

ESSEX COUNTY PUBLIC SCHOOLS

109 Cross Street
P. O. Box 756
Tappahannock, Virginia 22560
804-443-4366
FAX 804-443-3398

Dr. Scott A. Burckbuchler, Superintendent

NEW TEACHER/EMPLOYEE ORIENTATION



AUGUST 14 – 17, 2017

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 2017-2018 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

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.

ECPS MOTTO

Pathways to Excellence

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Dr. Scott A. Burckbuchler, Superintendent

SCHOOL BOARD

Denise Hammond, Board Chair
Jacob Plummer, Vice Board Chair
Keren Ellis
Larry Lenz
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. For the 2016-2017 School Year, the K-12 enrollment for the Essex County Public Schools was approximately 1,425 students. Almost 70% of our students are eligible for free and reduced meals under the Federal Lunch Program. In 2016-2017, Essex County Public Schools had a staff of approximately 225 full-time employees.



ELEMENTARY SCHOOL

Instructional Day: 8:10 A.M. TO 3:15 P.M.

Tappahannock Elementary School

205 Elementary School Circle
Tappahannock, Virginia 22560
804-443-5301
Angela Gross, Principal
Fontella Calhoun, Assistant Principal
<http://tes.essex.k12.va.us/>

INTERMEDIATE SCHOOL

Instructional Day: 8:10 a.m. to 3:15 p.m.

Essex Intermediate School

912 Intermediate School Circle
Tappahannock, Virginia 22560
804-443-3040
Heather Gentry, Principal
Jesse Ault, Assistant Principal
<http://eis.essex.k12.va.us/>

HIGH SCHOOL

Instructional Day: 8:10 a.m. to 3:15 p.m.

Essex High School

833 High School Circle
Tappahannock, Virginia 22560
804-443-4301
Kimberly Parks, Principal
Princess Blanding, Assistant Principal
<http://ehs.essex.k12.va.us/>

CONTACT INFORMATION

Division Superintendent	Dr. Scott A. Burckbuchler	
Administrative Asst. to the Superintendent; School Board Clerk	Sharon Saunders	443-4366
Assistant Superintendent of Instruction Staff Development Gifted Education Federal Programs Dual Enrollment School Nurses	Dr. Lori Harper	443-4799
Executive Director of Special Education and Student Services Homebound Instruction Homeschool Instruction Discipline	Dr. Tara Roane	443-3469
Director of Accounting	Annette Bilodeau	443-4590
Payroll Specialist	Mary Coggin	443-4427
Director of Human Resources Personnel Recruitment Professional Licensure	Christina Beasley	443-3266
Director of Technology	Jon Barnes	445-9521
Technology Specialist	Brad Lewis	445-9521
Instructional Technology Resource Teacher	Jason Bellows	443-3415
State Testing Coordinator	Shaneak Cockrell	443-2140
Student Information Systems	Matt Ponish/Shaneak Cockrell	443-2140
Gifted Coordinator	Don Ashburn	No Direct Line

EXCEPTIONAL PROGRAMS

Administrative Secretary to Special Education Department	Beverly Carter	443-3959
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DEPARTMENTS

Maintenance Director	Brad Hall	443-2460
Transportation Director	Ronnie Fones	443-2500
Child Nutrition Manager	Amy Heaton	443-4367

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

**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

**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.

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.

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

**Director of Special Education and 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.

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

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.

Reference: ECPS Policy (Revised December 9, 2013)

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. **Blue jeans and tennis shoes are not acceptable attire.** Exception: Tennis shoes are acceptable provided a doctor's note is on file with the building principal.

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 five 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).

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 \$25.00)
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 relicensure 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.

Please notify the designated individual in your building whenever you are aware that you will be absent from school. Such notification must be in writing on the appropriate form and must be submitted in advance of the absence or immediately upon return to school if it was not possible to complete the appropriate form in advance.

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.

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.

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.