# Table of Contents

**About Newport News Public Schools**

- Welcome .................................................................................................................. 1
- Notice ......................................................................................................................... 2
- Message from the Superintendent ........................................................................... 3
- The Newport News School Board ............................................................................. 4
- Senior Leadership ...................................................................................................... 5
- Our Mission .............................................................................................................. 6
- NNPS at a Glance ...................................................................................................... 7
- Strategic Plan: Journey 2025 .................................................................................... 8

**Employee Policies & Procedures** .......................................................................... 9

- Newport News Public Schools Policies and Procedures ........................................... 10
- Selection Hiring Process ............................................................................................ 10
- Employee Classifications .......................................................................................... 13
- Educational Support Staff Probationary Employment ................................................. 13
- Outside Employment .................................................................................................. 14
- Ending Employment ................................................................................................... 15
- Personnel Files ......................................................................................................... 16
- Staff Reassignments or Transfers .............................................................................. 18
- Discrimination and Harassment ................................................................................ 19
- Standards of Conduct ............................................................................................... 22
- Acceptable Use Policy ............................................................................................... 24
- Conflicts of Interest .................................................................................................... 30
- Attendance ................................................................................................................ 30
- Drug-Free Workplace .................................................................................................. 32
- Child Abuse and Reporting ....................................................................................... 37
- Social Media .............................................................................................................. 39
- Employee Work Related Concerns ........................................................................... 40
- Benefits .................................................................................................................... 43
  - Insurance Benefits .................................................................................................. 43
  - Reasonable Accommodation Requests .................................................................. 47
  - Employee Assistance Program (EAP) ..................................................................... 48
  - Workers’ Compensation ......................................................................................... 49
  - Employee Leaves of Absence ............................................................................... 51
  - Compensation ....................................................................................................... 52
Fair Labor Standards Act........................................................................................................................................52
Staff Wages and Salaries......................................................................................................................................53

Additional Resources........................................................................................................................................54
SafeSchools Online Training.............................................................................................................................55
Employee Self Service .........................................................................................................................................55
School Calendar................................................................................................................................................60
Departmental Directory.......................................................................................................................................61
School and Worksite Locations..........................................................................................................................64
Employee Handbook Acknowledgment and Receipt ..........................................................................................65
Welcome

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

Notice

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

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

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

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

Welcome to Newport News Public Schools!

Whether you are new to NNPS or a seasoned employee, you are an important part of a team that works together for one mission: ensuring that all students graduate college, career and citizen-ready.

Each of us has an important role. From transportation and meal service, to operations and teaching and learning, what we do each day supports learning and prepares students for success. Our work is more than just a job. We are shaping the future.

Like our students, we are strong and diverse - qualities that make Newport News Public Schools a great place to work and thrive.

This handbook has been prepared to provide you with an overview of NNPS and our mission, strategic plan, policies and contact information. Any questions regarding the content of this handbook should be addressed to your supervisor or the Human Resources Department.

Thank you for your commitment to NNPS and our students. I am proud to serve with you.

Sincerely,

George Parker, III, Ph.D.
Superintendent

About Superintendent Dr. George Parker, III
The Newport News School Board appointed Dr. George Parker, III as superintendent of Newport News Public Schools effective July 1, 2018. Dr. Parker previously served as the superintendent of Caroline County Public Schools in Virginia.

Dr. Parker's career in education began in 1993, following a four-year career in the Navy. He served as a teacher, assistant principal, principal and assistant superintendent of secondary schools in Virginia Beach City Public Schools before being named superintendent in Caroline County in 2015. He received his bachelor of arts degree in computer science from Norfolk State University; his master of arts degree in educational leadership from Norfolk State University, and his doctor of philosophy in education leadership and policy studies from Virginia Tech.
The Newport News School Board

Lisa R. Surles-Law
Chairman

Dr. Terri L. Best
Vice Chairman

Rebecca Aman

Douglas C. Brown

Marvin L. Harris

Gary B. Hunter

Raquel M. Manadero
Student Representative
# Executive Leadership Team

## DIVISION LEADERSHIP

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>George Parker, III, Ph.D.</td>
<td>Superintendent</td>
</tr>
<tr>
<td>Rashard Wright</td>
<td>Chief of Staff</td>
</tr>
<tr>
<td>Rusty Fairheart, MBA</td>
<td>Chief Operations Officer</td>
</tr>
<tr>
<td>Tina Manglic mot, Ed.D.</td>
<td>Chief Academic Officer</td>
</tr>
<tr>
<td>Scarlett Minto</td>
<td>Chief Financial Officer</td>
</tr>
</tbody>
</table>

## EXECUTIVE DIRECTORS

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cathy Alexander</td>
<td>Executive Director</td>
</tr>
<tr>
<td>Felicia Barnett, Ed.D.</td>
<td>Executive Director</td>
</tr>
<tr>
<td>Wade Beverly</td>
<td>Executive Director</td>
</tr>
<tr>
<td>Shay Coates</td>
<td>Executive Director</td>
</tr>
<tr>
<td>Kathryn Hermann, Ph.D.</td>
<td>Executive Director</td>
</tr>
<tr>
<td>Joanne Jones, Ed.D.</td>
<td>Executive Director</td>
</tr>
<tr>
<td>Michele Mitchell, Ed.D.</td>
<td>Executive Director</td>
</tr>
<tr>
<td>Wayne Santos, II</td>
<td>Executive Director</td>
</tr>
<tr>
<td></td>
<td>Nutrition &amp; Wellness</td>
</tr>
<tr>
<td></td>
<td>Secondary School Leadership</td>
</tr>
<tr>
<td></td>
<td>Plant Services</td>
</tr>
<tr>
<td></td>
<td>Transportation</td>
</tr>
<tr>
<td></td>
<td>Elementary School Leadership</td>
</tr>
<tr>
<td></td>
<td>Curriculum &amp; Development</td>
</tr>
<tr>
<td></td>
<td>Student Advancement</td>
</tr>
</tbody>
</table>

## DIRECTORS

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shannon Bailey</td>
<td>Director</td>
</tr>
<tr>
<td>Caron Blizzard, Ph.D.</td>
<td>Director</td>
</tr>
<tr>
<td>Eleanor Blowe, Ed.D.</td>
<td>Director</td>
</tr>
<tr>
<td>Tracy Brooks</td>
<td>Special Assistant to the Superintendent</td>
</tr>
<tr>
<td></td>
<td>Procurement</td>
</tr>
<tr>
<td></td>
<td>School Counseling</td>
</tr>
<tr>
<td></td>
<td>Secondary School Leadership</td>
</tr>
<tr>
<td>Nina Farrish</td>
<td>Director</td>
</tr>
<tr>
<td>Crystal Haskins, Ph.D.</td>
<td>Director</td>
</tr>
<tr>
<td>Lee Martin</td>
<td>Director</td>
</tr>
<tr>
<td>LaQuiche Parrott, Ed.D.</td>
<td>Director</td>
</tr>
<tr>
<td></td>
<td>Human Resources</td>
</tr>
<tr>
<td></td>
<td>Equity, Assessment &amp; Strategic Operations</td>
</tr>
<tr>
<td></td>
<td>Student Athletics</td>
</tr>
<tr>
<td></td>
<td>Elementary School Leadership</td>
</tr>
<tr>
<td>Michelle Price</td>
<td>Director</td>
</tr>
<tr>
<td>Angela Rhett</td>
<td>Director</td>
</tr>
<tr>
<td>Vivian Vitullo</td>
<td>Director</td>
</tr>
<tr>
<td>Lori Wall</td>
<td>Director</td>
</tr>
<tr>
<td></td>
<td>Public Information &amp; Community Involvement</td>
</tr>
<tr>
<td></td>
<td>Employee Development</td>
</tr>
<tr>
<td></td>
<td>Special Education</td>
</tr>
<tr>
<td></td>
<td>Elementary Curriculum</td>
</tr>
<tr>
<td>Len Wallin</td>
<td>Director</td>
</tr>
<tr>
<td>TBD</td>
<td>Director</td>
</tr>
<tr>
<td></td>
<td>Legal Services</td>
</tr>
<tr>
<td></td>
<td>Budget, ERP &amp; Data Analytics</td>
</tr>
</tbody>
</table>

As of October 2022
Newport News Public Schools is preparing students to graduate college, career and citizen-ready.

College-Ready

- **Advanced Placement Courses.** The school division offers more Advanced Placement (AP) courses than any other school district or private school on the Peninsula. AP courses are open to all; students with qualifying grades may earn college credit.

- **Dual-Enrollment.** High school juniors and seniors have the option of earning college credit and high school credit concurrently through dual-enrollment courses at Thomas Nelson Community College (TNCC) and Norfolk State University.

- **Early College.** High school seniors may earn up to 19 semester hours of college credit prior to high school graduation in this unique partnership with Thomas Nelson Community College. During their senior year, students complete their high school coursework during the first semester and attend TNCC during the second semester.

Career-Ready

- **Career Pathways.** Students are exposed to grade-appropriate career development experiences. Elementary and middle school students focus on career awareness and exploration, while high school students are exposed to career options through internships, job shadowing and hands-on training.

- **Science, Technology, Engineering and Mathematics Education (STEM).** With innovative instruction, new technologies, renovated science labs and resourceful business partners, students at all levels are engaged in hands-on and minds-on activities that prepare them for further education and rewarding career possibilities in STEM.

- **Industry Certifications.** Career and Technical Education (CTE) courses are designed around industry standards to ensure high-quality instruction for high-wage, high-demand and high-skill careers. CTE courses prepare students to earn more than a dozen industry certifications, accelerating student access to technical, high-skilled careers.

- **Early Career.** High school seniors can jump start their careers before graduation with this partnership program. During the first semester of their senior year, students complete their high school coursework and take special training courses. During the second semester, students begin working full time with a local business or industry partner.

Citizen-Ready

- **Youth Development.** Through school leadership academies and participation in clubs and organizations, students have the opportunity to develop leadership skills, volunteerism and citizenship.

- **Service Learning.** Service to others is introduced, taught and practiced as part of the elementary curriculum. Middle and high school students provide a wealth of services to the community by contributing their time and talents to service projects and volunteer efforts.
Number of NNPS Schools: 40

3 Early Childhood Centers
24 Elementary Schools including:
  5 Specialty Programs
    • Communication Arts Magnet
    • Environmental Science Magnet
    • Discovery STEM Academy
    • Global Studies Magnet
    • Math, Science & Technology Magnet

7 Middle Schools including:
  2 Specialty Programs
    • Science, Technology, Engineering & Math Magnet
    • Marine Science/Pre-Advanced Placement Magnet

5 High Schools including:
  7 Specialty Programs
    • Aviation Academy Magnet
    • Arts & Communications Magnet
    • Governor’s Health Sciences Academy
    • Governor’s STEM Academy
    • International Baccalaureate Program
    • Non-traditional High School Program
    • University Magnet

1 Combined Middle and High School
1 Virtual Learning Academy

Number of Employees: 4,688

Student-Teacher Ratio

<table>
<thead>
<tr>
<th>Grade Level</th>
<th>Ratio</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preschool</td>
<td>18 to 1</td>
</tr>
<tr>
<td>Kindergarten</td>
<td>20 to 1</td>
</tr>
<tr>
<td>Grades 1-3</td>
<td>19 to 1</td>
</tr>
<tr>
<td>Grades 4-5</td>
<td>20 to 1</td>
</tr>
<tr>
<td>Grades 6-8</td>
<td>17 to 1</td>
</tr>
<tr>
<td>Grades 9-12</td>
<td>18 to 1</td>
</tr>
</tbody>
</table>

Total Number of Students: 26,643

<table>
<thead>
<tr>
<th>School Level</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early Childhood (Pre-K)</td>
<td>1,014</td>
</tr>
<tr>
<td>Elementary (K-5)</td>
<td>11,944</td>
</tr>
<tr>
<td>Middle School (6-8)</td>
<td>6,013</td>
</tr>
<tr>
<td>High School (9-12)</td>
<td>7,488</td>
</tr>
<tr>
<td>Alternative</td>
<td>184</td>
</tr>
</tbody>
</table>
A Strategic Plan to College, Career and Citizen-Readiness!

NNPS Mission:
We ensure that all students graduate college, career and citizen-ready.

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

- **College-Ready** - Whether it be in college or the workplace, graduates of NNPS will understand the importance of being life-long learners. Graduates will be prepared for future learning and to take on new challenges.

- **Career-Ready** - By offering a variety of certifications and opportunities for all students, graduates will be ready to join the workforce in a globally competitive market. Graduates will understand the importance of having a career mindset.

- **Citizen-Ready** - As a result of the commitment to students' social, emotional and academic development, graduates of NNPS will be competent in civic engagement, intellectual freedom, service to community, and tenets of diversity.

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

2. **Student & Staff Wellness**
   Create an environment that promotes the social, emotional and physical well-being for students and employees.

3. **Employee Expertise**
   Cultivate a premier workforce by prioritizing adult learning and innovation.

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

5. **Stewardship of Resources**
   Make financial and human capital decisions with a focus on student and staff needs, organizational data, and equitable practices.

[Click here for more information.]
EMPLOYEE POLICIES AND PROCEDURES

NEWPORT NEWS PUBLIC SCHOOLS
All Newport News Public Schools policies and procedures can be accessed at
https://go.boarddocs.com/vsba/nnps/Board.nsf/goto?open&id=896CQD7EC961

Selection Hiring Process
(Policy and Procedure GCE)

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

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

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

A. Teacher Recruitment and Selection
  1. Recruitment and Initial Screening
     a. Each candidate for a teaching position will file a completed application with the Department of Human Resources. Applicants must provide proof of baccalaureate degree, major or other graduate certification degree, and field of discipline. Educational transcripts are required as proper evidence of eligibility for Virginia Licensure.
     b. The Human Resources staff will review all applications to determine the qualifications of each applicant.
     c. Human Resources officials will conduct screening interviews with qualified applicants.
  2. Supplementary Screening
     a. The Department of Human Resources will coordinate the scheduling of interviews of highly qualified applicants with an appropriate subject area specialist. Other supervisory staff may be used as deemed both practical and effective.
     b. The Department of Human Resources will establish a file of candidates by grade level/subject area to be given final consideration for specific vacancies.
  3. Selection and Assignment
     a. The Department of Human Resources will work directly with the principal in selecting suitable applicants for specific teaching vacancies.
     b. The principal will interview applicants recommended by the Human Resources official for the final selection.
     c. The Human Resources Official will forward the principal's recommendation to the Director of Human Resources for review forwarding to the Superintendent for recommendation to the School Board. The Director of Human Resources may authorize
the awarding of a contingent offer of employment to the applicant, subject to the
conditions stated in the second paragraph of this procedure.
d. The Superintendent will recommend names of teachers to the School Board for final
approval.

B. Licensed Administrator and Educational Support Staff

1. Department Head / Principal discusses the available position with the appropriate Human
Resources Official.

2. The Human Resource Official will then determine the minimum requirements for the
position, recruiting strategy, application procedure, interview committee if applicable, and
interview procedures.

3. Human Resources Official initiates recruiting activities, which may include internal candidate
promotion or transfer discussions, posting the position, external advertisements or other
actions. Administrative and Supervisory positions, if not filled by internal transfer, will be
posted. Postings, if performed, will remain open for a minimum of eight (8) working days.
Teacher and Instructional Assistant positions will not be posted unless an expanded
applicant pool is desired.

4. Human Resources Department receives all applications. The Human Resources Official,
Department Head/Principal and/or committee screens the applicants, selecting qualified
candidates for further consideration.

5. The Human Resources Official, Department Head/Principal and/or committee selects the top
candidates for interview. The number of candidates to interview will vary depending on the
number of total openings and the number of qualified applicants. The selection of candidates
to interview will be based on criteria such as: similarity of prior experience to the position
available, skills and abilities related to position requirements, similarity of education to
position requirements, presence of all licenses or certifications, availability of the candidate,
and other work related factors.

6. The Human Resources Official, Department Head/Principal and/or committee interviews the
candidates and recommends the selected candidates to the Department Head/Principal/
Superintendent (administrative positions) and/or committee for further interviews. In
situations in which candidate recommendations are sent to the Superintendent, the
following will occur:
   a. a list of all candidates interviewed by the committee and all those who have applied will
      be provided to the Superintendent.
   b. position openings of Grade 46 and above require the submission of at least two
candidates to the Superintendent. In situations in which the Superintendent serves on
the interview committee, the recommended candidate is presented directly to the
School Board.
   c. The Director of Human Resources may authorize the awarding of a contingent offer of
employment to the applicant, subject to the conditions stated in the second paragraph
of this procedure.

7. The Human Resources Official, Department Head/Principal and/or committee discuss the
interviewed candidate(s), and decide if further recruitment is necessary. If additional
recruiting is needed, Human Resources will initiate the agreed upon strategy. The selection of
the final candidate for the position will be based on criteria which include: meeting the
qualifications of the position, the applicant’s suitability for the position, the perceived
likelihood of success, or other work related factors.
8. If a finalist is agreed upon, the Human Resources Official will determine the appropriate salary to offer subject to Superintendent approval.

9. The Human Resources Official will initiate background and reference checking for the selected finalist. Areas for reference checking include prior employers and educational/licensure verification, if necessary. Areas for background checks will include criminal history records, fingerprinting, and child abuse. For designated positions, the background check will include the driving record.

10. Falsification or omission of information on the application form may result in termination of an employee (action is not grievable) or in withdrawal of a contingent offer of employment. A felony conviction will result in the withdrawal of an offer or denial of consideration of the applicant.

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

12. If the position is a Licensed Administrator, Coordinator, or Director, or other position deemed appropriate, the Superintendent may choose to interview the finalist(s) prior to final recommendation to the School Board.

13. The Superintendent or designee will recommend the finalist to the School Board for hiring approval. Human Resources creates a letter of offer to the finalist once School Board approval is given.

14. A contract for employment or letter of appointment, as appropriate, will be generated for the finalist after School Board approval. Contracts may only be approved for positions as stipulated in the Code of Virginia.

15. Human Resources will come to agreement with the finalist on the terms of employment.
Employee Classifications
(Policy GAB)

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

Employee Groups: For the purpose of policy administration and application, the School Board has approved the following three (3) groupings of school positions. These group definitions will apply unless expressly provided for otherwise in a specific policy. A list of current generic position titles for each group can be found in Exhibit GAB-E.

Teachers (8VAC20-430-10)
“Teacher” means a person who is regularly employed full-time as a classroom Teacher, School Social Worker, School Counselor, Librarian/Media Specialist, or Instructional Specialist and holds a valid teaching license.

Licensed Administrators (8VAC 20-430-10)
“Licensed Administrator” means a person who is regularly employed full-time as a Principal, Assistant Principal, Assistant Superintendent/Director/Supervisor of Instruction, or any additional position clearly identified as such bylaw, and holds a valid teaching license with appropriate endorsement.

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

Educational Support Staff Probationary Employment
(Policy GDI)

All new employees will serve a probationary period of employment. Such probationary period will be for eighteen (18) calendar months in length.

During the probationary period, the employee will be observed and assisted, if needed, to assure an appropriate level of job performance. Should the employee’s performance be unsatisfactory, they may be released at any time during the probationary period.

Upon successful completion of the probationary period, the employee will be considered a regular employee in the job classification and will be eligible to receive an annual letter of appointment.
Outside Employment
(Policy GCR)

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

The outside work done by a staff member is of concern insofar as it may:
1. prevent the employee from performing their responsibilities in an effective manner;
2. be prejudicial to the employee's effectiveness in the position; or might compromise or embarrass the school division;
3. raise a question of conflict of interest - for example, where the employee's position in the division permits access to information or another advantage useful to the outside employer.

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

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

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

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

Teachers Who Tutor
Teachers who tutor non-Newport News Public School students for pay and receive compensation from a parent, guardian or other individual are covered under this policy. Teachers may not tutor for pay on School Board property when such compensation is received from a parent, guardian, or other individual. Teachers may not receive compensation from a parent, guardian, or other individual for tutoring a student in a course in which they serve as the student's teacher. Exception to this rule is made only if another qualified tutor cannot be contracted. Prior written approval to receive compensation for tutoring students whom they teach must be obtained from the Chief Academic Officer.
Ending Employment
(Policy GCQC)

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

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

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

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

Resigning employees may be requested to complete an exit questionnaire.

Teachers and Licensed Administrators
In the event that the request for release is denied on the grounds of insufficient or unjustifiable cause, and the staff member breaches such contract, the license of said staff member may be revoked under rules and regulations prescribed by the State Board of Education.
Personnel Files
(Policy and Procedure GBJ)

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

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

- Establishing contents
- Maintaining confidentiality
- Regulating access

A. Definition
"Personnel file" means, for the purposes of this policy any and all memoranda, entries or other documents included in the employee’s file as maintained in the central school administration office or in any file on the employee maintained within a school in which the employee serves. The term “official personnel file” shall only pertain to that personnel file maintained by the department of Human Resources.

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

C. Contents of Files
1. The official personnel file of an active employee includes the following:
   - Original application or resume resulting in employment
   - Evaluations and assessments
   - Correspondence to and from employee regarding any personnel action
   - Contract information
   - Rebuttal information submitted by the employee
   - Documentation specifying power of attorney and authorization for release of information
   - Change of name or social security number
   - Social Services Child Abuse Registry Search Controlled Substance and Alcohol Test
   - Information Release Consent form for position requiring a commercial driver’s license

Except for the required documents identified above, only material deemed relevant to the employment status by the Director of Human Resources shall be added to the official personnel file. If the material added to the employee’s file was not sent or copied to the employee initially,
then the employee will receive a copy of the material and shall have the right to submit a written rebuttal for inclusion in the file.

2. The following will not be part of the official personnel file, but will be maintained in separate files:
   • Certification/licensure information;
   • Medical records/information (FMLA/ADA related information;
   • Equal Employment Opportunity, any document that identifies an individual’s sex or race;
   • Documents in the grievance process, unless specifically required by the result of the grievance.
   • Immigration (I-9) forms; and
   • Investigations.

D. Files of separated employees
   The official personnel file of a former employee shall be retained and designated “Inactive”. During July of the third year following the employee’s separation, the file shall be designated for permanent storage unless federal or state laws require that the file be kept for a longer period. Those items that may be stored permanently may include, but are not limited to, the following:
   • Original application or resume resulting in employment
   • Data relating to termination or separation actions
   • Document specifying power of attorney
   • Evaluations and attachments (last three) Record of employment history
   • Any other data that the Director of Human Resources, deems relevant to the person’s employment history

   The complete contents of the file of a temporary or hourly employee may be destroyed by shredding in July of the third year following the employee’s separation from employment, unless federal or state laws require – in individual cases – that the records be kept for a longer period.

E. Access to the Official Personnel Files
   1. Access by the Employee and Access with Permission of the Employee
      • With reasonable notice, an employee may, in the presence of an appropriate member of the Human Resources staff, and during regular office hours, review the contents and make copies of their personnel file. Excluded from this review are confidential materials received in connection with the employee’s application for a position. An employee shall be entitled to choose another person to be present during a review of the file. Additionally, the employee may authorize the review of their personnel file through a signed authorization. At no time shall an employee or employee representative remove any materials from a file.

   2. Access Without Permission of the Employee
      The following persons may review an employee's personnel file without the consent of the employee:
      • Administrators and supervisors who have line responsibility over the employee.
      • Members of the School Board when the board is in session.
      • A person with a court order.
      • Other persons authorized by federal or state law.
F. Disclosure of Employment-Related Information to Specific Current or Specific Prospective Employers.
In response to an inquiry made by a specific current or specific prospective employer, the Superintendent or his designee may provide accurate information concerning the professional conduct, job performance, and/or reasons for separation or discipline of a current or former employee of the Board. At the Superintendent's or his designee's discretion, the information will be released in accordance with regulations developed by the Superintendent and may be limited to whether:

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

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

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

Staff Reassignments or Transfers
(Policy and Procedure GCK)

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

The Superintendent will develop procedures to implement this policy.

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

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

If an involuntary reassignment or transfer is being considered and the employee who is being reassigned or transferred involuntarily has extenuating circumstances that they wish to be considered, an appeal may also be made to the Superintendent or designee.

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

**Voluntary Reassignment or transfers**

**Teachers**

A voluntary reassignment or transfer request from a teacher will be accepted between September 15 and April 1 of each school year and will be valid until July 15 of the following fiscal year.

A list of reassignment or transfer requests for the next school year will be provided to the Principals before April 15 of the current school year. When a teaching vacancy occurs within a school, the Principal is encouraged to review the list of reassignment or transfer requests before considering other applicants for the position.

Requests for reassignment or transfer made after April 1 may also be considered. Such requests will be reviewed only after consideration has been given to requests received on or before April 1 and other applicants for the position. (eliminated numbering)

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

**Licensed Administrators and Educational Support**

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

**Discrimination and Harassment**

(Policy and Procedure GBAA)

The School Board is committed to providing a work environment free from discrimination and illegal harassment which is harassment based on race, religion, color, national origin, sex, marital status, age, or disability. The School Board will not tolerate actions which may provide or contribute to discrimination, illegal harassment, and/or hostile or offensive work environment for any employee. Under no circumstances will any manager, supervisor, or other School Board employee take negative or punitive action against the accuser or accused or retaliate against either party based on the complaint during or following the investigation.

Any behavior that creates a hostile or offensive working environment is a form of illegal harassment. A hostile or offensive environment occurs when a supervisor or employee engages in behaviors which are substantial, pervasive and offensive toward an individual and such behavior is based on race, color, religion, sex, or national origin.

Sexual harassment refers to sexual conduct which is offensive to the individual, which harms morale and/or which interferes with the effectiveness of the school division.
Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

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

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

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

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

The Director of Human Resources will be responsible for ensuring that an investigation is performed for any complaints of discrimination or illegal harassment made in the school division. A complaint of discrimination or illegal harassment against the Director of Human Resources will be made to the Superintendent and a complaint of discrimination or illegal harassment against the Superintendent will be made to the Chairman of the School Board. An investigation will take place as soon as possible after a complaint has been initiated. The Director of Human Resources will appoint an individual to conduct the investigation.

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

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

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

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

2. Determine whether discrimination or illegal harassment has occurred:
   • A case review panel consisting of the Director of Human Resources and two other assistant superintendents, executive directors, or directors, as designated by the Superintendent, will review the evidence.
   • The findings of the panel will be forwarded to the Superintendent or further consideration. The Superintendent will:
     1. Determine the appropriate action:
        • If accused is found to be innocent or there is not sufficient information to come to a conclusion, utmost care must be taken to ensure that there is minimal damage to the person’s career and reputation.
        • Depending on the nature and severity of the case, corrective action will be taken.
     2. Communicate findings and actions to the complainant and accused:
        • Separate confidential meetings will be held with each party to explain the conclusion(s) of the investigation and the procedures and facts used to reach such conclusion(s).

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

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

AC - Nondiscrimination/Equal Opportunity

Respect for the dignity and worth of each individual will be paramount in the establishment of all policy by the Board and in the implementation of those policies by the administration.

The Newport News School Division does not discriminate on the basis of race, color, religion, national origin, sex, pregnancy, childbirth or related medical conditions, age, marital status, disability, sexual orientation, gender identity, genetic information or status as a veteran in its programs, activities, or employment practices as required by the Title VI, VII, and Title IX, Section 504, and ADA regulations. The school division does, however, acknowledge its continuing obligation to respect remedies suggested by it during federal desegregation litigation and accepted by the court. Assignments of students and faculty may be affected by the resolution of the litigation.
The Superintendent will be responsible for naming a person or persons responsible for coordination of the division’s efforts to meet its obligations under Section 504, Title IX, the ADA and their implementing regulations. Notices of nondiscrimination will include the name/title, office address/location and telephone number of the person(s) so designated.

Also see AC-P1 Procedures – Non-discrimination/Equal Opportunity and AC-P2 Procedures - Nondiscrimination on the Basis of Sex in Education Programs or Activities

**Standards of Conduct**
*(Policy and Procedure GBEB)*

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

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

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

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

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

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

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

• When such employee has been charged by summons, warrant, indictment or information with the commission of a felony; a misdemeanor involving (1) sexual assault as defined in § 18.2-61 et seq. of the Code of Virginia; (2) obscenity and related offenses as defined in § 8.2-372 et seq. of the Code of Virginia; (3) drug related offenses including, but not limited to, possession of marijuana or of drug paraphernalia or as defined in § 8.2-247 et seq. of the Code of Virginia; (4) moral turpitude (5) the physical or sexual abuse or neglect of a child; public drunkenness; driving under the influence of alcohol or drugs; reckless driving; disturbing the peace; or an equivalent offense in another state; or is the subject of a Department of Social Services (CPS) investigation into an allegation of child abuse or neglect or a Department of Social Services (CPS) founded disposition of child abuse or neglect, the employee shall notify the Superintendent of the charge.

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

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

1. Introduction and Purpose

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

2. Scope

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

3. District Responsibilities

The School Board will authorize the purchase of technology resources based on instructional, administrative and other educational needs to be identified by the Superintendent.

The Superintendent will provide leadership on the use and purpose of technology within the school division and will ensure compliance with the provisions of the Code of Virginia on acceptable internet use policies for school districts. The Superintendent or designee will notify employees, non-employees, volunteers, and students about this AUP policy and supporting procedures.

The Superintendent will assign an administrator to oversee the NNPS Computer System. Oversight will include the management of all components of the NNPS Computer System and will ensure procedures are in place requiring each employee non-employee, volunteer, and student accessing the division computer system to read and adhere to the acceptable use policy agreement. A copy of the agreement, signed by each employee, is to be on file in the Human Resources office.

4. School-Based Responsibilities

The Superintendent or designee will work to promote training of district personnel in the area of technology, support and facilitate the integration of technology into the curriculum.

The principal, or designee, will serve as the site coordinator overseeing the NNPS Computer System within a school and will ensure processes are in place requiring parents/legal guardians to acknowledge annually the receipt of and compliance with the Acceptable Use Procedure included in the Student Rights and Responsibilities Handbook.
School officials will have the right to review the NNPS Computer System usage at any time to determine if such use meets the criteria set forth in this and other School Board policies and procedures.

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

The School Board will review, amend if necessary, and approve this policy every two years.

Legal Ref: Code of Virginia, 22.1-70.2.

Acceptable Usage Policy FAQ

I. Summary

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

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

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

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

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

IV. What is School System Business?

School System Business includes, but is not limited to:

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

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

Yes, with your supervisor’s knowledge and approval.

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

It is the responsibility of the user to:

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

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

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

• Transmitting, downloading, storing, viewing, or printing files or messages that are plainly
offensive, lewd, vulgar, or inconsistent with the educational mission of NNPS on division
owned devices.
• Harassment by computer, web application, or network services, which includes transmitting
any material or posting material on any website which is threatening to another person, or
which is intended to coerce, intimidate, or harass, material intended to communicate
obscene, vulgar, profane, lewd, lascivious, or indecent language, or make any suggestion or
proposal of an obscene nature; or material threatening any illegal or immoral act.
• Copying and/or installing proprietary information, including software, in violation of software
licensing agreements and applicable law. Installation of unapproved applicants and software
on the division owned devices.
• Plagiarizing. Recognize and honor the intellectual property of others by complying with legal
restrictions regarding the use and citation of others’ work.
• Using the NNPS e-mail system to check and/or respond to personal e-mail; creating or forwarding jokes, chain messages, or any other non-work related messages; sending or forwarding messages concerning participation in sports pools, baby pools or other sorts of gambling activities.
• Using the NNPS e-mail system to send, forward or solicit for commercial ventures, religious or political causes, for outside organizations, or other non-NNPS purposes.
• Improper use of the network or any other system such as developing or using programs or any other means to threaten or harass others; intercept e-mail; infiltrate a computer or computer system (e.g. hacking); interfere, clog, or damage the performance, files, data, or the software components of a computer or computing system (e.g. introducing a computer virus or "spamming").

VIII. Aren't my files and E-mail my private property?

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

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

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

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

X. What laws are associated with Internet Safety?
  • FERPA - Family Educational Rights and Privacy Act
  • CIPA - Children's Internet Protection Act
  • COPPA - Children's Online Privacy Protection Rule

XI. How does NNPS use content filtering to protect student safety online?
The school division follows all local, state, and federal guidelines requiring students' personal identification to be protected. NNPS has implemented an Internet Filter to block access to text and visual depictions deemed "obscene," "child pornography," or "harmful to minors."

XII. Social Networking

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

- For Classrooms and their Educational Projects

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

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

- For Employees

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

When using NNPS computer resources, employees...
- Shall not use social networking sites for personal use during times when employees are scheduled to be engaged in their regular work duties
- Should use social networking sites to engage colleagues and experts in the field of education
• Should reveal as little personal information as is necessary to achieve the learning objectives
• Should not share any confidential student, employee, or district information
• Should not use the same usernames and passwords for their social networking site accounts as their NNPS usernames and passwords
• Should alert Technology Operations to any activity on the social networking sites that might compromise network security, such as the presence of viruses or attempts to acquire passwords of users
• Should understand that anything that is posted to a social networking site could be accessed by anyone on the Internet at any time in the future despite privacy protections that might currently be in place on the site
• Should understand that they are representatives of NNPS and therefore their conduct should remain professional at all times (personal use of such sites should not occur with the same accounts as professional use while using NNPS computing resources)
• Should understand that data such as student photos, names, and work may only be posted to NNPS-endorsed social networking sites using NNPS-endorsed accounts and should never be posted to personal accounts on any site, NNPS-endorsed or otherwise

Staff Ethics

(Policy GBEAA)

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

Commitment to Students
The employee strives to help each student realize his or her potential as a productive member of society. The employee therefore works to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of goals.

In fulfillment of the obligation to the student, for example, the employee:
• will provide a safe and orderly learning environment;
• will respect the rights and dignity of the individual and will not intentionally expose the student to embarrassment or disparagement;
• will maintain professional relationships with students and their families;
• will maintain the confidentiality of information about students [or their families] obtained in the course of professional service, unless disclosure serves a compelling professional purpose or is required by law;
• will provide a balanced presentation of content;
• will encourage student access to varying points of view;
• will encourage the student toward independent action in the pursuit of learning;

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

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

Also see: IJOC – Student Volunteers

**Conflicts of Interest**
(Policy GBEA)

Employees are expected to comply with both the letter and spirit of the state Conflict of Interest Act and the Virginia Public Procurement Act.

Employees of the Board will not engage in any activity that conflicts, or raises a reasonable question of conflict, with their responsibilities in the school division. For example, employees will not:

• use institutional privileges for private gain;
• solicit or receive compensation, other than that allowed by law, for performance of their duties;
• engage in any personal dealings with any individual or entity with whom they/them, on the behalf of the Board, has any direct or indirect contact for purposes of obtaining from such individual or entity, noncompetitive contracts, services, or materials;
• knowingly authorize or employ the authority or influence of their office to secure authorization of any purchase of goods and services in which they/them, a member of their family, or any of their business associates has an interest;
• offer any favor, service, or thing of value to obtain special advantage; or
• permit commercial exploitation of their professional position.

See also Purchasing Authority (Policy DJA).

**Attendance**
(Policy GBEBB)

Punctual and regular attendance is an essential responsibility of each employee of Newport News Public Schools. Any tardiness or absence causes problems for fellow employees and supervisors. When an employee is absent, others must perform his or her work. No matter how skilled an employee may be, if they do not have a good attendance record, their contributions to the mission of Newport News Public Schools are diminished. The purpose of this policy is to promote the efficient operation of the school division and minimize unscheduled absences, late arrivals, early departures, or other absences.

Exempt and non-exempt employees are expected to report to work as scheduled, on time and prepared to start work. Employees also are expected to remain at work for their entire work schedule.
Definitions
1. Occurrence: an absence, tardy and early departure.
2. Absence: when an employee misses more than one-half of their normal workday.
3. Tardy: An employee is considered tardy if they report to work after the scheduled starting time;
4. Early departure: an early departure is one in which the employee leaves before the scheduled end of his or her work day.

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

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

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

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

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

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

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

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

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

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

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

**Discipline**
No disciplinary actions will be taken without the direct involvement of the Human Resources Department. All warnings will be delivered by the direct supervisor, director, or Human Resources administrator as circumstances require.

Although occurrences will become inactive for disciplinary purposes after six months, habitual offenders may trigger the next step discipline even though they may not otherwise be eligible to receive the discipline. Habitual offenders are defined as employees who have established a pattern of occurrences, such as sustaining a record of active reprimands and/or final warnings over an 18 month or greater period or establishing a pattern of three occurrences on Mondays and/or Fridays within a three-month period.

**Drug-Free Workplace**
(Policy GBEC)

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

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

**Alcohol and Controlled Substance Testing for Employees (Procedure GBEC)**

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

II. **Definitions**
   A. Illegal Drugs and Controlled Substance are interchangeable and mean any of the following:
      1. Any drug or controlled substance the possession of which is prohibited by law. These illegal drugs include but are not limited to, marijuana, cocaine, heroin, opiates, phencyclidine (PCP), amphetamines and imitations thereof.
2. Any drug or controlled substance which is used in a manner different from that authorized by law.
3. Any drug or controlled substance which is legally obtainable but which has not been legally obtained.

B. Under the Influence of Drugs or Controlled Substances means having any detectable trace of an illegal drug in the blood or urine.
C. Alcohol means the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols, including methyl or isopropyl alcohol.
D. Alcohol Use means the consumption of any beverage, mixture or preparation, including any medication, containing alcohol.
E. Under the Influence of Alcohol means, having an alcohol concentration of .04 or more
F. Refusal to Test means any one the following:
   1. Refusal to sign a consent form
   2. Refusal to submit to controlled substances or alcohol test.
   3. Any conduct or failure to cooperate that obstructs the testing process.
   4. Any attempt to substitute, adulterate or contaminate a specimen or to alter test result.
   5. Failure to provide adequate breath for alcohol testing without a valid medical explanation and failure to provide adequate urine for controlled substances testing without a valid medical explanation.
   6. Failure to appear or remain readily available for required alcohol and controlled substances testing in accordance with the provisions of this policy.
G. Collector - A person who instructs and assists employees at a collection site, who receives and makes an initial inspection of the specimen provided by those employees and who initiates and completes the Custody and Control Form.
H. Chain of Custody - The procedure used to document the handling of the urine specimen from the time the employee gives the specimen to the collector until the specimen is destroyed.
I. Breath Alcohol Technician - A person who instructs and assists employees in the alcohol testing process and operates an evidential breath testing device.
J. Evidential Breath Testing Device - A device approved for the testing of breath at the .02 and .04 alcohol concentrations.
K. Medical Review Officer (MRO) means a licensed physician responsible for receiving and reviewing laboratory results generated by an employer’s-controlled substances testing program and evaluating medical explanations for certain drug test results.
L. DHHS Certified Lab means a laboratory certified by the U.S. Department of Health and Human Services to perform controlled substances testing.
M. Substance Abuse Professional (SAP) is a person who evaluates employees who have violated a drug and alcohol regulation and makes recommendations concerning education, treatment, follow-up testing and aftercare.
N. Safety-sensitive Function with respect to CDL holders, means all time from when a driver begins to work or is required to be in readiness to work until the time relieved from work and from all responsibility for performing work. Safety-sensitive functions shall include, but not be limited to:
   1. All time inspecting, servicing, or conditioning any commercial motor vehicles at any time.
   2. All time spent at the driving controls of a commercial motor vehicle in operation.
3. All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

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

III. Restrictions on possession and use of alcohol and controlled substances
A. Restrictions applicable to ALL employees.

Each of the following actions is prohibited by this policy:
- The possession or use of alcohol or a controlled substance on the job.
- Reporting to work or being at work under the influence of alcohol or a controlled substance.
- The operation of any school board vehicles or other motorized equipment while under the influence of alcohol or a controlled substance.
- The manufacture or unauthorized distribution on the job or on School Board property.
- Refusal to test for alcohol and controlled substances.

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

All such employees are subject to both School Board Policy and to applicable USDOT regulations regarding alcohol and controlled substance use and testing. In addition to the restrictions applicable to all employees, these employees:
- shall refrain from performing safety-sensitive functions within four (4) hours after using alcohol, and refrain from using alcohol for eight (8) hours following any accident occurring on the job or until tested, whichever occurs first;
- are required to submit to testing for controlled substances and alcohol based on a) reasonable suspicion, b) random, c) post-accident, d) return to duty, and e) follow-up;
- must submit to pre-employment testing for alcohol and controlled substances.

IV. Alcohol and controlled substance testing

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

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

B. Post-Accident Testing

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

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

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

C. Reasonable Suspicion Testing

1. All School Board employees are subject to alcohol and controlled substance testing when a reasonable suspicion exists that the employee is under the influence of alcohol or a controlled substance. Reasonable suspicion exists when it is based on specific, articulable facts, and reasonable inferences drawn from those facts. Circumstances which may constitute a basis for concluding that reasonable suspicion exists may include, but are not limited to:
   - a pattern of abnormal or erratic behavior;
   - information provided by a reliable and credible source;
   - statement(s) made by the employee;
   - attendance problems;
   - conviction of possession of controlled substances on or off the job;
   - conviction of being under the influence of alcohol or controlled substances on or off the job;
   - positive alcohol or controlled substance test results on or off the job;
   - a work-related accident;
   - observation of drug use
   - the presence of physical symptoms of drug or alcohol use, such as glassy or bloodshot eyes;
   - odor of alcohol on the breath;
   - slurred speech;
   - poor coordination or reflexes;
• alcohol or illegal drugs in the employee’s possession, or in or about the
employee’s work area, locker or desk.

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

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

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

D. Random Testing

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

E. Administrative Actions

1. Illegal Drugs/Controlled Substances
   • All employees who have a verified, positive, or substituted drug test will be
     recommended for dismissal.
   • Applicants for positions which require CDL or who perform safety sensitive
     functions who have a verified, positive, or substituted drug test will be disqualified
     from continuing the employment process.

2. Alcohol

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

Child Abuse and Reporting
(Procedure JLF)

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

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

Procedures for Reporting Suspected Cases
The following steps will be taken in cases of suspected abuse or neglect:

1. The School Nurse is the only staff member that can examine a child for marks or bruises. Other staff members can only examine what they can see without asking a child to remove their clothing and question the child to determine if the child’s injuries necessitate medical attention. Any doubt about reporting a suspected situation is to be resolved in favor of the child and the report made immediately.

2. Teachers or other school employees and any employee of the Board of Education will immediately make a report of all suspected child abuse and neglect cases to Child Protective Services (CPS) a department of the Newport News Department of Services (NNDHS). CPS will determine if the situation described meets the legal definition of child abuse or neglect. CPS has the authority and responsibility to conduct a family assessment or an investigation (A Guide For Mandated Reporters In Recognizing And Reporting Child Abuse And Neglect). Referral should be made by telephone.

3. In addition to reporting to CPS, school employees will simultaneously inform the principal that a report has been made to CPS. In the event employees inform the principal first, then the principal has an obligation to report all cases of child abuse and neglect brought to their attention by staff members. Reporting cannot be done on a discretionary basis. All reports of suspected abusing of a student or students will be reported by the principal to Executive Director, and the Supervisor of Student Services and Support under Special Education.

4. In situations where school staff members are suspected of abusing a student or students, the principal will immediately report to CPS, simultaneously to the assigned Executive Director, and Human Resources.

5. The person making the oral report to CPS is also responsible for submitting a written report on the Suspected Child Abuse/Neglect Report Form. This written report must follow the oral report and be made within forty-eight (48) hours of the initial contact.
A copy of this report should be provided to the principal for official records, and an additional copy should be forwarded to the Supervisor, Child Protective Services and the assigned Executive Director.

6. School personnel will cooperate with the Office of Child Protective Services during the investigation of any reported case of suspected abuse or neglect.

7. All reports of suspected child abuse/neglect are to be treated with extreme confidentiality. Discussing such cases with individuals who do not have a "need to know" will be considered a breach of professional ethics and dealt with accordingly by the school division.

8. Personnel from the department of student services will provide follow-up counseling and support to all children who are reported as suspected of having been abused.

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

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

B. Investigation by Child Protective Services
   • The Superintendent will designate an Executive Director to serve as primary contact with Child Protective Services.
   • Child Protective Services (CPS) will initiate contact with the designated Executive Director and the principal of the employee's school. The CPS worker will inform these individuals of the complaint and request their cooperation with the investigation. The worker will request that the principal notify the employee immediately. The employee will have the right to include or exclude the principal from all interviews. In the event that the principal is the subject of the complaint, contacts should be initiated through the designated Executive Director.
   • The CPS worker will interview the alleged victim child in all such complaints. The interview may take place in the presence of the child's parent/guardian. The school principal may also be present for this interview if the alleged abuser agrees and the CPS worker determines that it appears to pose no detriment to the child. The alleged abuser or neglecter will not participate in this interview.
• The Department of Human Services CPS Regional Office Staff will be consulted in cases involving a school employee.
• The complete investigation and a determination will be made within the legally required 45-day timeline.
• In cases involving a School Board employee as the alleged abuser, the designated Executive Director, will participate in the investigative process initiated by CPS. The CPS worker will coordinate the investigation with the designated school officials.

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

1. CPS Supervisor  
   Newport News Department of Social Services  
   6060 Jefferson Avenue  
   Newport News, VA 23605  
2. The school principal  
3. The appropriate Executive Director

Social Media

(Policy GAD, Exhibit JND)

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

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

If the School Board or a School Board employee inadvertently receives an employee's username and password or other login information associated with the employee’s personal social media account through the use of an electronic device provided to the employee by the School Board or a program that monitors the School Board's network, the Board will not be liable for having the information and will not use the information to gain access to the employee's social media account.

This policy does not prohibit the School Board and its agents from viewing information about a current or prospective employee that is publicly available.
Staff Personal Security and Safety
(Policy GBGB)

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

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

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

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

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

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

Employee Work Related Concerns
(Policy and Procedure GBKB)

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

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

Also see: GBK – Employee Grievances/GBK-E – Virginia Board of Education Procedure for Adjusting Grievances

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

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

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

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

In the case of the reassignment of a Licensed Administrator to a teaching position, the procedure for 
addressing this concern is provided by Virginia Code.

See also GBK, Employee Grievances
GBK-E – Virginia Board of Education Procedure for Adjusting Grievances
Legal reference: Code 22.1-294 – Licensed Administrator reassignment

**GCM - Additional Teacher/Licensed Administrator Responsibilities**

Especially through their efforts in the classroom, Teachers and Licensed Administrators share with the 
Board the responsibility for providing a sound educational program for the pupils enrolled in our 
schools. Teachers and Licensed Administrators will perform such duties as may be required by the School 
Board or Superintendent. These responsibilities include, but are not limited to:

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

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

2. Certain activities are necessary complements to the regular school program. The Board expects all 
employees to participate in these activities as assigned by the applicable Licensed 
Administrator. These activities are illustrated by, but not limited to, the following:
   a. Parent and student conferences to report and evaluate pupil progress;
   b. Conferences with other teachers and administrators regarding students;
   c. Participating in curriculum planning;
   d. Committee assignments to improve the educational program;
   e. Parents' nights, PTA/PTSA meetings; and
f. Graduation exercises.

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

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

4. Other activities beyond the normal school day are voluntary, and no Teacher will be required to participate in these activities. Examples of these would include the following:
   a. Athletic events;
   b. Student dances;
   c. Activity nights; and
   d. Other activities requiring student and/or crowd control.

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

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

**GCQC - Resignation of Staff**

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

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

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

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

Resigning employees may be requested to complete an exit questionnaire.

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

**Benefits**

**Insurance Benefits**
(Policy and Procedure GCBD)

Insurance benefits for current employees will be subject to Newport News Public Schools policy and procedures. Specific provisions of these insurances will be provided to the employee. The school board will determine and, the superintendent or their designee will communicate to employees their eligible insurance benefits.

The School Board may provide the following insurance coverages:

- Health/Hospitalization insurance
- Dental insurance
- Vision Services
- Life insurance
- Disability Income Protection (Virginia Retirement System eligible employees only)

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

Also see: GCBDA – Other Post-Employment Benefits (OPEB)

Full-time employees shall be entitled to the full range of benefits provided by the School Board.

Part-time employees hired before July 1, 2010 must fill 50 percent or more of an allocated position in order to be eligible for City of Newport News retirement credit, pro-rated leave benefits and group health insurance.

With the exception of Child Nutrition Services (CNS) employees, part-time employees hired on or after July 1, 2010 must fill 80 percent or more of an allocated position in order to be eligible for pro-rated sick leave benefits and group health insurance. Neither Virginia Retirement Systems (VRS) retirement nor VRS group life insurance benefits shall be provided to part-time employees. CNS employees hired on or after July 1, 2010 who work at least 4 hours per day and 20 hours or more per week are eligible for pro-rated leave benefits only; they are not eligible for group health insurance, VRS, nor VRS group life insurance benefits.

Temporary employees are not eligible for benefits arising out of service in this capacity.
Family Medical Leave

(Policy and Procedure GCCBC)

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

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

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

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

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

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

Military Family Leave Entitlements

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

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

Notice to Human Resources
The employee’s Department must notify the Benefits Specialist in the Human Resources Department after an employee is out because of the above reasons.
Benefits and Protections
During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, employees must be restored to their original or equivalent positions with equivalent pay, benefits and other employment terms.

Definition of Serious Health Condition
A serious health condition is defined as:
• an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility; or
• continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job; or
• prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by:
• a period of incapacity of more than 3 consecutive calendar days combined with at least 2 visits to a healthcare provider; or
• one visit to a healthcare provider and regimen of continuing treatment; or
• incapacity due to pregnancy or a chronic condition.

Rules for Intermittent and Reduced Schedule Leave
Intermittent and reduced schedule leave may be used until the aggregate amount of such leave, totaled with any full-day or non-intermittent periods of leave, equals 12 weeks in a rolling 12-month period or 26 weeks in a rolling 12-month period the case of military FMLA. The school division may assign the employee to an alternative position with equivalent pay and benefits that better accommodates the employee's intermittent or reduced schedule leave. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying military exigencies may also be taken on an intermittent basis.

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

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

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

Certification of the Need for Leave

Newport News Public Schools may require, and the employee must provide, certification of the need for family and medical leave. Such certification will be provided on the U.S. Department of Labor forms provided by the Human Resources Office (Form WH-380 E Certification of Health Care Provider for Employee’s Serious Health Condition or Form WH-380 F Certification for Family Member’s Serious Health Condition).

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

Designation of Leave as Family and Medical Leave

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

Benefits During Family and Medical Leave

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

Return to Work

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

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

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

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

Reasonable Accommodation Requests
(Procedure GBA)

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

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

Reasonable Accommodation Requests
Employees, who can perform the essential functions of their positions but need an accommodation to do so, may submit a request for reasonable accommodation using ADA Form 1 (Reasonable Accommodation Request) to the Department of Human Resources. Upon receipt of ADA Form 1, Human Resources will verify the information provided by the employee by forwarding ADA Form 2 (Reasonable Accommodation Request – Healthcare Provider Information) to the health care providers identified by the employee on ADA Form 1. The employee must also complete ADA Form 3 (Release of Information) authorizing their healthcare providers to release information and return it to Human Resources.

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

The superintendent’s designee will advise the employee in writing if the employee is qualified for accommodation and the specific accommodation to be provided. The employee will then perform their work in conjunction with the approved accommodation and the employee’s performance of their work will be monitored to determine the ongoing success of the accommodation or, if needed, any possible modification.

See Policies and Procedures online for forms related to reasonable accommodations.

**Employee Assistance Program (EAP)**  
(Policy GBGC)

*For confidential, personal assistance, call Optima EAP at 757-363-6777 or 1-800-899-8174.*

Life, relationships, work, money, legal, family and everyday issues, all can be challenging. Sometimes you need help and guidance coming up with the answers and practical solutions. Your EAP program is here for you and your household members—any day, any time. Best of all, your organization provides this service at no cost to you.

When you call, you’ll talk with a trained professional who will:
- Ask you about your situation
- Help you clarify the problem
- Offer guidance and support
- Connect you with experts who can help with work-life issues
- Refer you to a local EAP counselor for up to five face-to-face sessions

These confidential services, which Optima maintains according to state and federal requirements, are just a telephone call away for both you and your household members.

Optima EAP is pleased to announce a new way to access EAP counseling. Employees and their dependent household members who call to schedule an EAP counseling appointment will be given the option of meeting a counselor in person or by having a virtual session. For more information, read [Distance Counseling – A new way to EAP! Get the guidance you need – any day, any time.](http://www.optimaeap.com) ([username is "nnps") or call 757-363-6777 or 1-800-899-8174]
Workers' Compensation
(Policy GBGD)

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

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

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

GBGD-P - PROCEDURES: Workers' Compensation (Procedure GBGD)

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

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

Reporting Responsibility
Employees will notify their immediate supervisor of all injuries that occur while on duty. The injured employee must submit NNPS Form 416-A&B (Report of Occupational Injuries and Illnesses) to their supervisor immediately following an injury or diagnosis of a work-related injury or illness. Upon completion, the form is to be promptly sent to the Workers’ Compensation office.

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

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

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

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

*Change in Condition* - Change in condition means a change in physical condition of the employee as well as any change in the conditions under which compensation was awarded, suspended or terminated which would affect the right to, amount of, or duration of compensation.

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

*Restricted Duty*

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

*Reports & Records*

*Records and Reports of Accidents* - Newport News Public Schools will keep a record of all injuries, fatal or otherwise, received by all employees in the course of their employment with the system.
Employee Leaves of Absence
(Policy GCCA)

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

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

Unpaid leaves of absence will comply with the following:

a. Acceptance of any full-time employment while on leave, except for military leave, will result in an immediate termination of the leave and all associated benefits;
b. The employee is eligible to continue all insurance coverage; however, during an unpaid leave, the employee must make arrangements to pay the premium for such insurance;
c. While on an unpaid leave, employees will continue to receive the School Board contribution for the employee only level of insurance coverage. Employees with dependent levels of coverage must make arrangements to pay the full premium for the covered family members;
d. Workers’ Compensation benefits are not applicable during the leave;
e. Credit for teaching experience will not be earned during the period of unpaid leave if it is over 90 days;
f. The employee returning from leave of absence will not be guaranteed their former assignment, but will be eligible to apply for a position for which they/them is licensed and/or qualified if such a vacancy exists;
g. Retirement benefits in the Virginia Retirement System and Newport News City Retirement System do not accrue during the leave.
h. During an unpaid leave of absence, sick leave/vacation will not accrue.

Paid leaves of absence will comply with the following:

i. Acceptance of any full-time employment while on leave, except for military leave, will result in an immediate termination of the leave and all associated benefits;
j. The employee is eligible to continue all insurance coverage and will continue to receive the School Board contribution for the level of insurance coverage for which they are enrolled.
k. Workers’ Compensation benefits are not applicable during the leave;
l. Credit for teaching experience will not be earned during the period of paid leave if it is over 90 days;
m. The employee returning from a leave of absence will not be guaranteed their former assignment, but will be eligible to apply for a position for which they/them is licensed and/or qualified if such a vacancy exists;
n. Retirement benefits in the Virginia Retirement System and Newport News City Retirement System will accrue during the leave.
o. During a paid leave, all benefits will continue uninterrupted.
p. Sick leave and vacation will continue to accrue.

Compensation

*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; and
- Child Labor

According to the FLSA, employees are either exempt or nonexempt.
- 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 little or how much time may be required to complete the work.
- Nonexempt 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 its control and ensure that work is not performed if it does not want it performed and does not intend to pay for the time worked. (Example: working from home or working through a meal.)

Overtime (Policy GDBC)

All positions in the school division are classified as exempt or non-exempt under the Fair Labor Standards Act (FLSA). All positions which are non-exempt are eligible for overtime pay for all hours worked over 40 hours per work week. Exempt positions are not eligible for overtime pay. For the purposes of this policy, hours worked for determining eligibility for overtime pay are defined as hours actually worked as well as paid vacation, personal leave and sick leave.

Overtime pay will be consistent with procedures issued by the Superintendent; such procedures will conform to FLSA law and regulations.

Overtime pay will not be waived by any agreement between the School Board and its eligible employees.
Staff Wages and Salaries  
(Policy GBC)

Employee wages and salaries will be based on the Pay Plan approved annually by the School Board and administered by the Superintendent. The Pay Plan will be developed using the following:

a. The standard work year for full-time, 12-month employees will be composed of 245 days; other work schedules may be developed and included in the Unified Pay Plan;

b. Employee wages and salaries will be based on their standard work schedule whether that be 245 days or some other regular work schedule;

c. Unless exceptions apply, employees are not paid wages or salaries for days other than their regular work schedule work days; employees do not receive wages or salaries for scheduled holidays or other scheduled non-work periods;

d. If inclement weather or emergency situations arise, the Superintendent may authorize employee absences with pay;

e. During inclement weather or emergency situations, when the Superintendent has authorized employee absences with pay, some employees may nevertheless be called to work. In such instances, employees will receive their regular pay and non-exempt employees will receive additional straight-time pay for each hour of actual work;

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

The Superintendent may designate an individual to administer the Pay Plan. The Superintendent, or designee, will have the authority to create and administer wage and salary procedures with the approval of the Superintendent or School Board, as appropriate. Exceptions to the Pay Plan may only be made with the approval of the Superintendent or School Board, as appropriate. Copies of the Pay Plan are available from the Human Resources Department upon request.

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

SafeSchools/Vector Solutions is a leader in Training Management. It is a web-based Training Management System that allows administrators to easily deliver, track, and report on compliance and prevention training for staff and comply with important state and federal legislative mandates. [https://nn-va.safeschools.com/login](https://nn-va.safeschools.com/login)

Employee Self Service

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

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

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

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

How to log onto Employee Self Service
1. Open the Newport News Public Schools (NNPS) homepage on the Internet [www.nnschools.org](http://www.nnschools.org)
2. Click on Employees and then click on Employee Self Service (ESS). See Figure 1.
The Login screen will appear.

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

![Login](image)

**Figure 2**

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

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

![Login](image)

**Figure 3**

- **Current Password:** Last 4 digits of the employee’s Social Security Number.
- **New Password:** The new password must be at least 4 characters long. Letters and/or numbers may be used; no special characters. The password field is case sensitive. **NOTE:** The **Password strength** should be Acceptable.
• Confirm new password: Type the password in again (same as new password)
• New password hint: enter a word/phrase.

5. Click Change.
6. A message will state “Your password has been successfully changed.” Click Continue. See Figure 4.

---

**Login**

Your password has been successfully changed.

[Continue]

Figure 4

---

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

---

**Performance Assessment System**

(Policy GCO)

The Newport News Public Schools Performance Assessment System will:

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

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

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

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

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

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

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

Emerging Teachers – current employees can go through a Career Switcher program with Old Dominion University if they qualify NNPS will pay for the participants tuition and fees in exchange for a commitment to work as a Teacher for NNPS for 4 years.
Human Resources Directory:

**HR Director**
- x.11100, Nina Farrish
- x.11123, Kacie Francis, Executive Secretary to Director

**Employment, Contracts Transfers, Personnel Changes, Licensure, Substitute Teachers**
- x.11107, Catherine Westphal, Employment Supervisor
- x.11108, LaTanja Riley-Hedgepeth, ECC & Elementary Instructional
- x.11134, Keanna James, K-12 Instructional
- x.11145, Tawane Hill, Support Staff
- x.11111, Dinah Mackenzie, Secondary Instructional
- x.11149, Alvin Wilson, Substitute Teachers
- x.11125, Tanya Andreas, Licensure, Tuition Reimbursement

**Human Resources Specialist**
- x.11144, Aimee McNichol, Support Staff, Fingerprinting

**Human Resource Technicians**
- x.11109, Kiya Owens-Lassalle, Secondary Instructional, Fingerprinting
- Vacant, Substitute Staffing, Fingerprinting
- x.11104, Taylor Green, Elementary Instructional, Fingerprinting

**Human Resource Assistants**
- x.11101, Lashay Pinkston, Employment Verifications, ID Badges, Reserve Pay
- x.11101, Cailyn Holley, Employment Verification, ID Badges, Loan Forgiveness

**Employee Benefits, Wellness, Retirement, Compensation, Job Descriptions**
- x.11112, JoAnn Armstrong, Compensation & Benefits Supervisor
- x.11116, Catrice Rothe, Compensation, Insurance, Retirement, Job Descriptions
- x.11102, Stephanie Bland, Wellness, Retirement & Retiree Insurance
- x.11114, Sharon Nickens, Retirement & Active Insurance

**Benefits Technicians**
- x.11139, Sara Cole, FMLA, Life Events, Death Claims
- x.11226, Jennifer Cook, FMLA, Life Events, Death Claims

**Employee Relations**
- x.11138, Vacant, Employee Relations Coordinator

**Employee Development, Investigations**
- x.11105, Darrell Powell, Employee Relations Coordinator
- x.11143, Kimberly Hammond, Training & Development Coordinator
- x.11146, Kim Hinton, Employee Relations Specialist
## NNPS 2022-2023 School Calendar

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

### July 2022
- 1, 3, 15, 22, 29: Summer Hours
- 4: Independence Day - Schools and Offices Closed

### August 2022
- 5, 12: Summer Hours
- 8: New Teachers’ Report
- 16: All Teachers & Teacher Assistants’ Report
- 31: All Students Report

### September 2022
- 2: Schools Closed as required by State
- 5: Codel, Offices Open

### October 2022
- 21: Schools Closed for Students; Half Day
- Teacher PD in morning and family conferences in the afternoon (and held throughout the week)

### November 2022
- 8: Teacher Work Day (Regional Day); Students do not report
- 23: Schools Closed, Half Day for Offices
- 24-25: Thanksgiving Observance

### December 2022
- 14: Half day dismissal for students
- (in-person instruction in arm, student independent learning, and teacher Professional Development in p.m.)
- Winter Break - Schools and Offices Closed (12-month staff to use 1/2 day leave on December 19 full day closure)

### January 2023
- 2: Schools reopen
- 16: Rev. Dr. Martin Luther King, Jr. Day
- 23-25: Exam Dates - 1/2 day high schools
- 26: Teacher and Support Staff Work Day - Students do not report
- 27: Regional Prof. Development Day
- 30: Second Semester begins

### February 2023
- 20: President’s Day - Schools Closed, Offices Open

### March 2023
- 10: Schools Closed for Students; Half Day
- Teacher PD in morning and family conferences in the afternoon (and held throughout the week)
- Teacher Work Day - Students Half Day Dismissed

### April 2023
- 3-7: Spring Break (usually 1st week of April for K–12 school divisions - Schools & Offices Closed) 12-month employee to use 1/2 day leave each day, except April 3-7.
- 19: Half day dismissal for students
- (in-person instruction in arm, student independent learning and teacher PD in p.m.)

### May 2023
- 3-4: High School Graduation (Tentative)
- 7, 8, 9: Early Dismissal
- 12: High School – Half Day Dismissal
- 15-16: Last Student Day
- 16: Last Teacher Day
- 17-23: Summer Hours
- 19: Juneteenth - Schools and Offices Closed

### June 2023
- 29: Memorial Day

### 9 Weeks Report Cards

<table>
<thead>
<tr>
<th>Period</th>
<th>Ends</th>
<th># of Days</th>
<th>Reports Issued</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Nov. 7</td>
<td>48</td>
<td>Nov. 16</td>
</tr>
<tr>
<td>2</td>
<td>Jan. 25</td>
<td>42</td>
<td>Feb. 7</td>
</tr>
<tr>
<td>3</td>
<td>Mar. 31</td>
<td>43</td>
<td>Apr. 18</td>
</tr>
<tr>
<td>4</td>
<td>June 9</td>
<td>44</td>
<td>June 9</td>
</tr>
</tbody>
</table>

### Religious Observances

- **Rosh Hashanah - Sept. 26**
- **Yom Kippur - Oct. 5**
- **Sukkot - Oct. 10**
- **Shavuot - May 26**
- **Ash Wednesday - Feb. 22**
- **Ramadan - March 23**
- **Ascension Day - May 18**

**Calendar instructional hours exceed 990 state hour requirement.**

**First Day of School**

- **Schools & Offices Closed**
- **Half Day Dismissal**
- **Early Dismissal**

**Key Dates**

- **Schools Closed, Offices Open**
- **Schools Closed, Half Day Dismissal**

NOTE: If make-up days are necessary, they will be made up, at the superintendent’s direction.
<table>
<thead>
<tr>
<th>Department</th>
<th>Location</th>
<th>External Phone #</th>
<th>Internal VoIP Ext.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Services</td>
<td>Admin.</td>
<td>283-7850</td>
<td>10010</td>
</tr>
<tr>
<td>Accounting</td>
<td>Admin.</td>
<td>283-7850</td>
<td>10723</td>
</tr>
<tr>
<td>Adapted P.E.</td>
<td>Enterprise</td>
<td>591-4589</td>
<td>28675</td>
</tr>
<tr>
<td>Administration Building Main Line</td>
<td>Admin.</td>
<td>591-4500</td>
<td>10100</td>
</tr>
<tr>
<td>Adult Education - Katherine G. Johnson</td>
<td>KGJALC</td>
<td>283-7830</td>
<td>38852</td>
</tr>
<tr>
<td>Adult Education - Gatewood</td>
<td>Gatewood</td>
<td>928-6765</td>
<td>38852</td>
</tr>
<tr>
<td>Applications (Employment)</td>
<td>SSC</td>
<td>881-5061</td>
<td>11100 or 11101</td>
</tr>
<tr>
<td>Assistive Technology</td>
<td>Kiln Creek</td>
<td>283-7862</td>
<td>12191</td>
</tr>
<tr>
<td>Athletics</td>
<td>Admin.</td>
<td>591-4601</td>
<td>10220</td>
</tr>
<tr>
<td>Audio Visual</td>
<td>SSC</td>
<td>881-5461</td>
<td>12176</td>
</tr>
<tr>
<td>Benefits</td>
<td>SSC</td>
<td>881-5061</td>
<td>11100 or 11101</td>
</tr>
<tr>
<td>Budget</td>
<td>Admin.</td>
<td>591-4642</td>
<td>10727</td>
</tr>
<tr>
<td>Business and Support Services</td>
<td>Admin.</td>
<td>591-4511</td>
<td>10720</td>
</tr>
<tr>
<td>Career &amp; Technical Education (CTE)</td>
<td>Admin.</td>
<td>283-7850</td>
<td>10226</td>
</tr>
<tr>
<td>Central Records/Transcript Requests</td>
<td>Admin.</td>
<td>283-7879</td>
<td>10005</td>
</tr>
<tr>
<td>Certification</td>
<td>SSC</td>
<td>881-5061</td>
<td>11100 or 11101</td>
</tr>
<tr>
<td>Child Nutrition Services</td>
<td>SCOT</td>
<td>881-5030</td>
<td>16112</td>
</tr>
<tr>
<td>Community Relations</td>
<td>Admin.</td>
<td>591-4616</td>
<td>10105</td>
</tr>
<tr>
<td>Corporate &amp; Government Relations</td>
<td>Admin.</td>
<td>591-4936</td>
<td>10106</td>
</tr>
<tr>
<td>Curriculum &amp; Development</td>
<td>Admin.</td>
<td>283-7850</td>
<td>10206</td>
</tr>
<tr>
<td>Custodial Services</td>
<td>SCOT</td>
<td>881-5024</td>
<td>14111</td>
</tr>
<tr>
<td>Discipline</td>
<td>Admin.</td>
<td>283-7850</td>
<td>10023</td>
</tr>
<tr>
<td>Driver Education</td>
<td>Admin.</td>
<td>591-4601</td>
<td>10220</td>
</tr>
<tr>
<td>Early Childhood Education</td>
<td>Admin.</td>
<td>283-7850</td>
<td>10249</td>
</tr>
<tr>
<td>Elementary School Leadership</td>
<td>Admin.</td>
<td>591-4628</td>
<td>10011</td>
</tr>
<tr>
<td>Employee Assistance Line</td>
<td>N/A</td>
<td>363-6777</td>
<td>N/A</td>
</tr>
<tr>
<td>English (K-12)</td>
<td>Admin.</td>
<td>283-7850</td>
<td>10012</td>
</tr>
<tr>
<td>English as a Second Language (ESL)</td>
<td>Admin.</td>
<td>283-7850</td>
<td>10251</td>
</tr>
<tr>
<td>Equity Assessment &amp; Strategic Operations</td>
<td>Admin.</td>
<td>283-7850</td>
<td>10317</td>
</tr>
<tr>
<td>ESL Welcome Center</td>
<td>WECC</td>
<td>283-7823</td>
<td>10500</td>
</tr>
<tr>
<td>Extended Learning</td>
<td>Admin.</td>
<td>283-7791</td>
<td>38853</td>
</tr>
<tr>
<td>Family &amp; Community Engagement</td>
<td>School Based</td>
<td>283-7801</td>
<td>12211</td>
</tr>
<tr>
<td>Family Life Education</td>
<td>Admin.</td>
<td>283-7850</td>
<td>10241</td>
</tr>
<tr>
<td>Family Medical Leave (FMLA)</td>
<td>SSC</td>
<td>881-5061</td>
<td>11100 or 11101</td>
</tr>
<tr>
<td>Federal Programs</td>
<td>Gatewood</td>
<td>283-7788</td>
<td>12188</td>
</tr>
<tr>
<td>Fine Arts (Visual &amp; Performing)</td>
<td>Admin.</td>
<td>283-7850</td>
<td>10013</td>
</tr>
<tr>
<td>GED Testing - Katherine G. Johnson</td>
<td>KGJALC</td>
<td>283-7830</td>
<td>38852</td>
</tr>
<tr>
<td>GED Testing - Gatewood</td>
<td>Gatewood</td>
<td>928-6765</td>
<td>38852</td>
</tr>
<tr>
<td>Gifted Services</td>
<td>Admin.</td>
<td>591-4566</td>
<td>10014</td>
</tr>
<tr>
<td>Health &amp; Physical Education</td>
<td>Admin.</td>
<td>283-7850</td>
<td>10201</td>
</tr>
<tr>
<td>Health Services</td>
<td>Admin.</td>
<td>591-4646</td>
<td>10015</td>
</tr>
<tr>
<td>Help Desk - MUNIS</td>
<td>Admin.</td>
<td>283-7879</td>
<td>10215</td>
</tr>
<tr>
<td>Help Desk - Synergy (SIS)</td>
<td>SSC</td>
<td>283-7879</td>
<td>10007</td>
</tr>
<tr>
<td>Help Desk - Technology</td>
<td>SSC</td>
<td>881-5461</td>
<td>12411</td>
</tr>
<tr>
<td>Home School</td>
<td>Gatewood</td>
<td>591-4812</td>
<td>38852</td>
</tr>
<tr>
<td>Homebound Instruction</td>
<td>Gatewood</td>
<td>591-4812</td>
<td>38852</td>
</tr>
<tr>
<td>Department</td>
<td>Location</td>
<td>External Phone #</td>
<td>Internal VoIP Ext.</td>
</tr>
<tr>
<td>------------------------------------------------</td>
<td>----------</td>
<td>-----------------</td>
<td>-------------------</td>
</tr>
<tr>
<td>Human Resources</td>
<td>SSC</td>
<td>881-5061</td>
<td>11100 or 11101</td>
</tr>
<tr>
<td>Instructional Technology</td>
<td>SSC</td>
<td>881-5461</td>
<td>12111</td>
</tr>
<tr>
<td>Insurance</td>
<td>SSC</td>
<td>881-5061</td>
<td>11100 or 11101</td>
</tr>
<tr>
<td>Library/Media Services</td>
<td>Admin.</td>
<td>283-7850</td>
<td>10255</td>
</tr>
<tr>
<td>Magnet Programs</td>
<td>Admin.</td>
<td>283-7850</td>
<td>10024</td>
</tr>
<tr>
<td>Mailroom</td>
<td>SCOT</td>
<td>283-7799</td>
<td>12128</td>
</tr>
<tr>
<td>Mailroom (Admin.)</td>
<td>Admin.</td>
<td>283-7850</td>
<td>10710</td>
</tr>
<tr>
<td>Math (K-5)</td>
<td>Admin.</td>
<td>283-7850</td>
<td>10018</td>
</tr>
<tr>
<td>Math (6-12)</td>
<td>Admin.</td>
<td>283-7850</td>
<td>10019</td>
</tr>
<tr>
<td>Music</td>
<td>Admin.</td>
<td>283-7850</td>
<td>10201</td>
</tr>
<tr>
<td>Network Services</td>
<td>SSC</td>
<td>881-5461</td>
<td>12143</td>
</tr>
<tr>
<td>Newport News Education Foundation</td>
<td>Admin.</td>
<td>591-4936</td>
<td>10106</td>
</tr>
<tr>
<td>NNPS-TV</td>
<td>Telecom.</td>
<td>591-4687</td>
<td>57100</td>
</tr>
<tr>
<td>Outdoor Education</td>
<td>Admin.</td>
<td>283-7850</td>
<td>10201</td>
</tr>
<tr>
<td>Parent Educator Resource Center (FERC)</td>
<td>WECC</td>
<td>591-4527</td>
<td>60559</td>
</tr>
<tr>
<td>Payroll</td>
<td>SSC</td>
<td>283-7811</td>
<td>11005</td>
</tr>
<tr>
<td>PEEP</td>
<td>School Based</td>
<td>591-4963</td>
<td>30000</td>
</tr>
<tr>
<td>Plant Services</td>
<td>SCOT</td>
<td>881-5024</td>
<td>14100</td>
</tr>
<tr>
<td>Print Shop</td>
<td>SCOT</td>
<td>591-4529</td>
<td>10701</td>
</tr>
<tr>
<td>Psychologists</td>
<td>Admin.</td>
<td>283-7850</td>
<td>10004</td>
</tr>
<tr>
<td>Public Information &amp; Community Inv.</td>
<td>Admin.</td>
<td>591-4616</td>
<td>10105</td>
</tr>
<tr>
<td>Purchasing</td>
<td>Admin.</td>
<td>591-4525</td>
<td>10750</td>
</tr>
<tr>
<td>Reading (K-12)</td>
<td>Admin.</td>
<td>283-7850</td>
<td>10012</td>
</tr>
<tr>
<td>Retirement</td>
<td>SSC</td>
<td>881-5061</td>
<td>11100 or 11101</td>
</tr>
<tr>
<td>School Counseling</td>
<td>Admin.</td>
<td>283-7850</td>
<td>10317</td>
</tr>
<tr>
<td>School Leadership/Chief of Staff</td>
<td>Admin.</td>
<td>591-4502</td>
<td>10101</td>
</tr>
<tr>
<td>Science (K-5)</td>
<td>Admin.</td>
<td>591-4578</td>
<td>10018</td>
</tr>
<tr>
<td>Science (6-12)</td>
<td>Admin.</td>
<td>591-4586</td>
<td>10019</td>
</tr>
<tr>
<td>Secondary School Leadership</td>
<td>Admin.</td>
<td>591-4647</td>
<td>10022</td>
</tr>
<tr>
<td>Security</td>
<td>Admin.</td>
<td>283-7850</td>
<td>11136</td>
</tr>
<tr>
<td>Social Studies (K-5)</td>
<td>Admin.</td>
<td>591-4578</td>
<td>10018</td>
</tr>
<tr>
<td>Social Studies (6-12)</td>
<td>Admin.</td>
<td>591-4586</td>
<td>10019</td>
</tr>
<tr>
<td>Social Workers</td>
<td>Admin.</td>
<td>283-7850</td>
<td>10004</td>
</tr>
<tr>
<td>Spec. Education/Student Advancement</td>
<td>Admin.</td>
<td>283-7850</td>
<td>10004</td>
</tr>
<tr>
<td>Student Support</td>
<td>Admin.</td>
<td>591-4658</td>
<td>10406</td>
</tr>
<tr>
<td>Substitute Teacher Center</td>
<td>SSC</td>
<td>881-5061</td>
<td>11111 or 11144</td>
</tr>
<tr>
<td>Superintendent's Office</td>
<td>Admin.</td>
<td>591-7416</td>
<td>10104</td>
</tr>
<tr>
<td>Technology</td>
<td>SSC</td>
<td>881-5461</td>
<td>12100</td>
</tr>
<tr>
<td>Telecommunications</td>
<td>Telecom.</td>
<td>591-4687</td>
<td>57100</td>
</tr>
<tr>
<td>Testing</td>
<td>Admin.</td>
<td>283-7879</td>
<td>10008</td>
</tr>
<tr>
<td>Textbooks</td>
<td>Admin.</td>
<td>283-7850</td>
<td>10731</td>
</tr>
<tr>
<td>Todd Stadium</td>
<td>Admin.</td>
<td>591-4557</td>
<td>N/A</td>
</tr>
<tr>
<td>Tower - Driver Education</td>
<td>Admin.</td>
<td>591-4538</td>
<td>N/A</td>
</tr>
<tr>
<td>Transcripts</td>
<td>Admin.</td>
<td>283-7879</td>
<td>10005</td>
</tr>
<tr>
<td>Transportation</td>
<td>SCOT</td>
<td>881-5052</td>
<td>13000</td>
</tr>
<tr>
<td>Virginia Preschool Initiative (VPI)</td>
<td>Admin.</td>
<td>283-7850</td>
<td>10249</td>
</tr>
<tr>
<td>Virtual Learning Academy (at Point Option)</td>
<td>School Based</td>
<td>591-7408</td>
<td>38521</td>
</tr>
<tr>
<td>Warehouse</td>
<td>SCOT</td>
<td>881-5040</td>
<td>15104</td>
</tr>
<tr>
<td>Workers' Compensation</td>
<td>SSC</td>
<td>881-5061</td>
<td>11146</td>
</tr>
<tr>
<td>World Language</td>
<td>Admin.</td>
<td>283-7850</td>
<td>10253</td>
</tr>
<tr>
<td>Youth Development</td>
<td>Admin.</td>
<td>283-7850</td>
<td>10023</td>
</tr>
<tr>
<td>Location Key</td>
<td>Address</td>
<td></td>
<td></td>
</tr>
<tr>
<td>------------</td>
<td>-------------------------------------------------------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Admin.</td>
<td>Administration Building 12465 Warwick Boulevard Newport News, VA 23606</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gatewood</td>
<td>Gatewood Building 1241 Gatewood Road Newport News, VA 23601</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Enterprise</td>
<td>Enterprise Academy 813 Diligence Drive, Suite 110 Newport News, VA 23606</td>
<td></td>
<td></td>
</tr>
<tr>
<td>KGJALC</td>
<td>Katherine G. Johnson Adult Learning Center 17346 Warwick Boulevard Newport News, VA 23603</td>
<td></td>
<td></td>
</tr>
<tr>
<td>School Based</td>
<td>Staff based at one or more specific school</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SCOT</td>
<td>Service Center for Operations and Transportation</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>12551 Patrick Henry Drive Newport News, VA 23602 (Child Nutrition, Mail Services, Print Shop, and Warehouse)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>12571 Patrick Henry Drive Newport News, VA 23602 (Transportation)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>12580 Patrick Henry Drive Newport News, VA 23602 (Plant Services)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SSC</td>
<td>Staff Support Center 12507 Warwick Boulevard Newport News, VA 23606 (Benefits and Human Resources)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>12511 Warwick Boulevard Newport News, VA 23606 (Payroll and Technology)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Telecom.</td>
<td>Telecommunications 4 Minton Drive Newport News, VA 23606</td>
<td></td>
<td></td>
</tr>
<tr>
<td>WECC</td>
<td>Watkins Early Childhood Center 21 Burns Drive Newport News, VA 23601</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Employee Handbook Acknowledgment and Receipt

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

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

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

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

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

If I do not submit an employee handbook receipt, I understand that I am still held responsible and accountable for all Policies, Procedures and laws that apply to Newport News Public Schools.

________________________________________     ____________________________
Signature of Employee                         Date

________________________________________
Employee Name (Please Print)