

Rappahannock County Public Schools

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

www.rappahannockschools.us

2021-2022 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

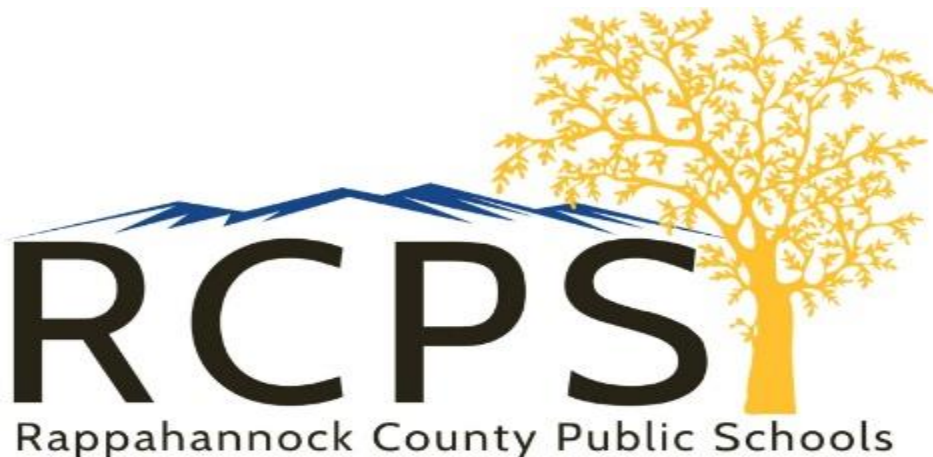


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RAPPAHANNOCK COUNTY PUBLIC SCHOOLS

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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.

Mission Statement (Policy AD-R)

The overall mission or goal of the Rappahannock County Public Schools is to prepare every student for graduation, ensuring that each has mastered the 21st century skills needed to become responsible, productive workers and citizens.

Vision Statement (Policy AD-R)

In partnership with the Rappahannock community, Rappahannock County Schools are committed to inspiring in every student a passion for life-long learning, personal well-being, and developing productive, engaged, globally-aware citizens.

Division Goals

1. Promote rigorous academic and career preparation for all students.
2. Establish a “can-do” culture of learning.
3. Ensure a safe and healthy environment that stimulates learning.
4. Provide facilities that are sustainable and stimulate the learning process.
5. Broaden community involvement.

PUBLIC NOTICE NONDISCRIMINATION POLICY

In compliance with all Federal and State rules, laws, regulations and policies, 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, disability, status as a veteran, genetic information or any other characteristic protected by law in employment or in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. 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,
and Title IX / 504 Coordinator
6 Schoolhouse Road
Washington, VA 22747
Telephone: 540.227.0023
FAX: 540.987.8896
Email: cjohnson@rappahannockschoools.us

Michael Tupper (Alternate)
Executive Director of Student Support Services
6 Schoolhouse Road
Washington, VA 22747
Telephone: 540.227.0023
FAX: 540.987.8896
Email: mtupper@rappahannockschoools.us

NONDISCRIMINATION STATEMENT

Rappahannock County Public Schools does not discriminate on the basis of sex, sexual orientation, gender, gender identity, race, color, national origin, disability, religion, ancestry, age, marital status, pregnancy, childbirth or related medical conditions, disability, status as a veteran, genetic information or any other characteristic protected by law in employment or in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

RAPPAHANNOCK COUNTY PUBLIC SCHOOLS

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Washington, Virginia 22747

Telephone (540) 227-0023
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www.rappahannockschools.us

DATE: July 21, 2021
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/>
- School closure information will be recorded on the School Board Office voicemail message. 540-227-0023
- Local news will be provided with *weather-related* school closure information.

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 SY21-22.

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.
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 Public Schools will provide a program of high-quality professional development

- (1) 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;
- (2) 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;
- (3) in educational technology for all instructional personnel which is designed to facilitate integration of computer skills and related technology into the curricula;
- (4) 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
- (5) 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 school division will also provide teachers and principals with high-quality professional development programs each year in

- 1) instructional content;
- 2) test preparation and assessment;
- 3) methods for assessing student progress, including Standard of Learning assessments or other criterion referenced tests;
- 4) instruction and remediation techniques in all core content areas;
- 5) interpretation of test data for instructional purposes;
- 6) effective classroom management;
- 7) technology applications to implement the Standards of Learning; and
- 8) required policies and procedures

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. 46)**

Rappahannock County Public Schools 2021-2022		
	Name	Phone Number (and Extension #)
Rappahannock County School Board Office		540-227-0023
Superintendent	Shannon Grimsley	3200
Clerk of the School Board/Executive Asst. to the Superintendent	Amy Rogers	3206
Executive Director of Administrative Services	Robin Bolt	3002
Chief Financial Officer	Stacey Whitt	3204
Finance Assistant	Peyton Raiford	3004
HR Support Specialist	Michelle Berta	3210
DDOT/ITRT	Crystal Smith	3167(ES); 3456 (HS)
Executive Director of Student Support Services	Michael Tupper	3201
Transportation Supervisor	Al Payne	3208
Assistant Superintendent	Carol Johnson	3209
Front Desk	Natasha White	3207
Food Services	Julie Banks, Karen McCracken	3001
Public Relations/Digital Communications	Holly Jenkins	3013
Rappahannock County High School		540-227-0745
Principal	Carlos Seward	3475
Executive Asst. to the Principal	Karen Sanborn	3476
Secretary/Bookkeeper	Gail Czekaj	3472
Athletic Director/School Nurse	Courtney Atkins	3461
Guidance	Dani Pond	3467
Attendance/Health Clinic Support/Receptionist	TBD	3470
Front Office/Guidance Aide/ISS	Tanya Cox	3500
School Social Worker	Kathy Sickler	3479
Library	Sandra Gillingham	3455
Cafeteria	Karen McCracken	3460
High School Concert & Marching Band	Breanna Leach	3433
School Resource Officer	Mark Currence	3473
Rappahannock County Elementary School		540-227-0200
Principal	Lisa Gates	3205
Assistant Principal	Jennifer Wissinger	3011
Attendance	Angie Jenkins	3007
Receptionist/Main Office	Christy Taylor	3008
Secretary/Bookkeeper	Gail Czekaj	3009
School Division Nurse	Robyn Murray	3012
Cafeteria	Julie Banks	3006
School Psychologist	Kathleen Zehr-Rhodes	3039
Guidance	TBD	3005
Volunteer Coordinator/Aide	Angie Jenkins	3007
Library	Amy Wayland	3117
5th & Middle School Band	Breanna Leach	3434
IT Department		
Technology Support	John Lillard	3003(ES); 3401(HS)
Power School Coordinator	Crystal Smith	3167 (ES); 3456 (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.

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. 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 1-34 days accumulated sick leave, sick leave shall be used only for employee illness and only after all general leave has been exhausted. For employees with 35 or more days accumulated sick leave, sick leave can be used for employee illness or immediate family illness with the approval of the Superintendent or his designee.
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

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*  
*2021-2022 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 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 40 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 41 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 42 in this handbook.

### **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 GBEB and JFCD)**

School Board policy prohibits the possession of weapons on school property or at school sponsored events regardless of location. Employees that have concealed weapons permits are not to bring the weapon on school property. 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 GBEC and JFCH: "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's 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.rappahannockschoools.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

### **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 work week 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 work week. 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 work week: 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. 32-34) 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 no later than the next business day.

#### **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.

#### **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 Executive Director of Student Services. 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 immediately in the presence of the employee 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 within 24 hours of the time 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. Employees may solicit support for political candidates or political issues outside regular work hours, and off school property. School employees engaging in political activity must make it clear that their views and actions are made as individuals and that they do not represent the views of the school division.

Note: While we recognize the right of US Citizens to express themselves, we ask that employees refrain from giving their views on political issues to students on school property.

#### **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 and reviewed and approved by the School Board. The regulations 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

REDUCTION IN FORCE REGULATION

File: GCPA-R

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, 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 work days 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 work days 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 has been completed. The training may be accessed at the following Web site:

<http://www.doe.virginia.gov/teaching/licensure/index.shtml>

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 (Asst. Superintendent). 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 180/360 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.
http://www.doe.virginia.gov/teaching/licensure/licensure_fees.pdf

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

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

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.

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)

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, multimedia devices, workstations, the internet and other electronic services and internal or external networks. This includes any device that may be connected to or used to connect to the 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.

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

- (1) a prohibition against use of the 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.

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.

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

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

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

(Revised June 11, 2019)

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

Computer System Use-Terms and Conditions:

1. **Acceptable Use.** Access to the division's computer system shall be (1) for the purposes of education or research and be consistent with the educational objectives of the division or (2) for legitimate school business.
2. **Privilege.** The use of the division's computer system is a privilege, not a right.
3. **Unacceptable Use.** Each user is responsible for his or her actions on the computer system. Prohibited conduct includes but is not limited to:
 - using the network for any illegal or unauthorized activity, including violation of copyright or contracts, or transmitting any material in violation of any federal, state, or local law.
 - sending, receiving, viewing or downloading illegal material via the computer system.
 - unauthorized downloading of software.
 - using the computer system for private financial or commercial purposes.
 - wastefully using resources, such as file space.
 - gaining unauthorized access to resources or entities.
 - posting material created by another without his or her consent.
 - submitting, posting, publishing, or displaying any obscene, profane, threatening, illegal, or other inappropriate material.
 - using the computer system while access privileges are suspended or revoked.
 - vandalizing the computer system, including destroying data by creating or spreading viruses or by other means.
 - intimidating, harassing, bullying, or coercing others.
 - threatening illegal or immoral acts.
4. **Network Etiquette.** Each user is expected to abide by generally accepted rules of etiquette, including the following:
 - be polite.
 - users shall not forge, intercept or interfere with electronic mail messages.

- use appropriate language. The use of obscene, lewd, profane, lascivious, threatening or disrespectful language is prohibited.
 - users shall not post personal information other than directory information as defined in Policy JO Student Records about themselves or others.
 - users shall respect the computer system's resource limits.
 - users shall not post chain letters or download large files.
 - users shall not use the computer system to disrupt others.
 - users shall not modify or delete data owned by others.
5. Liability. The school board makes no warranties for the computer system it provides. The school board shall not be responsible for any damages to the user from use of the computer system, including loss of data, non-delivery or missed delivery of information, or service interruptions. The school division is not responsible for the accuracy or quality of information obtained through the computer system. The user agrees to indemnify the school board for any losses, costs, or damages incurred by the school board relating to or arising out of any violation of these procedures.
 6. Security. Computer system security is a high priority for the school division. If any user identifies a security problem, the user shall notify the building principal or system administrator immediately. All users shall keep their passwords confidential and shall follow computer virus protection procedures.
 7. Vandalism. Intentional destruction of or interference with any part of the computer system through creating or downloading computer viruses or by any other means is prohibited.
 8. Charges. The school division assumes no responsibility for any unauthorized charges or fees as a result of using the computer system, including telephone, data, or long-distance charges.
 9. Electronic Mail. The school division's electronic mail system is owned and controlled by the school division. The school division may provide electronic mail to aid students and staff in fulfilling their duties and as an education tool. Electronic mail is not private. Students' electronic mail will be monitored. The electronic mail of staff may be monitored and accessed by the school division. All electronic mail may be archived. Unauthorized access to an electronic mail account by any student or employee is prohibited. Users may be held responsible and personally liable for the content of any electronic message they create or that is created under their account or password. Downloading any file attached to an electronic message is prohibited unless the user is certain of that message's authenticity and the nature of the file.
 10. Enforcement. Software will be installed on the division's computers having internet access to filter or block internet access through such computers to child pornography and obscenity. The online activities of users may also be monitored manually. Any violation of these regulations shall result in loss of computer system privileges and may also result in appropriate disciplinary action, as determined by school board policy, or legal action.

Revised June 11, 2019

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 _____

**Application for Educational Tuition Assistance
(Tuition Reimbursement)**

Rappahannock County Public Schools

6 Schoolhouse Road

Washington, VA 22747

Phone: (540) 227-0023 Fax: (540) 987-8896

(To be submitted to Superintendent/Designee in advance of taking the coursework)

In order to receive financial assistance for tuition, I hereby request written approval. I understand that I must do this prior to registration for the course. I also understand that, if approved, the Rappahannock County Public School Board will assist with the tuition expenses up to **\$1,600 per year, unless prior approval is given**. The following **must** be submitted in order to receive tuition reimbursement.

A copy of this approved tuition assistance application attached to:

- 1. Itemized bill (Only tuition will be reimbursed. Parking fees/tickets and recreation fees will not be reimbursed.)**
- 2. Proof of payment**
- 3. Copy of grade report (Must be a passing grade)**

The above documentation must be submitted by May 1st of the applicable school year to be paid with funds from that school year.

Name _____ Date _____

School _____ Position _____

(Be specific)

Certificate currently held: _____ Provisional _____ Collegiate Professional
_____ Post-Graduate _____ Technical

Endorsement Areas: _____

Location of class to be taken: _____ On-line through _____ University

_____ On-site at _____ University

Course Number: _____ Name of Class _____

Description of course (Due to new federal guidelines, a course can NOT be approved for tuition reimbursement without a brief course description): _____

I wish to apply for tuition assistance in the amount of \$ _____ for the above named course. I am enrolling in this course for the reason(s) checked below:

- _____ To apply it toward a Bachelor's Degree
- _____ To change from a provisional license to a Collegiate Professional License
- _____ To qualify for an added endorsement in _____
- _____ To renew my license which expires in (year) _____
- _____ To apply it toward a Master's Degree in subject area _____
- _____ To perform current position
- _____ Other (Specify) _____

Employee's Signature _____

For Office Use Only

This applicant has been approved for \$ _____ in tuition assistance for the course specified above.

Approved by _____ Date _____

Title _____ Budget Source _____

R12/11/13

RAPPAHANNOCK COUNTY PUBLIC SCHOOLS
FIELD TRIP REQUEST Form

Requested by _____ School _____

Grade/Group/Department _____ Date _____

Destination _____

Date(s) of Trip _____

Depart From _____ at _____ (Time) and will return at _____ (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.rappahannockschools.us.

Step 2: On the top menu bar, scroll over to the “Staff” tab and select “Help Desk” from the drop-down menu.

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.

Form for Employees, Parents, Students, & Citizens to Make Suggestions to Improve the Rappahannock County Public Schools and / or to Reduce Costs

Reviewed August 1, 2019

We have implemented a system for employees and parents to participate in decision-making. This form is another way we can learn from all our stakeholders. It is important for stakeholders to understand that while some suggestions may not be used, all suggestions will be considered. In any event, we appreciate your input.

Please print or type your suggestion on the lines below. These can be submitted to the principal's office or the Superintendent's office.

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Printed Name (Optional)*

Signature (Optional)*

Date _____

*If you sign your name you will receive an acknowledgement that this form was received. Otherwise, you will have no assurance that it was received/reviewed. If you do put your name on this and don't receive an acknowledgement within two weeks, please call the Superintendent's Office at (540) 227-0023. We understand and respect your decision to not divulge your identity, if that's what you decide to do. We pledge that there will be "no negative consequences" for those who identify themselves.

Alternate ways to make suggestions: Employees and members of the public are welcome at any time at the Superintendent's Office at 6 Schoolhouse Road, Washington, VA. The Superintendent's telephone is (540) 227-0023. The email address is: sgrimsley@rappahannockschoools.us.

Employee Emergency Information Form

***To be completed and returned to principal**

Employee Name: _____ **Birthdate:** _____

Mailing Address: _____ **Physical Address:** _____

Email Address: _____ **Home Phone #:** _____

Cell Phone Number: _____

Name of Emergency Contact: _____ **Relationship** _____

Employer: _____ **Work Address:** _____

Work Phone Number: _____ **Ext:** _____

Email Address: _____

Cell Phone Number: _____ **Pager #:** _____

Children to Notify: _____ **Phone:** _____ **School** _____
(If school-aged)

_____ **Phone:** _____ **School** _____

_____ **Phone:** _____ **School** _____

Other Emergency Contacts:

Name _____ **Phone** _____ **Relationship** _____

Name _____ **Phone** _____ **Relationship** _____

Name _____ **Phone** _____ **Relationship** _____

Important Medications or Medical History:

In a medical emergency, I hereby authorize a representative of the Rappahannock County Public Schools to take me to the nearest health care facility or the nearest hospital if my emergency contacts cannot be reached.

Employee Signature _____ **Date** _____

Reviewed July 31, 2019

Professional Development

Planned Topics for Professional Development for the 2021-2022 School Year

- Mandated Reporter Training
- Social Emotional Learning Curriculum Implementation
- Trauma Informed Practices
- Restraint and Seclusion (Selected staff)
- Title IX
- Culturally Responsive Teaching and Equitable Practices
- Performance Matters Assessment Program
- New Gradebook Program (RCES and RCHS)
- Integrating Movement into the Instructional Program
- TalentEd Perform Staff Evaluation Platform
- DRA Reading (RCES)
- Kagan Structures/Strategies