



2024-25

EMPLOYEE HANDBOOK





Employee Handbook

2024-2025

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The County School Board of York County, Virginia does not discriminate on the basis of color, national origin, sex, veteran status, disability, religion, gender, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Chief Human Resources Officer
302 Dare Road
Yorktown, VA 23692
(757) 898-0349

Our Mission

The mission of the York County School Division is to ensure every student is valued, supported, and challenged through learning experiences, which prepare them for a successful future.

Superintendent's Message



Dear Teachers and Staff Members,

Welcome to the York County School Division. We are pleased you have joined our team. This handbook provides all division employees with important information and references to School Board policies, regulations, and procedures that will pave the way for employees to have a successful year and work experience. However, the handbook is not a detailed description of all employment policies, and the School Board retains the right to modify anything contained in this handbook at any time.

Please be sure to take the time to review the policies, Superintendent's Regulations, and Standard Operating Procedures, which govern employee practices and conduct and are available on the York County School Division intranet, myYCSD.

Every employee contributes to the overall success of our students, and we must work together to ensure every student is valued, supported, and challenged through learning experiences, which prepare them for a successful future. I hope you find your employment with our division a rewarding and enjoyable experience.

Kind Regards,

Victor D. Shandor, Ed.D.
Division Superintendent

School Board Members



Mark Shafer, District 1



Zoran Pajevic, District 2



Kimberly Goodwin, District 3



James Richardson, District 4



Lynda Fairman, District 5

Policies and Regulations

Employee Leave

There are several categories of leave available to employees, including annual, sick, personal business, family and medical, long-term medical, administrative, military training/duty, summer study, professional development, sabbatical, jury duty, and leave without pay.

Annual Leave, earned by 12-month employees, must be requested and approved in advance by the employee's immediate supervisor or the Superintendent. Annual leave may only be used in two-hour increments by FLSA exempt staff and in 15-minute increments by FLSA non-exempt staff.

Years of Service	Days per Month	Days per Year
0 – 5	1	12
6 – 10	1.25	15
11 – 15	1.5	18
Over 15	2	24

Sick Leave, available for full and part-time employees, may be used for any of the following reasons:

- personal illness
- health care provider appointments for the employee or immediate family members;
- illness in the immediate family
- death in the immediate family to also include the death of a brother, sister, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law or sister-in-law; and/or
- any religious holiday not recognized on the school year calendar

Full-time licensed employees earn sick leave at the rate of one day a month. Full-time licensed employees will receive five sick days in August and the remaining five sick days in January.

Sick leave can be taken in hourly increments for exempt 12-month employees. For those that require a substitute, leave is taken in whole-day or half-day increments only. Upon return to work, the employee will file a written request for sick leave.

Full-time non-licensed employees earn sick leave at the rate of one day a month. Leave is posted at the end of the month worked. Example: A food service worker, who normally works 5 hours per day, would earn 5 hours sick leave per month. Sick leave may be used in 15-minute increments by non-exempt employees.

Part-time employees earn sick leave on a pro-rata basis and may be taken in half-day and whole-day increments.

Personal Leave is available for employees who are eligible for sick leave. These employees receive three (3) days of paid personal leave annually. At the end of the annual contract period, unused personal leave may accumulate in an individual personal leave account, which may hold up to five (5) personal leave days, such that no more than five personal leave days may be used in an annual contract period. Any unused personal leave above that limit shall automatically convert to sick leave. A written request for this leave must be filed in advance with the school principal or immediate supervisor.

Personal leave may be used in 15-minute increments by non-exempt employees. For exempt employees and those requiring a substitute, leave is taken in whole or half-day increments.

A full-time employee who has completed a minimum of one consecutive full-time year of service may request personal leave donations by contacting the human resources department. The employee must have exhausted all their available leave and have applied for sick leave under the Family Medical Leave or Long-Term Medical Leave policies for personal leave donations to be made (certain conditions apply).

Family and Medical Leave is available for all employees who have been employed by the division for at least 12 months and have worked for at least 1,250 hours during the previous 12 months. An eligible employee may use up to 12 workweeks of unpaid leave during any one rolling calendar period for a serious health condition that makes the employee unable to perform a required job function, personal illness, to provide care for illness or a serious health condition in the immediate family, the birth and first year care of a child, or placement of a child with the employee for adoption or foster care. Military Family Leave is also available or Exigency Leave and for the Care of Service Member as fully explained in Policy GCBD.

Accrued sick leave, annual leave, and/or personal leave shall be used as part of the 12-week allotment. Any Family Medical Leave taken that is not covered by paid leave shall be taken as unpaid leave. Leave may be taken consecutively or intermittently.

Leave Without Pay

All School Division employees may apply for Leave Without Pay in accordance with this section. Employees will have the option of requesting short or long-term leave without pay.

Short-Term Leave Without Pay is any period of requested leave without pay not in excess of five work days and not covered under other leave or vacation options.

Short-term leave is to be requested by submitting a written request to the division superintendent. The request should stipulate the purpose of the leave and the desired start and anticipated return dates.

In the event an employee has used all other applicable leave options and is still unable to return to work, a written request for authorized leave without pay must be filled with the division superintendent prior to the expiration of any authorized leave.

The division superintendent has discretionary authority in granting short term leave without pay.

Long-Term Leave without Pay is any period of leave requested without pay that exceeds a period of five (5) working days. Long-term leave may be granted for no longer than the fiscal year for which the request is made.

Long-term leave may be requested by submitting a written request to the division superintendent. The request should stipulate the purpose of the leave and the desired start and anticipated return dates.

The division superintendent, at his or her discretion, has the authority to deny long term leave. In exercising this discretion, the division superintendent will take into consideration what will best serve the needs of the building or department involved and the School Division as a whole.

For complete information concerning Family Medical Leave, consult Policy GCBD, Superintendent's Regulation GCBD, and the Family and Medical Leave SOP. For complete information regarding procedures for taking other categories of leave, consult Policy GCBD.

Fair Labor Standards Act

The Fair Labor Standards Act (FLSA) is the basic federal wage and hour law governing covered employers. The FLSA has provisions dealing with the following areas:

- minimum wages
- overtime
- equal pay between the sexes
- child labor

Exempt or non-exempt employees, according to the FLSA:

- Exempt employees are not entitled to overtime pay - they receive a salary which is intended to cover all work done within a certain period, regardless of how much time may be required to complete the work.

- Non-exempt employees must be paid for all hours worked and paid an overtime rate of not less than one and one-half times the employee’s “regular rate of pay” for all hours worked in excess of 40 hours per week.

Definition of Hours Worked

- Those hours labored or permitted to be worked.
- If the employer knows or has reason to believe an employee is working, that time must be counted as work time.
- The employer must exercise control and ensure that work is not performed if the employer does not want it performed and does not intend to pay for the time worked. (Example: working from home or working through a meal.)

Flex time (flexible scheduling)

Flex time is defined as changing the number of hours worked on a given day from the number in the regular schedule. This is usually initiated by the employee. By the end of the workweek, an employee who has used flex time has worked a different number of hours on different days but has not worked more than 40 hours in the week. When an employee requires two hours or less absence from the office, and is due no compensatory time off, administrators can schedule that employee to make up for the absence during the same workweek by working before or after regular work hours.

Matters requiring absence in excess of two hours or repeated absences of two hours or less must be handled by taking the appropriate type of leave. Employees requiring a substitute may schedule sick or personal leave in whole or half-day increments; non-exempt employees may schedule sick or personal leave in 15-minute increments. Annual leave may be used in two-hour increments by FLSA exempt staff and in 15-minute increments by FLSA non-exempt staff.

Overtime

Overtime is pay at time and a half of the employee’s “regular rate of pay” for each hour worked over 40 hours in a work week. Overtime must be pre-approved in writing by the supervisor.

Hiring

It will be the policy of the York County School Board to employ, promote, retain, dismiss and/or transfer employees without regard to race, color, religion, national origin, ancestry, political affiliation, sex, gender, age, marital status, genetic information or disability.

Open Door Policy

Superintendent Regulation GBD controls communication with their immediate management and ascending chain of management. It provides that employees routinely have direct communication with their immediate supervisor. When an employee wishes to bring a matter to the attention of a person above their immediate supervisor, there are implications for managerial and organizational efficiency and effectiveness. Routine matters should be and will be processed through the immediate supervisor to the supervisory level vested with the authority to decide the matter.

However, in extraordinary circumstances an employee may feel justified in communicating with a person above the immediate supervisor. This regulation establishes the procedures to be followed in the unusual instance when a School Board employee believes sufficient cause exists to address an issue, a question or a proposal to a person in the administrative organization higher than their immediate supervisor.

- All School Board employees are covered by this regulation.
- No School Board employee has the authority to prohibit a subordinate from using this channel of communication.
- Communications between the employee and the addressee of the question or proposal can be written or oral.
- The employee is encouraged, but not required, to inform the immediate supervisor of the question or the issue.
- The employee is encouraged, but not required, to obtain comments on the matter from the immediate supervisor and the other persons in the organizational structure above the immediate supervisor who are cognizant of the matter.

- Because this channel of communication is for unusual circumstances, the person to whom the issue, question, or proposal is addressed will respond to the employee within three working days. The response may include disposing of an issue, answering a question, evaluating or stating intent to evaluate a proposal, and/or providing a date certain when such action shall be commenced or completed.
- Employees are authorized to seek final resolution from the Superintendent.
- Communications with the School Board are governed by Policy GBD.

Probationary Period

Licensed

Licensed employees hired on or after January 28, 2014, who are:

- new to the profession (first year of licensure experience),
- transferring from another accredited Virginia school without having reached continuing contract status,
- transferring from an out-of-state licensed employee position,
- transferring from an unaccredited Virginia school,
- a Virginia licensed employee re-entering the profession after being inactive for more than two consecutive years, or
- former part-time licensed employees with York County beginning their first year of full-time employment -

enter into a three-year probationary validation/evaluation cycle beginning with their first year of full-time employment (100% contract for minimum 160 days). This probationary validation/evaluation period may be extended by up to two additional one-year probationary periods. During the probationary validation/evaluation period, licensed employees are on an annual contract status. Probationary status contracts are not offered beyond the fifth full year of full-time employment with the division.

Licensed employees hired on or after January 28, 2014, who:

- have continuing contract status with another accredited Virginia school division when they transfer to York County, or
- had continuing contract status with a Virginia school division and are returning to the teaching profession after having been inactive in the field for two consecutive years or less and are beginning their first year of full-time employment (minimum 160 days) with the division -

enter a one-year probationary validation/evaluation period which may be extended for up to an additional one-year probationary period.

Licensed employees who fall into this latter group have one to two years to complete the validation process with the division. Probationary (non-continuing contract) status contracts are not offered to in-state experienced licensed employees beyond the second full year of full-time employment with the division.

Non-Licensed

All non-licensed employees will be placed on a probationary period for the first eighteen months of employment. A job description will be issued to each employee along with a copy of the appropriate evaluation tool for their position.

Evaluations will be completed annually during the employee's anniversary month for 12-month employees. All other non-licensed evaluations are due by June 30 each year.

Resignation

The division superintendent is authorized to approve resignations of employees. Any resignation must be in writing.

A teacher may resign after June 15 of any school year with the approval of the division superintendent. The teacher shall request release from contract at least two weeks in advance of the intended date of resignation. Such request shall be in writing and state the cause of the resignation. The teacher may, within one week, withdraw a request to resign. Upon the

expiration of the one-week period, the division superintendent shall notify the York County School Board of the decision to accept or reject the resignation. The School Board, within two weeks, may reverse the decision of the division superintendent. If the Board or the division superintendent declines to grant the request for release on the grounds of insufficient or unjustifiable cause, and the teacher breaches such contract, disciplinary action, which may include revocation of the teacher's license, may be taken pursuant to regulations prescribed by the Board of Education.

Other employees who wish to terminate their employment must give notice at least ten workdays prior to their desired separation date. Notice should be given to the employee's immediate supervisor, who will inform the division superintendent. The division superintendent will inform the School Board of the resignation at its next regular meeting.

The supervisor of any employee can document and submit a verbal resignation when there appears to be little likelihood of a written resignation being submitted. The division superintendent has the authority to waive the two-week notice requirement when the division superintendent determines the best interests of the school division will be served by such waiver.

Procedures for Initiating an Investigation

YCSD's goal is to ensure a fair, thorough, and impartial investigation process when reviewing allegations of policy violations. Staff, student, and third-party policy violations should be reported to the department or school in which they occurred. In the event the administrator or supervisor is unable to resolve an issue with the complainant and the respondent, a **Request for Investigation Form** should be completed and submitted to YCSD's *Let's Talk* platform. All reports are confidential and should be free of retaliation.

Title IX: Discrimination and Sexual Harassment

Pursuant to Title IX of the Education Amendments of 1972, "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any

education program or activity receiving Federal financial assistance.” Using the guideline of Title IX, the York County School Board is committed to providing employees with a working environment free from sexual harassment or gender discriminatory behavior.

Discrimination and Sexual Harassment is governed by the provisions of Policy GBA/JFHA (see Appendices A & B).

The School Board is committed to providing all employees with a positive work environment and will ensure that all individuals, regardless of gender, receive equitable treatment and benefits.

The protection of students from such misconduct is a division priority and it is the obligation of all division personnel to observe boundaries governing interaction and communication with students. The division demonstrates its commitment to protecting students from sexual abuse and misconduct.

The York County School Division expects its entire staff, including the division superintendent, the School Board, teachers, other School Board employees, employees of virtual school programs, school volunteers who work with or in its schools and other vendors providing services to the division and/or students, to set examples for students in terms of appropriate conduct and behavior.

It shall be a violation of policy for any employee, teacher, administrator, school personnel, agents, volunteers, or third parties subject to the supervision and control of the School Board to harass or discriminate against another employee or a student based upon sex. Acts of sexual harassment or inappropriate employee-student relations or student-peer relations are prohibited at all times, including while on school-sponsored transportation, during observation or participation in after-school activities, and during school-related functions such as sporting events, social activities, or field trips.

Any school personnel who notice that student or other school personnel may have been a victim of prohibited harassment, including but not

limited to concerns related to sexual harassment and/or boundary issues shall immediately report the alleged harassment to one of the Compliance Officers designated in this policy.

Title IX Coordinator
Chief Human Resources Officer
302 Dare Road
Yorktown, Virginia, 23692
(757) 898-0349
dreitz@ycsd.york.va.us

The Chief Human Resources Officer will then notify the school principal or supervisor of the alleged acts. Reporting and complaints of harassment or discriminatory behavior will be investigated and handled in accordance with the provisions of Policy GBA.

Workplace Confidentiality

Superintendent’s Regulation GA-1 applies to all administrative office employees.

Administrative office employees are forbidden to reveal confidential information. Employees who violate this prohibition in handling office-related matters shall be subject to disciplinary action. Disciplinary sanctions for violating this policy may include termination of employment. Any questions concerning this policy should be directed to the Chief Human Resources Officer.

Definitions:

Administrative Office Employee - All individuals who work either full or part-time in the administrative offices of school buildings, school counseling departments, the General Service and Maintenance office complex, the school division’s central office or other school division office centers. Graduate student and Cooperative Office Education employees, temporary workers and administrative interns are included in the definition of “administrative office employee.”

Confidential - Matters that are intended to remain private are confidential. In other words, information one is trusted not to divulge or communicate to others is confidential. In the administrative workplace, this term specifically includes information relating to program changes or personnel issues that may be revealed through conversation, written documentation, presentation, phone calls, email, faxed transmission, or other means.

Staff Conduct and Responsibilities

All employees have a responsibility to be aware of and abide by all laws, School Board policies and administrative regulations, which affect their work in the division. The School Board expects employees to conduct themselves in a professional and ethical manner. The School Board shall define “professional and ethical manner” as required by facts and circumstances. The teacher will be responsible for leading children and youth to desirable patterns of conduct and behavior. The practice of exemplary conduct in all personal, social, and professional affairs is expected of all employees.

Manner and dress will at all times be appropriate to the activity of the moment and will be such as to maintain dignity and respect. Standards of appropriate dress will be enforced by the building Administrator.

Any employee charged with a crime (Note: traffic citations, other than reckless driving and driving under the influence, are not crimes) must report the charge to his/her supervisor on the next workday following the charge or within 48 hours, whichever is the lesser amount of time.

Child Abuse and Neglect Reporting

Every employee of the division who, in their professional or official capacity, has reason to suspect that a child is an abused or neglected child, in compliance with the code of Virginia 63.2-1509 et. seq. shall immediately report the matter to:

- the local department of social services where the child resides or where the abuse or neglect is believed to have occurred;
- to the Virginia Department of Social Services' toll-free child abuse and neglect hotline; or
- to the person in charge of the school or department, or designee, who shall make the report forthwith.

Conflicts of Interest

School Board policy requires all employees to read and be familiar with the State and Local Government Conflict of Interest Act that applies to public school employees and officials. (See Appendix C for policy GAH).

Gifts to Employees

The State and Local Government Conflict of Interest Act defines and prohibits employees and their families from accepting personal gifts from any person, corporation, or entity engaged in business or financial services with the division.

Soliciting

No employee will solicit funds (or assistance from other staff members for non-school related activities) as a representative of a school or the division without the prior consent of the School Board.

Selling Within the Division

No employee will take advantage of their position in the division to promote or sell educational aids to division students or parents.

Crowdfunding

Crowdfunding solicitations through sites such as GoFundMe and DonorsChoose require the explicit prior written approval of the building principal. In lieu of other funding options, the division encourages teachers to work with the principal through the budget process for additional requests. As a general rule, crowdfunding methods for raising

funds should only be considered after all other local budget options have been considered.

In the rare event when principal written approval is secured, the use of crowdfunding must comply with the SOP for Acceptance of Gifts, Bequests, and Donations as well as Policy DGCY.

Social Media and Digital Communications

The York County School Division recognizes that, when used appropriately, digital communication tools are an effective way to engage students, staff, parents/guardians, and members of the community. However, when used inappropriately, digital communications have the potential to be disruptive to the learning environment and can interfere with effective communication.

Professional Use

Employees are required to use a division-supported platform to communicate with students and parents via email, telephone, and/or text messaging for professional use. Employees are strongly encouraged to use a division platform for teacher/club websites and/or online collaboration. Use of other platforms must be approved by the employee's supervisor, with the employee accepting all responsibility for meeting records retention and other legal requirements.

Employees must abide by the following guidelines:

- Use appropriate language and tone at all times.
- Refrain from speaking for the division outside the scope of the employee's job responsibility.
- Refrain from commenting, posting, or sharing information gained from employment with the school division.
- Limit digital communication with students to school business purposes only.
- Limit communications with parents and students to school supported platforms.

- Comply with FERPA, including student information and other confidential information.
- Refrain from use, sharing, reposting, and commenting on vulgar, obscene, derogatory, discriminatory, and sexually explicit material.
- Comply with all School Board Policies and Superintendent's Regulations.
- Respect copyright and fair use guidelines.

The School Board recognizes that employees retain the right to keep their personal interests and business separate from their duties and responsibilities as division employees. While the division does not take a position on an employee's personal use of digital communication, employees do have a responsibility to serve as role models and leaders in our community and should conduct themselves in a manner consistent with that responsibility. Employees are expected to adhere to the following guidelines:

- Personal use must not interfere with job duties or otherwise be disruptive to the school environment or its operation.
- Employees should not communicate with students and/or families regarding information pertaining to their employment with the division that could be considered sensitive, confidential, or copyrighted, to which they have access because of their position with the division.
- Employees should not attempt to serve as a source of information on subjects outside the scope of the employee's job responsibility, but may refer individuals to the appropriate department or online source for information.
- Employees should use caution when posting any comment and/or images that may reflect negatively on the employee's professional image and/or the division thereby creating a substantial disruption and/or interference with the division's effective and efficient operations.

- Employees may not utilize digital communications in a manner which would violate the division’s policies on privacy, confidentiality, harassment, and retaliation.

Additional information regarding employee use of social media and digital communication is found in Policy GAD and Superintendent’s Regulation GAD.

Controlled Substance Prohibitions

Smoking and Substance Abuse

No persons (staff, contractors, visitors) are permitted to use or distribute any tobacco or nicotine vapor product at any time, including during non-school hours, on school property, and at school-sponsored activities away from school grounds.

The possession and consumption of alcoholic beverages and contraband on School Board property is prohibited by the laws of the Commonwealth of Virginia (see Appendix E).

Use of Alcohol and Controlled Substances Prohibited

The use of alcohol or any controlled substance, or of any other substance to a degree to which renders the employee incapable of safely operating a motor vehicle while driving a bus or other commercial vehicle, or while performing any “safety sensitive function” with respect to such a vehicle is prohibited.

Required testing and prohibited conduct by bus drivers and other employees of the division who are required or permitted in connection with their employment to operate a commercial vehicle is covered in Policy GDQ (see Appendix E).

Drug and Alcohol Testing

The division has a drug and alcohol testing program for school bus drivers and other employees who are required to hold a commercial driver’s license (CDL) by US Department of Transportation Regulators who

perform safety sensitive functions as required by federal and state law and regulations per Policy GDQ (see Appendix D).

Furthermore, all employees suspected of being under the influence of alcohol and/or a controlled substance shall be directed to submit to a drug and/or alcohol test per Policy GBEC.

Essential Personnel

Essential personnel are defined as employees whose presence on the job is necessary to prevent or limit disruption of services. Those in essential positions are notified upon hire and must be available to work as required up to and during severe weather events.

Telework

During pandemics and/or other state or national emergencies or special circumstances unique to an employee may result in specific employees executing their essential duties and responsibilities, outlined in the employee's job description, remotely.

When considering telework, managers should determine if the employee can deliver the same level and quality of service and collaboration while working remotely. Additionally, principals/managers should review the employee's job description when determining if telework is feasible. If teleworking is not feasible and the employee is not eligible for accommodations, employees are expected to work on site or use appropriate leave. Managers must notify the Chief Human Resources Officer when an employee has been approved/required to telework.

Telework does not change the conditions of employment. Work completed at alternate sites during regular work hours is considered official York County School Division business. While working remotely, employees are required to comply with all YCSD policies. While teleworking, the total number of hours employees are expected to work will not change regardless of location.

Telework is not intended to replace sick leave, personal leave, annual leave, FMLA, or any other type of leave. Employees that are not available to work remotely should apply for appropriate leave in accordance with policy GCBD.

While teleworking, employees are required to be available for business during regular work hours. Emails and calls must be monitored throughout the day and responses must be made within 24 hours during the business week. Unless taking leave, email and telephone out of office replies must be turned off.

While teleworking, the supervisor may require employees to report to meet in person at an alternate location, or remotely, to discuss work progress and other work-related issues.

While teleworking, any employee that fails to meet work expectations may be required by their supervisor to report to in-person work.

Network Services/Internet Acceptable Use Policy/Division-Issued Devices

Use of the York County School Division (YCSD) computer system, including the internet, is governed by policy.

Use of network services and the internet is a privilege, not a right. There is no right of privacy nor an expectation of privacy for any activities conducted on any division computer system or network, including but not limited to email or content sent, received and/or stored on any division system. This includes non-YCSD provided devices while connected to YCSD networks or computer resources. Division officials reserve the right to monitor and record all user activity. Should there be any evidence of violation of the Acceptable Use Policy (AUP), or any School Board Policy or regulation, or any local, state or federal law, Information Technology staff will provide such evidence to division administrators or to law enforcement officials, as appropriate, for disciplinary action and/or criminal prosecution.

YCSD utilizes the 1:1 program to deliver instruction to our students. The purpose of the 1:1 program is to promote the effective use of technology and improve learning outcomes for all students and teachers. YCSD designed this program to enhance student-learning experiences both inside and outside of our schools with a consistent delivery of high-quality educational experiences for all students and teachers.

YCSD will provide a division-issued device, or employees may use their own device if the appropriate instructional applications can be installed on the employee's personal device. Employees assume full responsibility for use of personally owned devices on YCSD networks.

Network Services User Privileges

- Staff will have access to division-provided technology, including but not limited to computers, communication services, and the internet, for the purpose of conducting School Board business.
- Staff may access information from outside resources via the internet that facilitates or supports the business needs as well as learning and educational activities.
- Staff may download and transfer data files necessary and approved for business needs and instructional purposes over the network provided that such activity does not violate copyright or other laws, no fees are incurred, and/or no freeware, shareware, games or other executable files are placed on network stores.
- Staff may use division-provided technology for personal use under the following conditions:
 1. Use cannot interfere with School Board business.
 2. Use cannot generate any cost to the division.
 3. Use cannot generate personal financial gain for the employee.

Network Services Use Restrictions

- Use will be for legal purposes only, division-provided technology may not be used to send, receive, create, view or download illegal material. Transmission of any material in violation of federal or state regulation is prohibited and will be dealt with according to criminal statutes.
- Use will not disrupt or obstruct the division's computing environment. Examples include the intentional or inadvertent installation/download of malicious software (malware) whether the employee knows or should have known an action could disrupt the computing environment.
- Use of division-provided technology to access pornography and/or for instructions on making explosives is expressly prohibited.

Network Services User Responsibilities

- Staff will not share network account credentials with anyone including, but not limited to, a substitute employee, student teacher, or student. Staff may share their network password with Information Technology staff to facilitate the resolution of technical problems. In such cases, staff should immediately upon resolution contact the YCSD Help Desk for assistance in resetting the password.
- Staff will always maintain the privacy and security of passwords and accounts. Reset your password immediately if you believe that it has been compromised.
- Staff will not attempt to learn another user's password, access another user's account or impersonate another user on the network.
- Staff will not use the password used for their YCSD network account for any other account including, but not limited to, banking, shopping, social media, other email services, instructional web sites/resources, etc.

- Staff will respect the property of others. Staff will not access, modify or delete any network files, documents, applications, or data files belonging to others.
- Staff will not attach equipment to the cable plant that serves the data and voice systems without express authorization from the Director of Information Technology or designee. Data-connection prohibitions include but are not limited to computer workstations, laptops/notebooks/tablets, PCs, file servers, printers, scanners, network switches or hubs, routers, and all other wired devices. Voice connection prohibitions include but are not limited to analog telephones, VOIP (digital) telephones, FAX machines and modems.
- Staff will utilize proper network and email etiquette. Harassment, discriminatory remarks, hate mail and threats, obscene or vulgar language, and conduct prohibited by School Board Policy, federal or state law are prohibited in email or other electronic communications. Use school email for educational purposes only and remember all emails are archived by the division and may be reviewed.
- Staff will properly use and care for all hardware and ancillary computer and network equipment available for use at any division site.
- Staff will be responsible for all content associated with the employee's network account and will ensure there is no inappropriate content, files, or emails stored on the network.
- Personal software may not be installed on any division hardware.
- Users will adhere to the Copyright Act of 1976 and the Fair Use provisions as related to education.
- Any staff member who gains access to inappropriate or undesirable internet content, becomes aware of a network or hardware security

problem, or copyright or fair use infringement will immediately notify the Department of Information Technology.

- Staff who engage with the public via digital communication or social media will comply with all policies and regulations regarding such communications and:
 - Refrain from commenting on behalf of the division outside the scope of the employee's job responsibility.
 - Always use appropriate language and tone.
 - Limit digital communication with students to school-related purposes (except for employee-student relatives).
 - Respect copyright and fair use guidelines.
 - Comply with all School Board Policies and Superintendent's Regulations.
 - Comply with FERPA.

YCS&D will take precautions to restrict access to undesirable or inappropriate content using firewalls and filtering applications and other security measures. Despite these efforts, division staff responsible for students will monitor all student computer/internet activity in classrooms, labs, libraries and any location students have computer/internet access and will pursue appropriate disciplinary actions based on the Student Conduct Code or criminal statutes as appropriate for any violations of the Student AUP. Violation of the Acceptable Use Policy will result in disciplinary action including suspension of network privileges and possible termination of employment.

YCS&D makes no warranties of any kind, expressed or implied, for the network services it provides. YCS&D is not responsible for any damage users may incur, including loss of data due to delays, non-deliveries, mis-deliveries, equipment failures or service interruptions. Due to the vast, diverse, unmanaged character of the internet, YCS&D will not be responsible for the accuracy, nature or quality of information gathered from the internet. YCS&D is not responsible for personal property used to

access division hardware or networks or the internet or for any financial obligations resulting from the internet access provided by the division.

Internet safety refers to the best practices and precautions users should observe to ensure personal safety and the safety of networks, personal information and devices, such as:

- Safe practices online to protect personal safety.
- Safe practices online to limit security risks to private information and property.
- Safe practices online to protect personal and school division networks and information.

Employees are expected to follow all copyright laws. Piracy of software, music, movies, etc. is not tolerated. Duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC).

Cyberbullying

Cyberbullying is a form of bullying that includes, but is not limited to, using information and communication technologies, such as email, cell phone, text message, instant messaging, defamatory websites or polling sites, to support deliberate, hostile behavior intended to harm others. Cyberbullying using the YCSD network, YCSD instructional resources, YCSD computers or other wireless communication devices on school grounds, on school property or at school-related activities will result in disciplinary action.

Cyberbullying that occurs off school grounds and/or does not include the use of YCSD network or computers may also result in disciplinary action if it causes or is likely to cause a substantial disruption to the school and/or learning environment (to include virtual learning environment) or violate the rights of students, staff, or teachers.

Employees should report acts of cyberbullying to their administrator immediately and preserve all evidence of the cyberbullying. Additional options include calling the YCSD Hotline at 757-890-5000, report online at yorkcountyschools.org/Reportit or Report It! on the YCSD App.

Division-Issued Devices

- Do not remove the YCSD asset tag placed on any division device. If you notice an issue with the asset tag, notify school staff immediately.
- Employees assume personal responsibility for all division-devices issued to them. YCSD highly recommends adding the device(s) to the employee's insurance coverage in case of loss or theft.
- It is important you know and understand the responsibilities employees accept when using division-issued devices. Although each device is checked out to an individual employee, YCSD owns each device. In general, the rules require employees to use the devices ethically, legally and efficiently for learning. Employees who violate the rules are subject to disciplinary action.
- Do not leave your device unattended or unprotected in your vehicle or a public place. If you must leave it unattended in a vehicle, make sure it is out of sight and the vehicle is locked.
- Charge your device fully every night, so you are prepared to use it each day.
- Never place a division-issued device on the floor.
- Protect your device from external factors that may cause damage to occur. These external factors include, but are not limited to food and drink, extreme heat or cold, other individuals (students, family members, etc.) and pets.
- Always have both hands on the device. Do not carry it by the screen/lid as this can damage the device.
- Use a dry soft cloth to clean the screen. If needed, use a slightly damp cloth with water to clean the screen. DO NOT use Windex, alcohol, or other solvents for cleaning. NEVER spray any cleaning chemicals directly onto the screen.

- If the employee needs a division-issued device during travel, be aware that any theft or damage during that travel is the employee's responsibility.

Technical Assistance/Damage/Theft/Loss of YCSD Devices

- Employees should contact the Help Desk for support needed with technical assistance with a YCSD device.
- Employees should report any issues with their devices within 24 hours, or the next school business day for any damage, theft or loss. Failure to report issues may result in financial or disciplinary action.
- Employees are responsible for the total cost of damaged, lost or stolen devices.
- Lost/stolen devices will be disabled by IT. IT can re-enable device, if recovered.
- If a device is stolen, employees must file a police report, and provide a copy to the school.
- Lost/stolen devices can be due to negligence – YCSD will review details to make any negligent determinations. Negligent loss will result in financial costs to employees.
- Employees may request a review of any assessed damage costs.
- The specified power adapter will be provided with the device. Damaged power adapters from devices under warranty will be replaced under warranty but must be turned in to the school. If any of these items are lost, stolen or destroyed, the employee will be responsible for reporting this and paying to replace it.

Prohibited Actions

Employees are explicitly prohibited from performing or attempting to perform the following actions. Any of the following actions may lead to financial or disciplinary consequences:

- Use of **unapproved** third-party AC adapters on any YCSD devices. Damage may result and you will be liable. If you desire a second AC adapter, please contact the Help Desk and we will provide the correct part information and quote if desired.

- Defacing division-issued equipment in any way. This includes, but is not limited to, marking, painting, drawing, or marring any surface of the devices. If employees carry the device in their own bag or sleeve, they may decorate that personal bag or sleeve in any school approved manner.
- Using permanent stickers or additional markings on the devices, cases, batteries, power cords and chargers.

Personally-Owned Devices

- Technical support for personally owned devices will not be provided by YCSD technology staff.
- Personally owned devices should be secure/password or passcode protected.
- Employees may NOT load any student, personnel or other sensitive data onto personally owned devices. Employees may store this information in Office 365, which is a secure method of storing YCSD data and information.
- YCSD is not responsible for theft or other damage resulting from the use of personally owned devices while on school property due to employee negligence. Should theft or damage occur not related to employee negligence, the employee must submit a claim to the YCSD Finance Department.
- YCSD recommends using YCSD-issued credentials for the operation of YCSD equipment and is not responsible for damages or losses resulting from the use of personal or privately obtained credentials such as Apple IDs with YCSD equipment or using YCSD-issued credentials on personally owned devices.
- Personally owned devices must have malware protection (if available); spreading viruses can result in access revocation, personnel and/or legal action.
- Employees shall not connect any electronic device to the YCSD wired network via Ethernet cable nor shall they allow anyone else to without written permission from the Department of Information Technology Director or designee.

The purpose of the rules in this handbook is to educate users and promote safe, secure, and appropriate instructional collaboration and teamwork through the use of 1:1 devices, digital communication, and productivity tools.

Outside Employment

The division considers employment by the School Board to be the employee's primary job. The division expects peak performance on the job from its employees. Employees may accept outside employment if such employment does not interfere with or affect the quality of performance for which they were hired. Employees are required to report outside employment in accordance with procedures established by the division superintendent using the Outside Employment Notification form HR-39.

Risk Management

Risk management in the division endeavors to protect the public interest and prevent financial and human losses. Safety programs, training, and accident investigations assist division employees with the enforcement of safe work guidelines to reduce accidents and provide a safe environment for work and learning. Reduction in accidents prevents disruptions in operations and instruction. The safety and health of all staff and students are a number one priority for the division.

Lock-Out/Tag-Out Program (for Machines and Equipment)

The division's lock-out/tag-out program is designed to ensure that employees are protected from the hazards of unexpected start up or release of stored energy. There are specific procedures for affixing appropriate lock-out or tag-out devices to isolate or disable machines or equipment to prevent energization, start up or release of stored energy.

This program has been developed to maintain compliance with OSHA standard 1910.147, Control of Hazardous Energy. These instructions establish the minimum requirements for the lock-out or tag-out of energy isolating devices whenever maintenance or servicing is performed on machines or equipment.

For complete information on Lock-Out/Tag-Out see the Superintendent's Regulation EU-9.

Safety Awareness

It is the objective of the division to give employees an awareness of the importance of safety and their responsibility for maintaining a safe and healthy work environment. It is also our goal to give an overview of Workplace Safety Basics. The result should be more safety-conscious employees.

Safety is one of the most important parts of your job. We want our employees to have the understanding and knowledge needed to prevent accidents. Safety is more than specific procedures; it is a way of life.

Some reasons why safety has become so important are:

- Safety is the law. Almost every piece of equipment we operate, or any substance we use, is subject to government safety regulations.
- Safety procedures can protect you from injuries and eliminate possible exposure to hazardous substances.
- Safety requires a commitment from everyone in the division. One person acting in an unsafe manner can put many others at risk.
- Safety involves two things: specific actions and responsible thinking. It means learning about risks, being alert to possible problems, and reacting intelligently and quickly when necessary.

For complete information on reporting safety and health concerns, see the Human Resources Standard Operating Procedure, "Reporting Safety and Health Concerns".

Worker's Compensation/Reporting Requirements

Worker's compensation is a no-fault compromise between employers and employees. The York County School Division will assume the cost of medical treatment and lost wages for a work-related injury or

occupational illness/disease that is determined to be compensable in accordance with the Virginia Workers' Compensation Act. It is the employee's responsibility to report any accident immediately to their supervisor. Supervisors or their designee will complete the Employers' First Report of Accident to be filed with the Accounting Analyst.

Disciplinary Action

It is the policy of the School Board to discourage behavior that violates rules, policy, procedures, acceptable standards of ethical conduct, regulations and laws, or other intentional conduct that results in unacceptable performance. Disciplinary action is designed to be fair, just and in proportion to the seriousness of the violation. Supervisors are primarily responsible for beginning the disciplinary process as situations that warrant discipline occur.

Behaviors warranting disciplinary measures include, but are not limited to, lying, cheating, stealing, disregard for work rules, willful failure to meet job standards, misusing position, improper use of School Board records, including personnel and payroll documents, conviction of a criminal offense, acts which place property or persons at risk of injury, and using or being under the influence of alcohol or drugs on the job or any of these acts in their various forms.

There are certain types of offenses which may result in severe discipline, including termination. Examples include, but are not limited to, falsification, sleeping on the job during working hours, refusal to comply with reasonable instructions from an authorized supervisor, theft, violation of established safety practices, tardiness, excessive absenteeism, and doing willful damage to School Board property or equipment. The preceding is intended as a guide for all employees with reference to disciplinary matters. The severity of the penalty will depend on the facts and circumstances of each instance.

Disciplinary action may result in:

1. Verbal Warning
2. Written Warning
3. Administrative Leave

4. Suspension
5. Dismissal

Employee Grievance Policy

Procedures for Adjusting Employee Grievances are handled in accordance with Policy GBM and/or the Permanent Non-Licensed Employee's Grievance Procedure, as appropriate (see Appendix A).

Frequently Asked Questions

These FAQ's should serve as a brief summary and are subject to change. Benefits provided by a contract with a third party are governed by the terms of those contracts, which may also change from time to time. For more specific information, employees may refer to the York County School Division website and review policy and superintendent regulations at this link: [Policy Manual and Regulations](#). The Standard Operating Procedures (SOP's) are available on the Division intranet.

ABSENCE MANAGEMENT (formerly AESOP)

Q. What is Absence Management?

A. An automated system used to report absences and schedule substitutes via computer and touch-tone phones.

Q. Do all employees use Absence Management?

A. No. All employees who have received training should report their absences and schedule substitutes using the Absence Management system.

Q. What is the phone number for Absence Management?

A. The phone number is 1-800-942-3767. The URL is <https://app.frontlineeducation.com/select/>

Q. Do I still need to call my supervisor when I am absent?

A. It is your responsibility to follow your supervisor's established guidelines for reporting leave and to follow established procedures for approval for any type of leave.

Q. What do I do if I have a problem with Absence Management?

A. If you have problems entering your absence or other difficulties with the system, please call your school's secretary. If unable to reach the main office, you may call the Personnel Specialist at 757-898-0472 between 7:30 a.m. and 4:00 p.m.

BENEFITS

Q. What type of benefits am I eligible for?

A. All full-time employees are entitled to the following benefits:

- VRS retirement, basic life insurance, optional life insurance for self and dependents (guaranteed issue within 31 days of hire date).
- Virginia Local Disability Program (VLDP), Short Term disability (for Hybrid Members only).
- Health insurance plan coverage.
- Dental insurance plan coverage.
- Premium conversion (tax favored).
- Flexible Spending Accounts – health and/or dependent care.
- Additional Voluntary Benefits – not contributed to by YCSD but offered at reduced rates. These include Long Term Care Insurance, AFLAC, Legal Resources.
- Tax Sheltered Annuities (403b Deferred Contribution Plan or 457-Deferred Compensation Plan) to supplement your VRS retirement.
- Employee Assistance Program (EAP).

Part-time employees are eligible for the following benefits:

- Pro-rated health plan coverage.
- Pro-rated dental plan coverage.
- Premium conversion (tax favored).
- Additional Voluntary Benefits – not contributed to by YCSD but offered at reduced rates. These include Long Term Care Insurance (must work a minimum of 20 hours per week), AFLAC, Legal Resources.
- Tax Sheltered Annuities.

- Employee Assistance Program (EAP).

INSURANCE

Q. When can I enroll in the health plans?

A. New employees eligible for benefits may enroll within 31 days of their first day of employment. Benefits begin the first day of the month following their first paycheck.

All other eligible employees can enroll during Open Enrollment unless a qualifying event has occurred. If you have a qualifying event, you must make your benefit enrollment changes within 31 days of the qualifying event. Open enrollment takes place in the month of October for health and dental insurance, legal insurance, and flexible spending accounts. Employees can add, drop or change their benefit selections during the open enrollment period.

Q. When can employees make health and dental insurance changes?

A. Insurance changes cannot be made during the year except in the case of a qualifying event (ex: marriage, divorce, birth or adoption of a child, job change for spouse or employee). If you have a qualifying event, you must make your benefit enrollment changes within 31 days of the qualifying event. During open enrollment, employees may make changes to their health and dental insurance policies by contacting the Benefits office or accessing the information from the [Benefits](#) page on the York County School Division website.

Q. If I have a problem with a claim on health or dental insurance, whom should I call?

A. An employee with a claim problem should try to resolve it with Sentara Health or Delta Dental before calling the Benefits Program Specialist.

All Sentara Health Insurance Plans	1-800-229-1199
All DELTA Dental Plans	1-800-237-6060

Please keep a record of the date, time and name of the person you contacted, as well as notes about your conversation.

Q. Where can I find more information about my benefits and retirement opportunities?

A. From the Benefits & Compensation page on the division's intranet website.

Q. Where can I find more information on my compensation?

A. Contact the Staffing Office in the Human Resources department at 757-898-0441 or 757-898-2470..

COMPUTERS

Q. Who do I call for help with computer software problems?

A. Depending on the nature of the software, contact either your Instructional Innovation Coach or the YCSD Help Desk at 757-898-0311.

Q. How do I get computer hardware, associated peripherals (printers, CD-ROMs, scanners, etc.) and software installed?

A. From 7 a.m. - 5 p.m., call the YCSD Help Desk at 757-898-0311.

Q. Who do I call for advice on computer and software purchases?

A. Contact the Director of Information Technology and/or the Instructional Innovation Coach at your location to discuss your needs and requirements.

FAIR LABOR STANDARDS ACT (FLSA)

Q. Can non-exempt employees volunteer to work in schools in excess of their assigned time?

A. Non-exempt employees **cannot** volunteer in any capacity that could be seen as a continuation of their job assignment. If they have a child in the school in which they work, they could volunteer in their "parent" capacity for any task that other parents would do.

Q. Can non-exempt employees write and answer work e-mail from home?

A. If non-exempt employees write and answer work e-mail from home it must be counted as time worked and appropriately compensated. The employee must understand that time worked outside of the standard workday should have *prior* approval of the principal or supervisor.

Q. Are teachers exempt or non-exempt?

A. All teachers are exempt as professional employees from FLSA regulation, including overtime and minimum wage provisions.

KRONOS IDENTIFICATION BADGES

Q. Are division employees required to wear badges?

A. In accordance with division policy EU-8, all employees are required to display their photo ID badge while on division property during the regular school or workday.

Q. What should I do if I lose my badge or if it is damaged?

A. Immediately notify your supervisor. If, after one workday, you are unable to find your identification badge, you must purchase a new one from the Human Resources department. The cost to replace a lost ID badge is \$5.00 (paid in cash). Defective badges will be replaced at no charge. To obtain a new badge, contact Human Resources to schedule an appointment.

PAYROLL

Q. What is the cut-off date for payroll changes within a given month?

A. The 10th of the month is the cut-off date if the changes are to take effect that month.

Q. When are we paid?

A. All exempt employees are paid on the last working day of the month. Non-exempt staff are paid on every other Friday (or nearest working day).

Q. Why didn't I have any federal taxes withheld from my paycheck?

A. You may be claiming too many exemptions on your W-4 withholding form, or your gross pay is minimal and falls below the federal withholding allowance table amounts.

Q. How do I know if the information on my paycheck is correct?

A. You should verify your name, address, and social security number as well as deductions for accuracy.

Q. How do I sign up for direct deposit?

A. Direct deposit is mandatory for all payments made to employees. No action is necessary if you wish to receive reimbursements to the same bank account or pay card used by Payroll (for additional information on pay cards see the SOP under Finance). If you want reimbursements deposited into a different bank account, you will need to complete the "Accounts Payable Direct Deposit Authorization Form" available on the Division intranet.

Q. What is Munis Employee Self Service (ESS)?

A. A secure, web-based payroll information access system. Employees log on to ESS to view/print paycheck information, W-2's, benefits, and personal information. Employees are required to update all personal information using the self-service feature.

Q. When can employees make payroll changes such as tax annuity, taxes withheld, etc.?

A. Employees may make such changes anytime during the year.

RETIREMENT

Q. How do I apply for retirement?

A. A retirement form should be completed via Frontline Central and notice submitted to the immediate Supervisor. An appointment can be made with the Benefits Program Specialist to complete the appropriate VRS retirement forms and review any applicable post-retirement benefits from the school division. Retirement applications should be submitted to VRS 90 days prior to your retirement date. VRS approves retirements on the first day of the month. Further, you

are encouraged to attend one of the Pre-Retirement sessions offered by the VRS at various local community colleges. This process is also to be followed for employees who are members of the “frozen” non-professional retirement contract, which was suspended in July 1992.

- Q. What are my health insurance options after resignation or retirement?
- A. Upon resignation, employees have the option to enroll in health and/or dental insurance coverage for 18 months under COBRA provisions. Retirees are qualified for the division’s Retiree Health Plan until age 65 and are qualified for the Retiree Dental Plan until age 66 ½. Employees that retire post-65 can continue dental coverage for a period of 18 months under COBRA provisions. Should they choose to enroll, retirees with less than 20 years of service to the school division will be required to pay the full rate for health insurance. The division will pay 50% of the health insurance premium charged for employees with at least 20 years of service to the division minus any VRS Health Insurance Credit. (This benefit does not apply to employees who have 20 years of VRS service and not 20 years of service to the division). Dental insurance premiums are not eligible for a discount.

WORKER’S COMPENSATION

- Q. Who is eligible for Worker’s Compensation?
- A. All employees are covered under Worker’s Compensation if their injury or occupational disease fulfills the requirements of a compensable injury or occupational disease under the Virginia Worker’s Compensation Law.
- Q. What do I do if I am injured on the job?
- A. Minor Injury: Report injury to your supervisor/principal immediately. Emergency: Go to the hospital first or visit a doctor on the division panel list. Report the accident immediately to your supervisor.
- Q. Do I need to report a small injury such as a minor cut?

A. Yes. Report all accidents even if the injury seems minor. A small injury can develop into a serious problem.

Q. Where do I get the list of physicians on the panel for Worker's Compensation?

A. The list is posted at all division office locations and may be obtained from your immediate supervisor or the Accounting Analyst/Worker's Compensation Coordinator in the Finance Department at the School Board Office.

MISCELLANEOUS

Q. What procedure should I follow in the event of severe weather?

A. Severe weather conditions pose hazards both to transporting students on school buses and to employees commuting between home and work, so procedures for dealing with severe weather in York County are based primarily on safety considerations. A decision will be made by 5:30 a.m. Announcements are sent through the division's telephone notification system, YCSD TV-47 and posted on the school's website.

APPENDICIES

A. Procedures for Adjusting Employee Grievances

The York County School Board adopts the most recent version of Procedure for Adjusting Grievances promulgated by the Virginia Board of Education based on current statutory provisions.

However, grievances concerning dismissal or demotion of permanent non-licensed employees shall be adjusted pursuant to procedures promulgated by the division superintendent.

ADOPTED: January 27, 2014

REVISED: January 22, 2018, February 28, 2022

LEGAL REFERENCES: Code of Virginia, 1950, as amended, §§ 22.1-253.13:7.C.8, and 22.1 306 et seq. 8 VAC 20-90-10 through 8 VAC 20-90-80 and accompanying forms.

B. Prohibition Against Harassment and Retaliation

I. Policy Statement

The County School Board of York County, Virginia is committed to maintaining an educational environment and workplace that is free from harassment. In accordance with law, the Board prohibits harassment against students, employees, or others on the basis of sex, sexual orientation, gender, gender identity, race, color, national origin, disability, religion, ancestry, age, marital status, pregnancy, childbirth or related medical conditions, status as a veteran, genetic information or any other characteristic protected by law or based on a belief that such characteristic exists, hereinafter referred to as protected group status, at school or any school sponsored activity. The Board is an equal opportunity employer.

It is a violation of this policy for any student or school personnel to harass a student or school personnel based on protected group status at school or any school sponsored activity. Further, it is a violation of this policy for any school personnel to tolerate harassment based on a student's or employee's protected group status at school or any school sponsored activity, by students, school personnel or third parties participating in, observing or otherwise engaged in school sponsored activities.

For the purpose of this policy, school personnel includes School Board members, school employees, agents, volunteers, contractors or other persons subject to the supervision and control of the school division.

The school division shall:

- promptly investigate all complaints, written or verbal, of harassment based on protected group status at school or any school sponsored activity;
- promptly take appropriate action to stop any harassment;
- take appropriate action against any student or school personnel who violates this policy; and

- take any other action reasonably calculated to end and prevent further harassment of school personnel or students.

II. Definitions

A. Harassment Based on Sex

Harassment based on sex consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication, which may include use of cell phones or the internet, of a sexual nature when:

- submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment or education;
- submission to or rejection of the conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
- that conduct or communication substantially or unreasonably interferes with an individual's employment or education, or creates an intimidating, hostile or offensive employment or educational environment (i.e. the conduct is sufficiently serious to limit a student's or employee's ability to participate in or benefit from the educational program or work environment).

Examples of conduct which may constitute harassment based on sex if it meets the immediately preceding definition include:

- unwelcome sexual physical contact
- unwelcome ongoing or repeated sexual flirtation or propositions, or remarks
- sexual slurs, leering, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions
- graphic comments about an individual's body
- sexual jokes, notes, stories, drawings, gestures or pictures
- spreading sexual rumors

- touching an individual's body or clothes in a sexual way
- displaying sexual objects, pictures, cartoons or posters
- impeding or blocking movement in a sexually intimidating manner
- sexual violence
- display of written materials, pictures, or electronic images
- unwelcome acts of verbal, nonverbal, written, graphic, or physical conduct based on sex or sex stereotyping

B. Harassment Based on Race, National Origin, Disability or Religion

Harassment based on race, national origin, disability or religion consists of physical or verbal conduct, which may include use of cell phones or the internet, relating to an individual's race, national origin, disability or religion when the conduct

- creates an intimidating, hostile or offensive working or educational environment;
- substantially or unreasonably interferes with an individual's work or education; or
- otherwise is sufficiently serious to limit an individual's employment opportunities or to limit a student's ability to participate in or benefit from the education program.

Examples of conduct which may constitute harassment based on race, national origin, disability or religion if it meets the immediately preceding definition include:

- graffiti containing racially offensive language
- name calling, jokes or rumors
- physical acts of aggression against a person or his property because of that person's race, national origin, disability or religion
- hostile acts which are based on another's race, national origin, disability or religion
- written or graphic material which is posted or circulated, and which intimidates or threatens individuals based on their race, national origin, disability or religion

C. Additional Prohibited Behavior

Behavior that is not unlawful or does not rise to the level of illegal harassment or retaliation may nevertheless be unacceptable for the educational environment or the workplace. Demeaning or otherwise harmful actions are prohibited, particularly if directed at personal characteristics including, but not limited to, socioeconomic level, sexual orientation, gender identity, or perceived sexual orientation.

The York County School Division expects its entire staff, including the division superintendent, the School Board, teachers, other school board employees, employees of virtual school programs, school volunteers who work with or in its schools (“division personnel”) and other vendors providing services to the division and/or students, to set examples for students in terms of appropriate conduct and behavior. Students are best served by a school climate that is both welcoming and professional with very clear standards of conduct. All adults in the division share the responsibility in creating a safe learning and teaching environment that is free from adult misconduct including adult sexual misconduct.

The protection of students from such misconduct is a division priority and it is the obligation of all division personnel to observe boundaries governing interaction and communication with students. The division demonstrates its commitment to protecting students from sexual abuse and misconduct through:

- Strict compliance with all state laws and regulations related to the screening of prospective employees for the conviction of barrier crimes and founded cases of child abuse and neglect;
- The development, effective implementation, training and education relating to and enforcement of clear and reasonable policies governing the interaction of students and division personnel;
- The establishment of channels of reporting by students and parents of suspected misconduct and abuse, and the prompt notification of law enforcement when criminal activity is alleged or suspected;

- Disclosure of formal reprimands and dismissals for violating division policies on sexual misconduct and abuse prevention to school divisions seeking references; and
- Strict compliance with all state laws and regulations related to reporting to the Virginia Department of Education of resignations and dismissals of licensed employees related to convictions of barrier crimes and founded cases of abuse.

Adherence to division policy on students - Division personnel interactions not only create a safe and healthy environment for students, but it also serves to protect division personnel from false accusations and accusations based on misunderstandings.

This policy expands upon, and is established in addition to, the division policy on the prevention of unlawful harassment.

The division superintendent shall take appropriate steps to implement and oversee this policy by promulgating and implementing regulations which address:

- Communications between division personnel and students;
- Physical contact between division personnel and students;
- Social interaction between division personnel and students;
- Training relating to and dissemination of this policy;
- Reporting of suspected misconduct or abuse; and
- Such other topics as may be necessary for the implementation of the provisions of this policy

III. Complaint Procedure

A. Formal Procedure

1. File Report

Any student or division personnel who believes he or she has been the victim of harassment based on sex, gender, race, color, national origin, disability, religion, ancestry, age, marital status, or genetic information or

any other characteristic protected by law or based on a belief that such characteristic exists by a student, school personnel or a third party should report the alleged harassment to one of the compliance officers designated in this policy or to any school personnel. The alleged harassment should be reported as soon as possible, and the report generally should be made within fifteen 15 school days of the occurrence. Further, any student who has knowledge of conduct which may constitute prohibited harassment should report such conduct to one of the compliance officers designated in this policy or to any school personnel. Any school personnel who notice that a student or other school personnel may have been a victim of prohibited harassment shall immediately report the alleged harassment to one of the compliance officers designated in this policy.

The reporting party should use the form, Report of Harassment, GBA-F/JFHA-F, to make complaints of harassment. However, oral reports and other written reports shall also be accepted. The complaint should be filed with either the building principal or one of the compliance officers designated in this policy. The principal shall immediately forward any report of alleged prohibited harassment to the compliance officer. Any complaint that involves the compliance officer or principal shall be reported to the division superintendent.

The complaint, and identity of the complainant and alleged harasser, will be disclosed only to the extent necessary to fully investigate the complaint and only when such disclosure is required or permitted by law. Additionally, a complainant who wishes to remain anonymous shall be advised that such confidentiality may limit the school division's ability to fully respond to the complaint.

2. Investigation

Upon receipt of a report of alleged prohibited harassment, the compliance officer shall immediately authorize or undertake an investigation. The investigation may be conducted by school personnel, or a third party designated by the school division. The investigation shall be completed as

soon as practicable, which generally should be no later than 30 school days after receipt of the report by the compliance officer. Upon receiving the complaint, the compliance officer shall acknowledge receipt of the complaint by giving written notice that the complaint has been received to both the person complaining of harassment and the person accused of harassment. Also, upon receiving the complaint, the compliance officer shall determine whether interim measures should be taken pending the outcome of the investigation. Such interim measures may include, but are not limited to, separating the alleged harasser and the complainant and, in cases involving potential criminal conduct, determining whether law enforcement officials should be notified. If the compliance officer determines that more than 30 school days will be required to investigate the complaint, the complainant and the accused shall be notified of the reason for the extended investigation and of the date by which the investigation will be concluded. If the alleged harassment may also constitute child abuse, then it must be reported to the Department of Social Services in accordance with Policy JHG, Child Abuse and Neglect Reporting.

The investigation may consist of personal interviews with the complainant, the alleged harasser, and any others who may have knowledge of the alleged harassment or the circumstances giving rise to the complaint. The investigation will consider witnesses and evidence from both the alleged harasser and the person allegedly harassed. The investigation may also consist of the inspection of any other documents or information deemed relevant by the investigator. The school division shall take necessary steps to protect the complainant and others pending the completion of the investigation.

In determining whether alleged conduct constitutes a violation of this policy, the division shall consider, at a minimum: (1) the surrounding circumstances; (2) the nature of the behavior; (3) past incidents or past or continuing patterns of behavior; (4) the relationship between the parties; (5) how often the conduct occurred; (6) the identity of the alleged perpetrator in relation to the alleged victim (i.e. whether the alleged perpetrator was in a position of power over the alleged victim); (7) the

location of the alleged harassment; (8) the ages of the parties and (9) the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a case-by-case determination based on all the facts and circumstances revealed after a complete and thorough investigation.

The compliance officer shall issue a written report to the division superintendent upon completion of the investigation. If the complaint involves the division superintendent, then the report shall be sent to the School Board. The report shall include a determination of whether the allegations are substantiated, whether this policy was violated and recommendations for corrective action, if any.

All employees shall cooperate with any investigation of alleged harassment conducted under this policy or by an appropriate state or federal agency.

3. Action by division superintendent

Within ten (10) school days of receiving the compliance officer's report, the division superintendent or his/her designee shall issue a decision regarding whether this policy was violated. This decision must be provided in writing to the complainant and the alleged perpetrator. If the superintendent or his/her designee determines that it is more likely than not that prohibited harassment occurred, the York County School Division shall take prompt, appropriate action to address and remedy the violation as well as prevent any recurrence. Such action may include discipline up to and including expulsion or discharge. Whether or not the division superintendent or his/her designee determines that prohibited harassment occurred, the division superintendent or his/her designee may determine that school-wide or division-wide training be conducted or that the complainant receives counseling.

4. Appeal

If the division superintendent or his/her designee determines that no prohibited harassment occurred, the employee or student who was allegedly subjected to harassment may appeal this finding to the School Board within five (5) school days of receiving the decision. Notice of appeal must be filed with the division superintendent who shall forward the record to the School Board. The School Board shall make a decision within 30 calendar days of receiving the record. The School Board may ask for oral or written argument from the aggrieved party, the division superintendent and any other individual the School Board deems relevant. Written notice of the School Board's decision will be given to both the alleged harasser and the person allegedly harassed.

If the division superintendent or his/her designee determines that prohibited harassment occurred and discipline is imposed, the disciplined person may appeal the disciplinary sanction in the same manner as any other such sanction would be appealed.

Employees may choose to pursue their complaints under this policy through the relevant employee grievance procedure instead of the complaint procedure in this policy.

Compliance Officer and Alternate Compliance Officer

The York County School Board has designated the Chief Human Resources Officer as the compliance officer responsible for identifying, investigating, preventing and remedying prohibited harassment. Complaints of harassment may also be made to the alternate compliance officer, the division's director of school administration.

The compliance officer and/or alternate compliance officer shall

- receive reports or complaints of harassment;
- conduct or oversee the investigation of any alleged harassment;
- assess the training needs of the school division in connection with this policy;
- arrange necessary training to achieve compliance with this policy;
- and

- ensure that any harassment investigation is conducted by an impartial investigator who is trained in the requirements of equal employment/education opportunity, and has the authority to protect the alleged victim and others during the investigation.

B. Informal Procedure

If the complainant and the person accused of harassment agree, the student's principal or designee may arrange for them to resolve the complaint informally with the help of a counselor, teacher, or administrator.

If the complainant and the person accused of harassment agree to resolve the complaint informally, they shall each be informed that they have the right to abandon the informal procedure at any time in favor of the initiation of the formal procedures set forth herein. The principal or designee shall notify the complainant and the person accused of harassment in writing when the complaint has been resolved. The written notice shall state whether prohibited harassment occurred.

IV. Retaliation

Retaliation against students or school personnel who report harassment or participate in any related proceedings is prohibited. The school division shall take appropriate action against students or school personnel who retaliate against any student or school personnel who reports alleged harassment or participates in related proceedings. The compliance officer will inform persons who make complaints, who are the subject of complaints, and who participate in investigations, of how to report any subsequent problems.

V. Right to Alternative Complaint Procedure

Nothing in this policy shall deny the right of any individual to pursue other avenues of recourse to address concerns relating to prohibited harassment including initiating civil action, filing a complaint with outside agencies or seeking redress under state or federal law.

VI. Prevention and Notice of Policy

Training to prevent harassment based on sex, gender, race, color, national origin, disability, religion, ancestry, age, marital status, and genetic information or any other characteristic protected by law or based on a belief that such characteristic exists by a student, school personnel or a third party” to be consistent should be included in employee and student orientations as well as employee in-service training.

This policy shall be (1) displayed in prominent areas of each division building in a location accessible to students, parents and school personnel, (2) included in the student and employee handbooks; and (3) sent to parents of all students within 30 calendar days of the start of school. Further, all students, and their parents/guardians, and employees shall be notified annually of the names and contact information of the compliance officers.

VII. False Charges

Students or school personnel who knowingly make false charges of harassment shall be subject to disciplinary action as well as any civil or criminal legal proceedings.

ADOPTED: January 27, 2014

REVISED: January 22, 2018; May 21, 2018; May 18, 2020; January 25, 2021, February 28, 2022

LEGAL REFERENCES: 20 U.S.C. §§ 1681-1688; 29 U.S.C. § 794; 42 U.S.C. §§ 2000d-2000d-7; 42 U.S.C. §§ 2000e-2000e-17; 42 U.S.C. § 2000ff-1; 34 C.F.R. 106.9; Code of Virginia, 1950 as amended, §§ 2.2-3900, 2.2-3901, 2.2-3902

CROSS REFERENCES: AC Nondiscrimination
AD Educational Philosophy

GAB/IIBEA Acceptable Computer System Use
GB Equal Employment
Opportunity/Nondiscrimination
GBA-F/JFHA-F Report of Harassment
GBM Professional Staff Grievances
JB Equal Educational
Opportunities/Nondiscrimination
JFC Student Conduct
GCPD Professional Staff Discipline
GAE/JHG Child Abuse and Neglect Reporting

C. School Employee Conflict of Interests

A. Purpose

The State and Local Government Conflict of Interests Act (the Act), applies to public school employees and officials. The Act creates uniform standards of conduct for all public employees and officials. The Act also defines and prohibits inappropriate conflicts of interest and requires disclosure of economic interests in some circumstances. The purpose of this policy is to provide an introduction to the Act for employees. Additional information regarding the Act may be obtained from Policy BBFA Conflict of Interests and Disclosure of Economic Interests and from the Virginia Conflict of Interest and Ethics Advisory Council (the Ethics Council) which assists with compliance with the Act.

B. Compliance

York County School Board employees are required to read and be familiar with the Act. The division superintendent provides employees with information regarding how to access the Act and how to contact the Ethics Council.

The Act's provisions are complex and their application is fact-specific. A violation of the Act could result in civil or criminal penalties. Therefore, if an employee has any question whether an interest the employee has in a contract or transaction involving the school division is prohibited under the Act, the employee should contact the division superintendent's office or the Ethics Council for assistance.

C. Areas of Regulation

The Act prohibits school employees from having a "personal interest," as that term is defined by the Act, in certain contracts and transactions that involve the division and from engaging in other specified conduct related to the schools. The prohibited personal interest also may be that of the school employee's immediate family (a spouse or any other person who resides in the same household as the employee and who is a dependent of the employee).

Under the Act, an employee may be considered to have a prohibited conflict arising from:

- a personal interest in a contract;
- a personal interest in a transaction;
- business opportunities tied to official acts;
- misuse of confidential information; or
- receipt or solicitation of certain gifts.

Examples of prohibited conduct include:

- soliciting or accepting money or other thing of value for services performed within the scope of the employee's official duties, except for the employee's compensation, expenses or other remuneration paid by the division;
- using for the employee's own economic benefit or that of another party, confidential information that the employee has acquired by reason of the employee's public position and which is not available to the public;
- accepting any money, loan, gift, favor, service or business or professional opportunity that reasonably tends to influence the employee in the performance of the employee's official duties;
- accepting any business or professional opportunity when the employee knows that there is a reasonable likelihood that the opportunity is being afforded to influence the employee in the performance of the employee's official duties;
- entering into contracts with the school division under certain circumstances;
- accepting a gift from a person who has interests that may be substantially affected by the performance of the employee's official duties under circumstances where the timing and nature of the gift would cause a reasonable person to question the employee's impartiality in the matter affecting the donor; and
- accepting gifts from sources on a basis so frequent as to raise an appearance of the use of the employee's position for private gain.

D. Awards to Employees for Exceptional Service

The Act does not prohibit or apply to the acceptance by a teacher or other employee of the School of an award or payment in honor of meritorious or exceptional services performed by the teacher or employee and made by an organization exempt from federal income taxation pursuant to the provisions of Section 501(c)(3) of the Internal Revenue Code.

E. Advisory Opinions for Conflict of Interest

Employees may seek written opinions regarding application of the Act from the local Commonwealth's Attorney or the Ethics Council. Good faith reliance on a written opinion of the Commonwealth's Attorney or a formal opinion or written informal advice of the Ethics Council made in response to a written request for such opinion or advice regardless of whether such opinion or advice is later withdrawn, provided that the alleged violation occurred prior to the withdrawal of the opinion or advice, bars prosecution for a knowing violation of the Act provided the opinion or advice was made after a full disclosure of the facts. If the employee relies on written informal advice given by the Ethics Council in a prosecution for a knowing violation of the Act, the record of the request and the written informal advice given shall be a public record and released upon request.

ADOPTED: January 22, 2018

RESTATED: February 28, 2022

LEGAL REFERENCE: Code of Virginia, 1950, as amended, §§ 2.2-3101, 2.2-3102, 2.2-3103, 2.2-3103.2, 2.2-3104.1, 2.2-3109, 2.2-3110, 2.2-3112, 2.2-3121, 2.2-3124 and 30-356.

CROSS REFERENCE: BBFA Conflict of Interests and Disclosure Requirements

Superintendent

BCBA Disclosure Statement Required of

DJG Vendor Relations

GCCB Employment of Family Members

*GCQA Nonschool Employment by Staff Members
KGA Sales and Solicitations in Schools
KJ Advertising in the Schools*

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D. School Bus Drivers

Eligibility for Employment

Any applicant for employment operating a school bus transporting pupils must:

- a. have a physical examination of a scope prescribed by the Board of Education and furnish a form prescribed by the Board of Education showing the results of such examination.
- b. furnish an annual certification stating that should his or her physical condition change in a manner that could affect their ability to physically perform school bus driver duties, including evacuating school bus passengers during an emergency, at any time during the year, such changes will be reported immediately to the immediate supervisor and the Director of Transportation.
- c. permit the division to obtain a statement or copy of records from the Department of Motor Vehicles showing that the applicant, within the preceding five years, has not been convicted of a charge of driving under the influence of alcohol or drugs, convicted of a charge of refusing to take a blood or breath test, convicted of a felony or assigned to any alcohol safety action program or driver alcohol rehabilitation program pursuant to Va. Code § 18.2-271.1 or, within the preceding 12 months, has not been convicted of two or more moving traffic violations or required to attend a driver improvement clinic by the Commissioner of the Department of Motor Vehicles pursuant to Va. Code § 46.2-498.
- d. exhibit a license showing the person has successfully undertaken the examination prescribed by Va. Code § 46.2-339.
- e. have reached the age of 21 on the first day of the school year.
- f. submit to testing for alcohol and controlled substances as required by state and federal law and regulation.

Persons for whom registration with the Sex Offender and Crimes Against Minors Registry is required are not eligible for employment as a school bus driver.

Persons hired as school bus drivers must annually furnish the documents listed in (a) and (b) above prior to the anniversary date of their employment as a condition of continued employment as a school bus operator.

Drug and Alcohol Testing

The division has a drug and alcohol testing program for bus drivers and other employees who are required to hold a commercial driver's license (CDL) by U.S. Department of Transportation Regulations who perform safety-sensitive functions as required by federal and state law and regulations.

Prohibited Conduct

Drivers are prohibited from alcohol possession and/or use on the job, use during the four hours before performing safety-sensitive functions, having prohibited concentrations of alcohol in their systems while on duty or performing safety-sensitive functions, and use during eight hours following an accident or until after undergoing a post-accident alcohol test, whichever occurs first.

No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any controlled substances except when the use is pursuant to the instructions of a licensed medical practitioner who has advised the driver that the substance does not adversely affect his ability to safely operate a commercial motor vehicle.

Required Testing

Drivers are subject to pre-employment/pre-duty drug testing, reasonable suspicion alcohol and drug testing, random alcohol and drug testing, post-accident alcohol and drug testing, return-to-duty and follow-up alcohol and drug testing pursuant to procedures set out in the federal regulations.

Pursuant to state law, drivers are subject to pre-employment alcohol testing. Any employee who refuses to submit to a post-accident, random, reasonable suspicion or follow up test shall not perform or continue to perform safety-sensitive functions.

Notification

Each driver receives educational materials that explain the requirements of federal law and regulations together with a copy of the division's policy and procedures for meeting these requirements. Each driver must sign a statement certifying that he/she has received a copy of the above materials and the division maintains this signed copy.

Before performing each alcohol or controlled substances test, the division will notify the driver that the test is required by federal law or regulation.

Consequences if Testing Indicates Drug or Alcohol Misuse

If the testing confirms prohibited alcohol concentration levels or the presence of a controlled substance, the employee shall be removed immediately from safety-sensitive functions in accordance with the federal regulations. All drivers shall be advised of resources available and before a driver is re-instated, if at all, the driver shall undergo an evaluation by a substance abuse professional, comply with any required rehabilitation and undergo a return-to-duty test with negative urine sample.

Record Retention

The division maintains records in compliance with the federal regulations in a secure location with controlled access. With the driver's consent, the division may obtain any of the information concerning drug and alcohol testing from the driver's previous employer. A driver is entitled upon written request to obtain copies of any records pertaining to the driver's use of alcohol or controlled substances including information pertaining to alcohol or drug tests.

Records shall be made available to a subsequent employer upon receipt of a written request from a driver. Disclosure by the subsequent employer

is permitted only as expressly authorized by the terms of the driver's request.

Test procedure

The division administers alcohol and controlled substance tests in accordance with federal laws.

ADOPTED: January 27, 2014

REVISED: January 22, 2018, February 28, 2022

LEGAL REFERENCES: 49 U.S.C. § 31136; 49 CFR § 382.101 et seq.; Code of Virginia, 1950, as amended, §§ 22.1-178, 46.2-339, 46.2-340; 8 VAC 20-70-280.

CROSS REFERENCES: GBEA Unlawful Manufacture, Distribution, Dispensing, Possession or Use of a Controlled Substance

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E. Drug Free Work Place

The York County School Board is committed to maintaining a Drug Free Workplace.

Prohibited Conduct

Employees may not unlawfully manufacture, distribute, dispense, possess or use 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 School Board will not engage in such prohibited conduct and will notify the School Board of any criminal drug conviction for a violation occurring on school property, at any school activity, or on any school-sponsored trip no later than (5) five days after such conviction. An employee who is convicted of criminal drug activity for a violation occurring on school property, at any school activity, or on any school-sponsored trip will be subject to appropriate discipline, up to and including termination, or required to satisfactorily participate in a drug abuse assistance or rehabilitation program.

Discipline

The division 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 occurring on school property, at any school activity, or on any school-sponsored trip.

Distribution of Policy

All employees shall be given a copy of this policy.

ADOPTED: January 27, 2014

RESTATEMENT: January 22, 2018, February 28, 2022

REVISED: June 13, 2014

LEGAL REFERENCES: 41 U.S.C. § 8103, 8104; Code of Virginia, 1950, as amended, § 22.1-78

F. Staff Participation in Political Activities

The York 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 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 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 assure 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.

ADOPTED: January 27, 2014

RESTATEMENT: January 22, 2018, February 28, 2022

LEGAL REFERENCES: Code of Virginia, 1950, as amended, Sections 22.1.70, 22.1-78

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G. Substitute Employees

Substitute Employees – All Capacities

York County School Division is grateful to each substitute employee. A substitutes' commitment and dedication to the division is an asset to the division's employees and students.

Substitute employees are at will, as needed, and are not eligible for division benefits such as health insurance, life insurance, Virginia Retirement, etc.

Substitute employees may utilize the Employee Assistance Program (EAP).

All division policies and procedures are applicable to substitute employees except for those pertaining to any type of leave and benefits. The division requires substitute employees to adhere to all policies and procedures and will be subject to disciplinary action as stated in policy. Any questions regarding policies and procedures may be addressed to Human Resources.

H. Public Information Program Electronic Resources

The York County School Division utilizes a variety of electronic communication services to support the division's school-community relations goals. Examples of electronic communication systems include, but are not limited to, websites, telephone, text messaging, email, television and social media.

Websites

Internet

The primary purpose of the York County School Division public website (yorkcountyschools.org) is to provide students, parents, staff and community members with a consistent digital resource for information about the division, division programs, division policies and procedures, and division achievements.

The primary purpose of individual school websites is to provide students, parents, staff and community members with a consistent digital resource for information about the individual school, school programs and activities.

Intranet

The primary purpose of the York County School Division private intranet site is to provide a central location for distributing information to school division employees. This is the primary reference source for the School Board Policy Manual, Superintendent's Regulations, Standard Operating Procedures, forms, memorandums, and manuals pertinent to the daily operations of the division. The Division intranet also serves as the primary centralized source for supplemental departmental information and materials.

Rapid Notification Systems

The York County School Division utilizes multiple platforms, such as telephone, email and text messaging, for rapid delivery of school

information. The primary purpose of these platforms is to quickly notify parents/guardians of emergency situations such as school closings, lockdowns, utility outages, etc. Rapid notification systems may also be used to send other important announcements and messages from the division and/or individual schools.

YCSD TV-47

The general purpose of the York County School Division local cable channel is to deliver information concerning division and school activities/services. Programming includes School Board meetings, division video productions, contracted video productions, and bulletin announcements.

Social Media

The York County School Division supports the use of social media to achieve communication and educational goals. The purpose of the division's overall social media presence is intended to provide a venue to share information, promote professional development and collaboration, and support student learning in a digital environment. Examples of social media include, but are not limited to, Facebook, Twitter, LinkedIn, YouTube, Blogs and Wikis.

ISSUED: August 14, 2013

REISSUED: July 31, 2024

Victor Shandor, Ed.D.
Division Superintendent

