distributes 504 accommodations to teachers
- Work with students on Social Emotional goals dictated in their IEPs

Case Managers:

- Responsible for the creation, implementation, and progress monitoring of a student's IEP
- Responsible for distributing and informing/educating general education teachers of students accommodations
- Updates progress reports on students every 4.5 weeks
- Conducts educational testing during Eligibilities (**MUST BE READY AND IN FILE 3 DAYS PRIOR TO MEETING**)
- Conducts a Current Classroom Performance Report for eligibilities (**MUST BE READY AND IN FILE 3 DAYS PRIOR TO MEETING**)
- Attends all eligibility and IEP meetings for their caseload students
- Establishes and maintains communication with parents

Lead Special Education Teachers:

TES: Helen Davis

EIS: Sarah Boone

EHS: Tammy Payne

- Oversees daily operations of special education matters in their assigned school
- works as a mentor to case managers
- reviews draft IEPs and make corrections/ suggestions for improvement
- holds monthly school department meetings
- attends monthly meetings with SPED Department Members
- helps with educational testing of students and writing of reports
- ensures file room is in order

Speech and Language Pathologist

Mrs. Croft - Lead

Mrs. Yates

- Attends SST, IEP and Eligibility Meetings for students with speech and language concerns and or disabilities
- Conducts speech and language testing
- Conducts hearing testing
- Provides reports to be reviewed for eligibility meetings
- Provides allocated service minutes to students with speech and language services

Occupational Therapy

Ms. Ali Temple - Lead

Ms. Jones

- Attends SST, IEP and Eligibility Meetings for students with occupational concerns and or disabilities

- Conducts occupational therapy testing
- Provides reports to be reviewed for eligibility meetings
- Provides allocated service minutes to students with occupational therapy services

Case Managers		
TES	EIS	EHS
Cusick	Jones	Payne
Vacant Position- Preschool	Boone	N. Davis
Newman	Key	Brockett
New Hire	Rutan	Covington
Mercer	Crawley	Blagmon
H Davis	Slater	Speidel
Barley	Ware	Slater
Slater	New Hire	Bundy (Provisional)

Assistant Superintendent – Dr. Tara Temple

- **Special Education**
 - **Special Education Coordinator**
 - Serves as Eligibility Chair for all schools
 - Family Assessment Planning Team (FAPT) Rep
 - VA IEP Coordinator
 - Student Success Team Chair (Formerly Child Study Meetings)
 - SOS Coordinator (EHS Only)-Internship for Special Ed Students
 - PBIS/VTSS Coordinator for the county
 - **School Psychologist**
- **Student Services**
 - **Homebound**
 - **Homeschool**
 - **Homelessness**
 - **PBIS/VTSS- Principals attend meetings on a monthly basis**
 - **Crisis Management**
 - **Asst. Supt Serves as Discipline Hearing Officer**
 - **Foster Care**
 - **Truancy Officer**
 - **Therapeutic Day Treatment- We use Excel Interventions**
<https://www.excelintervention.com/>
 - **Work with SRO's**

- Enrollment Questions
- GED
- Works with Social Services
- Court Cases
- Questions relating to any student concerns or issues
- School Counselors
 - Profile of a Graduate
- Child Nutrition
- Nurses

SCHEDULE OF WORK DAYS 20-21

**Schedule of Work Days by Contract and Pay Dates
2020-2021(Updated as of 7/21/20)**

CAFETERIA WORKERS/PARAPROFESSIONALS

Month	Work Days	Number of Days
August 2020	(Cafeteria Supervisor) 17,18,19,20,21,24,25,26,27,28,31 (Cafeteria Workers/ ParaPro) 18,19,20,24,25,26,27,28,31	CS 11 CW/Para 9
September 2020	1,2,3,8,9,10,11,14,15,16,17,18, 21,22,23,24,25,28,29,30	20
October 2020	1,2,5,6,7,8,9,12,13,14,15,16,19,20,21,22,23,26,27,28,29,30	22
November 2020	2,4,5,6,9,10,11,12,13,16,17,18,19,20,23,24,30	17
December 2020	1,2,3,4,7,8,9,10,11,14,15,16,17,18	14
January 2021	4,5,6,7,8,11,12,13,14,15,19,20,21,22,25,26,27,28,29	19
February 2021	1,2,3,4,5,8,9,10,11,12,16, 17,18,19,22,23,24,25,26	19
March 2021	1,2,3,4,5,8,9,10,11,12,22,23,24,25,26,29,30,31	18
April 2021	1,2,6,7,8,9,12,13,14,15,16,19,20,21,22,23,26,27,28,29,30	21
May 2021	3,4,5,6,7,10,11,12,13,14,17,18,19,20,21,24,25,26,27,28	20
June 2021	1, 2,3,4,7	5
	Contracted Days = 184(CW&P)/186(CS)	184/186

TEN-MONTH EMPLOYEES

Month	Work Days	Number of Days
August 2020	(New) 3,4,5,6,7 (Returning)10,11,12,13,14,17,18,19,20,21,24,25,26,27,28,31	(N)21 (R) 16
September 2020	1,2,3,8,9,10,11,14,15,16,17,18,21,22,23,24,25,28,29,30	20
October 2020	1,2,5,6,7,8,9,12,13,14,15,16,19,20,21,22,23,26,27,28,29,30	22
November 2020	2,3,4,5,6,9,10,11,12,13,16,17,18,19,20,23,24,30	18
December 2020	1,2,3,4,7,8,9,10,11,14,15,16,17,18	14

January 2021	4,5,6,7,8,11,12,13,14,15,19,20,21,22,25,26,27,28,29	19
February 2021	1,2,3,4,5,8,9,10,11,12,16, 17,18,19,22,23,24,25,26	19
March 2021	1,2,3,4,5,8,9,10,11,12,22,23,24,25,26,29,30,31	18
April 2021	1,2,6,7,8,9,12,13,14,15,16,19,20,21,22,23,26,27,28,29,30	21
May 2021	3,4,5,6,7,10,11,12,13,14,17,18,19,20,21,24,25,26,27,28	20
June	1,2,3,4,7	5
Other	2 parent conference nights	1
	Contracted Days = 200	198/193

ELEVEN-MONTH EMPLOYEES

Month	Work Days	Number of Days
August 2020	3,4,5,6,7, 10,11,12,13,14,17,18,19,20,21,24,25,26,27,28,31	21
September 2020	1,2,3,8,9,10,11,14,15,16,17,18,21,22,23,24,25,28,29,30	20
October 2020	1,2,5,6,7,8,9,12,13,14,15,16,19,20,21,22,23,26,27,28,29,30	22
November 2020	2,3,4,5,6,9,10,11,12,13,16,17,18,19,20,23,24,30	18
December 2020	1,2,3,4,7,8,9,10,11,14,15,16,17,18	14
January 2021	4,5,6,7,8,11,12,13,14,15,19,20,21,22,25,26,27,28,29	19
February 2021	1,2,3,4,5,8,9,10,11,12,16, 17,18,19,22,23,24,25,26	19
March 2021	1,2,3,4,5,8,9,10,11,12,22,23,24,25,26,29,30,31	18
April 2021	1,2,6,7,8,9,12,13,14,15,16,19,20,21,22,23,26,27,28,29,30	21
May 2021	3,4,5,6,7,10,11,12,13,14,17,18,19,20,21,24,25,26,27,28	20
June 2021	1,2,3,4,5,7,8,9,10,11,14,15,16,17,18,21,22,23,24,25,28,29,30	22
Other	2 parent conference nights	1
	Contracted Days = 220	215

TWELVE-MONTH EMPLOYEES

Month	Work Days	Number of Days
July 2020	1,3,6,7,8,9,10,13,14,15,16,17,20,21,22,23,24,27,28,29,30,31	22
August 2020	3,4,5,6,7, 10,11,12,13,14,17,18,19,20,21,24,25,26,27,28,31	21
September 2020	1,2,3,8,9,10,11,14,15,16,17,18,21,22,23,24,25,28,29,30	20
October 2020	1,2,5,6,7,8,9,12,13,14,15,16,19,20,21,22,23,26,27,28,29,30	22
November 2020	2,3,4,5,6,9,10,11,12,13,16,17,18,19,20,23,24,30	18
December 2020	1,2,3,4,7,8,9,10,11,14,15,16,17,18	14
January 2021	4,5,6,7,8,11,12,13,14,15,19,20,21,22,25,26,27,28,29	19
February 2021	1,2,3,4,5,8,9,10,11,12,16, 17,18,19,22,23,24,25,26	19
March 2021	1,2,3,4,5,8,9,10,11,12,22,23,24,25,26,29,30,31	18
April 2021	1,2,6,7,8,9,12,13,14,15,16,19,20,21,22,23,26,27,28,29,30	21
May 2021	3,4,5,6,7,10,11,12,13,14,17,18,19,20,21,24,25,26,27,28	20
June 2021	1,2,3,4,7,8,9,10,11,14,15,16,17,18,21,22,23,24,25,28,29,30	22
	Contracted Days = 240	236

Notice of Pay Dates for FY 2021

July 24, 2020

August 28, 2020

September 25, 2020
October 23, 2020
November 24, 2020
December 17, 2020
January 22, 2021
February 26, 2021
March 26, 2021
April 23, 2021
May 28, 2021
June 25, 2021
July 23, 2021

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.