

NEWPORT NEWS



PUBLIC SCHOOLS

EMPLOYEE HANDBOOK



#NNPSPROUD

College, Career and Citizen-Ready!

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ABOUT NEWPORT NEWS PUBLIC SCHOOLS



Welcome

We are pleased to have you as a member of the staff of Newport News Public Schools! We are delighted that you have chosen to join our organization and hope that you will enjoy a long and successful career with us. As you become familiar with our culture and mission, we hope you will take advantage of opportunities to enhance your career and further NNPS's goals.

Notice

I understand that this handbook and all other written and oral materials provided to me are intended for informational purposes only. This handbook does not encompass all expectations, policies and procedures, nor does it cover every situation that may be encountered. Staff should refer to the NNPS website for all School Board policies and practices:

Neither the handbook, district practices, or other communications constitute an employment contract or term. I further agree that neither this document or any other communication shall bind the district to employ me.

The handbook is available electronically on the NNPS website at www.nnschools.org/hr/handbook.html. Periodically, this handbook will be revised to reflect changes. The handbook cannot be reprinted each time a change occurs. Employees are solely responsible for regularly referring to the online version for updates.

Newport News Public Schools reserves the right to modify, suspend or cancel at any time, without written or verbal notice, all or any part of the handbook's contents as circumstances may require.



A Message from the Superintendent

Colleagues,

I am honored to serve as the Superintendent of Newport News Public Schools, a school division with a proud history of success.

This school division is home to nearly 6,000 dedicated employees who focus on one mission: ensuring that all students graduate college, career and citizen ready. You are an integral part of this team.

From transportation and meal service to operations and teaching and learning, what we do each day supports learning and prepares students for success. Our work is more than just a job; what we do shapes the future of youth in Newport News.

Like our students, the NNPS team is strong and diverse: qualities that make Newport News Public Schools a great place to work and thrive. Our school division has many resources to support you throughout your career.

This handbook has been prepared to provide you with an overview of NNPS and our mission, strategic plan, policies, and contact information. I encourage you to review this handbook and use it as a resource. If you have any questions about the content of this handbook, please direct them to your supervisor or the Human Resources Department. Maintaining open communication is crucial to our success.

Thank you for your commitment to NNPS and our students. I appreciate and value your partnership as we work together to ensure that all students graduate college, career, and citizen ready.

Sincerely,

A handwritten signature in black ink that reads "Michele Mitchell".

Michele D. Mitchell, Ed.D.
Superintendent

NEWPORT NEWS SCHOOL BOARD



Lisa Surles-Law
Chairman



Dr. Terri Best
Vice Chairman



Maritsa Alger



Rebecca Aman



Douglas Brown



Marvin Harris



Gary Hunter

NEWPORT NEWS CITY COUNCIL



Phillip Jones
Mayor



Curtis Bethany, III
Vice Mayor



John Eley, III
Councilman



Dr. Marcellus Harris, III
Councilman



Cleon Long
Councilman



Tina Vick
Councilwoman



Dr. Patricia Woodbury
Councilwoman

NEWPORT NEWS PUBLIC SCHOOLS LEADERSHIP



Dr. Michele Mitchell
Superintendent



Rusty Fairheart
Chief Operations Officer



Scarlett Minto
Chief Financial Officer



Dr. Kipp Rogers
Chief Academic Officer

Executive Leadership Team

DIVISION LEADERSHIP

Michele Mitchell, Ed.D.
Superintendent

Rusty Fairheart, MBA
Chief Operations Officer

Scarlett Minto, MBA
Chief Financial Officer

Kipp Rogers, Ph.D.
Chief Academic Officer

EXECUTIVE DIRECTORS

Cathy Alexander
Executive Director
Nutrition & Wellness

Felicia Barnett, Ed.D.
Executive Director
Secondary School Leadership

Wade Beverly
Executive Director
Plant Services

Shay Coates
Executive Director
Transportation

TBD
Executive Director
Secondary Teaching &
Learning and K-12 Programs

Michelle Price
Executive Director
Public Information &
Community Involvement

Maribel Saimre
Executive Director
Special Education and
Student Support Services

Wayne A. Santos, II, MBA
Executive Director
Technology

Angela Seiders
Executive Director
Elementary School Leadership

Robert Stewart, Jr.
Executive Director
Crisis Planning, Prevention and
Environmental Risk Management

DIRECTORS

Bridget Adams
Director
Youth and
Family Engagement

Shannon Bailey
Director
Procurement

Eleanor Blowe, Ed.D.
Director
Secondary School
Leadership

Tracy Brooks
Special Assistant
to the Superintendent

Lisa Evans
Director
Professional
School Counseling

Nina Farrish
Director
Human Resources

Crystal Haskins, Ph.D.
Director
Academic Enrichment and
Intervention

Kathryn Hermann, Ph.D.
Director
Outreach Services

Lee Martin
Director
Student Athletics

LaQuiche Parrott, Ed.D.
Director
Elementary School
Leadership

Angela Rhett, Ph.D.
Director
Professional Growth
and Innovation

Vivian Vitullo
Director
Special Education

Lori Wall
Director
Elementary
Teaching & Learning

Len Wallin
Director
Legal Services

Diane Willis
Director
Elementary School
Leadership



Newport News Public Schools is preparing students to graduate *college, career and citizen-ready.*

Newport News Public Schools educates 26,500 children in 41 schools: 3 early childhood centers, 24 elementary schools, 7 middle schools, 5 high schools, 1 middle/high combination school and a virtual learning academy. NNPS is a community of diverse learners: over 1,500 students speak a language other than English. NNPS employees number 4,688 including 2,045 teachers. NNPS is home to 12 magnet schools and specialty academies that offer a specialized focus in the curriculum or distinctive type of environment or instruction. Magnet schools and specialty academies serve students across the city. Every student is eligible to apply.

College-Ready

- **Advanced Placement Courses.** The school division offers more Advanced Placement (AP) courses than any other school district or private school on the Peninsula. AP courses are open to all; students with qualifying grades may earn college credit.
- **Dual-Enrollment.** High school juniors and seniors have the option of earning college credit and high school credit concurrently through dual-enrollment courses at Virginia Peninsula Community College (VPCC) and Norfolk State University.
- **Early College.** High school seniors may earn up to 19 semester hours of college credit prior to high school graduation in this unique partnership with VPCC. During their senior year, students complete their high school coursework during the first semester and attend VPCC during the second semester.

Career-Ready

- **Career Pathways.** Students are exposed to grade-appropriate career development experiences. Elementary and middle school students focus on career awareness and exploration, while high school students are exposed to career options through internships, job shadowing and hands-on training.
- **Science, Technology, Engineering and Mathematics Education (STEM).** With innovative instruction, new technologies, renovated science labs and resourceful business partners, students at all levels are engaged in hands-on and minds-on activities that prepare them for further education and rewarding career possibilities in STEM.
- **Industry Certifications.** Career and Technical Education (CTE) courses are designed around industry standards to ensure high-quality instruction for high-wage, high-demand and high-skill careers. CTE courses prepare students to earn more than a dozen industry certifications, accelerating student access to technical, high-skilled careers.
- **Early Career.** High school seniors can jump start their careers before graduation with this partnership program. During the first semester of their senior year, students complete their high school coursework and take special training courses. During the second semester, students begin working full time with a local business or industry partner.



Citizen-Ready

- **Youth Development.** Through school leadership academies and participation in clubs and organizations, students have the opportunity to develop leadership skills, volunteerism and citizenship.
- **Service Learning.** Service to others is introduced, taught and practiced as part of the elementary curriculum. Middle and high school students provide a wealth of services to the community by contributing their time and talents to service projects and volunteer efforts.



Number of NNPS Schools: **40**

3 Early Childhood Centers

24 Elementary Schools *including:*

5 Specialty Programs

- Communication Arts Magnet
- Environmental Science Magnet
- Discovery STEM Academy
- Global Studies Magnet
- Math, Science & Technology Magnet

7 Middle Schools *including:*

2 Specialty Programs

- Science, Technology, Engineering & Math Magnet
- Marine Science/Pre-Advanced Placement Magnet

5 High Schools *including:*

7 Specialty Programs

- Aviation Academy Magnet
- Arts & Communications Magnet
- Governor's Health Sciences Academy
- Governor's STEM Academy
- International Baccalaureate Program
- Non-traditional High School Program
- University Magnet

1 Combined Middle and High School

1 Virtual Learning Academy

Early Childhood (Pre-K)	1,014
Elementary (K-5)	11,944
Middle School (6-8)	6,013
High School (9-12)	7,488
Alternative	184

Total Number of Students:

26,643

Student-Teacher Ratio

Preschool	18 to 1
Kindergarten	20 to 1
Grades 1-3	19 to 1
Grades 4-5	20 to 1
Grades 6-8	17 to 1
Grades 9-12	18 to 1



Number of Employees:

4,688





JOURNEY 2025

A Strategic Plan to *College, Career and Citizen-Readiness!*

NNPS Mission:

We ensure that all students graduate *college, career and citizen-ready*.

NNPS Vision:

The Newport News Public Schools community commits to ensuring all graduates will be:

- *College-Ready* - Whether it be in college or the workplace, graduates of NNPS will understand the importance of being life-long learners. Graduates will be prepared for future learning and to take on new challenges.
- *Career-Ready* - By offering a variety of certifications and opportunities for all students, graduates will be ready to join the workforce in a globally competitive market. Graduates will understand the importance of having a career mindset.
- *Citizen-Ready* - As a result of the commitment to students' social, emotional and academic development, graduates of NNPS will be competent in civic engagement, intellectual freedom, service to community, and tenets of diversity.



Student Success

Engage and challenge all students in authentic, rigorous, and culturally relevant learning experiences that foster innovation and critical thinking to ensure that all graduates are *college, career, and citizen-ready*.



Student & Staff Wellness

Create an environment that promotes the social, emotional and physical well-being for students and employees.



Employee Expertise

Cultivate a premier workforce by prioritizing adult learning and innovation.



Enhanced Partnerships

Foster an active partnership network between schools, families, and the community that mutually support the advancement, success, and well-being of our students.



Stewardship of Resources

Make financial and human capital decisions with a focus on student and staff needs, organizational data, and equitable practices.

[Click here for more information.](#)

All Newport News Public Schools policies and procedures can be access at <https://go.boarddocs.com/vsba/nnps/Board.nsf/goto?open&id=896CQD7EC961>

GCE - Employment

All employment will be by action of the Board upon recommendation of the Superintendent, except that the Superintendent is authorized to employ substitutes and other temporary employees.

The following are general procedures for employing staff for Newport News Public Schools. Some steps may be added or deleted as required by circumstances or specific positions and are at the exclusive decision of the Superintendent or designee.

All employment is contingent upon Human Resources approval of any pending background checks (including criminal history records and a child protective service check), reference checks, and School Board approval. Criminal history records that include a conviction for a felony and any offense involving sexual molestation, physical abuse, neglect, or rape of a child or any like offense against an adult will result in withdrawal of the employment offer. For convictions of crimes of moral turpitude, the employment offer may be rescinded. If the candidate has already begun work and does not receive Human Resources or School Board approval upon review of all employment verifications, background checks, information verification or appropriate medical examinations or tests, or other requirements, the contingent employment offer will be rescinded.

The Human Resource Department will work with other appropriate departments to understand the number of positions needed to be filled each year. The Human Resources Department will determine the minimum requirements for each position, the recruitment strategy, application procedure, and interview procedures.

The Human Resources Department receives all applications. Applicants for positions requiring specific licenses and certifications will be required to provide documentation to support qualifications to meet the job-specific requirements.

Human Resources Department will initiate all employment offers given and begin the pre-employment process that is not limited to but may include any or all of the following background checks: criminal history records, fingerprinting, child protective services, reference checks, previous employment verifications, driving record history, medication review/testing, and drug and alcohol screening.

Falsification or omission of information on the application form may result in termination of an employee (action is not grievable) or in withdrawal of a

contingent offer of employment. A felony conviction will result in the withdrawal of an offer or denial of consideration of the applicant. If a candidate with a felony conviction can present documentation signed by an authorized state official restoring rights, employment of this candidate is not guaranteed but may be considered for further review.

If a candidate has already begun work and does not receive Human Resources or School Board approval upon review of all employment verifications, background checks, information verification or appropriate medical examinations or tests, or other requirements, the contingent employment offer will be rescinded, and the action is not grievable.

Once School Board approval is given, Human Resources creates a letter of offer to the finalist.

A contract for employment or salary notification, as appropriate, will be generated for a candidate after School Board approval. Contracts may only be approved for positions as stipulated in the Code of Virginia and Virginia Department of Education (VDOE) regulations.

Human Resources will come to an agreement with the final terms of employment for all those hired.

No employee, contractor or agent of the School Board may assist an employee, contractor or agent in obtaining a new job, apart from the routine transmission of administrative and personnel files, if the employee, contractor or agent knows, or has probable cause to believe, that such school employee, contractor or agent engaged in sexual misconduct regarding a minor or student in violation of law. For the purposes of this policy, 'probable cause' exists when a school division employee, contractor, or agent has knowledge of sufficient facts to believe that a school board employee, contractor, or agent engaged in sexual misconduct regarding a minor or student in violation of the law. This prohibition does not apply if the information giving rise to probable cause:

1. A. has been properly reported to a law enforcement agency with jurisdiction over the alleged misconduct and
 - B. has been properly reported to any other authorities as required by federal or state law, including title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 et seq.) and the regulations implementing it and
2. A. the matter has been officially closed or the prosecutor or police with jurisdiction over the alleged misconduct has investigated the allegations and notified school officials that there is insufficient information to establish

probable cause that the school employee, contractor or agent engaged in sexual misconduct regarding a minor in violation of law;

- B. the school employee, contractor or agent has been charged with, and acquitted or otherwise exonerated of the alleged misconduct; or
- C. the case or investigation remains open and there have been no charges filed against, or indictment of, the school employee, contractor or agent within 4 years of the date on which the information was reported to a law enforcement agency.

Definition of Employee Groups

(Policy GAB)

For the purposes of human resource policy administration and application whenever reference is made to “employees” without distinction of employee group, such statement shall refer to all School Board employees with the exception of the division Superintendent.

Employee Groups: For the purpose of policy administration and application, the School Board has approved the following three (3) groupings of school positions. These group definitions will apply unless expressly provided for otherwise in a specific policy.

Teachers (8VAC20-441-10)

“Teacher” means a person who is regularly employed full-time as a classroom Teacher, Guidance Counselor, or Librarian/Media Specialist, and holds a valid teaching license.

Licensed Administrators (8VAC 20-441-10)

“Licensed Administrator” means a person who is regularly employed full-time as a Principal, Assistant Principal, or Supervisor as defined in the Virginia Administrative Code, or any additional position clearly identified as such by law and holds a valid teaching license with appropriate endorsement.

Support Staff

Support Staff occupy positions other than those listed above, including those positions where specific codes require contracts such as Bus Drivers and Non-Teacher Coaches, non-licensed Administrative staff, and non-licensed Professionals.

Outside Employment

(Policy GCR)

The School Board expects all employees to give the responsibility of their positions in the division precedence over any type of outside work.

The outside work done by a staff member is of concern only if it:

- prevents the employee from performing their responsibilities in an effective manner;
- is prejudicial to the employee's effectiveness in the position; or might compromise or embarrass the school division;
- raises a question of conflict of interest - for example, where the employee's position in the division permits access to information or another advantage useful to the outside employer.

Therefore, an employee will not perform any duties related to an outside job during regular working hours or during the additional time that is needed to fulfill the responsibilities of the position; nor will an employee use any division facilities, equipment, or materials in performing outside work.

Employees involved in outside employment which includes selling or soliciting individuals are prohibited from ever soliciting School Division employees during working hours or if directly prohibited by school management, the individual, or other relevant school personnel, unless provided for in a formal lease authorized by an appropriate School Board Representative.

An employee is encouraged to discuss with the employee's Supervisor before accepting any outside employment and discuss the prospective job in relation to the three points listed above.

Outside employment during periods of paid disability leave for a covered workers' compensation injury fall under state regulations offsetting such additional income.

Teachers Who Tutor

Teachers who tutor non-Newport News Public School students for pay and receive compensation from a parent, guardian or other individual are covered under this policy. Teachers may not tutor for pay on School Board property when such compensation is received from a parent, guardian, or other individual.

Teachers may not receive compensation from a parent, guardian, or other individual for tutoring a student in a course in which they serve as the student's teacher. Exception to this rule is made only if another qualified tutor cannot be contracted. Prior written approval to receive compensation for tutoring students whom they teach must be obtained from the Superintendent or designee.

Resignation of Staff

(Policy GCQC)

If an employee finds it necessary to terminate employment at any time during the school year, notice of this request will be made in writing to the Department ~~Director~~ of Human Resources. Request for termination of contract should be forwarded at the earliest possible date and provide a minimum of two weeks' notice of termination of contract as well as the reason for termination. In addition to notifying the Department of Human Resources, the employee should also notify their immediate supervisor in writing.

The Superintendent or the Director of Human Resources will accept or decline resignations on behalf of the Board. Such accepted resignations will be reported to the Board at a regularly scheduled meeting.

No later than their last workday, resigning employees must return all School Board property in their possession relating to security (keys, locks, etc.), confidential (including grade books) and proprietary information, tools, technology support equipment (such as laptop computers) and other items of value or which require replacement. The replacement value of items not returned may be charged against the employee's remaining or final paycheck, in accordance with the law.

If an employee is absent from work and fails to properly contact the appropriate supervisor or other authorized management representative for three consecutive workdays (unless a confirmed emergency prevents communication), the employee will be deemed to have resigned the employee's job, voiding the employment relationship. The resignation will be reported to the School Board.

Resigning employees will be provided an exit questionnaire.

Teachers and Licensed Administrators

In the event that the request for release is denied on the grounds of insufficient or unjustifiable cause, and the staff member breaches such contract, the license of said staff member may be revoked under rules and regulations prescribed by the State Board of Education.

Legal References: Board of Education Regulation 8 VAC 20.440-130\Uniform Hiring Process

Code of Virginia Section 22.1-304

Personnel Files

(Policy and Procedure GBJ)

The School Board authorizes the Department of Human Resources to maintain an official personnel file for each employee. These files shall contain records pertinent to the employment relationship between the employee and the school system. All information in personnel files are considered confidential and shall be maintained securely with access only by those employees authorized by the Director of Human Resources.

The Department of Human Resources shall maintain the personnel files and be responsible for the following activities:

- Establishing contents
- Maintaining confidentiality
- Regulating access

A. Definition

"Personnel file" means, for the purposes of this policy, any and all memoranda, entries or other documents included in the employee's file as maintained electronically under the direction of the Human Resources Department or in any file on the employee maintained within a school in which the employee serves. The term "official personnel file" shall only pertain to that personnel file maintained by the Department of Human Resources.

B. Confidentiality of Files

The School Board will generally protect the confidentiality of official personnel files, personnel references, academic credits and other similar documents, but reserves the right to release such information in accordance with law and written school board policy or regulation. In the event that an employee, former employee, or applicant engages in conduct which becomes the subject of public concern as reported in the news media, or such person otherwise discloses matters related to his employment to the news media, the School Board authorizes the Superintendent or his designee to disclose accurate and relevant information regarding such person's actions and employment.

C. Contents of Files

The official personnel file of an active employee may include, but not be limited to, the following:

- Original application or resume resulting in employment
- Licensure and Certifications

- Evaluations and assessments
- Correspondence to and from employee regarding any personnel action
- Contract information
- Rebuttal information submitted by the employee
- Documentation specifying power of attorney and authorization for release of information
- Change of name or social security number
- Social Services Child Abuse Registry Search Controlled Substance and Alcohol Test Information Release Consent form for position requiring a commercial driver's license

Employee documents that are maintained as a separate record in the personnel file due to confidentiality and have limited access may include but are not limited to the following:

- Medical Records/Information
- Investigations
- I-9 Immigration Document
- Documents pertaining to a grievance process.

If the material added to the employee's file was not sent or copied to the employee initially, then the employee will receive a copy of the material and shall have the right to submit a written rebuttal for inclusion in the file.

D. Files of separated employees

The personnel file of a former-employee shall be retained and designated "Inactive". The file shall be designated for permanent storage unless federal or state laws require that the file be kept for a longer period.

E. Access to the Personnel Files

1. An employee may have access to their personnel file with reasonable notice. Some exemptions of released documents may apply as outlined in the Freedom of Information Act. Employees are entitled to a copy of their personnel file. The employee may authorize the review of their personnel file through a signed authorization. At no time shall an employee or employee representative remove any materials from a file.

2. Access Without Permission of the Employee

The following persons may review an employee's personnel file without the consent of the employee:

- (1) Administrators and supervisors who have line responsibility over the employee.
- (2) Members of the School Board when the board is in session.
- (3) A person with a court order.
- (4) Other persons authorized by federal or state law.

F. Disclosure of Employment-Related Information to Specific Current or Specific Prospective Employers.

In response to an inquiry made by a specific current or specific prospective employer, the Superintendent or his designee may provide accurate information concerning the professional conduct, job performance, and/or reasons for separation or discipline of a current or former employee of the Board. At a minimum, the following information will be released:

- the employee is eligible for rehire
- the employee was terminated, resigned, or retired;
- the employee left for personal reasons.

A current or former employee's entire personnel file may be released to a specific current or specific prospective employer upon receipt from the employee of signed permission to release the record.

Legal Reference:

Code of Va., § 2.2-3704. Official records to be open to inspection; procedure for requesting records and responding to requests; charges, exceptions to application of chapter; Code of Va., § 2.2-3800, "Government Data Collection and Dissemination Practices Act"; Code of Va., § 8.01-46.1. Disclosure of employment-related information; presumptions; causes of action; definitions.

Staff Reassignments or Transfers

(Policy and Procedure GCK)

The Superintendent has the authority to reassign or transfer all Teachers, Licensed Administrators or Support Staff to schools or locations within the school division. No reassignment or transfer during a school year will lower the salary of Teachers or Licensed Administrators for that school year.

The Superintendent will develop procedures to implement this policy.

Code of Virginia, 22-1.297

In all reassignments or transfers, efforts will be made to accommodate the wishes of the individuals considered for reassignment or transfer. The final decision will be made, however, based on the best interests of the students and school division.

Involuntary Reassignment or Transfers

All Employees

From time to time it may be necessary to reassign or transfer employees involuntarily to accommodate program needs, enrollment changes, or the interest of the school division. Volunteers may be considered when making reassignments or transfers. Seniority, license endorsement(s), performance assessments, and employee input may also be considered.

In the event that a teacher is involuntarily reassigned or transferred after the beginning of the school year, the teacher shall be given assistance to complete the physical moving and preparation of the classroom. Teachers will be given adequate time, without children in the classroom, to prepare themselves for the beginning of classes in the new situation. Non-instructional employees who are involuntarily reassigned or transferred will be provided adequate time to transition their workplaces.

Voluntary Reassignment or Transfers

Teachers

A voluntary reassignment or transfer request from a teacher will be accepted in a time period determined by Human Resources for each school year and will be valid until July 15 of the following fiscal year. The specific dates will be communicated when the transfer process is announced.

A list of reassignment or transfer requests for the next school year will be provided to the Principals of schools in a manner determined by Human Resources and School Leadership Department. When a teaching vacancy occurs within a school, the Principal is encouraged to review the list of reassignment or transfer requests before considering other applicants for the position.

Requests for reassignment or transfer made after the transfer application closes also may be considered. Such requests will be reviewed only after consideration has been given to requests received on or before the announced closing date.

Prior to attaining continuing contract status, a teacher will be permitted to request a transfer and may be granted one such request provided they have established a satisfactory work record and received their Principal's confirmation of such.

Licensed Administrators

Licensed Administrators requesting a reassignment or transfer should submit a letter of request to their immediate Supervisor and the Human Resources Department for consideration. Approval of the request is at the sole discretion of the Superintendent.

Support Staff

Employees requesting a reassignment or transfer should submit a letter of request to their immediate Supervisor and the Human Resources Department for consideration. Approval of the request is at the sole discretion of the immediate Supervisor and Human Resources.

Discrimination and Harassment

(Policy GBAA)

The School Board will not tolerate actions which may provide or contribute to discrimination, illegal harassment, and/or hostile or offensive work environment for any employee. Under no circumstances will any manager, supervisor, or other School Board employee take negative or punitive action against the accuser or accused or retaliate against either party based on the complaint during or following the investigation.

The School Board is committed to providing a work environment free from discrimination and illegal harassment which is harassment based on race, religion, color, national origin, sex, marital status, pregnancy, sexual orientation, sexual identity, veteran status, age, or disability in its programs, activities, or employment practices as required by the Title VI, Title VII, Title IX, Section 504, and ADA regulations.

Any behavior that creates a hostile or offensive working environment is a form of illegal harassment. A hostile or offensive environment occurs when a supervisor or employee engages in behaviors which are substantial, pervasive, and offensive toward an individual.

Sexual harassment refers to sexual conduct which is offensive to the individual, which harms morale and/or which interferes with the effectiveness of the school division.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
2. Submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with the individual's work performance, or creating an intimidating, hostile, or offensive working or educational environment.

Any actions prohibited by this policy that result in a complaint will be investigated. Based on the results of the investigation, disciplinary action up to and including termination of employment may result.

Any employee, who believes that he or she has been in a situation in which discrimination or illegal harassment has occurred, or who has any knowledge or reason to believe that this kind of behavior has occurred, should report such conduct to their supervisor, principal, or the Assistant Superintendent of Human Resources at (757) 881-5061. Such conduct should be reported as soon as possible, but always within 30 days of its occurrence.

A complaint of harassment against the Director of Human Resources will be made to the Superintendent and a complaint of harassment against the Superintendent will be made to the Chairman of the School Board.

Legal reference:

Code of Virginia: 2.2-3900

Title VI: Title VI of the Civil Rights Act of 1964

Title VII: Title VII of the Civil Rights Act of 1964

Title IX: Title IX of the Educational Amendments of 1972

Section 504: Section 504 of the Rehabilitation Act of 1973

ADA: The Americans with Disabilities Act of 1990

The Age Discrimination in Employment Act of 1967

Uniformed Services Employment and Re-employment Rights Act of 1994, 30 U.S.C. 4301-4334

PROCEDURES: Discrimination and Harassment

The Human Resources Department will be responsible for ensuring that an investigation is performed for any complaints of discrimination or illegal harassment made in the school division. (Sexual harassment claims will follow the Nondiscrimination (AC-P2) Grievance Procedure: Nondiscrimination on the Basis of Sex in Education Programs and Activities.) A complaint of discrimination or illegal harassment against the Director of Human Resources will be made to the

Superintendent and a complaint of discrimination or illegal harassment against the Superintendent will be made to the Chairman of the School Board. An investigation will take place as soon as possible after a complaint has been initiated. The Director of Human Resources will appoint an individual to conduct the investigation.

It is vital to protect both the complainant and accused in such cases to ensure a confidential, thorough, and fair investigation. Therefore, in such cases, the Director of Human Resources has the authority to physically separate the complainant and the accused in the workplace, reassign work duties, provide paid time off during the investigation for either the accused or the complainant, and to ensure no additional harassment/discrimination incidents occur during the investigation.

If an accused harasser is found guilty and disciplined or terminated, documentation must clearly indicate the decision and its supporting justification. The documentation will be included in the harasser's personnel file.

The Director of Human Resources will ensure a thorough and systematic investigation is conducted and recommendation developed by a case review panel.

1. Determine what happened:

- Collect data from all relevant parties.
- Interview the complainant, the accused, and any potential witnesses.
- Complainant and accused should be asked to supply names of potential witnesses.
- Co-workers of the complainant and accused should be interviewed, if appropriate.
- Interviews should be conducted in private to ensure confidentiality.
- Documentation should include notes of the interviews.

2. Determine whether discrimination or illegal harassment has occurred:

- A case review panel consisting of the Director of Human Resources and two other assistant superintendents, executive directors, or directors, as designated by the Superintendent, will review the evidence.
- The findings of the panel will be forwarded to the Superintendent for further consideration. The Superintendent will:

1. Determine the appropriate action:

- If the accused is found to be innocent or there is not sufficient information to come to a conclusion, utmost care must be taken to ensure that there is minimal damage to the person's career and reputation.
- Depending on the nature and severity of the case, corrective action will be taken.

2. Direct the Human Resources Department to communicate findings and actions to the complainant and accused:

- Separate confidential meetings will be held with each party to explain the conclusion(s) of the investigation and the procedures and facts used to reach such conclusion(s).

Complaints made against the Director of Human Resources will be handled by the Superintendent. If such Complaints are filed, the Superintendent will determine the procedures to be followed to investigate and resolve the Complaint and will notify the Complainant in writing of the procedures and timelines involved. It is expected that the process and timelines will be similar to those established for other Complaints.

Complaints made against the Superintendent will be handled by the School Board. If such Complaints are filed, the School Board will determine the procedures to be followed to investigate and resolve the Complaint and will notify the Complainant in writing of the procedures and timelines involved. It is expected that the process and timelines will be similar to those established for other Complaints.

Diversity

(Policy GBAB)

The Newport News School Board, Superintendent and employees are committed to creating an educational environment where not only are diverse people recruited into the school division, but also where both the school management and employees work together positively to develop mutually beneficial relationships that respect each person's individuality. Diversity will be acknowledged and utilized to improve the culture of the school division. Diversity education will be incorporated into all areas of school division life through activities that foster a thorough understanding of diverse racial, cultural, socio-economic, disability and ethnic groups.

Staff Conduct

(Policy GBEB)

In conduct and interpersonal relationships, teachers and other staff members are continuously observed by students. The Board expects the staff of the school division to conduct itself in a professional, courteous, and respectful manner as it performs the business of the school division. To that end, the Superintendent will develop and implement procedures which ensure that employees interact with other Board employees, parents, students, or visitors, with a spirit of cooperation, understanding and mutual respect. Departures from standards of conduct contained in the procedures will be deemed misconduct within the meaning of this policy and may subject violators to disciplinary action, up to and including dismissal.

General:

The personal life of an employee will be the concern and warrant the attention of the Board only as it may directly prevent the employee from effectively performing assigned functions during duty hours, or as it violates local, state, or national law or contractual agreements.

Employees will not bring a child to the premises of their employment for the purpose of childcare during the work hours of their employment. Likewise, the school division does not permit the extended presence of non-employees in the workplace (except official volunteers). Volunteers will not bring children to school during the volunteers time of volunteer service.

Examples of Misconduct:

The following list as well as those offenses noted in GBEB-P, contains examples of actions that are considered misconduct while on duty either on or off school division premises. The list, which is not all inclusive, is as follows:

- insubordination, including intentional misconduct or refusal to perform work in the manner assigned/directed;
- destroying school property intentionally;
- public verbal correction of an employee in non-emergency situations;
- engaging in obscene or abusive language or conduct in the presence of students or employees;
- failing to maintain an appropriate professional relationship with a student or employee;

- engaging in any interaction/activity of a sexual nature or intent with a student;
- possession of firearms, other weapons, or dangerous materials on school property;
- using school property without proper authorization;
- being under the influence of alcohol or illegal drugs;
- behaving in any inappropriate manner which adversely affects the employee's ability to perform their duties;
- furnishing lists of students or parents to anyone selling materials or services;
- using time granted for leave, planning, and workshops for purposes for which it is not intended;
- falsification of any NNPS documents;
- failure to follow established safety policies and procedures;
- failure to maintain confidentiality;
- theft;
- leaving the worksite, during scheduled work hours, without proper authorization;
- sleeping on the job during scheduled work hours;
- receiving or making excessive personal phone calls;
- fighting or the deliberate harming of another;
- engaging in threatening or intimidating behavior, or treating others in a discourteous, inattentive, or unprofessional manner to include making malicious, false, or harmful statements about others or creating conflict with others; and,
- use of school division computers and communications services for storing, sending, receiving, viewing, or downloading illegal material via the internet.

Failure to comply with regulations and operational guidelines applicable to the use of procurement cards under the Procurement Card Program by school division employees.

Reportable Criminal or Serious Incidents

Employees of Newport News Public Schools, whether full-time or part-time, permanent, or temporary, will report the following to the Superintendent:

- When such employee has been charged by summons, warrant, indictment or information with the commission of a felony; a misdemeanor involving (1) sexual assault as defined in § 18.2-61 et seq. of the Code of Virginia; (2) obscenity and related offenses as defined in § 8.2-372 et seq. of the Code of Virginia; (3) drug related offenses including, but not limited to, possession of marijuana or of drug paraphernalia or as defined in § 8.2-247 et seq. of the Code of Virginia; (4) moral turpitude (5) the physical or sexual abuse or

neglect or a child; public drunkenness; driving under the influence of alcohol or drugs; reckless driving; disturbing the peace; or an equivalent offense in another state; or is the subject of a Department of Social Services (CPS) investigation into an allegation of child abuse or neglect or a Department of Social Services (CPS) founded disposition of child abuse or neglect, the employee shall notify the Superintendent of the charge.

The employee's notification to the Superintendent shall be in writing and shall also provide the date of the alleged offense and a copy of the summons, warrant, indictment, information or other document served upon the employee notifying the employee of the charge. The written notification to the Superintendent from the employee shall be delivered to the Superintendent as soon as possible, and in no event later than the first working day following the service of the summons, warrant, indictment or information upon the employee. Failure of the employee to give the Superintendent written notice may be cause for termination of the employee.

The Superintendent shall request that the Newport News Police Department, the Newport News City Attorney and Commonwealth Attorney, and the Department of Social Services notify the Director of Human Resources upon the conviction of a division employee for any offense discussed above or upon a school division employee becoming the subject of a Department of Social Services founded disposition of child abuse or neglect.

Technology Acceptable Use Policy (AUP)

(Policy IJND)

Introduction

Newport News Public Schools (NNPS) has embraced the importance of technology in education. The School Board provides a "Computer System" to promote educational excellence, resource sharing, innovative instruction, and communication to prepare students to live and work in the 21st century. The NNPS Computer System includes all technology resources and access to telecommunications networks (e.g., Internet, networks, hardware, software, and communications services) division-wide and remotely.

Scope

This Acceptable Use Policy (AUP) documents the NNPS policy for the responsible and appropriate use of the NNPS Computer System. This policy and its implementing procedures apply to every authorized user of the NNPS Computer System. Authorized users, defined as any user whose access privileges have not been suspended, include students, employees, non-employees, and volunteers. All

NNPS Computer System users must comply with the requirements defined in this document and its supporting documents:

- IJND-P - Technology Acceptable Use Procedure (AUP)
- IJND-E - Acceptable Use Policy Fact Sheet
- EH - Cybersecurity Program
- EH-P - Procedures - Cybersecurity Program

Acceptable Use

The NNPS Computer System is provided for administrative, educational, communication, and research purposes consistent with the Division's educational mission, curriculum, and instructional goals. General rules and expectations for professional behavior and communication apply to the use of the Division's computers, networks, and Internet services, as do those rules of student conduct set forth in the NNPS Rights & Responsibilities handbook.

Division Responsibilities

The School Board will authorize the purchase of technology resources based on instructional, administrative, and other educational needs to be identified by the Superintendent. The Superintendent will provide leadership on the use and purpose of technology within the school division and will ensure compliance with the provisions of the Code of Virginia on acceptable Internet use policies for school districts. The Superintendent or designee will notify authorized users about this AUP and supporting procedures.

The Superintendent will assign an administrator to oversee the NNPS Computer System. Oversight will include the management of all components of the NNPS Computer System and will ensure procedures are in place requiring authorized users of the division Computer System to read and adhere to the AUP agreement and its supporting documents. A copy of the agreement, signed by each employee, will be kept on file in the Human Resources office.

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. School officials have the right to review NNPS Computer System usage at any time to determine if such use meets the criteria set forth in this and other School Board policies and procedures.

Acceptable Usage Policy (AUP) Frequently Asked Questions (FAQ)

I. Summary

The purpose of this Frequently Asked Questions (FAQ) sheet is to provide official administrative responses and dispel any misperceptions regarding the AUP. If you have a question that has not been answered, please send it via email to the Technology Operations Help Desk (help.desk@nn.k12.va.us).

II. Why do we have an Acceptable Use Policy and Procedure?

An acceptable use policy (AUP) describes how the computers and network may be used in order to promote a safe, secure, and productive work environment. The use of an AUP is a best practice that is in use in many organizations. The NNPS Acceptable Use Procedure addresses three issues: the protection of our network from viruses and other intrusions, the productivity of our employees (using the computers for non-school business during working hours), and the Internet safety of our students.

III. What is "Appropriate Use" of NNPS Computer Systems?

Appropriate use of NNPS systems and network resources is any use to conduct school system business. While it is understood that emergencies do occur, all users are urged to keep personal use of such resources to a minimum.

IV. What is School System Business?

School System Business includes, but is not limited to:

- promoting educational excellence
- resource sharing
- encouraging innovative instruction and communication by preparing students to live and work in the 21st century through electronic access to a wide range of information and the ability to communicate with others within and outside the division.
- enabling employees to improve skills and knowledge through participation in college coursework or other job-related professional development opportunities, exchanging information with peers, sharing appropriate information with the local community, including parents, local, state, and federal governmental departments, agencies, employees, and businesses.

V. Can I use the NNPS Computer System during lunchtime and breaks to read the news and visit sites?

Yes, with your supervisor's knowledge and approval.

VI. What are my responsibilities as an NNPS Computer Systems User?

It is the responsibility of the user to:

- Only use assigned accounts or passwords. Never share your account information or password with another employee, student, or anyone outside the school system.
- Use NNPS technology resources in a manner that is consistent with the educational mission of the school division. Anything sent or posted on a school system computer is identifiable as originating from NNPS and reflects on the school division.
- Users are responsible for all material maintained on their systems and in their accounts. If inappropriate/unsolicited material or phishing emails are received, they should be deleted immediately. Users should contact and report all suspicious network behavior to the Technology Operations Help Desk.
- Email messages should be professional and relate to NNPS business. Email signatures may include name, title, addresses, phone, and fax numbers. School or department mottos may also be included. With respect to the usage of confidentiality statements, one is added to all outbound messages from the NNPS network. A different confidentiality statement should only be used if there is a sound legal reason for it or by legal counsel representing NNPS.
- NNPS employees should only use their NNPS email accounts when conducting official NNPS business.
- NNPS employees and non-employees who have been granted access to confidential data, electronic and/or hard copy hold a position of trust and must preserve the security and confidentiality of the information to which the employee and non-employee is granted access.

VII. What is prohibited use of the NNPS Computer System?

The following is a non-inclusive list of examples of unacceptable actions or activities:

- Transmitting, downloading, storing, viewing, or printing files or messages that are plainly offensive, lewd, vulgar, or inconsistent with the educational mission of NNPS on division owned devices.
- Harassment by computer, web application, or network services, which includes transmitting any material or posting material on any website which

is threatening to another person, or which is intended to coerce, intimidate, or harass, material intended to communicate obscene, vulgar, profane, lewd, lascivious, or indecent language, or make any suggestion or proposal of an obscene nature; or material threatening any illegal or immoral act.

- Copying and/or installing proprietary information, including software, in violation of software licensing agreements and applicable law. Installation of unapproved applications and software on the division owned devices.
- Plagiarizing. Recognize and honor the intellectual property of others by complying with legal restrictions regarding the use and citation of others' work.
- Using the NNPS email system to check and/or respond to personal email; creating or forwarding jokes, chain messages, or any other non-work-related messages; sending or forwarding messages concerning participation in sports pools, baby pools or other sorts of gambling activities.
- Using the NNPS email system to send, forward or solicit for commercial ventures, religious or political causes, for outside organizations, or other non-NNPS purposes.
- Improper use of the network or any other system such as developing or using programs or any other means to threaten or harass others; intercept email; infiltrate a computer or computer system (e.g. hacking); interfere, clog, or damage the performance, files, data, or the software components of a computer or computing system (e.g. introducing a computer virus or "spamming").

VIII. Aren't my files and Email my private property?

No. System users have no right of privacy and should have no expectation of privacy in materials sent, received, or stored on School Board-owned computers or on the division system. School officials reserve the right to review division system use at any time to determine if such use meets the criteria set forth in School Board Policies and Procedures. Routine maintenance and monitoring of the system may lead to the discovery that the user has or is violating the Acceptable Use Policy and this regulation, the Code of Student Conduct or other School Board Policies and Procedures governing student discipline or the law. Once a problem is discovered, an individual search will be conducted when there is a reasonable suspicion that the user has violated the law, the Code of Student Conduct or School Board Policies or Procedures. The nature of the search/investigation will be reasonable and in keeping with the nature of the alleged misconduct.

Employees should be aware that personal files may be subject to public inspection and copying under the Virginia Freedom of Information Act.

IX. Can I Email another school division from my NNPS work Email, while at work, to check on my child?

Since system users should have no expectation of Email being private, employees should not use Email to exchange/discuss ANY student's educationally related information to avoid violation of student's privacy rights. As stated above, all electronic files may be subject to public inspection and copying under the Virginia Freedom of Information Act. If, however, the student's school division has a security-enabled site which provides parents access to their student's information, use of NNPS computer system to visit and interact with such sites is permitted. It is, of course, permissible to use Email in an emergency such as illness or injury.

X. What laws are associated with Internet Safety?

- FERPA - Family Educational Rights and Privacy Act
- CIPA - Children's Internet Protection Act
- COPPA - Children's Online Privacy Protection Rule

XI. How does NNPS use content filtering to protect student safety online?

The school division follows all local, state, and federal guidelines requiring students' personal identification to be protected. NNPS has implemented an Internet Filter to block access to text and visual depictions deemed "obscene," "child pornography," or "harmful to minors."

XII. Social Networking

NNPS endorses the use of web-based social networking for teaching and learning. These networks can provide powerful learning opportunities. At the same time, NNPS recognizes that the use of such sites carries with it concerns over privacy, security, and ethical responsibilities. Safe and successful use of such sites means that certain guidelines and best practices should be followed.

- **For Classrooms and their Educational Projects**

Educators should discuss with their students the safe and ethical procedures for use of social networking sites. No student should be given access to such sites using NNPS computing resources without proper knowledge of safe and ethical use.

When using NNPS computing resources, students...

1. Should use social networking sites only in the context of educator-directed learning projects, and not for personal use
2. Should reveal as little personal information as is necessary to perform the educator-directed learning projects (home addresses and phone numbers should never be shared)
3. Should not use the same usernames and passwords for their social networking site accounts as their NNPS usernames and passwords
4. Should alert their teacher to any activity on the social networking sites that is suspicious or makes them uncomfortable
5. Should understand that anything that is posted to a social networking site could be accessed by anyone on the Internet at any time in the future despite privacy protections that might currently be in place on the site
6. Should be respectful when interacting with other users of the social networking sites
7. Should continue to follow all NNPS rules and procedures while using the social networking sites, such as respecting copyright, avoiding the use of profanity and harassment, and avoiding the downloading of software

- **For Employees**

NNPS employees can powerfully benefit from the use of social networking sites when it comes to engaging colleagues and experts from around the world. Many online learning opportunities are available through such sites. However, as with students, safe and ethical practices are paramount for learning success.

When using NNPS computer resources, employees...

1. Shall not use social networking sites for personal use during times when employees are scheduled to be engaged in their regular work duties
2. Should use social networking sites to engage colleagues and experts in the field of education
3. Should reveal as little personal information as is necessary to achieve the learning objectives

4. Should not share any confidential student, employee, or district information
5. Should not use the same usernames and passwords for their social networking site accounts as their NNPS usernames and passwords
6. Should alert Technology Operations to any activity on the social networking sites that might compromise network security, such as the presence of viruses or attempts to acquire passwords of users
7. Should understand that anything that is posted to a social networking site could be accessed by anyone on the Internet at any time in the future despite privacy protections that might currently be in place on the site
8. Should understand that they are representatives of NNPS and therefore their conduct should remain professional at all times (personal use of such sites should not occur with the same accounts as professional use while using NNPS computing resources)
9. Should understand that data such as student photos, names, and work may only be posted to NNPS-endorsed social networking sites using NNPS-endorsed accounts and should never be posted to personal accounts on any site, NNPS-endorsed or otherwise
10. Should continue to follow all NNPS rules and procedures while using social network sites, such as respecting copyright and avoiding the downloading of software.

Staff Ethics

(Policy GBAAA)

The staff in the Newport News Public Schools will accept the responsibility to adhere to the following ethical principles.

Commitment to Students

The employee strives to help students reach their potential as productive members of society. The employee therefore works to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of goals.

In fulfillment of the obligation to the student, for example, the employee:

- will provide a safe and orderly learning environment;
- will respect the rights and dignity of the individual and will not intentionally expose the student to embarrassment or disparagement;

- will maintain professional relationships with students and their families;
- will maintain the confidentiality of information about students [or their families] obtained in the course of professional service, unless disclosure serves a compelling professional purpose or is required by law;
- will provide a balanced presentation of content;
- will encourage student access to varying points of view;
- will encourage the student toward independent action in the pursuit of learning.

Ethical Behavior

Employment with Newport News Public Schools is vested by the public with a trust and responsibility requiring the highest ideals.

In fulfillment of the obligation to the Newport News Public Schools, for example, the employee:

- will present employment qualifications truthfully;
- will not knowingly refer a person desiring employment with the school division who is unqualified in respect to character, education, or other relevant attribute;
- will not disclose confidential information about colleagues obtained in the course of their employment unless disclosure serves a compelling professional purpose or is required by law;
- will not accept any gift or favor that might appear to influence decisions or actions; and
- will set a good example for students.

Also see: IJOC – Student Volunteers

GBEA – Staff Conflict of Interest

(Policy GBEA)

Employees are expected to comply with both the letter and spirit of the State and Local Conflicts of Interest Act (the “COIA”) and the Virginia Public Procurement Act (*the “VPPA”*).

Employees of the Board will not engage in any activity that conflicts, or raises a reasonable question of conflict, with their responsibilities in the school division. The COIA establishes “prohibited conduct” by the school divisions officers and employees at § 2.2-3103, a summary of which follows (see COIA for specific and controlling language):

- solicit or accept money or other thing of value for services performed within the scope of official duties except for compensation, expense or other

remuneration paid by the school division (this prohibition does not apply to acceptance of special benefits that may be authorized by law);

- offer or accept money or other things of value for or in consideration of obtaining employment, appointment, or promotion of any person within the school division;
- offer or accept money or anything of value for or in consideration of the use of a public position to obtain a contract for any person or business with the school division;
- use for personal economic benefit or that of another party confidential information acquired by reason of public employment and which is not available to the public;
- accept any money, loan, gift, favor, service or business or professional opportunity that reasonably tends to influence the performance of official public duties;
- accept any business or professional opportunity when the officer or employee knows that there is a reasonable likelihood that the opportunity is being afforded to influence the performance of the officer's or employee's official duties;
- accept a gift from a person who has interests that may be substantially affected by the performance of the officer's or employee's official duties under circumstances where the timing and the nature of the gift would cause a reasonable person to question the officer's or employee's impartiality in the matter affecting the donor;
- accept gifts from sources on a basis so frequent as to raise an appearance of the use of the public office for private gain; and
- use the officer's or employee's public position to retaliate or threaten to retaliate against any person for expressing views on matters of public concern or for exercising any right that is otherwise permitted by law.

The VPPA establishes requirements supplementary to the COIA related to ethics in public contracting (although some conduct permitted by the COIA may nevertheless be a violation of the VPPA). These comprehensive provisions are found in Virginia Code §§ 2.2-4367-4372.

See also BC (School Board Member Conduct), and (DJA) Purchasing Authority.

State and Local Conflicts of Interest Act §§ 2.2-3100 to 2.2-3132

Virginia Public Procurement Act §§ 2.2-4300 to 2.2-4383

Staff Attendance and Absenteeism

(Policy GBEBB)

Punctual and regular attendance is an essential responsibility of each employee of Newport News Public Schools. Any tardiness or absence causes problems for fellow

employees and supervisors. When an employee is absent, others must perform the work. No matter how skilled an employee may be, if the individual does not have a good attendance record, contributions to the mission of Newport News Public Schools are diminished. The purpose of this policy is to promote the efficient operation of the school division and minimize unscheduled absences, late arrivals, early departures, or other absences.

Exempt and non-exempt employees are expected to report to work as scheduled, on time and prepared to start work. Employees also are expected to remain at work for their entire work schedule.

Definitions:

1. Occurrence: an absence, tardy and early departure.
2. Absence: when an employee misses more than one half of their normal workday.
3. Tardy: An employee is considered tardy when reporting to work after the scheduled starting time;
4. Early departure: an early departure is one in which the employee leaves before the scheduled end of the workday.

Allowable absences

Absences due to illnesses or injuries which qualify for Family and Medical Leave Act under policy GCC or leaves of absence outlined Policy GCC will be considered allowable absences and will not be counted against the employee's attendance record for disciplinary purposes. Medical documentation within the guidelines of the Family Medical Leave Act will be required.

On occasion and with prior approval by the supervisor, an employee who has a planned late arrival or early departure may adjust that day's schedule to work an equivalent amount of time at the beginning or end of the shift as applicable, without being charged a one-half occurrence.

General

An absence occurs when an employee misses more than three (3) hours of work within a normal workday.

An absence of multiple consecutive days due to the same illness, injury or other incident will be counted as one occurrence for the purpose of this policy.

A tardy arrival, early departure or other work interruption of less than one-half of an employee's normal work day is considered a one-half occurrence. An employee is considered late if he or she reports to work after the scheduled starting time; an early departure is one in which the employee leaves before the scheduled end of his

or her work day.

If an employee is scheduled to work overtime and either fails to report or reports after the scheduled start time, an occurrence will be charged as noted above.

Six occurrences in a six month period will result in the issuance of a reprimand to the employee by their direct supervisor. This reprimand will be documented to the employee's personnel file and remain active for disciplinary purposes for a period of six months from the date it was presented to the employee.

Any additional occurrence (absence or tardy/early departure combined) which occurs while the reprimand is still active, will result in the issuance of a final warning to the employee by their direct supervisor. This final warning will be documented to the employee's personnel file and remain active for disciplinary purposes for a period of six months from the date it was presented to the employee.

Any additional occurrence (absence or tardy/early departure combined) which occurs while the final warning is still active, will result in the recommendation of termination of employment by the employee's direct supervisor.

No Call/No Show

Not reporting to work and not calling to report the absence is a no call/no show and is a serious matter. The first instance of a no call/no show will result in the issuance of a final written warning to the employee by their direct supervisor. The final warning will be documented to the employee's personnel file and remain active for disciplinary purposes for a period of six months from the date it was presented to the employee. A second separate offense of no show/no call, which occurs while the final warning for no show/no call is still active will result in a recommendation for termination of employment with no additional disciplinary steps.

Any educational support employee who is no call/no show for a period of three consecutive work days will be considered to have voluntarily resigned from employment with Newport News Public Schools in accordance with Policy GCQC.

Discipline

Disciplinary actions will be taken with guidance, if needed, from the Human Resources Department. Any recommendations for termination must involve Human Resources. All warnings will be delivered by the direct supervisor, director, or Human Resources administrator as circumstances require.

Occurrences will become inactive for disciplinary purposes after six months; however, habitual offenders may trigger the next step in disciplinary action.

Habitual offenders are defined as employees who have established a pattern of occurrences, such as sustaining a record of active reprimands and/or final warnings over an 18 month or greater period or establishing a pattern of three occurrences, for example on Mondays and/or Fridays, within a three-month period.

Drug-Free Workplace

(Policy GBEC)

The School Board authorizes the Superintendent to develop procedures to implement the regulations of the Drug-Free Workplace Act of 1988, Omnibus Transportation Employee Testing Act of 1991, and other regulations as required in order to maintain an alcohol and drug-free workplace for all employees.

The Department of Transportation's (DOT) rule, 49 CFR Part 40, describes required procedures for conducting workplace drug and alcohol testing for the federally regulated transportation industry.

The Superintendent will develop procedures consistent with federal requirements concerning the testing, maintenance of records of the School Board's alcohol and controlled substances misuse programs; the retention of records related to such programs; and the reporting of results of the program to appropriate federal administrators.

Alcohol and Controlled Substance Testing for Employees

(Policy GBEC_P)

I. GENERAL

School Board employees must be able to perform their duties in such a manner as to avoid endangering the health, safety, and wellbeing of others. Any employee who is found to be under the influence of a controlled substance or alcohol on the job or who refuses to test for controlled substances or alcohol under the circumstances stated in this procedure will be recommended for dismissal.

II. DEFINITIONS

A. Illegal Drugs and Controlled Substance are interchangeable and mean any of the following:

1. Any drug or controlled substance the possession of is prohibited by law. These illegal drugs include but are not limited to, marijuana, cocaine, heroin, opiates, phencyclidine (PCP), amphetamines and imitations thereof.
2. Any drug or controlled substance which is used in a manner different from that authorized by law.

3. Any drug or controlled substance which is legally obtainable, but which has not been legally obtained.

B. Under The Influence of Drugs or Controlled Substances means having any detectable trace of an illegal drug in the blood or urine.

C. Alcohol means the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols, including methyl or isopropyl alcohol.

D. Alcohol Use means the consumption of any beverage, mixture, or preparation, including any medication, containing alcohol.

E. Under The Influence of Alcohol means having an alcohol concentration of .04 or more.

F. Refusal to Test means any one the following:

1. Refusal to sign a consent form.
2. Refusal to submit to controlled substances or alcohol test.
3. Any conduct or failure to cooperate and obstruct the testing process.
4. Any attempt to substitute, adulterate or contaminate a specimen or to alter test result.
5. Failure to provide adequate breath for alcohol testing without a valid medical explanation and failure to provide adequate urine for controlled substances testing without a valid medical explanation.
6. Failure to appear or remain readily available for required alcohol and controlled substances testing in accordance with the provisions of this policy.

G. Collector - A person who instructs and assists employees at a collection site, who receives and makes an initial inspection of the specimen provided by those employees and who initiates and completes the Custody and Control Form.

H. Chain of Custody - The procedure used to document the handling of the urine specimen from the time the employee gives the specimen to the collector until the specimen is destroyed.

I. Breath Alcohol Technician - A person who instructs and assists employees in the alcohol testing process and operates an evidential breath testing device.

J. Evidential Breath Testing Device - A device approved for the testing of breath at the .02 and .04 alcohol concentrations.

K. Medical Review Officer (MRO) means a licensed physician responsible for receiving and reviewing laboratory results generated by an employer's-controlled substances testing program and evaluating medical explanations for certain drug test results.

L. DHHS Certified Lab means a laboratory certified by the U.S. Department of Health and Human Services to perform controlled substances testing.

M. Substance Abuse Professional (SAP) is a person who evaluates employees who have violated a drug and alcohol regulation and makes recommendations concerning education, treatment, follow-up testing and aftercare.

N. Safety-sensitive Function with respect to CDL holders, means all time from when a driver begins to work or is required to be in readiness to work until the time relieved from work and from all responsibility for performing work. Safety-sensitive functions shall include, but not be limited to:

- All time inspecting, servicing, or conditioning any commercial motor vehicles at any time.

- All time spent at the driving controls of a commercial motor vehicle in operation.

- All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle

O. Performing A Safety-Sensitive Function means a CDL holder is actually performing, ready to perform, or immediately available to perform any safety-sensitive functions.

III. RESTRICTIONS ON POSSESSION AND USE OF ALCOHOL AND CONTROLLED SUBSTANCES

A. Restrictions applicable to ALL employees.

Each of the following actions is prohibited by this policy:

1. The possession or use of alcohol or a controlled substance on the job.
2. Reporting to work or being at work under the influence of alcohol or a controlled substance.
3. The operation of any school board vehicles or other motorized equipment while under the influence of alcohol or a controlled substance.
4. The manufacture or unauthorized distribution on the job or on School Board property.
5. Refusal to test for alcohol and controlled substances.

B. Additional Restrictions for Employees Required to Possess a CDL or Who Perform Safety-sensitive Functions.

All such employees are subject to both the School Board Policy and to applicable USDOT regulations regarding alcohol and controlled substance use and testing. In addition to the restrictions applicable to all employees, these employees:

1. shall refrain from performing safety-sensitive functions within four (4) hours after using alcohol, and refrain from using alcohol for eight (8) hours following any accident occurring on the job or until tested, whichever occurs first;
2. are required to submit to testing for controlled substances and alcohol based on
 - a) reasonable suspicion, b) random, c) post accident, d) return to duty, and e) follow-up;
3. must submit to pre-employment testing for alcohol and controlled substances.

IV. ALCOHOL AND CONTROLLED SUBSTANCE TESTING

The School Board may perform alcohol and controlled substance testing in the following situations:

A. Pre-employment Testing

1. All persons offered employment with the school division in a position requiring a CDL or performance of safety-sensitive functions. Those who test positive or refuse to test will be denied employment.
2. Any employee in a position not requiring random testing as described below who transfers or is promoted or demoted to a position requiring a CDL or the performance of safety-sensitive functions, or whose job changes to require a CDL or performance of safety-sensitive functions shall be required to submit to a test for controlled substances as a condition of the offer. If the employee tests positive or refuses to submit to the test, the employee shall be subject to disciplinary action, up to and including dismissal.
3. Testing arrangements will be made by the Department of Human Resources or Department of Transportation, as appropriate, and coordinated with the employee's department head, principal, or supervisor.

B. Post-Accident Testing

1. When an employee holding a CDL is involved in a motor vehicle accident while either performing a safety-sensitive function or operating a school division vehicle requiring a CDL, and the accident results in loss of human life or the employee receives a citation for a moving traffic violation arising from the accident, the employee shall be tested for alcohol and controlled substances as soon as practicable, if the employee is medically able to be tested.

After the employee has been tested, the employee shall be relieved of duty until a determination of appropriate action is made by the Department of Human Resources in consultation with the principal, department head or supervisor. The principal, department head or supervisor shall ensure that appropriate arrangements are made to have the employee transported to a medical facility or the employee's home. Under no circumstances will the employee be permitted to operate School Division vehicles or equipment.

2. In addition to testing required for CDL holders, any employee operating a School Board vehicle which is involved in an accident shall immediately submit to testing for alcohol and controlled substances or when there is a reasonable suspicion that employee is under the influence of alcohol or a controlled substance.

C. Reasonable Suspicion Testing

1. All School Board employees are subject to alcohol and controlled substance testing when a reasonable suspicion exists that the employee is under the influence of alcohol or a controlled substance. Reasonable suspicion exists when it is based on specific, articulable facts, and reasonable inferences drawn from those facts. Circumstances which may constitute a basis for concluding that reasonable suspicion exists may include, but are not limited to:

- a pattern of abnormal or erratic behavior;
- information provided by a reliable and credible source;
- statement(s) made by the employee;
- attendance problems;
- conviction of possession of controlled substances on or off the job;
- conviction of being under the influence of alcohol or controlled substances on or off the job;
- positive alcohol or controlled substance test results on or off the job;
- a work related accident;
- observation of drug use
- the presence of physical symptoms of drug or alcohol use, such as glassy or bloodshot eyes;
- odor of alcohol on the breath;
- slurred speech;

- poor coordination or reflexes;
- alcohol or illegal drugs in the employee's possession, or in or about the employee's work area, locker, or desk.

2. Principals, department heads and supervisors are responsible for monitoring their employees' behavior. If an employee is suspected of having violated this procedure, the principal, department head or supervisor shall investigate the situation, including an interview of the employee if practical. A witness should be present at the interview to observe the employee. The required observations for testing CDL holders and employees who perform safety-sensitive functions shall be made only by an individual who has been trained in accordance with USDOT regulations.

3. Even if the employee does not admit to a violation of this policy, the employee may be required to immediately submit to testing if there is a reasonable suspicion the employee is under the influence of alcohol or a controlled substance. Testing must be coordinated with either the Director of Human Resources, Executive Director of Transportation, or their designee as appropriate.

4. In any case in which testing has been authorized on the basis of reasonable suspicion, the employee shall be immediately relieved of duty until a determination of appropriate action is made by the Department of Human Resources in consultation with the principal, department head or supervisor. The principal, department head or supervisor shall ensure that appropriate arrangements are made to have the employee transported to a medical facility or the employee's home. Under no circumstances will the employee be permitted to operate School Division vehicles or equipment.

D. Random Testing

Employees required to possess a CDL or who perform safety-sensitive functions are subject to random alcohol and controlled substance testing. Names of employees to be tested on a random basis will be generated by a computer program administered by an agency qualified and contracted to do so by the school division. Employees will be notified by a designated member of their school or department and given instructions on reporting for testing. Employees must report to the designated site within one (1) hour of being so notified of the testing requirement. Failure to report with that one hour will be investigated as a refusal to test.

E. Administrative Actions

1. Illegal Drugs/Controlled Substances

A. All employees who have a verified, positive, or substituted drug test will be recommended for dismissal.

B. Applicants for positions which require CDL or who perform safety sensitive functions who have a verified, positive, or substituted drug test will be disqualified from continuing the employment process.

2. Alcohol

Any employee who receives an alcohol test result of .04 or higher will be relieved of duty and recommended for dismissal. Employees who receive an alcohol test between .02 and .039 will be immediately relieved of duty and removed from the workplace until the employee successfully completes a return to duty process as cooperatively defined by the school division and a qualified Substance Abuse Professional. The employee's time away from work will be deducted from the employee's available paid time off (sick leave, personal leave, or vacation in that order).

Child Abuse/Child Protection

(Policy JLF-P)

Section 63.1-248.2 of the Code of Virginia defines an abused or neglected child as any child less than eighteen years of age whose parents or other persons responsible for the care of the child:

- Creates or inflicts, threatens to create, or inflict, or allows to be created or inflicted upon such child a physical or mental injury by other than accidental means, or creates a substantial risk of death, disfigurement, impairment or bodily or mental functions;
- Neglects or refuses to provide care necessary for the child's health; provided, however, that no child who in good faith is under treatment solely by spiritual means through prayer in accordance with the tenets and practices of a recognized church or religious denomination will for that reason alone be considered to be an abused or neglected child;
- Abandons such child; or
- Commits or allows to be committed any sexual act upon a child in violation of the law, or
- Fails to provide adequate supervision in relationship to the child's age and level of development.

Procedures for Reporting Suspected Cases

The following steps will be taken in cases of suspected abuse or neglect:

1. The school Nurse will examine a child for marks or bruises. Other staff members can only examine what they can see without asking a child to remove their clothing and question the child to determine if the child's injuries

necessitate medical attention. Any doubt about reporting a suspected situation is to be resolved in favor of the child and the report made immediately.

2. Teachers or other school employees and any employee of the Board of Education will immediately make a report of all suspected child abuse and neglect cases to the Newport News Department of Human Services (NNDHS). NNDHS will determine if the situation described meets the legal definition of child abuse or neglect and whether child protective services (CPS) have the authority and responsibility to conduct a family assessment or an investigation (A Guide For Mandated Reporters In Recognizing And Reporting Child Abuse And Neglect Referral should be made by telephone.
3. In addition to reporting to the NNDHS, school employees will simultaneously inform the principal that a report has been made to the NNDHS. In the event employees inform the principal first, then the principal has an obligation to report all cases of child abuse and neglect brought to their attention by staff members. Reporting cannot be done on a discretionary basis.
4. In situations where school staff members are suspected of abusing a student or students, the principal will immediately report to the NNDHS, simultaneously to the assigned Executive Director, and Human Resources.
5. The person making the oral report to the NNDHS is also responsible for submitting a written report on the *Suspected Child Abuse/Neglect Report Form*. This written report must follow the oral report and be made within forty-eight (48) hours of the initial contact.
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 - A copy of this report should be provided to the principal for official records, and an additional copy should be forwarded to the Supervisor, Child Protective Services, Newport News Department of Human Services, and the assigned Executive Director.
6. School personnel will cooperate with the Office of Child Protective Services during the investigation of any reported case of suspected abuse or neglect.
7. *All reports of suspected child abuse/neglect are to be treated with extreme confidentiality.* Discussing such cases with individuals who do not have a "need to know" will be considered a breach of professional ethics and dealt with accordingly by the school division.
8. Personnel from the department of student services will provide follow-up counseling and support to all children who are reported as suspected of having been abused.

In cases wherein the suspected abuser is a School Board employee, the following procedures will be followed.

A. Investigation by School Division Personnel

- As soon as the Principal learns of the complaint that has been filed with Child Protective Services (CPS), the Principal must notify the appropriate Executive Director, who will start the investigation and notify the Assistant Superintendent for Human Resources and Staff Support to place the reported employee on administrative leave.
- The Principal must complete the form: *Suspected Child Abuse Report, Employee of Newport News Public Schools*. This form must be sent immediately after the verbal report to the appropriate Executive Director.
- All employees who are reported for child abuse to Child Protective Services will be placed on administrative leave until the school division has completed its investigation (completed by the Human Resources personnel). Such an investigation can be completed in a few hours, or it could take up to five days.
- After the investigation of the alleged abuse is completed by Human Resources, the Principal, and the Director of Human Resources and Staff Support will make a recommendation to the Division Superintendent.

B. Investigation by Child Protective Services

- The Superintendent will designate an Executive Director to serve as primary contact with Child Protective Services.
- Child Protective Services (CPS) will initiate contact with the designated Executive Director and the principal of the employee's school. The CPS worker will inform these individuals of the complaint and request their cooperation with the investigation. The worker will request that the principal notify the employee immediately. The employee will have the right to include or exclude the principal from all interviews. In the event that the principal is the subject of the complaint, contacts should be initiated through the designated Executive Director.
- The CPS worker will interview the alleged victim child in all such complaints. The interview may take place in the presence of the child's parent/guardian. The school principal may also be present for this interview if the alleged abuser agrees, and the CPS worker determines that it appears to pose no detriment to the child. The alleged abuser or neglecter will not participate in this interview.
- The Department of Human Services CPS Regional Office Staff will be consulted in cases involving a school employee.

- The complete investigation and a determination will be made within the legally required 45-day timeline.
- In cases involving a School Board employee as the alleged abuser, the designated Executive Director will participate in the investigative process initiated by the local Department of Human Services. The CPS worker will coordinate the investigation with the designated school officials.

In all child abuse reports made, copies of the written report on the *Suspected Child Abuse/Neglect Report Form* must be made to:

A. CPS Supervisor

- Newport News Department of Social Services
6060 Jefferson Avenue
Newport News, VA 23605

B. The school principal

C. The appropriate Executive Director

Child Abuse Defined: (*Code of Virginia 63.1 - 248.2*)

Access to Employee Social Media Accounts

(Policy GAD)

The School Board does not require current or prospective employees to disclose the username or password to the employee's personal social media accounts or to add an employee, supervisor or administrator to the list of contacts associated with the employee's personal social media account unless it is needed as part of a formal investigation conducted by Human Resources or a related proceeding by the Board.

This policy does not prohibit the School Board from requesting an employee to disclose the employee's username and password for the purpose of accessing a personal social media account if the employee's social media account activity is reasonably believed to be relevant to a formal investigation or related proceeding by the Board of allegations of an employee's violation of federal, state or local laws or regulations or of the Board's written policies. If the Board exercises its rights under this paragraph, the employee's username and password will only be used for the purpose of the formal investigation conducted by Human Resources or a related proceeding.

If the School Board or a School Board employee inadvertently receives an employee's username and password or other login information associated with the employee's personal social media account through the use of an electronic device provided to the employee by the School Board or a program that monitors the

School Board's network, the Board will not be liable for having the information and will not use the information to gain access to the employee's social media account.

This policy does not prohibit the School Board and its agents from viewing information about a current or prospective employee that is publicly available.

Staff Personal Security and Safety

(Policy GBGB)

The School Board is committed to maintaining a safe and orderly work environment. Every employee has a right to work in an environment that provides personal safety and is free of disturbance. The School Board has a duty to the community and to the state to operate orderly and effective schools.

Job-related assault will be defined as any physical assault or battery upon an employee which takes place at any time during an employee's performance of work-related duties, either on school grounds or off. When incidences arise, it is expected that employees act responsibly to maintain a safe and orderly environment in the school setting.

Employees will immediately report to the Principal or Supervisor all cases of assault in which they are involved while acting in the course of their employment. This policy does not address personal legal options of students or employees.

Pursuant to State Code section, 22.1-279.3:1, the Superintendent or designee will report all student assaults on employees to local law enforcement authorities. (This reporting requirement also is contained in the Student Code of Conduct adopted by the School Board.)

The Superintendent or designee will review all cases in which an employee loses time as a result of injuries sustained and may grant sick leave which would not be charged against the employee's accumulation. Such waiver will in no case exceed seven days' absence.

If an employee is involved in the quelling of a disturbance or is the victim of an unprovoked attack, the Board may reimburse the employee for any loss, damage, or destruction of clothing or personal property on the person of the employee while on duty in the school, on the school premises or at a school-sponsored activity. The Superintendent or designee is authorized to review such claims and determine the appropriate reimbursement.

Also see GBEF (Legal Assistance) and EIB (Liability Insurance).

Employee Work Related Concerns

(Policy GBKB)

In the interest of maintaining a cooperative work environment, the School Board believes that employees should have a route for expressing and resolving concerns without fear of retribution. This policy covers concerns that are not governed as grievances under GBK-E (Employee Concerns, Grievances and Suspensions).

The Superintendent is responsible for developing procedures for the implementation of this policy.

Also see: GBK – Employee Grievances/GBK-E – Employee Concerns, Grievances and Suspensions

Employee Work Related Concerns

There is an informal procedure for resolving employee work-related concerns.

Employees are encouraged to verbalize concerns in a tactful and appropriate manner with the person most immediately and/or directly involved with the cause of the concern. The goal should be to open the concern up for discussion and learn the other employee's opinion and feelings on the topic, with the expectation of resolving the matter to everyone's mutual satisfaction.

If the discussion is not sufficient to alleviate the concern, and the concern persists, then the concern should be brought to the attention of the immediate supervisor. The purpose of the discussion with the supervisor is to enlarge understanding of other possible issues related to the concern, to explore other resolution strategies, and to make requests for correction fully understood.

If the concern still persists, the employee may continue to pursue resolution with each progressive level of supervision. Concerns may not be pursued beyond the level of the Principal or Department Head.

See also GBK, Employee Grievances
GBK-E, Employee Concerns, Grievances and Suspensions

Additional Teacher/Licensed Administrator Responsibilities

(Policy GCM)

Especially through their efforts in the classroom, Teachers and Licensed Administrators share with the Board the responsibility for providing a sound educational program for the pupils enrolled in our schools. Teachers and Licensed

Administrators will perform such duties as may be required by the School Board or Superintendent. These responsibilities include, but are not limited to:

1. Staff meetings, staff development activities and school improvement team meetings are necessary for the smooth operation and continued improvement of the school. Such meetings will be conducted in an efficient manner to allow optimum use of time. Principals/ Supervisors are authorized to schedule staff meetings beyond the workday at which all exempt staff may be required to attend. Staff meetings beyond normal contract time will not account for more than a total of four hours per month and will be scheduled on regular contract days. Staff meetings will not be used for professional organization business except for short announcements.

Except in emergencies, meetings which take place after the regular in-school workday and require teacher attendance will not be called on Fridays or on any day immediately preceding any holiday, or on any day designated as a parent conference day, or any day on which teachers are not otherwise required to be at school.

2. Certain activities are necessary complements to the regular school program. The Board expects all employees to participate in these activities as assigned by the applicable Licensed Administrator. These activities are illustrated by, but not limited to, the following:

- a. Parent and student conferences to report and evaluate pupil progress;
- b. Conferences with other teachers and administrators regarding students;
- c. Participating in curriculum planning;
- d. Committee assignments to improve the educational program;
- e. Parents' nights, PTA/PTSA meetings; and
- f. Graduation exercises.

A staff member may be excused by the Licensed Administrator from participation in such an assignment upon presentation of a reasonable request.

3. A responsibility related to instruction and the broad professional role of instructional staff is the sponsorship of club activities. As part of their profession, they may expect assignments in this area. No Teacher will be assigned to sponsor more than one club activity. Assignments to club sponsorship will be limited to academically related clubs. Non-academically related club sponsorship will be on a voluntary basis. If there are no volunteers, the activity or club will not be established.

4. Other activities beyond the normal school day are voluntary, and no Teacher will be required to participate in these activities. Examples of these would include the following:

- a. Athletic events;

- b. Student dances;
- c. Activity nights; and
- d. Other activities requiring student and/or crowd control.

Teachers who incur expenses for activities which have been approved in advance by the Principal will be reimbursed by the school for approved expenses incurred.

- 4. Administrative and supervisory personnel will not be assigned any extracurricular or summer school positions as teachers as long as qualified Newport News public school teachers are available to fill the positions.

Resignation of Staff

(Policy GCQC)

If an employee finds it necessary to terminate employment at any time during the school year, notice of this request will be made in writing to the Department Director of Human Resources. Request for termination of contract should be forwarded at the earliest possible date and provide a minimum of two weeks' notice of termination of contract as well as the reason for termination. In addition to notifying the Department of Human Resources, the employee should also notify their immediate supervisor in writing.

The Superintendent or the Director of Human Resources will accept or decline resignations on behalf of the Board. Such accepted resignations will be reported to the Board at a regularly scheduled meeting.

No later than their last workday, resigning employees must return all School Board property in their possession relating to security (keys, locks, etc.), confidential (including grade books) and proprietary information, tools, technology support equipment (such as laptop computers) and other items of value or which require replacement. The replacement value of items not returned may be charged against the employee's remaining or final paycheck, in accordance with the law.

If an employee is absent from work and fails to properly contact the appropriate supervisor or other authorized management representative for three consecutive workdays (unless a confirmed emergency prevents communication), the employee will be deemed to have resigned the employee's job, voiding the employment relationship. The resignation will be reported to the School Board.

Resigning employees will be provided an exit questionnaire.

Teachers and Licensed Administrators

In the event that the request for release is denied on the grounds of insufficient or unjustifiable cause, and the staff member breaches such contract, the license of said

staff member may be revoked under rules and regulations prescribed by the State Board of Education.

Legal References: Board of Education Regulation 8 VAC 20.440-130\Uniform Hiring Process

Code of Virginia Section 22.1-304

Insurance Benefits

(Policy GCBD)

Insurance benefits for current employees will be subject to Newport News Public Schools policy and procedures. Specific provisions of these insurances will be provided to the employee. The School Board will determine eligibility for insurance benefits. The Superintendent will establish procedures to implement this policy to include appropriate notification of insurance benefits to employees.

The School Board may provide the following insurance coverages:

- Health/Hospitalization insurance with integrated staff Wellness Program
- Dental insurance
- Vision Services
- Life insurance
- Disability Income Protection

The Board retains the right to modify or discontinue any employment benefit at any time, subject to applicable law.

Family and Medical Leaves of Absence

(Policy GCCBC)

The School Board directs the Superintendent to implement procedures to grant family and medical leaves of absences in accordance with the provisions of the Family Medical Leave Act.

Legal Reference: Family Medical Leave Act – Public Law 103-3, 1993 as amended.

Basic Leave Entitlement

To be eligible for leave under this policy the employee must have at least twelve (12) months of service with the Newport News Public Schools and have worked at least 1250 hours in the twelve (12) months preceding the commencement of the leave. Full-time teachers are deemed to meet the 1250-hour test. For the purposes of this policy, a year is defined as a rolling 12-month period.

Any eligible employee is entitled, pursuant to the Family and Medical Leave Act (FMLA), to leave for up to twelve (12) weeks in a rolling 12-month period for the following reasons:

- for incapacity due to pregnancy, prenatal care or childbirth;
- to care for the employee's child after birth, or placement of a child with an employee for adoption or foster care;
- to care for the employee's spouse, son or daughter, or parent, who has a serious health condition;
- for a serious health condition that makes the employee unable to perform the employee's job.

(Note: Leave for birth and care of a newborn or placement of a child with an eligible employee for adoption or foster care must conclude within 12 months of the birth or placement.)

Military Family Leave Entitlements

Qualifying Exigency Leave

- Eligible employees with a spouse, son, daughter, or parent who is on active duty or called to active-duty status as a member of the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending counseling sessions, and attending post-deployment reintegration briefings.

Military Caregiver Leave

- FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a spouse, son, daughter, parent or next of kin of a current member of the Armed Forces, including the National Guard or Reserves, with a serious injury or illness up to a total of 26 workweeks of unpaid leave during a single 12-month period to care for the service member. (The 26-week limit includes both the Basic Leave Entitlement and Military Caregiver Leave Entitlement if both are used within a 12-month period, but only 12 of those weeks may be used for Basic Leave Entitlement purposes.)

Notice to Human Resources

The employees' Department must notify the Benefits Representative in the Human Resources Department after an employee is out because of the above reasons.

Benefits and Protections

During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Definition of Serious Health Condition

A serious health condition is defined as:

- an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility; or
- continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job; or
- prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by:

- a period of incapacity of more than 3 consecutive calendar days combined with at least 2 visits to a healthcare provider; or
- one visit to a healthcare provider and regimen of continuing treatment; or
- incapacity due to pregnancy or a chronic condition.

Rules for Intermittent and Reduced Schedule Leave

Intermittent and reduced schedule leave may be used until the aggregate amount of such leave, totaled with any full-day or non-intermittent periods of leave, equals 12 weeks in a rolling 12-month period or 26 weeks in a rolling 12-month period in the case of military FMLA. The school division may assign the employee to an alternative position with equivalent pay and benefits that better accommodates the employee's intermittent or reduced schedule leave. Employees must make

reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying military exigencies may also be taken on an intermittent basis.

Rules for Spouses Employed by Newport News Public School Division

- A husband and wife who are both eligible for the Basic Leave Entitlement and are employed by Newport News Public Schools will be granted the Basic Leave Entitlement only for a combined total of 12 weeks per year when the leave is taken for the birth, foster placement, or adoption of a child or to care for a parent with a serious health condition.
- A husband and wife who are both employed by Newport News Public Schools are limited to a combined total of 26 workweeks in a single 12-month period if the leave is to care for covered military servicemen with a serious injury or illness, for the birth and care of a newborn child, for placement of a child with the husband/wife for adoption or foster care, or to care for a parent who has a serious health condition.

Employee Notice of the Need for Leave

Employees must provide 30 days' advance notice of the need for family and medical leave when the need is foreseeable and such notice is practical. If the need for the leave is not foreseeable, the employee or their designee must give notice as is practical and must comply with the normal call-in procedure. In requesting leave, employees will not be required to use the words family and medical leave but must provide sufficient information for the school division to determine whether FMLA may apply to the leave request. Depending on the situation, such information may include that the employee is incapacitated due to pregnancy, has been hospitalized overnight, is unable to perform the functions of the job and/or that the employee or employee's qualifying family member is under the continuing care of a healthcare provider.

The employee's supervisor must notify the Human Resources Department after an employee is out due to a FMLA qualifying event.

Certification of the Need for Leave

Newport News Public Schools may require, and the employee must provide, certification of the need for family and medical leave. Such certification will be

provided on the U.S. Department of Labor forms provided by the Human Resources Office (Form WH-380 E Certification of Health Care Provider for Employee's Serious Health Condition or Form WH-380 F Certification for Family Member's Serious Health Condition).

The medical certification for the employee's personal illness or injury must identify the nature of the disability, the date the illness or injury began and the projected return-to-work date. For leave to care for a child, spouse, or parent, the medical certification must include an estimate of the amount of time the employee is needed to provide care. At the employer's discretion and expense, a second medical opinion may be required. Any dispute between the two opinions will be resolved by the opinion of a third, jointly selected provider and paid for by the division. Any recertification requested by the employer will be at the employee's expense.

Designation of Leave as Family and Medical Leave

The Director of Human Resources or designee will verify whether the employee qualifies for family and medical leave. Leave will be designated as qualifying for family and medical leave and the employee provides a response as soon as reasonably possible after the employee's request or if insufficient information is provided as soon as sufficient information is provided. The response will be provided by Human Resources on U.S Department of Labor forms (Form WH 381 Notice of Eligibility and Rights & Responsibilities or Form WH 382 Designation Notice).

Benefits During Family and Medical Leave

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

Return to Work

An employee on family and medical leave will provide the Human Resources Department with as much notice of their intent to return to work as possible, but at least two workdays. The employee will be returned to the same or equivalent position at the end of the family and medical leave unless the division shows that the employee would not otherwise have been employed at the time reinstatement is requested. Employees who are unable to return to work and have exhausted their leave in the designated "12-month period" no longer have FMLA protections of leave or job restoration.

If an employee fails to return to work after the period of their family and medical leave (except due to the continuation, recurrence or onset of the employee's or their family member's serious health condition), the School Board may recover premiums that it paid for maintaining the employee's insurance coverage while on the leave. The Superintendent may require that the employee provide medical certification if the employee does not report to work as a result of one of the noted exceptions. Failure to provide such information within 30 calendar days of the request will result in the employee's responsibility for repayment of premiums.

To the extent that an employee is entitled to compensated leave under other Newport News Public Schools policies, such paid leave will be used concurrently with the family and medical leave entitlement. Otherwise, family and medical leave is unpaid. Paid leave must be exhausted before unpaid leave begins.

Any variation between this policy and the Family and Medical Leave Act will be determined in favor of the Act.

Legal Ref.: Family and Medical Leave Act-Public Law 103-3

Reasonable Accommodation Requests

General

The United States Congress adopted the Americans with Disabilities Act of 1990, as amended, (the "Act") to "provide a clear and comprehensive national mandate for the elimination of discrimination against individuals with disabilities." Among other things, the Act is intended to prevent discrimination against qualified individuals who, with or without accommodation, can perform the essential functions of the employment position which the individual holds. This Procedure is intended to provide a process through which a qualified individual may request an accommodation in order to continue their employment notwithstanding that they may have a disability as defined in the Act or are regarded as having a disability as defined in the Act.

This Procedure will be interpreted and construed in accordance with the provisions of the Act. Further, this Procedure incorporates all definitions of the Act by reference.

Reasonable Accommodation Requests

Employees, who can perform the essential functions of their positions but need an accommodation to do so, may submit a request for reasonable accommodation using ADA Form 1 (Reasonable Accommodation Request) to the Department of

Human Resources. Upon receipt of ADA Form 1, Human Resources will verify the information provided by the employee by forwarding ADA Form 2 (Reasonable Accommodation Request – Healthcare Provider Information) to the health care providers identified by the employee on ADA Form 1. The employee must also complete ADA Form 3 (Release of Information) authorizing their healthcare providers to release information and return it to Human Resources.

Within fifteen (15) working days of the receipt of all ADA Form 2's and based on the information received on those forms, the superintendent's designee will determine if the employee has a "disability" as defined in the Act and whether the employee can perform the essential functions of their position but need an accommodation to do so. The superintendent's designee, assisted by other appropriate division personnel, will review the request for accommodation information from the employee and their healthcare providers to determine the appropriate accommodation.

The superintendent's designee will advise the employee in writing if the employee is or is not qualified for accommodation and the specific accommodation to be provided if approved. The employee will then perform their work in conjunction with the approved accommodation and the employee's performance of their work will be monitored to determine the ongoing success of the accommodation or, if needed, any possible modification.

Legal Reference:

The American with Disabilities Act of 1990 as amended by the Americans with Disabilities Act Amendments Act of 2008

Employee Assistance Programs

(Policy GBGC)

The School Board recognizes that the school division benefits when its employees lead healthy lifestyles. An Employee Assistance Program will be available to supplement health benefit programs. It will be designed to assist in restoration of health and satisfactory performance. The Superintendent or designee will develop procedures for the implementation of the Employee Assistance Program.

42 U.S.C. & 12101, ET SEQ

Newport News Public Schools maintains an Employee Assistance Program (EAP) which is available to all employees, their spouses, and dependent children.

The Employee Assistance Program is a service designed to assist employees whose lives are being affected by any of a variety of "life problems" including medical, financial, alcohol, drugs, marital, mental health, and family problems.

The Employee Assistance Program consists of assessment screening and recommendation of appropriate treatment resources by professionally trained counselors who may or may not be affiliated with any particular treatment center or service provider. The EAP counselors may arrange and follow the course of treatment. EAP counselors may also perform crisis intervention counseling and coordinate treatment as needed.

Costs

There is no cost to employees for the initial EAP screening and referral process. The cost of the program is covered by an EAP contract paid by the Newport News Public Schools.

Appointment

Whenever possible, referral appointments and treatment will be scheduled during non-working hours. If appointments must be made during working hours, the employee may request the appropriate sick or personal leave.

Confidentiality

Except under the conditions stated below, an employee's participation in the Employee Assistance Program is held in the strictest confidence. Referral to the EAP does not itself affect employment or promotional opportunities.

Self-Referral

Employees voluntarily seeking assistance will be able to do so in complete confidentiality. The school division is not provided with names nor identifying information on self-referrals unless the EAP counselor, in their judgment, believes that the employee presents a danger to himself/herself or others.

Supervisors are encouraged to observe employee performance and behavior such as attendance, relationships with co-workers and general conduct. If the employee experiences performance and/or behavior problems, or indicates personal problems, the Supervisor may recommend or suggest the EAP to the employee. However, unless the employee is referred on a directed or mandatory referral, the referral will be considered voluntary and confidential.

The employee may contact the Employee Assistance Program directly to arrange an appointment. Self-referral to EAP does not preclude disciplinary action being taken against an employee.

Mandatory Referral

In the event of a serious incident or continuing unsatisfactory job performance or misconduct, or when a Supervisor has reason to believe that the employee cannot effectively or safely perform their duties or that the employee is a danger to themselves or others, the Supervisor should consult with a Human Resources Representative. Human Resources may make a mandatory referral to EAP.

Mandatory referrals are usually made as the last step before more severe action, including termination. While the mandatory referral may be utilized as deemed appropriate by Human Resources, there is no requirement that an employee must be referred to EAP prior to termination.

With an Authorization for Release of Information signed by the employee, the EAP counselor will provide an opinion of the nature of the problem being experienced by the employee, as well as an outline of the recommended course of action.

As mandatory referrals are made only in the most serious circumstances, the Human Resources Representative, with the employee's written authorization, shall have full access to EAP's information regarding the employee's identified problem. It is noted that disclosures made by the EAP counselor and information to which the Human Resources Representative has access include only information that the EAP counselor believes is related to the specific issue and is necessary to appropriately handle the specific case.

Newport News Public Schools reserves the right to terminate employees who refuse to accept the referral to the EAP or the conditions of the referral or who fail to participate in the recommended course of action without good reason.

Reports

The EAP will provide periodic reports, at least quarterly, on the numbers and types of referrals. Referrals will not be identified by name and will be used primarily for utilization reports of the program to judge its merit and effectiveness. In addition, if the EAP counselor notices trends or concerns, those trends or concerns will be discussed with the Human Resources Representative.

Coordinator and Records

Human Resources coordinates the Employee Assistance Program for Newport News Public Schools.

EAP records and reports sent to Newport News Public Schools will be maintained in a separate file.

Workers' Compensation

(Policy GBGD)

The School Board provides workers' compensation benefits as mandated by Virginia law to provide benefits for work-related injury or illness. The School Board pays the cost of these benefits, which may include payment for approved medical expenses, income protection in the form of indemnity benefits for employees unable to work, permanent disability payment and death benefits.

In the event an employee believes that a work-related injury or illness has occurred, the employee must promptly notify their immediate Supervisor. The Supervisor will then promptly report the injury or illness to the school division Workers' Compensation Representative.

Legal Reference: Section 65.2 of the Virginia Workers' Compensation Act

The School Board pays the cost of workers' compensation coverage and benefits as mandated by Virginia law for employees should they experience a work-related injury or illness. These benefits may provide payment for medical, hospital and surgical expenses, plus appropriate compensation if work-related disability requires absence from work. Permanent disability or death benefits may also be a provided benefit.

The following outlines procedures used in workers' compensation cases. In cases of inconsistency, the Code of Virginia and the Regulations of the Workers' Compensation Commission will prevail.

REPORTING RESPONSIBILITY

Employees will notify their immediate supervisor of all injuries that occur while on duty. Per VA Code 65.2-600 a work-related injury or illness should be reported to an immediate supervisor no later than thirty (30) days from the date the accident occurred, or within thirty (30) days of the date the doctor says you are suffering from a work-related injury. Failure to report an injury or illness within thirty (30) days could result in a claim being denied. The injured employee must submit NNPS Form 416-A&B (Report of Occupational Injuries and Illnesses) to their supervisor immediately following an injury or diagnosis of a work-related injury or illness. Upon completion, the form is to be promptly sent to the Workers' Compensation office.

MEDICAL TREATMENT

The Virginia Workers' Compensation Commission's guidelines require employers to offer a panel of at least three (3) physicians to employees who require medical treatment as a result of a work-related injury. The School District will select the physicians whose names and locations are included on the injury form. The employee **MUST SELECT ONE** of the physicians listed on the injury form for treatment of the injury or illness. As soon after the incident or diagnosis as possible, the employee should select and begin treatment with a physician on the list. Failure to choose and be treated solely by a panel physician, or panel-referred physician, may result in denial of payment for previously incurred medical treatment and a suspension of future medical and disability benefits. If treatment is required, it must be exclusively provided by the approved physician(s) in order for these treatment bills to be paid by workers' compensation.

Injuries of a life-threatening nature can be treated at any hospital emergency room. Follow-up treatment will be restricted to the School Board approved panel of physicians or panel-referred physicians.

COMPENSATION & PAYMENT

Compensation and Payment - When there is total incapacity for work resulting from a compensable injury, the employer will pay, or cause to be paid, to the injured employee during such total incapacity, a weekly compensation equal to $66\frac{2}{3}\%$ of the injured employees average weekly wages, with a minimum not less than or a maximum not more than the amount specified by the Virginia Worker's Compensation Commission. This amount is subject to change on a yearly basis. NO compensation will be allowed for the first seven (7) calendar days of incapacity resulting from an injury. The employee may elect to cover the initial seven (7) days with available accrued sick pay. If the injury extends beyond that period, compensation will commence with the eighth day of disability. If such incapacity continues for a period of more than twenty (20) calendar days, then compensation will be allowed from the first day of such incapacity.

Average Weekly Wages - Average weekly wage is defined as the average earnings of the injured employee in the employment in which the employee was working at the time of the injury during the period of 52 weeks immediately preceding the date of the injury.

Change in Condition - Change in condition means a change in physical condition of the employee as well as any change in the conditions under which compensation

was awarded, suspended, or terminated which would affect the right to, amount of, or duration of compensation.

Refusal of Employment - If an injured employee refuses employment offered in accordance with their medical limitations, the employee will not be entitled to any compensation at any time during the continuance of such refusal, unless in the opinion of the Virginia Workers' Compensation Commission, such refusal was justified.

RESTRICTED DUTY

Any employee experiencing a work-restricted injury or illness compensable under the Virginia's Workers' Compensation Act and Newport News Schools will immediately report any work-restriction approved by a Newport News Schools approved treating physician to the Division Workers' Compensation Representative. At the sole discretion of the Workers' Compensation Representative, the employee may be placed in a restricted or "light" duty position within their restrictions.

REPORTS & RECORDS

Records and Reports of Accidents - Newport News Public Schools will keep a record of all injuries, fatal or otherwise, received by all employees in the course of their employment with the system.

Employee Leaves of Absence

(Policy GCCA)

This policy establishes leaves of absence, both brief and extended, provided by the school division. The Superintendent will develop procedures for the types of leave listed below:

- Medical Leave of Absence – GCCA-P1
- Educational Leave of Absence – GCCA-P2
- Family Hardship Leave – GCCA-P3
- Military Leave – GCAA-P4
- Professional Development Leave – GCCA-P5
- Jury Duty – GCCA-P6
- Leave Without Pay – GCCA-P7
- Administrative Leave – GCCA-P8

Employees requesting a leave of absence will complete and submit a Leave of Absence Application to the Human Resources Department with the necessary accompanying evidence of need.

Unpaid leaves of absence will comply with the following:

a. Acceptance of any full-time employment while on leave, except for military leave, will result in an immediate termination of the leave and all associated benefits;

b. The employee is eligible to continue all insurance coverage; however, during an unpaid leave, the employee must make arrangements to pay the premium for such insurance;

c. While on unpaid leave, employees will continue to receive the School Board contribution for the employee only level of insurance coverage. Employees with dependent levels of coverage must make arrangements to pay the full premium for the covered family members;

d. Workers' Compensation benefits are not applicable during the leave;

e. Credit for teaching experience will not be earned during the period of unpaid leave if it is over 90 days;

f. The employee returning from leave of absence will not be guaranteed their former assignment, but will be eligible to apply for a position for which they are licensed and/or qualified if such a vacancy exists;

g. Retirement benefits in the Virginia Retirement System Plan 1 and Plan 2 and Newport News City Retirement System do not accrue during the leave. Service credit for VRS Hybrid Plan members will follow the provisions set forth under the legislative provisions for leaves of absence under the Hybrid Plan.

h. During an unpaid leave of absence, sick leave/vacation will not accrue.

Paid leaves of absence will comply with the following:

i. Acceptance of any full-time employment while on leave, except for military leave, will result in an immediate termination of the leave and all associated benefits;

j. The employee is eligible to continue all insurance coverage and will continue to receive the School Board contribution for the level of insurance coverage for which they are enrolled.

- k. Workers' Compensation benefits are not applicable during the leave.
- l. Credit for teaching experience will not be earned during the period of paid leave if it is over 90 days.
- m. The employee returning from a leave of absence will not be guaranteed their former assignment, but will be eligible to apply for a position for which the employee is licensed and/or qualified if such a vacancy exists.
- n. Retirement benefits in the Virginia Retirement System and Newport News City Retirement System will accrue during the leave.
- o. During paid leave, all benefits will continue uninterrupted.
- p. Sick leave and vacation will continue to accrue.

Staff Wages and Salaries

(Policy GBC)

The Superintendent will develop recommended employee wages and salaries annually in accordance with funding and other decisions made during the annual budget review process. The Superintendent will present the proposed plan for pay to the School Board for approval. The plan for pay, developed, and administered by the Superintendent, will consider the following:

- a. The standard work year for full-time, 12-month employees will include 245 days; other work schedules may be developed and included at the discretion of the Superintendent;
- b. Employee wages and salaries will be based on their standard work schedule whether that be 245 days or some other regular work schedule;
- c. Unless exceptions apply, employees are not paid wages or salaries for days other than their regular work schedule workdays; employees do not receive wages or salaries for scheduled holidays or other scheduled non-work periods;
- d. If inclement weather or emergency situations arise, the Superintendent may authorize employee absences with pay;
- e. During inclement weather or emergency situations, when the Superintendent has authorized employee absences with pay, some employees may nevertheless be called to work. In such instances, employees will receive their regular pay and non-exempt employees will receive additional straight time pay for each hour of actual work;

f. If non-exempt employees are asked or required to work during a scheduled non-workday or period, such as Spring Break or Labor Day, such employees will receive wages and salaries at the rate of one and one-half times their regular rate of pay for each hour worked.

The Superintendent may designate an individual to administer wages and salaries. The designee will have the authority to administer wage and salary procedures with the approval of the Superintendent and in accordance with School Board approved policies, as appropriate. Exceptions to the established wages and salaries may only be made with the approval of the Superintendent or designee, as appropriate. Copies of the wages and salaries are available on the NNPS website, <http://sbo.nn.k12.va.us/> and from the Human Resources Department upon request.

This Policy governs regular wages and salaries. Overtime pay provisions are found in Policy GDBC and accompanying Procedures.

ADDITIONAL RESOURCES



SafeSchools Online Training

SafeSchools/Vector Solutions is a leader in Training Management. It is a web-based Training Management System that allows administrators to easily deliver, track, and report on compliance and prevention training for staff and comply with important state and federal legislative mandates.

<https://nn-va.safeschools.com/login>

Employee Self Service

Employee Self Service (ESS) is available to all NNPS is online, right at your fingertips and available through our secure website 24 hours a day, 7 days a week!

Employees can:

- Update their address
- Update their telephone number
- Update emergency contacts
- View their check stub
- View their W2 and W4
- View their leave balance

If you feel the information displayed in Employee Self Service is not correct, or you have a question, you may email ask.hr@nn.k12.va.us or call Human Resources at (757) 881-5061 for assistance.

If your account has been locked, or you need further assistance, email the MUNIS Help Desk at MUNISHelpDesk@nn.k12.va.us.

How to log onto Employee Self Service


1. Open the Newport News Public Schools (NNPS) homepage on the Internet www.nnschools.org
2. Click on **Employees** and then click on **Employee Self Service (ESS)**. See Figure 1.



Figure 1

The **Login** screen will appear.

3. The **Username** is the employee ID number minus any leading zeros and the last name. The initial **Password** is the last 4 digits of the employee's SSN. See Figure 2.



Login

Username
12345LastName [Forgot your username?](#)


Password
•••• [Forgot your password?](#)

Log in

Figure 2

Note: The Username and Password will be provided during the New Employee Orientation. If assistance is needed with the Username and Password, please contact the MUNIS helpdesk at 591-4576 x11004 or send an email to munishelpdesk@nn.k12.va.us. Please have your employee ID number available.

4. When logging on to Employee Self Service for the first time, it will prompt the user to change the password. See Figure 3.



Login

Before proceeding you must change your password.

New password must be at least 4 characters long.

Current password ••••

New password ••••••••

Password strength **Acceptable**

Confirm new password ••••••••

New password hint Dogs name

Change **Cancel**

Figure 3

- **Current Password:** Last 4 digits of the employee's Social Security Number.
- **New Password:** The new password must be at least 4 characters long. Letters and/or numbers may be used; no special characters. The password field is case sensitive. **NOTE:** The **Password strength** should be **Acceptable**.

- **Confirm new password:** Type the password in again (same as new password)
 - **New password hint:** enter a word/phrase.
5. Click **Change**.
 6. A message will state "Your password has been successfully changed." Click **Continue**. See Figure 4.



Figure 4

Note: If assistance is needed with the Username and Password, please contact the MUNIS helpdesk at 591-4576 x11004 or send an email to munishelpdesk@nn.k12.va.us. Please have your employee ID number available or provide it on the email to MUNIS Helpdesk.

Performance Assessment System

(Policy GCO)

The Newport News Public Schools Performance Assessment System will:

1. Reflect the mission, vision, and beliefs of the school division,
2. Promote and encourage each employee's professional development,
3. Adhere to rigorous standards of reliability and validity, and
4. Align with the Commonwealth of Virginia's Standards of Quality and the Code of Virginia.

The School Board delegates to the Superintendent the authority and responsibility to develop and implement a performance assessment system for all employees.

The Superintendent will assure that cooperatively developed procedures for Teachers and Licensed Administrator assessments are implemented throughout the division. The Board of Education Guidelines for Uniform Performance Standards and Evaluation Criteria for Teachers, Administrators and Superintendents will be consulted during the development and review of the assessment program criteria.

Assessment of Educational Support employees will be a continuing process and will include periodic formal appraisals.

The results of all formal assessments will be in writing, dated and signed by the evaluator and the employee being evaluated, with one copy going to the employee's personnel file at the Human Resources Office and one copy going to the employee.

NNPS Grow Our Own Programs



Teacher Residency – Established in partnership with local universities where NNPS pays for the tuition for the last year of their teacher education program. The students are paired with a veteran teacher to learn and practice skills and knowledge in a high need classroom.



Aspiring Teachers -With Aspiring Teachers our goal has been to identify high school senior who have been accepted to a college or university and plan to study education. NNPS provides professional development sessions during the summer. We offer employment during the summer to stay connected with these students.



SCHOOL CALENDAR

Newport News Public Schools • 12465 Warwick Blvd., Newport News, VA 23606 • (757) 591-4500 • www.nnschools.org

July 2023						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

4 Independence Day - Schools and Offices Closed
7, 14, 21, 28 Summer Hours

August 2023						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

4, 11 Summer Hours
7 New Teachers Report
17 All Teachers & Teacher Assts. Report
28 All Students Report

September 2023						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

1 Schools Closed (as required by State Code), Twelve-Month Employees Report
4 Labor Day - Schools and Offices Closed
22 Half Day Dismissal for Elementary Students; Teacher Planning in p.m.; Full Day for Middle and High Students

October 2023						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

2 Schools Closed for Students; Full Teacher Planning Day
20 Schools Closed for Students; Half Day Teacher PD in morning and family conferences in the afternoon (and held throughout the week)

November 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

7 Teacher Work Day (Election Day); Students do not report
22 Schools Closed; Half Day for Twelve-Month Employees
23-24 Thanksgiving Observance Schools & Offices Closed

December 2023						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

18-29 Winter Break - Schools and Offices Closed (12 month employees to use 1/2 day leave each day, Dec. 18-21)

January 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

1 Winter Break - Schools and Offices Closed
2 Schools Closed for Students; Full Teacher Planning Day
3 Schools Reopen
15 Rev. Dr. Martin Luther King, Jr. Day
22-24 Exam Dates - 1/2 day high schools
25 Teacher and Support Staff Work Day - Students do not report
26 Regional Prof. Development Day
29 Second Semester begins

February 2024						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

16 Half Day Dismissal for Elementary Students; Teacher Planning in p.m.; Full Day for Middle and High Students
19 Presidents' Day - Schools Closed, Twelve-Month Employees Report

March 2024						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

8 Schools Closed for Students; Half Day Teacher PD in morning and family conferences in the afternoon (and held throughout the week)
29 Students Half Day Dismissal; Teacher Work Day

April 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

1-5 Spring Break (annually 1st week of April for Peninsula school divisions) - Schools & Offices Closed (12 month employees to use 1/2 day leave each day, April 1-4)
8 Schools Closed for Students; Full Teacher Planning Day

May 2024						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

27 Memorial Day - Schools and Offices Closed

June 2024						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

8-9 High School Graduations (Tentative)
10, 11, 12 ECC, Elementary & Middle - Early Dismissal
10, 11, 12 High School - Half Day Dismissal
12 Last Student Day
13 Last Teacher Day
19 Juneteenth - Schools and Offices Closed
21, 28 Summer Hours

9 Weeks Report Cards			
Period	Ends	# of Days	Reports Issued
1	Nov. 6	47	Nov. 15
2	Jan. 24	40	Feb. 6
3	Mar. 29	43	Apr. 16
4	June 12	46	June 12

Religious observances beginning/occurring on 2023-2024 student school days:

Yom Kippur - Sept. 25
Hanukkah - Dec. 8
Ash Wednesday - Feb. 14
Ramadan - Mar. 11
Eid al-Fitr - April 10
Ascension Day - May 9

Calendar instructional hours exceed 990 state hour requirement.

*All schools need to schedule at least one evening conference period, preferably in the fall.
NOTE: If make-up days are necessary, they will be made up, at the superintendent's direction.

- ★ First Day of School
- Schools & Offices Closed
- Half Day Dismissal
- Early Dismissal
- Schools Closed, Offices Open
- ⋮ Schools Closed, Half Day Offices Only
- Key Dates

Departmental Directory, 2023-2024



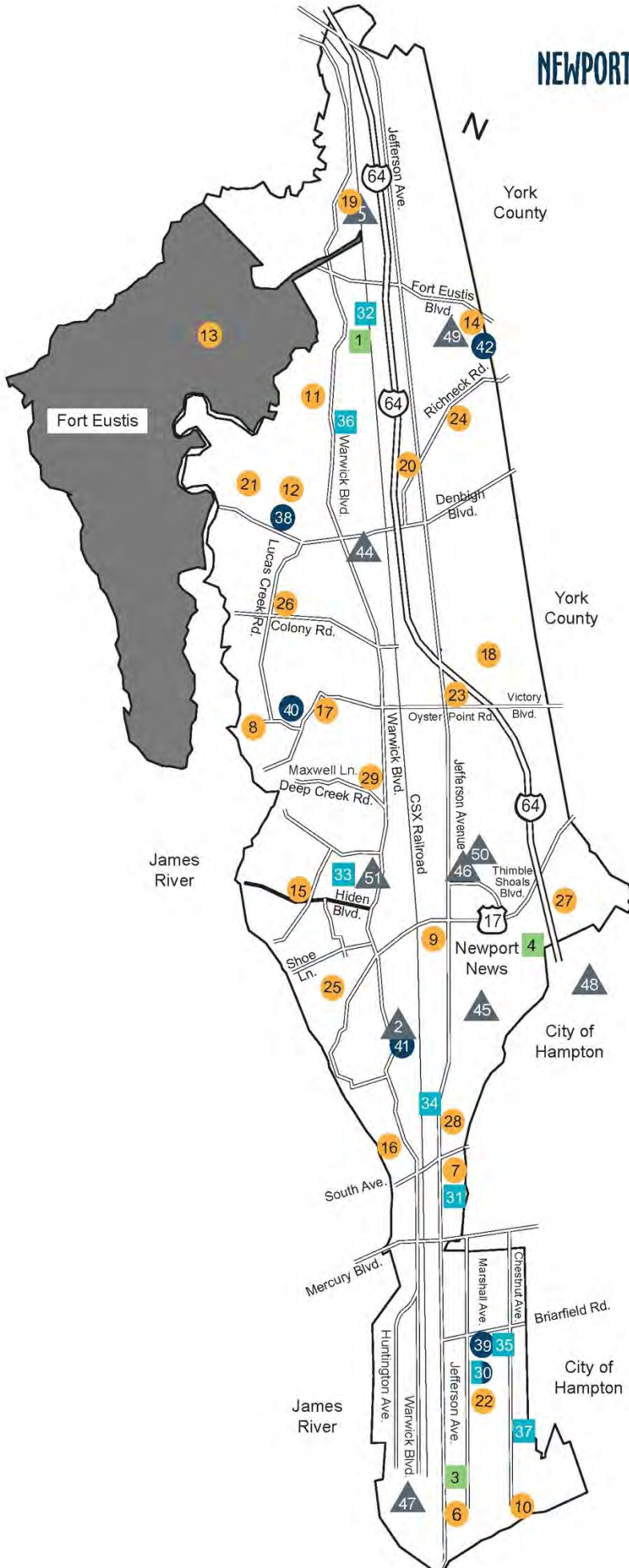
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Department	Location	External Phone #	Internal VoIP Ext.
Academic Services	Admin.	283-7850	10010
Accounting	Admin.	283-7850	10720
Adapted P.E.	Enterprise	591-4589	28675
Administration Building Main Line	Admin.	591-4500	10100
Adult Education - Katherine G. Johnson	KGJALC	283-7830	38852
Adult Education - Gatewood	Gatewood	928-6765	38852
Applications (Employment)	SSC	881-5061	11100 or 11101
Assistive Technology	Kiln Creek	283-7862	12191
Athletics	Admin.	591-4601	10220
Audio Visual	SSC	881-5461	12176
Benefits	SSC	881-5061	11100 or 11101
Budget	Admin.	591-4642	10727
Business and Support Services	Admin.	591-4511	10720
Career & Technical Education (CTE)	Admin.	283-7850	10226
Central Records/Transcript Requests	Admin.	283-7879	10005
Certification	SSC	881-5061	11100 or 11101
Child Nutrition Services	SCOT	881-5030	16112
Community Relations	Admin.	591-4616	10105
Corporate & Government Relations	Admin.	591-4936	10106
Curriculum & Development	Admin.	283-7850	10206
Custodial Services	SCOT	881-5024	14111
Driver Education	Admin.	591-4601	10220
Early Childhood Education	Admin.	283-7850	10249
Elementary School Leadership	Admin.	591-4628	10011
Employee Assistance Line	N/A	1-800-899-8174	N/A
English (K-12)	Admin.	283-7850	10012
English as a Second Language (ESL)	Admin.	283-7850	10251
Equity, Assessment & Strategic Operations	Admin.	283-7850	10317
ESL Welcome Center	WECC	283-7823	10500
Extended Learning	Gatewood	283-7791	38853
Family & Community Engagement	School Based	283-7801	12211
Family Life Education	Admin.	283-7850	10241
Family Medical Leave (FMLA)	SSC	881-5061	11100 or 11101
Federal Programs	Gatewood	283-7788	12183
Fine Arts (Visual & Performing)	Admin.	283-7850	10013
GED Testing - Katherine G. Johnson	KGJALC	283-7830	38852
GED Testing - Gatewood	Gatewood	928-6765	38852
Gifted Services	Admin.	591-4566	10014
Health & Physical Education	Admin.	283-7850	10201
Health Services	Admin.	591-4646	10015
Help Desk - MUNIS	Admin.	283-7879	10215
Help Desk - Synergy (SIS)	SSC	283-7879	10007
Help Desk - Technology	SSC	881-5461	12411
Home School	KGJALC	591-4812	10301
Homebound Instruction	KGJALC	591-4812	10301

Department	Location	External Phone #	Internal VoIP Ext.
Human Resources	SSC	881-5061	11100 or 11101
Instructional Technology	SSC	881-5461	12111
Insurance	SSC	881-5061	11100 or 11101
Library/Media Services	Admin.	283-7850	10255
Magnet Programs	Admin.	283-7850	10024
Mailroom	SCOT	283-7799	12128
Mailroom (Admin.)	Admin.	283-7850	10710
Math (K-5)	Admin.	283-7850	10018
Math (6-12)	Admin.	283-7850	10019
Music	Admin.	283-7850	10201
Network Services	SSC	881-5461	12143
Newport News Education Foundation	Gatewood	591-4747	10118
NNPS-TV	Telecom.	591-4687	57100
Outdoor Education	Admin.	283-7850	10201
Parent Educator Resource Center (PERC)	WECC	591-4527	60559
Payroll	SSC	283-7811	11005
PEEP	School Based	591-4963	30000
Plant Services	SCOT	881-5024	14100
Print Shop	SCOT	591-4529	10701
Psychologists	Admin.	283-7850	10004
Public Information & Community Inv.	Admin.	591-4616	10105
Purchasing	Admin.	591-4525	10750
Reading (K-12)	Admin.	283-7850	10012
Retirement	SSC	881-5061	11100 or 11101
School Counseling	Admin.	283-7850	10317
School Leadership/Chief of Staff	Admin.	591-4502	10101
Science (K-5)	Admin.	591-4578	10018
Science (6-12)	Admin.	591-4586	10019
Secondary School Leadership	Admin.	591-4647	10022
Security	Enterprise	283-7850	11137
Social Studies (K-5)	Admin.	591-4578	10018
Social Studies (6-12)	Admin.	591-4586	10019
Social Workers	Admin.	283-7850	10004
Spec. Education/Student Advancement	Admin.	283-7850	10004
Student Conduct and Discipline	CSS	283-7850	68000
Student Support	Admin.	591-4658	10406
Substitute Teacher Center	SSC	881-5061	11111 or 11144
Superintendent's Office	Admin.	283-7850	10110
Technology	SSC	881-5461	12100
Telecommunications	Telecom.	591-4687	57100
Testing	Admin.	283-7879	10008
Textbooks	Admin.	283-7850	10731
Todd Stadium	Admin.	591-4557	N/A
Tower - Driver Education	Admin.	591-4538	N/A
Transcripts	Admin.	283-7879	10005
Transportation	SCOT	881-5052	13000
Virginia Preschool Initiative (VPI)	Admin.	283-7850	10249
Virtual Learning Academy (at Point Option)	School Based	591-7408	38521
Warehouse	SCOT	881-5040	15104
Workers' Compensation	SSC	881-5061	11146
World Language	Admin.	283-7850	10253

Department	Location	External Phone #	Internal VoIP Ext.
Youth Development	Admin.	283-7850	10022
Location Key			
<u>Admin.</u> Administration Building 12465 Warwick Boulevard Newport News, VA 23606			
<u>CSS</u> Campus for Student Success (formerly South Morrison) 746 Adams Drive Newport News, VA 23601			
<u>Gatewood</u> Gatewood Building 1241 Gatewood Road Newport News, VA 23601			
<u>Enterprise</u> Enterprise Academy 813 Diligence Drive, Suite 110 Newport News, VA 23606			
<u>KGJALC</u> Katherine G. Johnson Adult Learning Center 17346 Warwick Boulevard Newport News, VA 23603			
<u>School Based</u> Staff based at one or more specific school			
<u>SCOT</u> Service Center for Operations and Transportation 12551 Patrick Henry Drive Newport News, VA 23602 (Child Nutrition, Mail Services, Print Shop, and Warehouse) 12571 Patrick Henry Drive Newport News, VA 23602 (Transportation) 12580 Patrick Henry Drive Newport News, VA 23602 (Plant Services)			
<u>SSC</u> Staff Support Center 12507 Warwick Boulevard Newport News, VA 23606 (Benefits and Human Resources) 12511 Warwick Boulevard Newport News, VA 23606 (Payroll and Technology)			
<u>Telecom.</u> Telecommunications 4 Minton Drive Newport News, VA 23606			
<u>WECC</u> Watkins Early Childhood Center 21 Burns Drive Newport News, VA 23601			

Location Guide



PRE-SCHOOLS ■

- 1. Denbigh ECC
- 3. Marshall ELC
- 4. Watkins ECC

ELEMENTARY SCHOOLS ●

- 6. Achievable Dream Academy (at Dunbar-Erwin)
- 7. Carver
- 8. Charles
- 9. Deer Park
- 10. Discovery STEM Academy
- 11. Dutrow
- 12. Stoney Run
- 13. General Stanford
- 14. Greenwood
- 15. Hidenwood
- 16. Hilton
- 17. Jenkins
- 18. Kiln Creek
- 19. Katherine G. Johnson
- 20. McIntosh
- 21. Knollwood Meadows
- 22. Newsome Park
- 23. Palmer
- 24. Richneck
- 25. Riverside
- 26. Sanford
- 27. Saunders
- 28. Sedgefield
- 29. Yates

MIDDLE SCHOOLS ■

- 30. Achievable Dream Middle & High
- 31. Crittenden
- 32. Ella Fitzgerald
- 33. Gildersleeve
- 34. Hines
- 35. Huntington at Heritage
- 36. Passage
- 37. Washington

HIGH SCHOOLS ●

- 30. Achievable Dream Middle & High
- 38. Denbigh
- 39. Heritage
- 40. Menchville
- 41. Warwick
- 42. Woodside

ADDITIONAL PROGRAMS ▲

- 44. Denbigh Learning Center. (GED & Adult)
- 45. So. Morrison Learning
- 46. Enterprise Academy
- 47. Juvenile Detention School
- 48. New Horizons (Hpt)
- 49. New Horizons (NN)
- 50. Point Option & VLA
- 51. Telecommunications
- 2. Gatewood Learning Center (GED & Adult)
- 5. Adult Ed Learning Center

Employee Handbook Acknowledgment and Receipt

I hereby acknowledge receipt of the employee handbook of NNPS. I understand and agree that it is my responsibility to read and comply with the information in the handbook.

I understand that this handbook and all other written and oral materials provided to me are intended for informational purposes only. This handbook does not encompass all expectations, policies, and procedures, nor does it cover every situation that may be encountered. Staff should refer to the NNPS website for all School Board policies and practices: www.nnschools.org/policy.

Neither the handbook, district practices, or other communications constitute an employment contract or term. I further agree that neither this document or any other communication shall bind the district to employee me.

The handbook is available electronically on the NNPS website at www.nnschools.org/hr/handbook.html. Periodically, this handbook will be revised to reflect changes. The handbook cannot be reprinted each time a change occurs. Employees are solely responsible for regularly referring to the online version for updates.

Newport News Public Schools reserves the right to modify, suspend or cancel at any time, without written or verbal notice, all or any part of the handbook's contents as circumstances may require.

If I do not submit an employee handbook receipt, I understand that I am still held responsible and accountable for all Policies, Procedures and laws that apply to Newport News Public Schools. This includes the understanding and adherence to Procedure GBEG-P-Staff Conduct that states the possession of firearms, other weapons or dangerous materials are prohibited on school property unless working in an approved capacity of law enforcement.

Signature of Employee

Date

Employee Name (Please Print)



The Newport News School Division does not discriminate on the basis of race, color, national origin, sex, religion, marital status, age, pregnancy, sexual orientation, sexual identity, veteran status, or disability in its programs, activities, or employment practices as required by the Title VI, Title VII, Title IX, Section 504, and ADA regulations. The Human Resources Supervisor, Newport News Public Schools, at 12507 Warwick Blvd., Newport News, VA 23606, (757-881-5061), is responsible for coordinating the division's efforts to meet its obligations under Section 504, Title IX, the ADA, and their implementing regulations.

This handbook, and any other district policies and practices, do not confer any contractual right, either expressed or implied, to remain employed with Newport News Public Schools, (NNPS). Nor does it guarantee any fixed terms and conditions of employment.