

Rappahannock County Public Schools

School Board Office
6 Schoolhouse Road
Washington, VA 22747
Telephone: (540) 227-0023
Fax: (540) 987-8896

www.rappahannockschools.us

2026-2027 Employee Handbook

Rappahannock County High School

12576 Lee Highway
Washington, VA 22747
Phone: (540) 227-0745
Fax: (540) 987-9331

Rappahannock County Elementary School

34 Schoolhouse Road
Washington, VA 22747
Phone: (540) 227-0200
Fax: (540) 987-8896

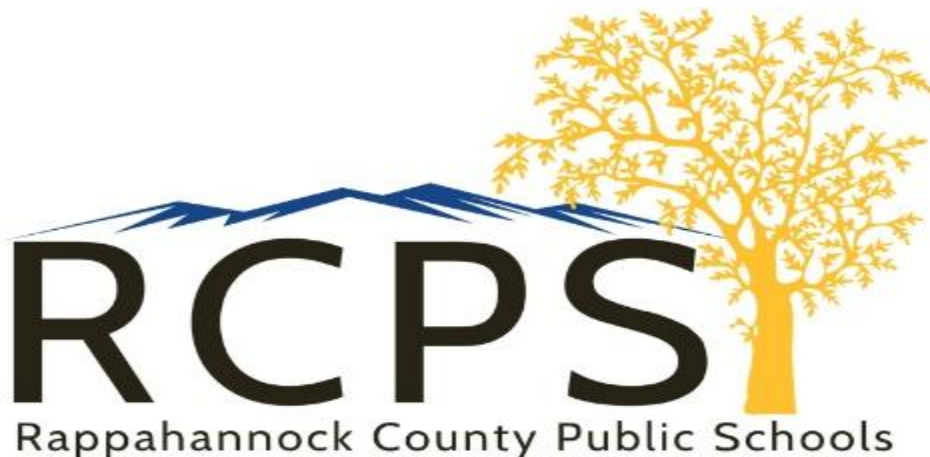


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RAPPAHANNOCK COUNTY PUBLIC SCHOOLS

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Introduction

This handbook is designed to provide employees with an easy reference to important information and selected regulations. If you have ideas about how to improve this document before we print it for next school year or to streamline procedures to make them more “employee-friendly,” please send an e-mail to cjohnson@rappahannockschools.us.

Vision Statement

The RCPS Vision is to empower every student to reach their full potential.

Mission Statement

Our Mission is, through educational opportunities, to promote a culture of learning, a roadmap for excellence, and the passion and character that leads to each student’s success.

Division Goals

1. Priority 1: Content Knowledge

RCPS will provide an environment that enhances student academic growth for all students in the core academic areas to endure academic achievement gaps are closed while all students are appropriately challenged and achieving at or above pre-pandemic levels according to 2018-2019 data by the end of school year 2025.

2. Priority 2: Career Preparation & Workplace Readiness

Students will align knowledge, skills, and personal interests, coupled with demonstration productive workplace skills, qualities, and behaviors to prepare them for opportunities in employment, enrollment, and/or enlistment.

3. Priority 3: Financial Planning

RCPS will support the Comprehensive Planning Priorities through leveraging a multitude of resources, facilitating community and organization collaboration, advocacy efforts for equitable funding for small, rural schools, and through seeking and writing successful grant applications so that a remarkable education is funded to the maximum extent possible while minimizing the overall impact on county coffers.

4. Priority 4: Student-Community Engagement & Civic Responsibility

RCPS will create an environment to cultivate a successful connection between students, families, and the community in order to produce more responsible, responsive, and life-ready citizens by graduation.

5. Priority 5: Recruitment and Retention

RCPS will recruit and retain a premier workforce dedicated to fostering educational excellence, continuous improvement, and a compassionate environment, making RCPS the institution of choice for students, parents, and employees.

6. Priority 6: School & Community General Wellness

RCPS will maintain an emphasis on providing services that promote the academic, physical, mental, and emotional well-being of students, staff, and the community at large as measured by overall participation in wellness activities and programs.

PUBLIC NOTICE NONDISCRIMINATION POLICY

The Rappahannock County School Board is committed to nondiscrimination with regard to sex, sexual orientation, gender, gender identity, race, color, national origin, disability, religion, ancestry, age, marital status, pregnancy, childbirth or related medical conditions, military status, genetic information or any other characteristic protected by law. This commitment prevails in all of its policies and practices concerning staff, students, educational programs and services, and individuals and entities with whom the Board does business. (Policy AC).

It is the intent of Rappahannock County Public Schools to comply with both the letter and spirit of the law in making certain that discrimination does not exist in its policies, regulations, and operations. Grievance procedures, for Title IX and Section 504, have been established for students, their parents and employees who feel discrimination has been shown by the school division.

All students attending Rappahannock County Public Schools may participate in educational programs and activities, including but not limited to, health, physical education, music, career and technical education. Educational programs and services will be designed to meet the varying needs of all students and will not discriminate against any individual.

Specific complaints of alleged discrimination under Title VI, Title VII, Title IX (gender) and Section 504 (disabilities) should be referred to:

Carol Johnson
Asst. Superintendent,
Title IX / Special Education
6 Schoolhouse Road
Washington, VA 22747
Telephone: 540.227.0023
FAX: 540.987.8896
Email: cjohnson@rappahannockschoools.us

Karen Ellis (Alternate)
Executive Director of Human Resources and Instruction
6 Schoolhouse Road
Washington, VA 22747
Telephone: 540.227.0023
FAX: 540.987.8896
Email: kellis@rappahannockschoools.us

NONDISCRIMINATION STATEMENT

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RAPPAHANNOCK COUNTY PUBLIC SCHOOLS

School Board Office
6 Schoolhouse Road
Washington, Virginia 22747

Telephone (540) 227-0023
Fax (540) 987-8896
www.rappahannockschools.us

DATE: July, 2026
TO: All Parents and School Employees
FROM: Holly Jenkins, Public Relations and Digital Communications Officer
SUBJECT: School Closing Information

In the event of a school closure, families will be notified by a variety of methods.

- Automated messages will be sent to home phones and cell phones registered with student information systems.
- Email/text alerts will be sent to all email accounts and cell phones on file. **Please make sure that all contact information (home phone, cell phone, and email addresses) are current for the current school year.**
- School closure will be posted on the school division website at www.rappahannockschools.us.
- School closure information will be posted on our RCPS Facebook page.
<https://www.facebook.com/rappahannockcountypublicschools/>

To ensure that you receive this important information, please make sure that all contact information (home phone, cell phone, and email addresses) are current for the current school year.

Note: School officials must have phone and/or Internet access to post announcements on the web and to use the automated message systems.

Location of Emergency Procedures/Equipment

Information/Document	Location
RCPS Emergency Crisis Plan	Distributed to each Administrator, Transportation Supervisor, and Superintendent's Secretary
School Level Emergency Procedures	Both schools have developed tabbed emergency procedures charts that will be posted in each classroom. The principals will conduct training sessions on the use of these materials. The school offices have additional medical information including student and employee emergency forms.
Special Emergency Equipment	There are defibrillators and naloxone located in each school~ RCES- Defibrillator in cafeteria, naloxone in box above water fountain in main hallway; RCHS- Defibrillators in Nurse's office, on grade 8 hallway, outside weight room- naloxone in box outside of weight room. Each nurse's office also has naloxone. A defibrillator is also located at the central office.
Bus Emergency/Evacuation Procedures	Transportation Handbook distributed to each transportation employee.
Asbestos Management Plan	Principal's Office and Superintendent's Office
Pandemic Plan	Superintendent's Office
Rappahannock County Emergency Operations Manual	Superintendent's Office

Rappahannock County Public Schools Staff Development Plan (Policy GCL)

The Rappahannock County School Board provides a program of high-quality professional development~

- (i) in the use and documentation of performance standards and evaluation criteria based on student academic progress and skills for teachers and administrators to clarify roles and performance expectations and to facilitate the successful implementation of instructional programs that promote student achievement at the school and classroom levels;
- (ii) as part of the license renewal process, to assist teachers and principals in acquiring the skills needed to work with gifted students, students with disabilities, and students who have been identified as having limited English proficiency and to increase student achievement and expand the knowledge and skills students require to meet the standards for academic performance set by the Board of Education;
- (iii) in educational technology for all instructional personnel which is designed to facilitate integration of computer skills and related technology into the curricula;
- (iv) for administrative personnel designed to increase proficiency in instructional leadership and management, including training in the evaluation and documentation of teacher and administrator performance based on student academic progress and the skills and knowledge of such instructional or administrative personnel; and
- (v) designed to educate School Board employees about bullying as defined in Va. Code § 22.1-276.01 and the need to create a bully-free environment.

In addition, the Board provides teachers and principals with high-quality professional development programs each year in~

- (i) instructional content;
- (ii) the preparation of tests and other assessment measures;
- (iii) methods for assessing the progress of individual students, including Standards of Learning assessment materials or other criterion-referenced tests that match locally developed objectives;
- (iv) instruction and remediation techniques in English, mathematics, science and history and social science;
- (v) interpreting test data for instructional purposes;
- (vi) technology applications to implement the Standards of Learning; and
- (vii) effective classroom management.

Each teacher and licensed staff member, employed on a full-time basis, is required to complete a mental health awareness training or similar program. In addition, every employee holding a license issued by the Board of Education is required to complete cultural competency training, in accordance with guidance issued by the Board of Education, at least every two years.

All instructional personnel are required to participate each year in scheduled professional development programs based on a needs assessment conducted each school year.

***See Appendix A for a list of topics to be covered this school year (P. 47)**

Rappahannock County Public Schools 2026-2027		
	Name	Phone Number (and Extension #)
Rappahannock County School Board Office		540-227-0023
Superintendent	Dr. Shannon Grimsley	3200
Executive Asst. to the Superintendent	Jessica Portillo	3210
Executive Director of Administrative Services	Dr. Robin Bolt	3002
Chief Financial Officer	Stacey Whitt	3204
Finance Assistant	Peyton Raiford	3004
DDOT/Power School Coordinator	Crystal Smith	3456 (HS)
Clerk of the Board/Bookkeeper	Gail Czekaj	3472
Transportation Supervisor	Al Payne	3208
Assistant Superintendent (Title I, III, IV Coordinator, Exec. Director of Special Education, 504 Coordinator, Homeless and Foster Care Liaison)	Dr. Carol Johnson	3209
Receptionist/Special Education Assistant	Natasha White	3207
School Nutrition Director	Jackie Tederick	3212
Executive Director of Human Resources and Instruction	Karen Ellis	3001
Public Relations/Digital Communications	Holly Jenkins	3013
Rappahannock County High School		540-227-0745
Principal	Dr. Mary Jane Boynton	3475
Assistant Principal	Dawn Phillips	3476
Athletic Director/School Nurse	Courtney Atkins	3471
Guidance	Dr. Shanna McComb-Beverage	3467
Attendance/Health Clinic Support/Receptionist	Stephanie Cash	3500
Front Office/Guidance Aide	Angela Jenkins	3470
School Social Worker	Erica Jennejahn	3479
Library	Katherine Cooper	3455
Cafeteria	Julie Banks	3460
High School Concert & Marching Band	John Fleming	3433
School Resource Officer	Deputy Jenkins	3473
Rappahannock County Elementary School		540-227-0200
Principal	Dr. Jaqui Lowe-Barton	3205
Assistant Principal	Dr. Sean Slaney	3011
Attendance	Samantha Williams	3007
Receptionist/Main Office	Christy Taylor	3008
School Nurse	Heather Campbell	3172
Cafeteria	Wanda Early	3006
School Psychologist	Kathleen Zehr-Rhodes	3039
School Counselor	Michelle Griffith	3005
Library	Amy Wayland	3117
5th & Middle School Band	Kelby Sappington	3434
School Resource Officer	Deputy Fincham	3141
IT Department		
Technology Support	John Lillard	3003(ES); 3401(HS)

RAPPAHANNOCK COUNTY PUBLIC SCHOOLS FRINGE BENEFIT PACKAGE

(From School Board Policy GCBC-R1)

SICK LEAVE BANK

The Rappahannock County School Board maintains a Sick Leave Bank to assist employees who face catastrophic illness/ injury. Employees may join the sick leave bank by donating one day of general leave during a designated time period. Members will be assessed (asked to donate) an additional day to the Sick Leave Bank whenever the total number of days in the bank drops below 50. An employee must donate days as requested for continued eligibility. The Superintendent will consider written requests for sick leave bank time when the employee's sick leave and general leave is exhausted. The superintendent will present the case to the school board for final approval, as each case is based upon its merit. Medical documentation is required. The School Board has the right to amend the terms of the sick leave bank at any time (Policy GCBG and GCBG-R).

DIRECT DEPOSIT –PAYROLL CHECKS

Direct deposit is required for your payroll checks. A direct deposit form must be completed and you must notify your bank that the school division will be making a bi-monthly deposit by ACH (Electronic Fund Transfer).

TUITION ASSISTANCE/PROFESSIONAL DEVELOPMENT

Tuition assistance is available for employees who are enrolled in pre-approved courses or who are taking courses required by the school division. Applications for tuition assistance require prior approval by the superintendent or designee. For reimbursement to be processed: Approved application, copy of the grade report and an itemized course payment receipt must be submitted to the Finance Office. Payment will be made at the following month's School Board Meeting after all requirements are submitted.

PROFESSIONAL CONFERENCES

Financial support is available for employees attending professional development seminars. Applications require prior approval by the Superintendent or her designee.

PAYROLL DEDUCTION

All employees may utilize payroll deduction for:

- a) Northern Piedmont Federal Credit Union
- b) Virginia Credit Union, Inc.
- c) Tax-Deferred Annuities 403(b) (further info. available during pre-school conference week).
- d) Professional Dues (further info. available through RCEA)
- e) Optional VRS Life Insurance
- f) 529 Virginia College Savings Plans
- g) Colonial Life Insurance
- h) Term Care Insurance
- i) Piedmont United Way
- h) FSA Health Savings Plan

Employees working at least 51% of a “full-time position” are eligible for the following fringe benefits:

HEALTH INSURANCE: The school division will pay the single subscriber premium and will make a contribution toward the type of coverage each eligible employee chooses to enroll in with the school system's health, vision, dental and prescription insurance. RCPS will offer a High Deductible Health Insurance Plan. The division will pay the single subscriber premium, and will make a contribution to a Health Retirement Account based on the employee's coverage.

RETIREMENT: Virginia Retirement System (www.varetire.org 1-888-827-3847). The employee pays the required 5% contribution. The School Board pays the approved rates for professional and non-professional employees.

LIFE INSURANCE: 100% of premium paid by School Board.

Death Benefit: 2 x gross wages (rounded to nearest thousand)

Accidental Death Benefit: 4 x gross wages (rounded to nearest thousand)

GENERAL LEAVE: All employees earn 1.25 days general leave per month. New employees may transfer in up to 100 eligible leave days.

HOLIDAYS AND VACATION (ANNUAL) LEAVE (GCBD-R2)

A. Holidays for 12 month employees

The holiday schedule for 12-month employees includes the following: Independence Day, Labor Day, Thanksgiving break, winter holiday break, spring break, and Memorial Day, and Juneteenth. Additional days may be allotted based upon the School Board adoption of the academic calendar.

B. Vacation (Annual) Leave

1. Ten-month and eleven-month employees

Ten-month and eleven-month employees shall receive no paid vacation (annual) leave.

2. Twelve-month employees

- The School Board grants 1.25 days annual leave per contractual month to all twelve-month employees. See note at bottom of page.
- Earned annual leave days will be entered on the employee's leave records in the month in which it is accrued.
- The maximum accumulated annual leave for twelve-month employees on June 30 of any given school year is 50 days.

Accumulated vacation (annual) leave up to the maximum will be paid to the employee, upon termination of employment, at the individual employee's current daily rate of pay.

NOTE: Only those twelve-month employees who have been employed by the Rappahannock County Public Schools for more than 10 years on July 1, 2012 are grandfathered to continue to receive 20 days vacation (annual) leave per year (1.67 days per contractual month) through the remainder of their employment.

Adopted: September 12, 1995

Reviewed: December 8, 1998

Revised: March 16, 1999, September 14, 1999, November 9, 1999, August 8, 2000, October 8, 2002, May 11, 2004

Reviewed: July 20, 2009

Revised: June 12, 2012

Revised regulation: December 11, 2013, December 2, 2015, November 14, 2017

The intent of general leave is to provide greater employee leave flexibility without reducing all-over staff attendance rates. All full time employees shall participate in the school division general leave policy.

A. General Leave Provisions

1. All full time employees shall accrue general leave at the rate of 1.25 days per contractual month.
2. General leave can be used at the employee's discretion; however the administrator reserves the right to ask the employee to take an alternate day off if there are no substitutes available. Reasons for using general leave include but are not limited to sickness of employee or sickness within the employee's family, personal or family business, or bereavement.
3. Employees wishing to use general leave shall contact and inform their immediate administrator prior to the leave. Employees may take up to three consecutive leave days without gaining approval for leave. Employees wishing to use more than three consecutive days of general leave must gain prior approval from their immediate administrator.
4. For general leaves of greater than three consecutive days, administrative approval is required. Approval to use general leave shall be based solely on the basis of the impact on the school and educational program and on the basis of employee's prior leave patterns. Administrators may require a physician's statement for requests for general leave for reasons of illness in excess of three days.
5. General leave days not used during the year in which they are earned shall be converted to sick leave days and carried over into subsequent years.

B. Sick Leave

1. Unused general leave days shall be converted into sick days the year after the leave was earned.
2. For employees with accumulated sick leave, sick leave shall be used for employee illness, immediate family illness, or other medical reasons.
3. Administrators may require a physician's statement for requests for sick leave.
4. Bereavement leave may be deducted from sick leave only after all general leave has been exhausted and only upon the approval of the superintendent or his/her designee.

C. Transfer of Sick Leave: Handling of Absences Beyond Scope of Policy

1. All accumulated sick leave shall be cancelled upon the termination of employment with the following exceptions: all certificated personnel who transfer from this division to another school system in Virginia may transfer any such accumulated leave if the School Board of the school system to which the transfer is being made signifies its willingness to accept such a transfer. The School Board will accept accumulated sick leave for any member of the Virginia Supplemental Retirement System. It will be the responsibility of the employee to initiate the transfer of accumulated sick leave credit. Employees who leave due to pregnancy, to enter the armed services, or for other reasons approved by the School Board, do not forfeit accumulated leave if they are later re-employed by this school division (See policy GCBH)
2. This school division accepts a maximum of one hundred (100) days of sick leave accumulated in other school divisions, however, only sick leave earned in the Rappahannock County Public Schools will be

paid upon termination of employment (See Policy GCBH).

3. For absences due to causes other than those named in the preceding sections and for absences in excess of the approved sick leave allowances per diem salary for all such days shall be deducted from the payroll for the month following the absence. In cases of long absences due to illness or injury, the salary may be adjusted over the remaining months of the contract. The per diem salary is determined by dividing the contract salary by the number of the days of the contract (See Policy GCBG).

D. Anticipated General Leave Resolution

1. Upon annual resolution of the School Board, anticipated general leave days for the year, or remaining fraction thereof, may be awarded to each employee on the first day he/she reports to work. Employees who terminate employment prior to earning used general leave will have their final check(s) adjusted as appropriate.

E. Awards for Perfect Attendance

1. All ten and eleven-month employees who do not use their general or sick leave during their contracted days for the entire school year are eligible for a \$100.00 award.

F. Study of Leave Usage Trends

1. The Superintendent may annually conduct a study to compare overall leave rates to the previous year.

Policy GCBF Adopted: June 10, 1997

Reauthorized: July 14, 1998

Reviewed: March 16, 1999

Reauthorized: July 13, 1999

Revised: November 9, 1999

Reauthorized: July 11, 2000

Revised: August 8, 2000

Revised: January 8, 2002

Reauthorized: July 9, 2002

Revised: July 11, 2006

Reviewed: March 5, 2010

Revised: June 12, 2012

Reauthorized: July 9, 2013

Policy change to regulation: December 11, 2013

Revised: September 13, 2022

**See page 48 for Employee Leave Reference Guide for further clarification*

SICK LEAVE BANK

File: GCBG (Revised 11/14/17)

A. Purpose

1. To protect employees only (not to be used for family members), who suffer an injury, illness, that is non-work related, which results in depletion of their accumulated sick and general leave.
2. To allow employees the use of Sick Leave Bank for Maternity/Paternity leave.
3. An employee who has been approved to use the Sick Leave Bank for an illness, injury, or condition will be able to use the Sick Leave Bank for follow-up doctor's visits for the same illness or injury providing the employee has exhausted all other leave. A doctor's statement must be provided stating the visit is a follow-up on the same illness.
4. There will be a maximum of 30 days per school year for any full time employee approved by the school board.

B. Pool

1. When first employed by the Rappahannock County Public Schools, each employee choosing to participate in the pool will donate one day to the pool, provided that the pool is not already full.
2. Days, once in the pool, cannot be withdrawn by the donating members, nor will these days be removed upon the member's separation from employment with Rappahannock County Public Schools.
3. At any one time, no more than 300 days may be in the pool.

C. Use of Pool Days

1. All general leave and accumulated sick leave must be used before an employee is eligible to request days from the Sick Leave Bank.
2. An individual must submit his/her request for use of pool days in writing.
3. An individual who has depleted his or her own leave days (general leave and sick leave) may receive credit for sick days from the pool provided that:
 - There has been a time lapse one (1) school day from the last day of sick leave taken. (Sick leave bank days are not an automatic extension of sick leave.)
 - The employee is a member of the pool and there are sick days in the pool.
 - Any member may be required, at the discretion of the School Board, to submit to a medical examination by a physician agreed upon by both parties.
4. Use of the Sick Leave Bank may be requested only once per school year.

D. Participation

1. Participation in the pool shall be voluntary and available to any full time School Board employee upon completing the appropriate form prepared at the direction of the Superintendent.
2. Employees hired after July 1, 2014 who are eligible for the Virginia Retirement System's (VRS) Hybrid Retirement Program will only be eligible to use the Sick Leave Bank during their first year of employment.

3. It would be appropriate for members of the Sick Leave Bank to petition the School Board for an extension of days available should the bank be depleted during the school year.

E. Transfer of Sick Leave Days

1. On July 1 of each year, employees may donate up to 5 days of their accumulated general leave.
2. Upon termination of employment employees may donate any portion of their accrued annual or sick leave to the Sick Leave Bank, or the sick leave of employees who do not qualify for a sick leave payout and have not elected to transfer their sick leave to another school division shall be added to the Sick Leave Bank.

F. Amendment and Termination

1. The School Board has the right to amend the terms of the Sick Leave Bank or terminate it at any time.

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Rappahannock County Public Schools  
Payment of Educational Supplements  
2026-2027 School Year

For Teachers:

A teacher may receive a supplement to his/her salary based on additional education.

The supplement is based on the teacher salary scale and is paid according to the schedule as follows:

Master's Degree.....\$3,500.00 supplement to move to Master's Salary Schedule

Doctorate Degree.....\$4,000.00 supplement to move to Doctorate Salary Schedule

For Aides:

An aide may receive a supplement to his/her salary based on additional education.

The supplement is based on the aide salary scale and is paid according to the schedule as follows:

Bachelor's Degree.....Total of six (6) additional steps

Process to acquire a supplement applied to your salary:

Adjustments for educational supplements are made to contracts in September and January. If you have completed an additional degree and believe you meet the requirements for a supplement, you must submit your documentation (usually official transcripts) to the Superintendent/designee by the deadline of September 1 or January 1 as applicable.

## **Selected Regulations**

The following are selected regulations primarily gleaned from the School Board Policy Manual, which is posted on our website. More extensive compilations of policies and regulations may be found on the school division website under the School Board Tab. School-specific or department-specific procedures are distributed in separate handbooks.

### **Field Trips (School Board Policy IICA, IICA-R)**

All proposed field trips are to be submitted to the Principal's office by September 1 for 1<sup>st</sup> semester, and by January 10 for 2<sup>nd</sup> semester on the form in this manual. Field trips approved by the Principal will be submitted on the forms on page 38- to the Superintendent/designee by September 17 and January 18 for each semester, respectively. Athletic Trips are to be submitted on an Athletic Trip Form (obtained from Athletic Director) for each semester by the same deadlines. Trips requiring school buses may be rescheduled if drivers and/or buses are not available. Trips must meet specific SOL objectives. Trips at grades 3, 4, 5, 6, 7, 8, and high school during the school day prior to SOL testing are to be kept to a minimum. After hours and Saturday field trips are suggested as alternatives to field trips during the school day. Overnight and out-of-state trips will be submitted on the form on page 39 and follow the process above and be submitted to the Superintendent for approval. Trips proposed to be taken between the end of the school year and the beginning of the next school year that require school division vehicles must be requested on the above mentioned forms. Field Trip permission forms are located on page 40 in this handbook.

### **Admission of Homeless Students (School Board Policy JECA)**

The Rappahannock County School Board is committed to educating homeless children and youth. Homeless children and youth are not stigmatized or segregated on the basis of their status as homeless, which includes youth living in emergency shelters, motels/hotels/campgrounds, in a car, or doubled up with relatives. The school division coordinates the identification and provision of services to such students with relevant local social services agencies and other agencies and programs providing services to such students and with other school divisions as may be necessary to resolve interdivisional issues. The school selected in accordance with this policy immediately enrolls the homeless student, even if the student is unable to produce records normally required for enrollment, such as previous academic records, records of immunization and other required health records, proof of residency or other documentation.

### **Supervision of Students**

To prevent behavior problems and to avoid liability issues:

- Closely supervise students assigned to you. If you must leave the students, get someone to cover for you.
- Students using hand or power tools or gas jets in labs must be under the direct supervision of a teacher licensed in the particular instructional area. When substitutes not specifically licensed in the particular area are in charge of such classes, students may not use hand or power tools, or gas jets.
- Be stingy with hall passes. Students in the halls during class time are not under supervision.
- Drivers must stay on the bus (or in car for car drivers) while students are on board unless supervising an exit drill.

### **Enforcing the Code of Student Conduct**

It is every employee's job to enforce the student behavior code:

- If you observe a serious rules violation, report it immediately to the office.
- Correct student misbehavior when you observe it.
- Do not ignore harassing behavior.

Note: All teachers are required to review the Student Code of Conduct with their classes at the beginning of each school year

### **Transporting Students in Private Vehicles**

We strongly discourage employees from transporting students in personal vehicles. We will provide school employees with a school vehicle if it becomes necessary to transport students. The major reason for this is that if there should be an accident, an employee's auto insurer will be the primary coverage for any medical / liability claims that may result from student injury. The School Board's fleet insurance will provide secondary coverage. It is important that we are certain that employees have appropriate coverage, since Virginia allows motorists to pay an uninsured motorist's fee in lieu of holding appropriate insurance. In all cases, employees should make every effort to obtain parental permission prior to transporting students. In addition, if circumstances permit, have another employee present if there is just one student in the vehicle.



The Virginia Department of Education prohibits school divisions from transporting students in vans. Employees may not use personal vans to transport students. Students may not be transported in employees' personal vehicles for school field trips. Field trip transportation may be provided only in school vehicles or via public / charter transportation approved for specific field trips.

**Exchange of Gifts between Students and Staff (School Board Policy GBI)**

Exchange of gifts between students and staff shall be discouraged. No school division employee may solicit money, property, goods or services for personal use or use by staff or students during school hours on school property without written authorization from the superintendent or superintendent's designee.

**Tutoring for Pay (School Board Policy GCQAB)**

Staff members may not be paid by anyone other than the Rappahannock County School Board for tutoring students enrolled in a class under their direction.

**Weapons, Drugs, Alcohol, Tobacco, Nicotine Vapor Products (School Board Policy GBEA and GBEB)**

Except as expressly authorized by law, no person may possess or use any firearm or any weapon, as defined in Policy JFCD "Weapons in School," on school property (including school vehicles), on that portion of any property open to the public and then exclusively used for school-sponsored functions or extracurricular activities while such functions or activities are taking place, at a school sponsored activity, or on any school bus. The superintendent or superintendent's designee shall implement this policy in a manner consistent with state law and shall permit possession of a firearm or other weapon on school property only by persons and in such circumstances as expressly authorized by law. Also prohibited is the possession, use, or distribution of illegal drugs\* or alcohol. Employees may not be at work while under the influence of illegal drugs\* or alcohol. Use of tobacco and nicotine vapor products on school grounds or in school vehicles is also prohibited.

\*This includes non-prescription or prescription drugs used illegally.

Excerpts from School Board Policy GBEA: "The Rappahannock County School Board is committed to maintaining a Drug-Free Workplace.

"Prohibited Conduct: Employees may not unlawfully manufacture, distribute, dispense, or possess a controlled substance on school property, at any school activity, or on any school-sponsored trip. It is a condition of employment that each employee of the Rappahannock County School Board will not engage in such prohibited conduct and will notify the Rappahannock County School Board of any criminal drug conviction for a violation occurring in the work place no later than 5 days after such conviction.

Discipline: The Superintendent and School Board will take appropriate personnel action up to and including dismissal of any employee found to have engaged in prohibited conduct listed above. Such personnel action will include the imposition of a sanction on, or the requiring of the satisfactory participation in a drug abuse assistance or rehabilitation program by, any employee who is convicted of a violation of any criminal drug statute."

**Note: Employees who violate the above weapons and drug/alcohol policies will receive a penalty more severe than that imposed on students for the same/ similar infraction.**

**Sexual Harassment/Discrimination (School Board Policy GB and GBA)**

The Rappahannock County School Board expressly prohibits any supervisor-employee, employee-employee, or employee-student sexual harassment or discrimination.

- Avoid sexual harassment in or away from the workplace. It is illegal. Such behaviors include, but are not limited to:
  - Inappropriate comments and jokes that create a hostile working environment.
  - Inappropriate physical contact.
  - Comments that suggest or promise favorable treatment in exchange for sexual favors.
- Note: To avoid the appearance of impropriety, arrange to have another adult in your presence when you are with individual students.

The following complaint procedure is established to report suspected discrimination or harassment:

- A. Suspected discrimination or harassment should be reported using the "Report of Discrimination" form (GB-F) or the "Report of Harassment" form (GBA-F) within 15 school days of the occurrence and given to a school staff member, the building principal, or the Compliance Officer.
- B. An investigation will be conducted that should generally be completed within 14 school days\*. Written receipt of the complaint will be provided. A written report will be given to the Superintendent.
- C. The Superintendent shall issue a decision in writing to the complainant within 5 school days of receiving the report.

- D. An appeal of the Superintendent's decision may be given to the School Board within 5 school days of receiving this decision. The School Board will make a decision regarding the appeal within 30 calendar days.

Complaints should be submitted in writing to the Compliance Officer or Alternate Compliance Officer, 6 Schoolhouse Rd., Washington, VA 22747. The full policy of GB and GBA can be found on the RCPS website at <http://www.rappahannockschools.us> by clicking on School Board, then click policies, then click section G (personnel).

#### **Prohibition of Abusive Work Environments (Policy GBB)**

The Rappahannock County School Board prohibits abusive work environments in the school division. Any school board employee who contributes to an abusive work environment is appropriately disciplined. Retaliation or reprisal against school board employees who make allegations of abusive work environments or assist in the investigation of allegations of abusive work environments is prohibited.

Adopted: September 11, 2018; Revised July 13, 2021

#### **Handling Funds (School Board Policy DM)**

The proper handling of funds received on or off school property for school related activities is very important.

- Provide school receipts for all currency and checks you receive.
- Do not remove monies from the school.
- Turn all monies in to the school Bookkeeper or Principal before you leave for the day and get a receipt.
- Do not set up accounts separate from the school accounts ("sunshine accounts" existing on 6/30/03 are grandfathered).
- Bookkeepers or Principals deposit monies daily.

Note: School-owned property may be sold only via public auction or sealed bids coordinated by the Superintendent.

#### **Use of School Division Credit Cards (School Board Policy DLC-R)**

The following general guidelines have been established to govern the use of school division credit cards by School Board employees while conducting official school business.

- A. In general, school division credit cards are to be used only for out of town business. Exceptions to this guideline may include expenses incurred when hosting guests of the school division or serving as a representative of the school division. Employees are encouraged to contact the director of finance or designee if any doubt exists concerning the appropriateness of the use of a school division credit card.
- B. An expense report form shall be completed by all employees using a school division credit card. All school division credit card receipts and bills shall be attached to the expense report form.
- C. The expense report form shall be reviewed and approved by the employee's immediate supervisor and the Director of Finance or designee prior to the payment of any charge. Any charges of a personal nature, not directly related to the performance of assigned duties, shall not be charged to the school division credit card.
- D. School division credit cards may be used for school purchases. To ensure appropriate internal controls are established and to ensure that school division credit cards are used only for authorized purposes, prior approval from the Director of Finance or designee is required.
- E. School division credit cards shall not be used for cash advances.

#### **Overtime (School Board Policy GAA)**

Support Staff employee (excluding administrative, supervisory and licensed instructional personnel) work hours are regulated by the Fair Labor Standards Act. Working hours for all employees not classified as exempt under the Fair Labor Standards Act, including secretaries, bus drivers, cafeteria, janitorial and maintenance personnel conform to federal and state regulations.

The Rappahannock County School Budget does not contain funding for payment of overtime. Therefore, Support Staff employees are not to exceed the forty-hour workweek without advance written permission of the immediate supervisor and the superintendent. Support Staff who are assigned an eight hour duty day are directed to not arrive early or leave late without the written permissions described above (Exception: the immediate supervisor may approve daily time adjustments within the forty hour workweek provided the total does not exceed forty hours for the week.). These employees may not volunteer to do their regular or related work beyond the forty-hour workweek. Support Staff who are assigned an eight hour duty day are directed to turn in any hours worked in excess of 40 hours in a week (reminder: must have advance written permission of the immediate supervisor and the superintendent) in writing to the immediate supervisor at the end of any week in which the approved overtime was worked.

When Support Staff who are assigned an eight-hour duty day are approved in writing in advance to exceed the forty hour work week, they must take off one and one-half hours for each hour above the total of forty. Employees may accrue a maximum of 240 compensatory time hours before they will be provided overtime pay at the rate earned by the employee at the time the employee receives such payment. Employees will be provided a copy of this policy and will be required to sign this policy to acknowledge their understanding of overtime and compensatory time provisions.

By policy, the following hours “not worked” do not count toward the compilation of the forty-hour workweek: general leave, sick leave, jury/witness leave, military leave, holiday leave, and suspension.

#### **Grievance Procedure (School Board Policy GBM)**

Employee Grievance Procedures are found in the School Board Policy Manuals located on the school division website. Hard copies may be requested from the Central Office.

#### **Performing Tasks that Require Lifting**

Employees who lift heavy objects are asked to use a belt designed to provide appropriate support. These belts are located in each school office and in the bus garage.

#### **Employee Report of Injury - Worker's Compensation**

If you are hurt on the job, be sure to report the injury to your immediate supervisor or school nurse as soon as possible. A worker's compensation claim form (p. 30-32) must be submitted to the school finance office within 48 hours. Someone from the finance office will then file the claim with the worker's compensation insurance carrier. The employee does not contact the insurance carrier directly.

#### **Communication**

Effective communication between employees and the people they serve is part of what makes the RCPS special. Continue to communicate in an appropriate and prompt manner with each other and with the students, parents, and others we serve. Employees are expected to return calls or emails during the same business day, if possible, but at least within 24 hours.

#### **Confidentiality (School Board Policy JO)**

All school employees are to maintain confidentiality and professionalism in all communications about students.

#### **Corporal Punishment (School Board Policy JGA)**

No teacher, principal or other person employed by the School Board shall subject a student to corporal punishment.

For the purposes of this section, "corporal punishment" means the infliction of, or causing the infliction of, physical pain on a student as a means of discipline. This definition shall not include physical pain or discomfort caused by participation in practice or competition in an interscholastic sport, or participation in physical education or an extracurricular activity.

In addition, this definition shall not include physical pain, injury or discomfort caused by the use of incidental, minor or reasonable physical contact or other actions designed to maintain order and control or the use of reasonable and necessary force as permitted by section 22.1-279.1 of the Code of Virginia, 1950, as amended.

School employees are encouraged to use alternatives to the use of reasonable and necessary force as described in Policy JGA Corporal Punishment. Suggested alternatives are:

- Verbal warnings
- Talk with student apart from the rest of the class
- Contact the office for administrative assistance

**Note: Physical and mechanical restraint and seclusion may only be used as consistent with School Board Policy JM.**

#### **Pets in School (School Board Policy JHC-R)**

Due to numerous safety and health concerns, not the least of which is allergies, fear of certain animals by some students and staff members, and the risk of spread of disease such as, but not limited to, avian influenza, no personal pets of any type, large or small,

bird, reptile, insect, fish, or animal, shall be brought on school property at any time whether school is in session or not. Principals may make exceptions for educationally appropriate programs and service animals as required by law.

#### **No Smoking (School Board Policy GBEC/JFCH)**

Smoking is prohibited on all Rappahannock County Public School properties, including:

- the interior of indoor facilities owned or leased or contracted for and utilized for the provision of regular kindergarten, elementary, or secondary educational or library services to children;
- on every public school bus and school-owned vehicles; and
- in every indoor facility, or portion of such facility, owned or leased or contracted for and utilized for the provision of regular or routine health care, day care, or early childhood development (Head Start) services; and
- Outside any RCPS building on any RCPS property. This provision became effective July 1, 2007.

#### **Reporting Child Abuse – Procedures (School Board Policy GAE)**

1. All school employees who witness or suspect child abuse / neglect shall report the information directly to the Principal (Assistant Principal if the Principal is not available) or School Social Worker. Transportation or School Board Office employees are to make the report directly to the Superintendent. If none of the above are available, the employee is to make the direct notification to Rappahannock County Social Services.
2. The administrator/school social worker who receives the report from the employee shall call the Rappahannock County Department of Social Services to make the notification required by law. An acceptable alternative is for the administrator/school social worker receiving the report to be present while the employee makes the report. The report must be made as soon as possible after the employee witnessed or suspected the child abuse / neglect.
3. If in the judgment of the administrator/school social worker there is a suspected violation of law that could result in serious harm (physical and / or sexual abuse) to the child, the administrator/school social worker is to also make the notification to the appropriate law enforcement agency.
4. The administrator/school social worker who makes the report shall file a confidential written report with the Superintendent. If telephone contact could not be made with the Department of Social Services / law enforcement, the administrator shall also deliver a confidential copy of this report to those agencies. A copy will be kept on file in the administrator's/ school social worker's office.
5. In addition, if telephone contact cannot be established with the DSS, the administrator/school social worker is to call the State CPS hotline or the Rappahannock County Sheriff's office, which will locate a DSS worker after working hours.
6. If a student, parent, or employee alleges that an employee has abused a child, the principal/designee shall contact the Superintendent/designee. The Superintendent/designee shall refer the matter to the Department of Social Services (using the procedures outlined above) if there is suspicion of child abuse/neglect. The DSS and RCPS will conduct a joint investigation of any allegation involving an employee.

#### **Staff Participation in Political Activities (School Board Policy GBG)**

The Rappahannock County School Board recognizes the right of its employees to engage in political activity. The Board also recognizes that school time and school property should not be used for partisan political purposes. Thus, when engaging in political activities, an employee may not

- use the employee's position within the school division to further a political cause;
- engage in any partisan political activity supporting or opposing a candidate or political party while on duty, while on school property during school hours, or while representing the school division;
- suggest in any manner that the school division or any component of it supports or opposes a candidate for election to any office; or
- use any school division property, to include school email, division resources, communication systems or physical property, to engage in any activity supporting or opposing a candidate for public office or a political party.

These restrictions are not intended to limit the rights of school division employees to support or oppose any political candidate or party on their own time. They are intended to minimize distractions from instruction, to ensure that no public funds are used to support any candidate for public office, and to assure that the public is not given the false impression that the school division supports or opposes any political candidate or party. School division employees who engage in political activities on their own **time** must make it clear that their views and actions represent their individual positions and do not represent the views of the school division.

#### **ID Badges**

All employees must wear their Rappahannock County Public Schools ID badges at all times while on duty as an employee.

#### **Attendance Expectations (School Board Policy GAA)**

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

#### **Personal Phone Calls**

Employees should not make personal phone calls while executing their contracted duties.

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REDUCTION IN PROFESSIONAL STAFF WORK FORCE File: GCPA

A decrease in enrollment, abolition of particular subjects, a decrease in the School Board's budget as approved by the appropriating body, a consolidation of schools, the phasing out of programs, departments or grade levels and other conditions may cause a reduction in the number of staff needed in a building, program or department or in the entire school division.

General reduction in total personnel and redistribution of personnel within designated programs shall be done in accordance with Reduction in Force (RIF) Guidelines established by the superintendent, reviewed, and approved by the School Board. The guidelines will not provide for reductions to be made solely on the basis of seniority; they will include consideration of the performance evaluations of the teachers potentially affected by the reduction in workforce.

Adopted: August 8, 1995

Reviewed: March 16, 1999

Revised: November 12, 2002; September 9, 2003

Reviewed: December 16, 2008

Revised: June 9, 2009

Reviewed: March 5, 2010

Revised: December 11, 2013, April 13, 2021

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-70, 22.1-78, 22.1-304.

Cross Ref.: GCG Professional Staff Probationary Term and Continuing Contract

Professional Employees

A decrease in enrollment, abolition of particular subjects, programs, departments or grade levels, or other conditions, a decrease in the School Board's budget as approved by the appropriating body, as well as a consolidation of schools may cause a reduction in the number of staff needed.

Reductions will not be made solely on the basis of seniority, but will include consideration of the performance evaluations of the teachers potentially affected by the reduction in workforce, the subject area(s) taught, and the contributions to the programmatic needs and extra duties performed.

In such event, the division superintendent will determine the personnel, positions, and/or programs that will be redistributed, reduced, or eliminated. The factors the division superintendent shall consider will be: years of experience in the division, years of experience in education, program needs, performance evaluations, and extra duties.

The school board will make the final decision based upon recommendation of the superintendent.

Classified Employees

Attrition due to retirement or resignation within an assignment area targeted for reduction (i.e. aide, secretary, and custodian) will be the first remedy to achieve reduction in force provided those who remain have the necessary work experience/specialized skills as determined in the sole discretion of the Board.

If reduction in force cannot be achieved through attrition or resignation, the Superintendent will make a recommendation to the Board based on what is in the best interests of the school division.

Notification

The Superintendent, or designee, will give written notice of his intention to eliminate a position to the employee currently employed in that position, at least 5 workdays prior to the School Board meeting at which he intends to recommend the reduction in force.

The Superintendent, or designee, will give written notice of the Board's decision to the employee within 5 workdays of the Board's action to eliminate the position. A copy of this notice will be placed in the employee's personnel file.

Employees terminated because of reduction in force will be given first consideration for appointment to future vacant positions for which they are fully qualified as determined in the sole discretion of the Board. Once such positions are posted, it will be the former employee's responsibility to apply for such position(s) and by the stated deadline.

Adopted: April 10, 1990

Revised: March 16, 1999

Reviewed: August 9, 2005

Revised: December 16, 2008

Reviewed: March 5, 2010

Revised: December 11, 2013

Virginia Licensure Regulations

Virginia Department of Education
Division of Teacher Education and Licensure
P.O. Box 2120
Richmond, Virginia 23218-2120

This is in reply to your request for renewal information. “License Renewal at a Glance” addresses frequently asked questions about the license renewal process for Virginia. This document is designed as a quick review for those familiar with the renewal process. For a more detailed explanation of the licensure renewal process, you should access the Licensure Renewal Manual at:
http://www.doe.virginia.gov/teaching/licensure/licensure_renewal_manual.pdf.

LICENSE RENEWAL AT A GLANCE ***(Frequently Asked Questions including Renewal Procedures)***

1. WHO MUST RENEW?

Individuals who hold the following five/ten year, renewable licenses:

Collegiate Professional Division Superintendent Postgraduate Professional School Manager	Technical Professional Pupil Personnel Services Vocational Evaluator (no longer issued in Virginia)
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***Provisional Licenses and International Educator Licenses are not renewable.**

Expiring full five/ten-year licenses must be renewed. You do not need to apply for a new license.

2. WHAT ARE THE RENEWAL REQUIREMENTS?

Licensure renewal requires 180/270 professional development points. Renewal points can be accrued by completion of activities through one or more of the following eight options:

- College credit- Course work must be completed at a regionally accredited two- or four-year college or university.
- Professional conference
- Curriculum development
- Publication of article
- Publication of book
- Mentorship/supervision
- Educational project
- Professional development activity

Please refer to the licensure manual for a full explanation of the eight renewal options as well as the points allowed for each option. Materials submitted for renewal will not be returned by this office. Send photocopies of articles or book titles and ISBN numbers rather than the actual publication.

Those renewing licenses must show evidence that Child Abuse and Neglect Recognition and Intervention Training, CPR/First Aid/AED, Dyslexia Awareness Training, and Cultural Competency has been completed. The training may be accessed at the following Web site:

<https://www.doe.virginia.gov/teaching-learning-assessment/teaching-in-virginia/teacher-licensure/cultural-competency-training>CPR/First Aid/ AED Training will be offered annually by the school division.

Note: There are additional trainings required for School Counselors and teachers who are endorsed to teach social studies. These can be accessed at the above link.

3. WHEN SHOULD RENEWAL REQUESTS BE SUBMITTED TO THE VIRGINIA DEPARTMENT OF EDUCATION?

- An individual who holds a five/ten-year license that is still in effect may submit a request on or after January 1 of the year the license expires.
- An individual who holds an expired license may submit a request upon completion of the renewal requirements. All renewal activities must have been completed within five/ten years of renewal.

4. HOW DO LICENSE HOLDERS SUBMIT REQUESTS FOR LICENSE RENEWAL?

If Employed in a Virginia Educational Agency:

- Develop an individualized renewal plan based upon professional needs/goals and the employing educational agency's staff development priorities, and complete required trainings.
- Initiate an annual meeting with the advisor (school principal) to review, amend, and verify the Individualized renewal plan and activities on the Individualized Renewal Record.
- Submit the completed form to the advisor (school principal) for signature as required by your employer.
- With the advisor, submit the completed Individualized Renewal Record, appropriate verification of 180/270 renewal activity points, verification of required trainings, and the renewal fee to the chief executive officer or designee of the employing educational agency (Human Resources Coordinator). The appropriate official at the educational agency will submit the request to the Department of Education, along with the fee for processing. **Checks must be made payable to RCES or RCHS.**

Please note: If a license holder is serving as a Virginia school division superintendent, the school board chair must verify renewal. Division Superintendent License holders with additional licenses should request the renewal of those licenses with the renewal request of the Division Superintendent license. A single renewal fee covers the renewal of all licenses.

There shall be complete reciprocity among employing educational agencies of the Commonwealth with respect to professional development points earned by the license holder.

If Not Currently Employed in a Virginia Educational Agency or If Employed in Another State:

- Plan a program of professional development activities to accrue 180/270 renewal points consistent with options/requirements outlined in the Virginia Licensure Renewal Manual. Individuals who are unsure of whether an activity meets the criteria must submit a written request for pre-approval of the activity. Their request must indicate that they are not employed in a Virginia educational agency and include their license number. Please send the request to the Virginia Department of Education, Division of Teacher Education and Licensure, Post Office Box 2120, Richmond, VA 23218-2120. Emailed and faxed requests will not be accepted.
- Complete the Individualized Renewal Record form, list the activities completed, and convert the activities to points. **A Superintendent's or Advisor's signature is not required.**
- Attach appropriate verification of 180/270 renewal activity points to the record form.
- Attach the renewal fee to the Individualized Renewal Record form and the supporting verification. A personal check, cashier's check, or money order payable to the Treasurer of Virginia must accompany the request.
- Attach the required trainings certificates.

Please submit a complete packet. If an incomplete packet is submitted, and your license cannot be renewed, your documentation will only be retained for one year. If your license has not been renewed within a year, you may be required to resubmit a complete packet, including the fee.

Mail the complete packet to the Virginia Department of Education, Division of Teacher Education and Licensure, Post Office Box 2120, Richmond, VA 23218-2120.

5. WHAT IS THE RENEWAL FEE?

The renewal fee is \$50. A personal check, cashier's check, or money order payable to RCES or RCHS must accompany the renewal request.

Please refer the Fee Schedule for Licensure for information regarding other fees.

<https://www.doe.virginia.gov/home/showpublisheddocument/51946/638759920231200000>

File: GCN
EVALUATION OF PROFESSIONAL STAFF

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

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

The primary purposes of evaluation are:

- to contribute to the successful achievement of the goals and objectives defined in the school division's educational plan;
- improve the quality of instruction by ensuring accountability for classroom performance and teacher effectiveness;
- promote a positive working environment, as well as collaboration and continuous communication between the teacher and the evaluator, that promotes continuous professional growth and improved student outcomes;
- promotes self-growth, instructional effectiveness, and improvement of overall professional performance; and, ultimately
- optimize student learning and growth for all students.

The procedures will be consistent with the performance objectives included in the Guidelines for Uniform Performance Standards and Evaluation Criteria for Teachers and the Guidelines for Uniform Performance Standards and Evaluation Criteria for Principals. Evaluations shall include student academic progress as a significant component and an overall summative rating. Teacher evaluations include regular observation and evidence that instruction is aligned with the school's curriculum. Evaluations include identification of areas of individual strength and weaknesses and recommendations for appropriate professional development activities. Evaluations include an evaluation of cultural competency.

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

Adopted: August 8, 2005; revised July 13, 2021,

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

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

The primary purposes of evaluation and assistance are:

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

Adopted: August 8, 1995

Revised: March 16, 1999; May 13, 2003; November 9, 2004

Reviewed: July 23, 2009

Revised: August 14, 2012; December 11, 2013, April 13, 2021

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-70, 22.1-78, 22.1-313, 22.1-253.13:7.C.7.

ACCEPTABLE COMPUTER SYSTEM USE (School Board Policy GAB, IIBEA- Revised July, 2026)

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

All use of the division's computer system must be (1) in support of education and/or research, or (2) for legitimate school business. Use of the computer system is a privilege, not a right. Inappropriate use may result in cancellation of those privileges, disciplinary action, and/or legal action. Any communication or material generated using the computer system, including electronic mail, social media posts, instant or text messages, tweets, and other files, including communications and materials deleted from a user's account, may be monitored, read, and/or archived by division staff. This policy applies to all users of the division's computer system. By using or accessing the computer system, the user agrees to abide by this policy and the Technology Use Guidelines established by the superintendent.

The superintendent is responsible for establishing Technology Use Guidelines, containing the appropriate uses, ethics and protocols for use of the computer system. The superintendent is also responsible for reviewing and updating, as necessary, the Guidelines at least every two years. It is the user's responsibility to know and follow this policy and the Technology Use Guidelines. The guidelines include:

- (1) a prohibition against use by division employees and students of the division's computer equipment and communications services for sending, receiving, viewing or downloading illegal material via the internet;
- (2) provisions, including the selection and operation of a technology protection measure for the division's computers having internet access to filter or block internet access through such computers, that seek to prevent access to:
 - (a) child pornography as set out in Va. Code § 18.2-374.1:1 or as defined in 18 U.S.C. § 2256;
 - (b) obscenity as defined by Va. Code § 18.2-372 or 18 U.S.C. § 1460; and
 - (c) material that the school division deems to be harmful to juveniles as defined in Va. Code § 18.2-390, material that is harmful to minors as defined in 47 U.S.C. § 254(h)(7)(G), and material that is otherwise inappropriate for minors;
- (3) provisions establishing that the technology protection measure is enforced during any use of the division's computers;
- (4) provisions establishing that all usage of the computer system may be monitored;

- (5) provisions designed to educate students and employees about appropriate online behavior, including interacting with students and other individuals on social networking websites, blogs, in chat rooms, and cyberbullying awareness and response;
- (6) provisions designed to prevent unauthorized online access by minors, including “hacking” and other unlawful online activities;
- (7) provisions requiring every user to protect the security of information necessary to access the computer system, such as usernames and passwords, and prohibiting the sharing of passwords;
- (8) provisions prohibiting the unauthorized disclosure, use, and dissemination of photographs and/or personal information of or regarding minors; and
- (9) a component of internet safety for students that is integrated in the division’s instructional program that includes instruction on key modern digital safety topics, including online scams, misinformation,, and content generated by artificial intelligence.

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

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

Software and/or services may not be installed or downloaded on the division’s computer system without the prior approval of the superintendent or superintendent’s designee.

No employee or agent of the School Board or person or entity contracting with the School Board may download or use any application, including TikTok or WeChat, or access any website developed by ByteDance Ltd. or Tencent Holdings Ltd. (i) on any device or equipment issued, owned, or leased by the School Board, including mobile phones, desktop computers, laptop computers, tablets, or other devices capable of connecting to the Internet.

The failure of any user to follow the terms of this policy or the Technology Use Guidelines may result in loss of computer system privileges, disciplinary action, and/or appropriate legal action. Users of the system agree to indemnify the School Board for any losses, costs, or damages relating to or arising out of any violation of this policy or the Technology Use Guidelines.

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

The school board reviews and amends, if necessary, this policy every two years.

VACoGSIA Workers' Compensation Fax

SECTION A – (To be completed by Employee or Supervisor)

VACo Participant: Rappahannock County Public Schools
Member Number: 075B Member Phone: (540) 227-0023
Employee Name (last name first): _____
Home Address: _____
Home Phone: _____ SSN: _____ D.O.B.: ____/____/____
Date of Injury/Illness: ____/____/____ Location: _____ Time: _____ AM/PM
Department: _____ Job Title: _____
Incident Description: _____

Were Safeguards or Safety Equipment: Provided: Yes or No Utilized: Yes or No
Name of Witness: _____
First-Aid Treatment Administered By: _____
Describe First-Aid Treatment: _____

Person Injury/Illness Reported To: _____ Panel Provided: Yes or No
Date Injury Reported: _____
Comments: _____
Supervisor's Name: _____ **Phone:** _____
Supervisor's Signature: _____

SECTION B – (To be completed by Personnel)

Employer Federal Tax ID: _____
Date Disability Began: _____
Were Wages Paid on the Date of Injury: Yes or No
How Long Employed with Employer: _____
Hours Worked Per Day; Days Worked Per Week; and Wages Per Hour: _____ ; _____ ; _____
Earnings (Weekly, Monthly or Yearly): _____
Name of Person Reporting Loss and Telephone Number: _____

MEDICAL AUTHORIZATION

In accordance with Virginia State Law, I hereby authorize Virginia Association of Counties Group Self-Insurance Association (VACoGSIA), the insurer, or their representatives to be furnished with any information or facts, including records, diagnosis, medical treatment and prognosis, estimates of disability, and recommendations for further treatment. This information is to be used for the sole purpose of evaluating and handling any claim, and assuring timely medical care as a result of the incident occurring on or about the above noted date and for no other purpose, now or in the future. I also agree that a photographic carbonless copy of this release shall be as valid as the original.

Employee Signature: _____ **Date:** _____

REPORT OF WORK-RELATED INJURY

Employee _____

Date of Accident _____

Medical Authorization

In accordance with Virginia State Law, I hereby authorize Virginia Association of Counties Group Self-Insurance Association (VACoGSIA), the insurer, or their representatives to be furnished with any information or facts, including records, diagnosis, medical treatment and prognosis, estimates of disability, and recommendations for further treatment. This information is to be used for the sole purpose of evaluating and handling any claim, and assuring timely medical care as a result of the incident occurring on or about the above noted date and for no other purpose, now or in the future. I also agree that a photographic carbonless copy of this release shall be as valid as the original.

Employee Signature _____

Date of Accident _____

**VACoGSIA Workers' Compensation Fax
Medical Information**

MEDICAL – (To be completed by Attending Physician)

Employee's Name: _____

Employee's Address: _____

Name of Employer: _____

Date of Accident: ____/____/____

Patient's Account of How Injury/Illness Occurred:

Diagnosis: _____

New Injury/Illness: Yes or No

Existing Condition: Yes or No

Recommended Work Status

Recommendation based on:

_____ Personal review of functional job description

_____ Verbal description of job by employee/patient

_____ Verbal description of job by employer representative

_____ Other

Unable to work at this time: Yes or No

May return to full duty beginning: ____/____/____

May return to modified duty beginning: ____/____/____

Does condition preclude travel to and from work: Yes or No

The employee/patient is medically able to do the following activities:

Physician's Comments: _____

Physician's Name (print): _____

Physician's Signature: _____ Phone: _____

Follow-up appointment with: _____ Date: _____ Time: _____

Student Accident Report

Please fill in and send to the office immediately – even if child is not insured or does not see a doctor.

Child's Name _____ Age _____ Grade _____

Name of Parent or Guardian _____

Address _____

Telephone Number _____

Describe Accident _____

Date of Injury _____ Time _____ A.M. /P.M.
(Circle one)

Activity engaged in at time of injury _____

Was this activity under school supervision? _____

Where did the accident occur? _____

Will child see a doctor? _____

Doctor's Name _____

Teacher _____

Signature of teacher in charge at time of accident _____

Remarks:

Rappahannock County Public Schools
6 Schoolhouse Road
Washington, VA 22747
(540) 227-0023

REQUEST TO ATTEND PROFESSIONAL CONFERENCE
(To be submitted to Principal/Supervisor)

Name _____ Date _____

School _____

Name of Conference _____

Date of Conference _____ Location _____

Conference Sponsor _____

Please provide a sentence or two describing what you expect to learn at this conference. How will this information be shared with your colleagues upon your return?

Estimated Expenses _____ + _____ = _____
Registration Lodging, Meals, etc. Total

- Must have **itemized** receipts for reimbursement of Lodging, Meals, Tolls & Parking
- Valet Parking & Room Service Charges not considered
- Receipts with alcoholic beverages listed not considered
- Meals reimbursed not to exceed \$5-Breakfast/\$10-Lunch/\$30-Dinner (includes gratuity)

Number of contract days you will be in attendance at this conference _____

Number of days a substitute must be employed _____

Dates a substitute must be employed _____

Employee's Signature _____

Arrangements for a school vehicle must be made in advance with the Transportation Supervisor at 987-8591. Employee must have prior written approval from the Transportation Supervisor or Finance Dept. to receive reimbursement for mileage if a county car is not available.

Transportation Available Y / N _____

Transportation Supervisor

For Office Use Only-----

This applicant has been approved for \$ _____

Budget Source _____ Purchase Order _____

Approved /Disapproved _____ Date _____
Principal/Supervisor

Approved /Disapproved _____ Date _____
Central Office Administrator

Approved /Disapproved _____ Date _____
Superintendent

Revised June 2012

Rappahannock County Public Schools
6 Schoolhouse Road
Washington, VA 22747
(540) 227-0023

REQUEST FOR REIMBURSEMENT –
AFTER ATTENDING PROFESSIONAL CONFERENCE
(To be submitted to Finance Director)

Upon return from your approved conference, please complete this form and return it to the School Board Office. Due to auditor standards, reimbursement can be made only when the request for reimbursement is documented by the inclusion of pertinent **ITEMIZED** receipts.

- Valet Parking & Room Service Charges not considered
- Receipts with alcoholic beverages listed not considered
- Meals reimbursed not to exceed \$5-Breakfast/\$10-Lunch/\$30-Dinner (includes gratuity)

Thank you,

Finance Director

Name: _____

Date(s) attended conference: _____

Name of conference: _____

Expenses incurred by employee:

Registration: \$ _____

Lodging: \$ _____

Meals: \$ _____

Other Expenses: \$ _____

Mileage: _____

Prior approval required: Employee must have **prior written** approval from the Transportation Supervisor or Finance Dept. to receive reimbursement.

Due to the School Board Office not later than the 1st Tuesday of each month.



RAPPAHANNOCK COUNTY PUBLIC SCHOOLS

School Board Office - 6 Schoolhouse Road
Washington, Virginia 22747

Telephone (540) 987-8773

Fax (540) 987-8896

E-mail Address DIV078@pen.k12.va.us

Hourly Employee Pay Form

Name _____
Job Performed _____ Location _____
Pay Period _____
Total Hours Worked _____

Turn completed time sheet in to the Finance Dept. on the 15th of each month.

Day	Date	Hours
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Total Hours =		

Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Total Hours =		

Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Total Hours =		

Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Total Hours =		

Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Total Hours =		

Supervisor's Approval _____ Date _____

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RAPPAHANNOCK COUNTY PUBLIC SCHOOLS
FIELD TRIP REQUEST Form

Requested by _____ School _____

Grade/Group/Department _____ Date _____

Destination _____

Date(s) of Trip _____

Depart From _____ at _____ and will return at _____
(Time) (Time)

Number of Students _____ Number of Chaperones _____

Mode of Transportation Requested: Bus(s) _____ Car(s) _____ Number Needed _____

Drop off point if parental permission in advance: Amissville Fire Hall Chester Gap Pull-Off

Names of Teachers/Staff sponsors: (required for all field trips)

_____	_____
_____	_____
_____	_____
_____	_____

If known, addresses and telephone numbers of places to be visited:

Pupil Cost _____ Cost Includes: _____

Written Permission Is Required for all students attending.

Purpose of Field Trip (Include specific SOL objectives):

Approved by _____, Principal Date _____

Date of Superintendent Approval (*if applicable) _____

Signature of Director of Transportation _____

Approved _____ Disapproved _____ Needs Clarification _____

***ONE-TIME APPROVAL DOES NOT APPLY TO OVERNIGHT OR OUT-OF-STATE TRIPS. SPECIAL SUPERINTENDENT APPROVAL IS REQUIRED FOR ALL OVERNIGHT OR OUT-OF-STATE FIELD TRIPS.**

RAPPAHANNOCK COUNTY PUBLIC SCHOOLS
Overnight Field Trip Request

Date Received by Transportation _____ (If Private Carrier is Not Used)

INSTRUCTIONS

Complete ALL sections. Make one copy for your records and submit original to Building Administrator (15 days in advance for approval). Building Administrator should forward the approved request to Transportation 10 days in advance. (Requests filled based on school calendar, driver availability and request date). **Disapproved requests will be returned to Building Administrator with explanation.**

School _____ Person Making Request _____ Date _____

Class/Group Requesting Trip _____

TRIP DETAILS

Date of Request _____ Days/Dates of Trip _____

Destination _____ Departing From _____

Transportation: School Bus _____ Private Carrier _____ Other (Specify) _____

Driver to stay on site? Yes _____ No _____ Stops Required _____

Time of Departure: _____ A.M. _____ P.M. Time of Return: _____ A.M. _____ P.M.

Number of Students _____ Number of Chaperones _____

SCHOOL DETAILS

Purpose of the trip _____

SOL Objective(s) related to this trip (write out the objective) _____

Is there a fee? _____ Yes _____ No Amount of Fee for each student _____

Total Cost of trip for each student: _____ Total Cost of trip for the class/group: _____

How have you ensured no student will be denied participation in this trip because of limited financial circumstances?

Names of staff members attending _____

A detailed itinerary is attached: _____ Yes _____ No

APPROVAL/SIGNATURES

Person Making Request Date

Building Administrator Date _____ Approved _____ Disapproved

Superintendent/Designee Date _____ Approved _____ Disapproved

Not Required if Private Carrier Used:

Transportation Supervisor/Designee Date _____ Approved _____ Disapproved

R11/13

Rappahannock County Public Schools
Field Trip Permission Form

Dear Parent or Guardian,

Please read the information on this form, then sign and return the permission slip at the bottom of this form by _____.

Field Trip Information:

Date: _____ Location: _____

Purpose: _____

Cost: _____

Cash or check payable to: _____

Means of Transportation: _____

Leave school: _____ Arrive back at school: _____

Note: For safety reasons, buses will only stop at the school of departure and the destination unless prior permission is granted for special stops only at the designated areas below, and only if the bus is returning from a location passing the drop-off point.

You must circle the drop-off point below and return this form prior to the trip in order for a stop to be made.

Save this part of the form for future reference.

Cut here-----

Sign this part of the form and return it to your child's teacher.

My child, _____, has my permission to attend
the trip to _____.

I give my permission for my child to receive emergency medical treatment if necessary. In an emergency,
please contact: Name: _____ Phone: _____

Parent/Guardian Signature: _____ Date: _____

----- Sign this part of the form **only** if requesting a Special Stop and return it to your child's teacher. -----

Special Stop: I would like my child to be dropped off at the drop-off point below (circle one):

Amissville Fire Hall

Top of Chester Gap (pull-off)

I understand that this stop will only be made if the bus is passing this drop-off point upon returning to the school. I also understand that by signing this form, I agree to be waiting at the above circled drop-off point at the time of arrival to pick up my child.

Parent/Guardian Signature: _____ Date: _____

Computer Trouble Notification

Please follow the process described below to request assistance from the Technology Department for dealing with computer and other technology-related problems. You can submit a request for help from any computer with internet access.

The steps to request help are as follows:

Step 1: Go to the Rappahannock County Public Schools homepage:

www.rappahannockschoools.us.

Step 2: On the top menu bar, scroll over to the “Other” then “Staff” tab and select “Help Desk” on the staff homepage.

Step 3: Click on “Open New Ticket.”

Step 4: Type in the requested information for each box.

Step 5: Once you have entered all the necessary information, hit “Submit Ticket.”

Following this process immediately notifies the members of the Technology Department of your computer or technology-related problem. Assistance is provided in order of the date and time in which the e-mail is received. However, based on your description, if a problem is deemed to be urgent in the assessment of the technician, it would be given priority over other issues.

Pregnancy, Childbirth, and Related Medical Conditions

§ 2.2-3909. Causes of action for failure to provide reasonable accommodation for known limitations related to pregnancy, childbirth, or related medical conditions.

A. As used in this section:

"Employer" means any person, or agent of such person, employing five or more employees for each working day in each of 20 or more calendar weeks in the current or preceding calendar year.

"Lactation" means lactation as defined in § [2.2-3905](#).

"Reasonable accommodation" includes more frequent or longer bathroom breaks to express breast milk, access to a private location other than a bathroom for the expression of breast milk, acquisition or modification of equipment or access to or modification of employee seating, a temporary transfer to a less strenuous or hazardous position, assistance with manual labor, job restructuring, a modified work schedule, light duty assignments, and leave to recover from childbirth.

"Related medical conditions" includes lactation.

B. No employer shall:

1. Refuse to make reasonable accommodation to the known limitations of a person related to pregnancy, childbirth, or related medical conditions, unless the employer can demonstrate that the accommodation would impose an undue hardship on the employer.

a. In determining whether an accommodation would constitute an undue hardship on the employer, the following shall be considered:

(1) Hardship on the conduct of the employer's business, considering the nature of the employer's operation, including the composition and structure of the employer's workforce;

(2) The size of the facility where employment occurs; and

(3) The nature and cost of the accommodations needed.

b. The fact that the employer provides or would be required to provide a similar accommodation to other classes of employees shall create a rebuttable presumption that the accommodation does not impose an undue hardship on the employer.

2. Take adverse action against an employee who requests or uses a reasonable accommodation pursuant to this section. As used in this subdivision, "adverse action" includes failure to reinstate any such employee to her previous position or an equivalent position with equivalent pay, seniority, and other benefits when her need for a reasonable accommodation ceases.

3. Deny employment or promotion opportunities to an otherwise qualified applicant or employee because such employer will be required to make reasonable accommodation to the known limitations of such applicant or employee related to pregnancy, childbirth, or related medical conditions.

4. Require an employee to take leave if another reasonable accommodation can be provided to the known limitations related to the pregnancy, childbirth, or related medical conditions of such employee.

C. Each employer shall engage in a timely, good faith interactive process with an employee who has requested an accommodation pursuant to this section to determine if the requested accommodation is reasonable and, if such accommodation is determined not to be reasonable, discuss alternative accommodations that may be provided.

D. An employer shall post in a conspicuous location and include in any employee handbook information concerning an employee's rights to reasonable accommodation for known limitations related to pregnancy, childbirth, or related medical conditions. Such information shall also be directly provided to (i) new employees upon commencement of their employment and (ii) any employee within 10 days of such employee's providing notice to the employer that she is pregnant.

E. An employee or applicant who has been denied any of the rights afforded under subsection B may bring an action in a general district or circuit court having jurisdiction over the employer that allegedly denied such rights. Any such action shall be brought within two years from the date of the unlawful denial of rights, or, if the employee or applicant has filed a complaint with the Office of Civil Rights of the Department of Law or a local human rights or human relations agency or commission within two years of the unlawful denial of rights, such action shall be brought within 90 days from the date that the Office or a local human rights or human relations agency or commission has rendered a final disposition on the complaint.

If the court or jury finds that an unlawful denial of rights afforded under subsection B has occurred, the court or jury may award to the plaintiff, as the prevailing party, compensatory damages, back pay, and other equitable relief. The court may also award reasonable attorney fees and costs and may grant as relief any permanent or temporary injunction, temporary restraining order, or other order, including an order enjoining the defendant from engaging in such practice, or order such affirmative action as may be appropriate.

F. The provisions of this section regarding the provision of reasonable accommodation for known limitations related to pregnancy, childbirth, and related medical conditions shall not be construed to affect any other provision of law relating to discrimination on the basis of sex or pregnancy.

2020, cc. [1138](#), [1139](#), [2](#), 2-3904; 2021, Sp. Sess. I, c. [196](#).



Rappahannock County Public Schools
Referral Form for Potential Sexually Explicit Materials

This referral form is intended to inform the principal of instructional materials that may contain sexually explicit content. Upon receiving this form, the principal may convene a team of educators to review the material with a recommendation that a 30-day notice be sent to parents and the instructional material be listed on the school's website as required by the Code of Virginia Section 2.2-2827 and definitions in Section 18.2-390 (attached) and school board policies IIA and IIAB.

Referral made by: _____

Name of instructional material being reviewed: _____

Name of course for which this material is being considered: _____

Does the instructional material contain a description of or any picture, photograph, drawing, motion picture film, digital image, or similar visual representation depicting (check all that apply):

- Sexual bestiality
- Lewd exhibition of nudity
- Sexual excitement
- Sexual conduct
- Sadoomasochistic abuse
- Coprophilia
- Urophilia
- Fetishism

Brief description of the content including page numbers if contained in a lengthy reading, attachments if appropriate, or times noted in a video.

*This material must not be used until approved by the principal. If a 30-day notice is needed then the material cannot be used until 30 days from the time the notice is sent home.

*If this material is approved but does contain sexually explicit content, a parent may choose to have their child opt out. An alternative assignment using instructional materials that do not contain sexually explicit material must be provided for the student.

Please do not write below the line. For principal's use only.

___ This instructional material does not contain sexually explicit content and is approved for use.

___ This instructional material does contain sexually explicit content and is not approved for use.

___ This instructional material does contain sexually explicit content and is approved for use. Notification letter will be sent home on _____. The teacher may begin using the materials on _____. The teacher should have alternative materials available for students opting out.

Principal's Signature _____

Date _____

§ 18.2-390. Definitions.

As used in this article:

- (1) "Juvenile" means a person less than 18 years of age.
- (2) "Nudity" means a state of undress so as to expose the human male or female genitals, pubic area or buttocks with less than a full opaque covering, or the showing of the female breast with less than a fully opaque covering of any portion thereof below the top of the nipple, or the depiction of covered or uncovered male genitals in a discernibly turgid state.
- (3) "Sexual conduct" means actual or explicitly simulated acts of masturbation, homosexuality, sexual intercourse, or physical contact in an act of apparent sexual stimulation or gratification with a person's clothed or unclothed genitals, pubic area, buttocks or, if such be female, breast.
- (4) "Sexual excitement" means the condition of human male or female genitals when in a state of sexual stimulation or arousal.
- (5) "Sadomasochistic abuse" means actual or explicitly simulated flagellation or torture by or upon a person who is nude or clad in undergarments, a mask or bizarre costume, or the condition of being fettered, bound or otherwise physically restrained on the part of one so clothed.
- (6) "Harmful to juveniles" means that quality of any description or representation, in whatever form, of nudity, sexual conduct, sexual excitement, or sadomasochistic abuse, when it (a) predominantly appeals to the prurient, shameful or morbid interest of juveniles, (b) is patently offensive to prevailing standards in the adult community as a whole with respect to what is suitable material for juveniles, and (c) is, when taken as a whole, lacking in serious literary, artistic, political or scientific value for juveniles.
- (7) "Knowingly" means having general knowledge of, or reason to know, or a belief or ground for belief which warrants further inspection or inquiry of both (a) the character and content of any material described herein which is reasonably susceptible of examination by the defendant, and (b) the age of the juvenile, provided however, that an honest mistake shall constitute an excuse from liability hereunder if the defendant made a reasonable bona fide attempt to ascertain the true age of such juvenile.
- (8) "Video or computer game" means an object or device that stores recorded data or instructions, receives data or instructions generated by a person who uses it, and, by processing the data or instructions, creates an interactive game capable of being played, viewed, or experienced on or through a computer, television gaming system, console, or other technology.

Code 1950, § 18.1-236.6; 1970, c. 560; 1975, cc. 14, 15, 492; 1976, c. 504; 2006, c. [463](#).

Additional Definitions:

Coprophilia—abnormal interest and pleasure in feces and defecation

Urophilia—a fetish for or sexual dependency on either the smell and/or taste of urine or the sight and sound of someone urinating

Fetishism—a form of sexual behavior in which gratification is linked to an abnormal degree to a particular object, activity, part of the body, etc.

Professional Development

Planned Topics for Professional Development for the 2026-2027 School Year

Required for all staff:

- **Mandated Reporter Training**
- **Restraint and Seclusion (for new staff)**
- **Title IX**
- **Culturally Responsive Teaching and Equitable Practices (every two years)**
- **Youth Mental Health First Aid (new staff)**
- **ALICE School Safety**
- **Required Building Level Trainings Related to Position (i.e., TalentEd, Performance Matters, VKRP, SOL Testing, Lesson Planning, LETRS)**
- **Required Department Trainings**
- **Parapro Training for new aides**
- **Autism Training for new special education aides**
- **Virginia Literacy Act (ELA staff)**
- **Virginia Tiered Systems of Support**

Choice of Offerings Throughout the Year:

- **Behavior Management**
- **Student Engagement**
- **Student/Staff Belonging**
- **Restorative Practices/Classroom Meetings**
- **Support for English Language Learners**
- **Trauma Informed Practices**
- **Co-Teaching**
- **Academic Content Area Support**
- **Other topics as requested by grade levels/academic departments**

Employee Leave Reference Guide

WHAT EACH LEAVE TYPE COVERS

GENERAL LEAVE	SICK LEAVE	SICK LEAVE BANK (up to 30 days)
- Personal or family business - Religious/cultural observances - Non-medical appointments - Child/dependent care emergencies - Legal or civic obligations - Bereavement (primary draw) - Any other personal matter	- Own illness, injury, or incapacity - Medical/ dental/ mental health appointments - Immediate family illness - Surgery or hospitalization recovery - Pregnancy-related disability - Bereavement (after general exhausted)	- Life-threatening illness or injury - Inpatient hospitalization - Surgery: 7+ days recovery - Serious chronic condition acute flare - Mental health inpatient/ intensive care - Maternity/paternity leave All personal leave must be exhausted first <i>Sick leave Banks can only be used for employee situations, not immediate family.</i>
PROFESSIONAL LEAVE		
- Conferences - Field Trips (if staff ratio needs to be met)		

*Comp Time applies to eligible non-exempt staff under very strict circumstances. See supervisor for details.

LEAVE PROCESS-BY ROLE

EMPLOYEE- Requesting Day-to-Day Leave

Action By Employee

Notes

Determine which balance applies: General Leave for personal reasons; Sick Leave for illness/medical; Professional Leave for conferences/field trips (*only if staff ratio needs to be met- if ratio is met, field trips require general leave*)

Use the correct bucket- don't substitute general for sick when sick balance is available.

Notify your administrator **at least 5 days before the absence begins** (general or professional leave) via the division leave system.

3 or fewer consecutive days: notify only. No pre-approval needed.

For 3+ consecutive days of SICK leave: obtain a physician's statement and submit to your administrator upon return.

Admin may also request a physician's note for patterns of frequent short absences.

For 3+ consecutive GENERAL leave days: submit a written advance approval request to your administrator **at least 5 days before the absence begins.**

Approval based on program impact and prior leave patterns.

LEAVE PROCESS-BY ROLE *continued*

ADMINISTRATOR- Managing Leave Requests

Action By Admin	Notes
Receive employee notification. Confirm the correct leave type has been designated (general vs. sick).	Check employee balance in the leave system before confirming.
For 1-3 consecutive days: acknowledge and record. No formal approval required unless no substitute is available.	If no sub is available, you may ask the employee to take an alternate day.
For 3+ consecutive days: review the written request. Evaluate based on educational program impact and employee's prior leave pattern.	Respond in writing. Approval or denial must be documented.
For SICK leave 3+ days: request physician's statement before employee returns. Forward documentation to HR.	May request statement for any pattern of concern, regardless of duration.
Flag any pattern of leave misuse (e.g., repeated Monday/Friday absences/PD/workday absences/ sick leave used for non-medical purposes) to HR.	Do not make the determination alone- consult HR before any corrective action.

HR- Processing, Tracking, & Escalation

Action By HR	Notes
Maintain two separate leave balances per employee (general and sick) in the division leave system. Update balances with each recorded absence.	Both balances carry over independently at year-end. No conversion between types.
Run a leave usage report monthly to review in Principals meetings. Flag employees with patterns of concern to the Superintendent.	Look for: imbalanced usage, frequent short sick absences, general leave coded for apparent medical use.

LEAVE PROCESS-BY ROLE *continued*

HR- Processing, Tracking, & Escalation *continued*

Action By HR	Notes
Process Sick Leave Bank applications: verify eligibility (1 year employment, cooling-off period, both balances exhausted, qualifying condition, pool balance).	Return incomplete applications to employee. Clock does not start until packet is complete.
Forward eligible, complete Sick Leave Bank packets to Superintendent with a written eligibility recommendation.	Include independent physician review if documentation is unclear or condition is difficult to verify.
Following School Board decision on Sick Leave Bank requests: notify employee in writing within 5 business days. Credit approved days to a third tracked balance (Bank Days).	Denied requests: document reason and retain file per records retention schedule.
At year-end: carry over both balances, reconcile any prorated leave adjustments for mid-year hires/separations, and present annual leave usage report to Superintendent.	Deduct any unearned advance leave from final paychecks for employees who separated mid-year.

YEAR-END CARRYOVER

GENERAL LEAVE	SICK LEAVE	VACATION (12-mo only)
Carries over as Sick Leave (No cap) on accumulated balance	Carries over as Sick Leave (No cap) on accumulated balance	Carries over as Vacation Leave (Max 50 days) on June 30

SICK LEAVE BANK- ALL 6 ELIGIBILITY GATES (all must be met)

Eligibility Gate	Requirement
✓ Active SLB member	Must have enrolled and made required donation(s).
✓ 1 year employment minimum	Continuously employed by RCPS for at least one full year before condition onset.
✓ Both leave balances exhausted	All general leave AND sick leave must be at zero. Employee may draw in any preferred order.
✓ Qualifying condition	See approved condition list (life threatening illness, hospitalization, surgery 7+ days, serious chronic flare, mental health inpatient, maternity, paternity).
✓ Cooling-off period	One full school year must have elapsed since the last Bank award was used.
✓ Pool availability	Sufficient days must exist in the pool (max 300 days).