



Alexandria City Public Schools

Substitute Teacher Handbook

2023-2024

ACPS Substitute Handbook

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GENERAL INFORMATION

Pay Rates

Substitutes are paid by check on a semi-monthly pay schedule. Days worked between the 1st and 15th of the month are paid on the 30th/31st of the month; days worked between the 16th and 30th/31st of the month are paid on the 15th of the following month. If the scheduled pay day falls on a weekend or holiday, pay will be issued on the last work day prior.

Substitutes must maintain their own personal record of days and dates worked and names of teachers for whom they substituted so that any discrepancies regarding pay can be compared with the Human Resources Department payroll records. Carefully review all paychecks and contact the Sub Office to address any discrepancies immediately.

Long term teaching assignments (10 or more consecutive days for the same teacher) carry additional responsibilities, such as grading student papers and conducting parent conferences. Substitutes who fill these long-term assignments are compensated at a higher rate of pay, \$172.09/day.

Substitute teachers who begin or conclude the school year for a teacher are paid at the higher daily rate. Substitutes assigned to instructional assistant (paraprofessional) positions are not paid the higher rate for long-term assignments.

Below are the pay rates for substitute assignments.

Job Type	Short Term Rate	Long Term Rate
Teaching	\$124.50/day	\$172.09/day
Paraprofessional I/II/Kindergarten/ELL	\$105/day	\$105/day
Administrator*	\$183.86/day	\$300/day
School Nurse/Para III*	\$200/day	\$200/day

*Valid license required

Phone Numbers - FRONTLINE Number is 1-800-942-3767

Change of Address - Substitutes must notify the Human Resources Department, in writing, of any change in name, address, or telephone number.

Benefits - Substitute teachers are not eligible to receive benefits.

Modified Calendars – Samuel Tucker Elementary follows a modified calendar which begins in July. The modified calendar can be found on the ACPS web site. PLEASE NOTE: Individuals who choose to leave a long-term assignment to work at a modified calendar school during an intersession will not be allowed to accept long-term assignments in the future.

Assignment Procedures

After having completed and submitted all required documentations, substitute teachers will receive two emails regarding FRONTLINE registration. Substitutes will receive an email from Netpost welcoming them to FRONTLINE, along with phone login credentials. A second email will be received coming from FRONTLINE directly, providing a link to create a FRONTLINE account. All substitutes must be registered with FRONTLINE to begin accepting jobs.

FRONTLINE is designed to automate absence reporting, substitute selection, notification and assignment. FRONTLINE matches absentees with the best qualified substitute available and provides specific information to the substitute when an assignment is made. FRONTLINE allows teachers to request a specific substitute and allows the teacher to leave a message for the substitute. FRONTLINE will call to assign substitutes 6 days a week, mornings and evenings and up to thirty days in advance of the start date.

Substitute teachers must **NOT** accept substitute assignments from individual teachers or principals. All substitute teaching positions **MUST BE ASSIGNED THROUGH FRONTLINE TO ENSURE THAT THE ASSIGNMENT IS RECORDED ACCURATELY.**

Substitutes are usually called to substitute in their specific field of teaching and grade level. In instances where sufficient substitutes cannot be identified, substitutes may be asked to teach other subjects/grades or be assigned to provide equitable coverage for all schools or programs within a school.

Secondary and elementary schools open at different times. Substitutes will be told by FRONTLINE the time they are expected to report. A listing of schools can be found in the Appendix.

GENERAL EXPECTATIONS FOR ALL SUBSTITUTE TEACHERS

Substitute teachers are expected to maintain a professional attitude at all times. They are expected to demonstrate self-confidence, initiative and flexibility. They must abide by State law and School Board Policy. Effective substitutes familiarize themselves quickly with the names of students and the classroom teacher's routines. Always use the teacher's lesson plans to ensure that students are involved in meaningful instruction and activities.

- Once substitutes make a commitment to serve in a particular school vacancy, they must complete the assignment unless there is an emergency. Once a commitment has been made, finding another substitute becomes very difficult for the school.
- All substitutes are to serve a full school day (unless there is a specified half-day vacancy).
- Arriving at the beginning of the second period/block/hour, if the first period is a non-instructional assignment, is unacceptable. There are times of high absenteeism where the school might need help in another area. Substitutes might be asked to help with this sort of coverage or with other school needs. Substitutes should not leave the school during the day without an administrator's approval.

- Once in the school, substitutes may be used in other or additional assignments at the discretion of the principal.
- All substitutes are to dress appropriately. While a specific dress code does not exist, substitutes are strongly encouraged to dress in a professional manner to encourage respect. Being too casual allows the students to see a substitute as less of an authority figure.
- Substitutes are expected to check in at the school office at least three times during the day: upon arrival in the building, sometime during the school day, and at the close of the school day. This allows for communication if necessary.
- Substitutes are required to display ID badges. These are obtained each morning in the school office.
- Substitutes are expected to continue the regular instructional program by following the lesson plan as fully as possible (as if the regular teacher were present). Substitutes are not expected to be well versed in all subjects. They are, however, expected to implement the plans of the regular classroom teacher to the best of their abilities.
- Substitutes are expected to keep all necessary records, including attendance, and lunch count.
- If lesson plans are inferior, poorly communicated, or inappropriate, the school principal, assistant principal and/or team leader must be made aware immediately. Every effort is made to prevent such an occurrence. Poor plans impact upon the substitute's ability to serve, and the school must be made aware of this problem.
- Upon arrival in the school, substitutes are expected to request and review classroom information regarding rules and regulations for student behavior in the halls, stairways, cafeteria, and playground. Also, they must become familiar with fire drill procedures, emergency plans and exit routes for each building.
- Substitutes are expected to leave the classroom and materials in order, return teacher's books and keys to the room, and complete the Substitute Teacher's Report, (including students' work, new class assignments, notes on student behavior and other materials for the returning teacher). This communication need not be extensive, but it must reflect the substitute's impressions of the day, problems and/or issues, etc.
- Substitutes are to exercise good and sound judgment in the discharge of their duties.
- Substitutes are employed by ACPS and are held to the same standards as the regular teacher. Class discussion of inappropriate topics, use of inappropriate language, placing students or others in dangerous situations, and other similar activities are strictly prohibited.

- Substitutes are expected to maintain discipline in the classroom. School Board policy and State law do not permit corporal punishment in Alexandria city schools. In matters of discipline, substitute teachers should discuss the situation with the principal or the assistant principal before taking action. Good discipline and class control are firmly rooted in the environment created by the teacher and, consequently, the substitute. Substitutes must make certain they are firm and fair, keep the students on task, address issues of misconduct before they become major problems, and take other proactive steps to ensure not only a good class, but a positive experience for each student.
- Be certain to establish a positive working relationship with the staff. Substitutes need to be aware of the special issues in each school and assignment to be most effective. Also, the classroom teachers working in rooms closest to your assigned location can be most helpful. Introduce yourself, ask for their support and work cooperatively with them, as a shared responsibility makes work easier.
- Be alert to activity and situations developing near you. ACPS expects employees to be proactive and responsive to difficult situations which occasionally arise in the schools. Ignoring a problem or difficult situation is not only counterproductive; it may place you in physical or legal jeopardy.
- When at all possible, direct skin contact with body fluids, such as blood, should be avoided. The use of gloves is intended to reduce the risk of contact with blood and body fluids for the care giver and can control the spread of infectious agents (HIV, etc.) from person to person. All teachers are to have latex gloves in a readily accessible location in the classroom. Replacement gloves are available in the nurse's office at each school.
- Gender bias, racial and sexual harassment will not be tolerated in ACPS. Sexual harassment is defined as words or behavior that: (a) are directed at a person because of his/her sex, (b) are uninvited, unwanted, or unwelcome, and /or causes a person to feel uncomfortable or offended, (c) creates an environment where learning or working is difficult.
- Substitutes are encouraged to inform the administrator when the absent teacher does not provide reasonable support. Substitutes should also expect that teachers will provide feedback on their performance as a substitute assigned to their class.
- Jobs canceled within an hour of the start time require that the substitute notify the school of their withdrawal. Do not accept a job if it is not possible to get to the location in a timely fashion (within one hour of acceptance/start time). If a substitute is an hour or more late for an assignment without notifying the school, that job may be reassigned.

PERFORMANCE EVALUATION

All substitute teachers are subject to assessment by teachers and/or administrators while performing substitute duties at any Alexandria City Public School. Evaluations received by Human Resources are placed in the substitute teacher's file. A substitute may request a copy of his or her evaluation from the Human Resources Department at any time.

REMOVAL FROM THE SUBSTITUTE ROSTER

Substitutes must notify the Human Resources Department in writing of their wish to be permanently removed from the active substitute roster. Reasons for the request should be included.

Substitutes may be excluded from assignment in some buildings based on principal requests. Substitutes may be removed from the substitute roster at any time during the year at the discretion of the Human Resources Department. Reasons for removal include but are not limited to the following:

- a) three reports of concern regarding work performance;
- b) inappropriate behavior and interaction with students or staff;
- c) corporal punishment;
- d) failure to comply with School Board policies and regulations and the law;
- e) failure to adhere to general expectations for substitutes;
- f) behavior inconsistent with the well-being of students or the educational process; or
- g) sexual harassment.

GENERAL EXPECTATIONS OF THE REGULAR CLASSROOM TEACHER

Regular classroom teachers must notify FRONTLINE as soon as possible of any expected or emergency absences. They should indicate their specific grade or subject and any information that will help the substitute be successful or decide whether they wish to accept the assignment. If they travel to several schools, they should give their home school and the school where they would be teaching on the day of absence.

Every teacher is expected to leave a substitute folder in the main office with the necessary classroom procedures and names of teachers who may provide assistance. Substitutes can expect: good lesson plans (including special or unusual assignments) which maintain regular instruction; appropriate and readily available supporting material such as seating charts, grade books, and current class roll. If audio-visual materials are to be used, background information should be provided on how this fits with ongoing plans, and things students are to look for. If equipment is not available or is not in working order, an alternate plan is to be included.

SUBSTITUTE CHECKLIST

Become acquainted with the schools: Know the location of the school or schools where you desire to work and the routes for getting there. You never know when you will get called, so be prepared. School administrators are usually busy with early morning preparations and do not have the time to give directions.

Records: Keep a log of your assignments, your job number and the name of the teacher for whom you will be working. This log will become critical when completing Substitute Salary Adjustment Forms.

Upon arrival at school: You must report directly to the office, sign in, pick up an ID badge, and secure the assignment information from the principal or designee. You should receive schedules of special activities, instructions for the class, keys, lesson plans, emergency procedures and the substitute folder. Review the lesson plans left by the teacher as well as school procedures for attendance, lunch, schedules, and school policies. Report to the principal at once if no lesson plans have been left or the day's lessons are unclear. Substitutes must remain through the entire school day, have their work log initialed, and sign out in the office at the close of the normal school day.

Introduce yourself: to the teachers next door. The teachers will be a big help in answering any questions.

Preparation: You must report to the school 20 minutes prior to the start of class so you will have time to prepare before the students appear. However, because of the nature of your job, this is not always possible. At the beginning of class, organize your materials and prepare your lessons. If the students are already in their seats ready to begin when you arrive, give them a quiet assignment while you make your preparations.

Instructions: Locate the substitute folder. This is your reference for information and special instructions. It should be on the teacher's desk or handed to you in the office when you arrive.

When students enter, greet them at the door and present the schedule left by the classroom teacher.

Give directions to one activity at a time and be sure they are clearly understood by the students before proceeding with another activity.

Keep the room neat and organized. When changing activities, place all materials used back in their original location.

Lesson plan: The lesson plan is the outline of the lesson for the day. The lessons you will be teaching should have been prepared several weeks in advance. The plans are normally left on or near the teacher's desk. The plans should include:

- Lesson objectives
- Time frames allowed for each subject
- Order of lessons
- Titles of textbooks with page numbers of assigned lessons
- Group lessons and methods of rotating groups

- Assigned worksheet/workbooks
- Page/lesson numbers of teacher guides
- Schedules of students departing for special instructions

Attendance: Call the students' names and glance at each one as you say the name. This action will show the students you are interested in them as individuals. It is important to take the roll accurately. Do not depend entirely on seating charts to take roll. They might not be current or the students might not be sitting where they are assigned. Students who are tardy should have reported to the office and been issued a tardy slip before coming to class. Follow the school's procedures for reporting tardiness.

Middle/High School Attendance: Call the roll at the beginning of each period. Do not rely on seating charts to take attendance. After you have taken attendance of each class period, verify it against any absentee print-outs provided by the office. It is necessary to resolve the absence of students who are not listed on the printout. If a student is not accounted for, communicate with the attendance officer to determine if a parent has picked up their child or if the student is cutting class. Students who are late for school should have reported to the office before coming to class and been issued a tardy slip which will be either excused or unexcused. Tardiness is marked on the attendance. Students who were absent the previous day should have provided an excuse note. Follow the individual school's procedure for handling excuse notes.

The Unexpected: Occasionally, unscheduled assemblies and programs may be called. Also, drills are exercised and unexpected visitors appear. Unscheduled events that interrupt the lesson plan should be mentioned to the teacher.

Workload: It is not often the students will find themselves with nothing to do. Bring your personal supply of teaching aides for the few times when there are moments to spare (avoid work sheets that you would have to duplicate); suggestions include: reading a short story, provide role playing opportunities, puzzles, educational games, chalkboard games, items of educational interest.

Early dismissal: On occasions of early dismissal, learn if any of your students are under an alternate plan for transportation. At the beginning of the new school year, parents should have informed the school office of their prearranged plans when unexpected situations arise such as inclement weather.

Student Assistance: Utilize the assigned helpers to answer your questions and address your concerns. Failure to direct your questions to a specifically assigned helper could result in an excessive number of the students clamoring to help you. Deviations from the teacher's methods will not go unnoticed. Explain to the students that not everything will be done exactly the way their regular teacher does them, and you would appreciate it if they would allow you to do some things your way.

Release of students: Never release students to any person without direct permission from the office. Early dismissal for students is processed through the office, which holds the documented authorizations for pick-up. Parents who plan to have their children picked up from school should provide a note indicating when they will be picked up. The office will let you know ahead of time when this will occur.

Teacher assistants: Schools often support student teacher programs, volunteers or student trainee partnerships. These assistants come to the classroom on a regular basis to gain hands-on-training and experience. They usually know their responsibilities. Allow them to follow the customary procedure. Some teacher assistants are full-time and permanent employees. If your stay in the classroom is going to extend beyond a day or two, call a meeting with them to coordinate efforts regarding long-range duties, goals and assignments.

Medications: Do not allow students to take any kind of medicine in the classroom. Medicine is to be administered by the school nurse in the clinic or by other authorized persons through permission signed by the students' doctor.

Illnesses: Give the students the benefit of the doubt when they approach you about illnesses. Depending on the nature of their claimed illnesses, either invite them to rest for a few minutes with their heads on the desk or grant them permission to visit the nurse. Do not accuse anyone of faking illness. If a student begins to convulse, pass out, or regurgitate, send a responsible student to the office for assistance. Take appropriate action to ensure the welfare and safety of all students in the class. In the absence of obtaining office assistance, locate the Universal Precautions clean-up kit, utilize latex gloves, and take appropriate action to ensure the welfare of that student and others.

Accidents: It is necessary to have all accidents addressed immediately. It is the responsibility of the school nurse to handle accidents and to document them.

Communication at the end of the day: It is important to leave a note to the teacher at the end of each day informing them about the day. Include in the note:

- Student absences and tardiness;
- Unscheduled assemblies, programs and drills;
- Noteworthy accomplishments of good behavior and performance;
- Names of students leaving the classroom at unscheduled times, and reasons;
- Noteworthy discipline problems;
- Unclear directions and misunderstandings;
- Problems you may have had in teaching students;
- Lessons not completed, and reasons;
- Attach any notes from parents, teachers or notices from the office.

End of Day - Complete the following tasks:

1. Checking the students' class work. Mark the incorrect choices on objective tests and assignments which the students have completed and turned in.
2. Work which is subjective in nature such as essay tests should be checked and graded by the regular teacher.

3. Spelling tests may be scored. Other tests and assignments should be scored by the teacher since some of the responses might be weighted.
4. Distribute notes that students are to give to their parents. Notes originated by the office will be placed in the teacher's mail slot or sent to your classroom by the office.
5. Provide homework assignments to the students. Write the assignments on the chalkboard for the students to copy in their notebooks. Homework might be unfinished class work or the teacher might have indicated the homework assignments.
6. Dismiss students following school procedures. It is important for substitutes to know and follow the school's procedures for dismissal.
7. Leave the classroom in the same state as when you arrived. Have the students pick up papers, books and trash off the floor before they leave. Leave the Substitute Teacher's Report, including students' work, new class assignments, notes on student behavior and other materials for the returning teacher.
8. Substitutes should check out through the appropriate office at the end of each day.

DISCIPLINE GUIDELINES/SUGGESTIONS

Students are expected to follow the rules and procedures outlined in the Student Code of Conduct and the school's handbook (copies are available to you through the school principal). Failure to comply with reasonable requests and acceptable behavior merit a notification to the principal or assistant principal. Situations should be approached to minimize the likelihood of escalation. If you are in need of assistance, seek it out. Take advantage of the intercom for quick access to the office if you are unable to turn to a neighboring teacher for assistance of any kind. At no time should a substitute or regular teacher attempt to be a 'hero' in difficult situations.

Administrators: The administrators are there to help you when all else fails. Use them to help with discipline or to answer questions. They realize it is common for students to become lax in their class work and self-discipline when they have a substitute. They also understand that a substitute is at a disadvantage if a teacher is not prepared for an absence.

Eye contact: Maintain close contact with the students by using eye contact. Standing in front of the class when the students are taking a test will encourage honesty. Place yourself among the students and observe them as they do team work. It will send the message to them that you are there to assist them, and it will encourage them to talk quietly. Eye contact relays the message to the students that you are in control.

Classroom management/Discipline: Expect good behavior of students. A positive approach is worth a hundred negative rules. Be fair and consistent. Students must know what to expect and what is expected in return.

Be professional: Do not touch, strike, or yell at students even if you think the action will be harmless. If students are being unruly, take them aside and speak with them. If necessary, isolate them from the group. Students still need supervision so never confine them to a place where you cannot observe them.

How to deal with:

A student who consistently defies instruction: Ignore defiance but note action and continue instruction. If defiance is disruptive to the educational process, speak privately to the student (outside the view of the other students). Send responsible student to the office for assistance if the defiance disrupts the classroom. Document the action and submit to the regular teacher or the building principal, depending on the seriousness of the action.

Fighting in the classroom: Instruct students to stop the disruption. Take appropriate action to ensure welfare and safety of all students in the class. Send responsible student to the office for assistance. Seek assistance from neighboring teacher.

Obscenities in the classroom: Obscene language is never appropriate. When this happens, remind the student and the class of the importance of respecting all and that profanity cannot and will not be tolerated. If the student persists, send responsible student to the office for assistance. Document the action and submit to the regular teacher or the building principal, depending on the seriousness of the action.

Substitutes should discuss appropriate discipline techniques that are successful in each school. Above all, do not challenge a student or “promise” a punishment you are unable or unwilling to administer, since this will naturally undermine your authority.

Hall monitoring: Between class periods, at the middle and high schools, you are expected to stand at the doorway of the classroom. This will enable you to patrol the halls while maintaining contact with your students coming into the classroom.

As an adult employee of ACPS, you are expected to be proactive and aware of situations around you. You are to direct and intervene where appropriate and seek assistance as needed. Legally, all adult employees are responsible for student conduct and to assist others when requested. You are to assist in any manner possible and reasonable. Seeking additional assistance, monitoring the group, crowd control, etc. are expected of all substitutes.

Emergencies: Never leave the students unattended. If your students are older, you might contact the teacher next door to request assistance for any personal urgency that cannot wait. Ask the teacher to be responsible for your students for a few minutes. A description of steps to take in more serious emergencies is described in the Appendix.

Passes: Student requests to leave the room should be discouraged. If a student must leave the room, issue a pass and inform the teacher-- student name and reason for the pass. Warn the student(s) that you will verify the pass, and then follow through. If the students did not arrive at the designated places, report it to the teacher or to an administrator.

Passes are in either of two forms: a paper pass for you to complete with the students' names and times of departures or objects which represent a pass such as a wooden stick with HALL PASS written on it.

Restrooms: Restroom and water breaks, for elementary students, should be planned as a group activity. They can be scheduled between subjects, after recess, after lunch or before or after Physical Education.

When planning the breaks, go as a group and return to the classroom as a group. Students should not be allowed to enter the restroom as a group. Have them wait in a line along the wall until it is their turn to enter. Do not allow more than two or three students to enter at a time.

Middle and high school students are expected to take care of their needs during class breaks or lunch; therefore, passes to the restroom or water fountain are discouraged except for emergencies.

FOR ELEMENTARY SUBSTITUTES

The Line Up: A classroom trip to the cafeteria or activities involves students taking their place in a line. Identify the line leader and allow the leader to take the lead. Discipline is more effective when you take your position at the end of the line. That way, you are able to observe everyone's behavior. Suggestion: Direct the leader to stop and wait at any approaching corners as you walk down the halls, then position yourself at the corner so that you are able to observe students as they turn the corner.

Lunch Time: Check the teacher's plans to determine if you are required to be in the lunch room. After you have walked your students to the cafeteria and they are seated, be aware that some of the younger children may need assistance. Pick up your students in a timely manner. Check the teacher's plans to see if recess is scheduled after lunch. You are welcome to have your lunch in the teacher's lounge.

Recess: Recess duty and procedure should be explained to you in the lesson plan or substitute folder.

Trust: Young elementary children often feel insecure when their regular familiar teacher is absent. Don't be surprised if you see a few tears shed before you get started. Many children object to a stranger taking their teacher's place. Try to be understanding and smile often. An unpleasant or stressed-out appearance will upset them.

The children will feel more relaxed around you as the day progresses. A number of the children (Kindergarten and first grade boys and girls) will get overly affectionate with you. This is natural. Don't be surprised if they try to hug you and hold your hand. Establishing trust will facilitate discipline.

Rewards: Rewarding children is an effective way to motivate children to behave and perform at their highest level. Never reward students with food or candy.

ACPS STUDENT & EMPLOYEE POLICIES

WORKER'S COMPENSATION

ACPS employees must report a work place injury to their supervisor and CorVel, the third party administrator. To report the injury to CorVel, call 1-877-764-3574 and speak to a Triage Nurse. Once the incident has been reported to CorVel, the employee must complete the Notice of Injury/Illness and Authorized Panel of Physicians Acknowledgement and Selection forms which can be obtained from the Principal or Human Resources. These forms must be submitted to the supervisor and then forwarded to Human Resources.

EQUAL EMPLOYMENT OPPORTUNITY/NON-DISCRIMINATION

I. Policy Statement

The Alexandria City School Board is an equal opportunity employer, committed to non-discrimination in recruitment, selection, hiring, pay, promotion, retention or other personnel action affecting employees or candidates for employment. Therefore, discrimination in employment against any person on the basis of race, color, religion, national origin, sexual orientation, political affiliation, gender, age, marital status or disability is prohibited. Personnel decisions shall be based on merit and the ability to perform the essential functions of the job, with or without reasonable accommodation.

The Alexandria City School Board shall provide facilities, programs and activities that are accessible, usable and available to qualified disabled persons. Further, the Alexandria City School Board shall not discriminate against qualified disabled persons in the provision of health, welfare and other social services.

II. Notice of Policy/Prevention

This policy shall be: (1) posted in prominent areas of each school division building and the ACPS website, (2) included in employee onboarding information and (3) provided to any employee or candidate for employment upon request. Training to prevent prohibited discrimination should be included in employee in-service training.

III. Complaint Procedure

The Superintendent shall issue regulations providing for the appointment of a Compliance Officer and Alternative Compliance Officer responsible for receiving, investigating, and acting upon complaints against discrimination prohibited by this policy. Such regulations shall prescribe the procedures for the filing, investigation, and disposition of such complaints.

IV. Retaliation

Retaliation against employees who report discrimination or participate in the related proceedings is prohibited. The school division shall take appropriate action against any employee who retaliates against another employee or candidate for employment who reports alleged discrimination or participates in related proceedings.

V. Right to Alternative Complaint Procedure

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

VI. Prevention

Training to prevent discrimination should be included in employee and student orientations as well as employee in-service training.

This policy shall be (1) displayed in prominent areas of the ACPS web site and each division building and (2) sent to parents of all students within 30 calendar days of the start of school. All students and their parent/guardian shall be notified annually of the names and contact information of the compliance officers.

VII. False Charges

Employees who make false charges of discrimination shall be subject to disciplinary action up to and including termination.

SEXUAL HARASSMENT/HARASSMENT BASED ON RACE, NATIONAL ORIGIN, DISABILITY, RELIGION, GENDER, GENDER IDENTITY, GENDER EXPRESSION AND SEXUAL ORIENTATION

1. Policy Statement

The Alexandria City School Board is committed to maintaining a learning/working environment free from sexual harassment and harassment based on race, national origin, disability, religion, gender, gender identity, gender expression or sexual orientation. Therefore, the Alexandria City School Board prohibits sexual harassment and harassment based on race, national origin, disability, religion, gender, gender identity, gender expression or sexual orientation of any student or school personnel at school or any school sponsored activity.

It shall be a violation of this policy for any student or school personnel to harass a student or school personnel sexually, or based on race, national origin, disability, religion, gender, gender identity, gender expression, or sexual orientation. Further, it shall be a violation of this policy for any school personnel to tolerate sexual harassment or harassment based on a student's or employee's race, national origin, disability, religion, gender, gender identity, gender expression or sexual orientation by students, school personnel or third parties participating in, observing or otherwise engaged in school sponsored activities. For the purpose of this policy, school personnel means, school board members, school employees, agents, volunteers, contractors, or other persons subject to the supervision and control of the School Division.

In accordance with Title IX and its implementing regulations, the School Division shall: (1) promptly investigate all complaints, written or verbal, of sexual harassment and harassment based on race, national origin, disability, religion, gender, gender identity, gender expression or sexual orientation (2) promptly take appropriate action to stop any harassment and (3) take appropriate action against any student or

school personnel who violates this policy and take any other action reasonably calculated to end and prevent further harassment of school personnel or students.

II. Definitions

A. Sexual Harassment

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

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

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

- unwelcome sexual physical contact;
- unwelcome ongoing or repeated sexual flirtation or propositions or remarks;
- sexual slurs, leering, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions;
- graphic comments about an individual's body;
- sexual jokes, notes, stories, drawings, gestures, or pictures;
- spreading sexual rumors;
- touching an individual's body or clothes in a sexual way;
- displaying sexual objects, pictures, cartoons or posters;
- impeding or blocking movement in a sexually intimidating manner; or
- sending sexually explicit or suggestive electronic messages

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

Sexual Orientation

Harassment based on race, national origin, disability, religion, gender, gender identity, gender expression or sexual orientation consists of physical or verbal conduct relating to an individual's race, national origin, disability, religion, gender, gender identity, gender expression, or sexual orientation when the conduct:

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

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

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

III. Complaint Procedure

The Superintendent shall issue regulations providing for the appointment of a Compliance Officer and Alternative Compliance Officer responsible for receiving, investigating, and acting upon complaints of discrimination or harassment prohibited by this Policy. Such regulations shall prescribe the procedures for the filing, investigation, and disposition of such complaints.

IV. Retaliation

Retaliation against students or school personnel who report discrimination or harassment or participate in any related proceedings is prohibited. The School Division shall take appropriate action against students or school personnel who retaliate against any student or school personnel who reports alleged discrimination or harassment or participates in related proceedings.

V. Right to Alternative Complaint Procedure

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

VI. Prevention and Notice of Policy

Training to prevent sexual harassment and harassment based on race, national origin, disability, religion, gender, gender identity, gender expression and sexual orientation should be included in employee and student orientations as well as employee in-service training.

This policy shall be (1) displayed in prominent areas of each division building in a location accessible to students, parents and school personnel, (2) included in the student and employee handbooks; and (3) sent to parents of all students within 30 calendar days of the start of school.

Further, all students, and their parents/guardians, and employees shall be notified annually of the names and contact information of the compliance officers.

VII. False Charges

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

CHILD ABUSE AND NEGLECT REPORTING

Reporting Requirement

Every employee of Alexandria City Public Schools, who in his/her professional or official capacity, has reason to suspect that a child is an abused or neglected child, in compliance with the Code of Virginia § 63.2-1509 et seq. shall immediately report the matter to:

- the local department of social services where the child resides or where the abuse or neglect is believed to have occurred;
- the Virginia Department of Social Services toll free child abuse and neglect hotline; or
- the person in charge of the school or department, or his designee, who shall make the report forthwith to the local or state agency. The person making the report to the local or state agency must notify the person making the initial report when the report of suspected abuse or neglect is made to the local or state agency, and of the name of the individual receiving the report, and must forward any communication resulting from the report, including any information about any actions taken regarding the report, to the person who made the initial report.

Notice of Reporting Requirement

The School Board shall post in each school a notice that:

- Any teacher or other person employed at that school who has reason to suspect that a child is an abused or neglected child, including any child who may be abandoned, is required to report such

suspected cases of child abuse or neglect to local or state social services agencies or the person in charge of the relevant school or his/her designee.

- All persons required to report cases of suspected child abuse or neglect are immune from civil or criminal liability or administrative penalty or sanction on account of such reports unless such person has acted in bad faith or with malicious purpose. The notice shall also include the Virginia Department of Social Services' toll free child abuse and neglect hot line.

The Superintendent shall publish regulations on this matter and ensure that all school employees are reminded of the policy and regulations annually.

Complaints of Abuse and Neglect Against School Personnel

The School Board and the local department of social services have adopted a written interagency agreement as a protocol for investigating child abuse and neglect reports, including reports of sexual abuse of a student, against school personnel. The interagency agreement is based on recommended procedures for conducting investigations developed by the Departments of Education and Social Services.

CORPORAL PUNISHMENT

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

This prohibition does not prohibit the use of incidental, minor or reasonable physical contact or other actions designed to maintain order and control or the use of reasonable and necessary force:

- To quell a disturbance or remove a student from the scene of a disturbance which threatens physical injury to persons or damage to property;
- To prevent a student from inflicting harm on himself;
- For self-defense or the defense of others; or
- To obtain possession of weapons or other dangerous objects or controlled substances or paraphernalia which are upon the person of the student or within his control.

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

TEACHING ABOUT CONTROVERSIAL ISSUES

The School Board accepts training for effective citizenship as one of the major purposes of education and recognizes that the preparation for effective citizenship includes the study of issues on which differing positions may be held by individuals or groups.

In considering such issues, it shall be the purpose of the Alexandria City Public Schools to allow study of teacher-assigned issues. The student shall:

- (1) Have free access to all relevant information and materials in the school;
- (2) Conduct research in an atmosphere of freedom from bias and prejudice;
- (3) Form and express opinions on assigned issues.

The role of the teacher in the presentation of assigned issues is vitally important. All sides of the issue should be given the students in a dispassionate manner. The goal is for students to be taught to think clearly on all matters of importance, and to make decisions in the light of all the materials that have been presented or can be researched on the issues. Indoctrination is not the intent or purpose of the school division.

It is essential that when discussing controversial issues and expressing opinions, students be encouraged to provide evidence to support their perspectives, claims, and assertions. They should also be encouraged to consider multiple points of view related to a controversial issue, problem, or decision—including why a specific issue may raise multiple opinions and perspectives. Such critical thinking skills as comparing and evaluating sources, including analysis and evaluation of potential evidence of bias or propaganda, are essential for dealing with controversial issues with-in a class context.

When appropriate, or when asked, the teacher may give his/her opinion but must be sure that the student recognizes the given opinion as the teacher's personal opinion.

Although the instructional program of the school division includes many facets of the political party system in the United States, the School Board does not approve as a part of the school pro-gram the involvement of students in activities that imply school endorsement of an individual political party or candidate.

RELIGION IN THE SCHOOLS

ACPS shall be neutral in matters of religion. This means that ACPS:

- Assumes no role or responsibility for the religious training of any student; and
- Does not become involved in the religious belief, disbelief, or doubt of any student.

This neutrality does not preclude or hinder ACPS in fulfilling its responsibility to educate students to be tolerant and respectful of religious diversity. ACPS also recognizes that one of its educational responsibilities is to advance the students' knowledge and appreciation of the role that religion has played in the social, cultural, and historical development of civilization.

Therefore, ACPS approaches religion from an objective, curriculum-related perspective, encouraging all students and staff members to be aware of the diversity of beliefs and respectful of each other's religious and/or non- religious views.

In that spirit of respect, students and staff members may be excused from participating in active-ties that are contrary to their religious beliefs.

ADMINISTERING MEDICINES TO STUDENTS

All doses of medication should be administered by parents or guardians during non-school hours whenever possible and appropriate.

Prescription Medication

Employees of the Alexandria City Public Schools may give prescription medication to children only with a physician's written order or prescription and a signed request from a parent or guardian. Such medicine must be in the original container. Alexandria City Public Schools personnel will follow all the written orders of the prescribing physician.

Non-prescription Medications

Alexandria City Public Schools personnel may give non-prescription medications to students only with the written permission from a parent or guardian. Such permission shall include the name of the medication, the required dosage of the medication, and the time the medicine is to be given. Such medicine must be in the original container. In order for non-prescription medication to be given to a student for more than five consecutive days, written permission from the child's physician shall be required.

Students enrolled in grades 9 through 12 may be permitted to possess a medically necessary nonprescription medication only with the written consent of a parent or guardian setting forth the type/name of the medication and a defined time period for such possession. Such medicine must be in the original container. The written consent shall be kept on file with the relevant school.

“Medically necessary” means that the non-prescription medication, is indicated for the student’s relevant condition or symptoms.

Self-Administration of Asthma Medication

Students with a diagnosis of asthma or anaphylaxis, or both are permitted to possess and self-administer inhaled asthma medications or auto-injectable epinephrine, or both, as the case maybe in accordance with this policy during the school day, at school-sponsored activities, or while on a school bus or other school property. A student may possess and self-administer asthma medication or auto-injectable epinephrine, or both, when the following conditions are met:

- Written parental consent that the student may self-administer inhaled asthma medications or auto-injectable epinephrine, or both is on file with the school.
- Written notice from the student’s primary care provider must be on file with the school, indicating the identity of the student, stating the diagnosis of asthma or anaphylaxis or both and approving self-administration of inhaled asthma medications or auto-injectable epinephrine, or both, that have been prescribed for the student; specifying the name and dosage of the medication, the frequency in which it is to be administered and the circumstances which may warrant its use; and attesting to the student’s demonstrated ability to safely and effectively self-administer the medication.

- An individualized health care plan is prepared, including emergency procedures for any life-threatening conditions.
- There is consultation with the student’s parent before any limitations or restrictions are imposed on a student’s possession and self-administration of inhaled asthma medications and auto-injectable epinephrine and before the permission to possess and self-administer inhaled asthma medications and auto-injectable epinephrine at any point during the school year is revoked.
- Self-administration of inhaled asthma medications and auto-injectable epinephrine is consistent with the purposes of the Virginia School Health Guidelines and the Guidelines for Specialized Health Care Procedure Manual, which is jointly issued by the Virginia Department of Health.
- Information regarding the health condition of the student must be disclosed to school board employees complying with state and federal law governing the disclosure of information contained in the student scholastic records.

Permission granted to a student to possess and self-administer asthma medications or auto-injectable epinephrine, or both, will be effective for a period of 365 calendar days, and must be renewed annually. However, a student’s right to possess and self-administer inhaled asthma medication or auto-injectable epinephrine, or both, may be limited or revoked after appropriate school personnel consult with the student’s parents.

Epinephrine

Pursuant to an order or standing protocol issued by the prescriber within the course of professional practice, any school nurse, School Board employee, employee of a local appropriating body or employee of a local health department who is authorized by a prescriber and trained in the administration of epinephrine may possess epinephrine and may administer it to any students believed to be having an anaphylactic reaction.

Discipline

Failure by students to comply with all the required elements of this policy may result in discipline under Policies

TOBACCO-FREE SCHOOL FOR STAFF AND STUDENTS

Smoking, chewing, or any other use of any tobacco products by staff, students, and visitors is prohibited on school property.

For purposes of this policy:

1. “School property” shall mean all property owned, leased, rented or otherwise used by a school, including but not limited to the following:
 - a. All interior portions of any building or other structure used for instruction, administration, support services, maintenance, or storage.

b. Any indoor facility or portion of such facility owned or leased or contracted for and used for the provision of regular or routine health care, day care, or early childhood development (Head Start) services.

c. All vehicles used by the division for transporting students, staff, visitors or other persons.

d. The grounds of any building or other structure used for instruction, administration, sporting events, support services, maintenance, or storage.

2. "Tobacco" includes cigarettes, cigars, pipe tobacco, snuff, chewing tobacco, and all other kinds and forms of tobacco prepared in such manner as to be suitable for chewing, smoking or both. "Tobacco" includes cloves or any other product packaged for smoking.

3. "Smoking" means the carrying or holding of any lighted pipe, cigar, or cigarette of any kind or any other lighted smoking equipment, or the lighting, inhaling, or exhaling of smoke from a pipe, cigar, or cigarette of any kind.

This policy shall be published in student and employee handbooks, posted on bulletin boards, and announced in meetings.

Each principal shall post signs stating "No Smoking" or containing the international "No Smoking" symbol, consisting of pictorial representation of a burning cigarette enclosed in a red circle with a bar across it, clearly and conspicuously in every school's cafeteria and other dining facility in the school.

Staff members and students found to be in violation of this policy shall be subject to appropriate disciplinary action.

Electronic Cigarettes

Students are prohibited from possessing electronic cigarettes on school buses, on school premises, and at school-sponsored activities. All other persons are prohibited from using electronic cigarettes on school premises and school vehicles.

UNLAWFUL MANUFACTURE, DISTRIBUTION, DISPENSING POSSESSION OR USE OF A CONTROLLED SUBSTANCE

The Alexandria City School Board is committed to maintaining a Drug-Free Workplace.

Prohibited Conduct

Employees may not unlawfully manufacture, distribute, dispense, or possess a controlled substance (including alcohol or anabolic steroids) on school property, at any school activity or on any school sponsored trip. It is a condition of employment that each employee of the Alexandria City School Board will not engage in such prohibited conduct and will notify the Alexandria City School Board of any drug conviction for a violation occurring on school property, at any school activity, or on any school-sponsored trip no later than five (5) days after such conviction. An employee who is convicted of criminal drug activity for a violation occurring on school property, at any school activity, or on any school-sponsored trip

will be subject to appropriate discipline, up to and including termination, or required to satisfactorily participate in a drug abuse assistance or rehabilitation program.

Discipline

The superintendent and School Board will take appropriate personnel action up to and including dismissal of any employee found to have engaged in prohibited conduct listed above. Such personnel action will include the imposition of a sanction on, or the requiring of the satisfactory participation in a drug abuse assistance or rehabilitation program by, any employee who is convicted of a violation occurring on school property, at any school activity, or on any school-sponsored trip.

In addition to disciplinary action for the violations above, the Superintendent and School Board will take appropriate action up to and including dismissal if an employee's use of a controlled substance (including alcohol or anabolic steroids) impairs the employee's job performance.

Employee Assistance Program

The Superintendent shall establish an Employee Assistance Program to provide confidential counseling and referral service to assist employees with problems that affect their well-being and their ability to perform their jobs. An employee found to be in violation may be referred to the Employee Assistance Program for evaluation, diagnosis and treatment recommendations and may be required to participate in and complete a treatment program as a condition of continued employment. An employee required to participate in a treatment program must also sign a release to permit monitoring. Failure to comply with any of the treatment conditions or to sign a release will lead to disciplinary action up to and including dismissal.

Distribution of Policy

All employees shall be given a copy of this policy.

Drug-Free Awareness Program

The Alexandria City School Board shall establish a drug-free awareness program to inform its employees about the dangers of drug abuse in the workplace, the Board's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for violation of laws and policies regarding drug abuse.

REPRODUCTION OF COPYRIGHTED MATERIALS

In compliance with the Copyright Act of 1976, including the Guidelines for Classroom Copying and the Guidelines for the Educational Use of Music, copyrighted materials shall not be duplicated by school division employees or on division equipment, whether print or non-print, in violation of the exclusive rights of the holders of the copyright on such materials. The Superintendent shall designate the Director of Libraries and Instructional Resources to disseminate copyright procedures to school division employees.

Copyrighted materials may be duplicated with the prior written permission of the copyright holder. Teachers shall get permission to use materials of the copyright owner whenever possible and feasible,

unless the use of materials falls within a "fair use" as defined by law. Permission to duplicate copyright material shall be placed on file in the finance office of the school division. Teachers shall have access to resources which detail the specific "fair use" safe harbors for copying. The school division assumes no liability for infringement of copyright by individual employees.

COMPUTER SOFTWARE COPYRIGHT COMPLIANCE

The Alexandria City School Division recognizes and supports the limitation imposed by copyright laws. These laws specifically prohibit unauthorized duplication of software except to provide for archival back-up copies.

Therefore, the Alexandria City School Division declares it to be inappropriate to use "pirated" or otherwise illegally obtained software on division equipment, whether for instruction, administrative or any other purpose. Furthermore, use of division equipment to make unauthorized copies of division owned, or illegally obtained software is prohibited.

To minimize the motivation to use illegal copies of software in instructional programs and administrative systems, the division is committed to working with software producers and distributors to encourage appropriate pricing, previewing and replacement policies for software purchases. The Superintendent shall develop administrative regulations to implement this policy.

ACPS EMPLOYEE RESPONSIBLE USE POLICY AGREEMENT FOR COMPUTER SYSTEMS

This Agreement further explains the ACPS Responsible Use Policy. If you have any question about the policy or regulation, contact your supervisor.

- ACPS employees utilize computer systems to support the mission and educational goals of the division.
- ACPS employees understand that documents and communications created on division equipment are the property of the division.
- ACPS employees access the ACPS network and Internet resources respectfully with regard to language, information and resource limits.
- ACPS employees accept personal responsibility for our equipment and make every effort to afford the equipment proper care and security.
- ACPS employees value the importance and principles of digital citizenship.

All use of the Alexandria City School Division's computer system shall be consistent with the School Board's goal of promoting educational excellence by facilitating resource sharing, innovation and communication. The term computer system includes hardware, software, data, communication lines and devices, terminals, printers, DVD/CD-ROM devices, tape drives, servers, mainframe, desktop and laptop computers, the Internet and any other internal or external network. Technology provided by ACPS is intended for use by school personnel only. Family and friends are not authorized to use ACPS technology.

Responsible Use

Access to ACPS's computer system shall be for the purposes of education or research and be consistent with the division's educational goals.

Limited, incidental personal use of school computers is permitted as long as such use does not interfere with the employee's job duties and performance, with system operations, or other system users.

"Incidental personal use" is defined as use by an individual employee for occasional personal business not occurring during instructional time, which use is not otherwise prohibited by this regulation.

Digital Citizenship

In accordance with Virginia Code 22.1-70.2, the Alexandria City Public Schools train students to use best practices in Internet safety. It is the responsibility of all ACPS employees to support students, as well as be models of best practices in internet safety and appropriate computer use.

Beginning in the 2008-2009 school year, Internet Safety must be taught to and practiced by all students in grades K through 12.

Electronic Mail

ACPS owns and controls the ACPS electronic mail system. Electronic mail is not private and is monitored. Employees must use their ACPS email when communicating as an ACPS employee with staff, parents and students. ACPS mail should be used for professional correspondence only. Unauthorized access to an electronic mail account by any employee is prohibited. Employees shall be held personally liable for the content of any electronic message they create.

Downloading any file attached to an electronic message is prohibited unless the user is certain of that message's authenticity and the nature of the file. Employees shall not forge, intercept or interfere with electronic mail messages.

Copyright Violations

Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any federal, state or local law is prohibited. Downloading or unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books, or other copyrighted sources, copyrighted music or videos, and the installation of any copyrighted software for which ACPS or the end user does not have an active license is also prohibited.

Software

ACPS supports and authorizes the use of a variety of software applications. A list of approved software can be found on the Helpdesk tab on Blackboard. Downloading or installation of unauthorized software is prohibited. End users cannot install, run, or download software or modify configurations on network connected computer systems unless directly authorized by Technology Services.

Installation of network connected computers, maintenance, repair, updates including hardware, and software, must be approved, directed, and completed by Technology Services.

Offensive Materials

Submitting, posting, publishing, storing, printing, downloading, transmitting, viewing or displaying files or messages (text, sound, still, or moving graphics, or any combination thereof) that are pornographic, or are obscene, as defined at Virginia Code §18.2-372; use language, sounds, or imagery which is lewd or patently offensive (including “sexually explicit visual materials” as defined at Virginia Code §18.2- 374.1); or degrade others is prohibited. (The administration invokes its discretionary rights to determine suitability in particular circumstances.)

Harassment/Bullying

Harassing another person by transmitting or posting material on any website which is threatening, or is intended to coerce or intimidate is prohibited. Transmitting or posting material intended to communicate obscene, vulgar, profane, lewd, lascivious, or indecent language, or making any suggestion or proposal of an obscene nature; or threatening any illegal or immoral act is prohibited.

Vandalism

Employees are prohibited from vandalizing any computer system by creating, downloading or spreading viruses. Intentional destruction of data or any part of the computer system by any means is also prohibited. Attempting to modify system facilities, downloading, installing, or transmitting viruses from email attachments or any other source, illegally obtaining extra resources, or attempting to subvert the restrictions associated with any computer system, computer account, network service, or personal computer protection software is prohibited.

Non-school Related Business

Using the ACPS equipment or network for personal or private financial gain or advertising, solicitation or business activity not on behalf of the Alexandria City Public Schools is prohibited. Users shall not post professional ACPS contact information for non-school related activities. Communicating by email or any other medium with other school users or outside parties to solicit, advocate, or communicate the views of an individual or non-school-sponsored organization including political and religious material; to solicit membership in or support of any non-school sponsored organization; or to raise funds for any non-school sponsored purpose, whether profit or non-profit is prohibited.

No employee shall knowingly provide names, email addresses, or other personal information to outside parties whose intent is to communicate with school employees, students and/or their families for non-school purposes.

Employees who are uncertain as to whether particular activities are acceptable shall seek further guidance from their supervisor or the Chief Technology Officer.

Security

Computer system security is a high priority for the school division. If any user identifies a security problem, the user shall notify the building principal or system administrator immediately. ACPS expects all users of ACPS computer equipment to make every effort to afford the equipment with proper care and security. In the case of portable equipment or equipment assigned to individuals for use off-site or at home, the user must accept personal responsibility for said equipment, and must accept the risk of theft, loss, or damage due to negligence. If equipment is stolen, a police report should be filed immediately and a copy of the report must be submitted to Technology Services. In the event of loss, theft or damage, please notify Helpdesk immediately.

Employees may not:

- send ACPS proprietary and classified information to unauthorized persons, or post this information outside of ACPS;
- distribute any school interior maps, floor plans, or written descriptions of interior floor plans on Web pages, camera locations, or other information that could compromise school security; or
- gain unauthorized access to resources or entities including educational systems, government agencies or privately owned businesses.

Authorized users are responsible for the security of their passwords and accounts. Passwords are considered secret and are not to be shared under any circumstance. Individual user passwords must never be embedded into a document, application, or process, i.e., "Remember me on this computer".

Users shall not read, modify, post or delete materials owned by others without authorization.

Materials include but are not limited to documents, movies, graphics, pictures, and presentations.

Users are responsible for following the recommended virus protection procedures.

ACPS employees may not use non-ACPS hardware to access the ACPS network.

Permission should be secured from Technology Services before allowing outside speakers, presenters, etc. to connect equipment to the ACPS network.

Liability

The School Board makes no warranties for the computer system it provides. The School Board shall not be responsible for any damages to the user from use of the computer system, including loss of data, non-

delivery or missed delivery of information, or service interruptions. The School Division denies any responsibility for the accuracy or quality of information obtained through the computer system. The user agrees to indemnify the School Board for any losses, costs or damages arising out of any violation of these procedures.

STAFF WEAPONS IN SCHOOL

Alexandria City Public Schools is committed to maintaining a safe and secure working and learning environment. Staff is prohibited from carrying, bringing, using or possessing any weapon, as defined in JFCD, in any building, on school grounds, in any school vehicle or at any school-sponsored activity without the authorization of the school or the school division. The Superintendent and School Board will take appropriate personnel action up to and including dismissal of any employee found in violation of this provision. Such actions of the Superintendent and School Board shall begin immediately on notification of the violation. All incidents involving illegal carrying of a firearm shall be reported in accordance with state law.