

# Employee Handbook



**Poquoson City Public Schools**  
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**2024-2025**

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## Welcome to Poquoson City Public Schools

As a member of the Poquoson City Public Schools Team, you belong to a dedicated group of professionals who work hard at maintaining a standard of excellence. Your exceptional qualities have been recognized by your offer of employment. It is our goal to provide a work environment and associated benefits that ensure this standard is maintained.

We have always emphasized outstanding people as the key to our success. To ensure continued success, it is important that all employees fully understand our policies and procedures. You are encouraged to familiarize yourself with the information contained in this Handbook, and use it as a valuable resource for understanding Poquoson City Public Schools. It is also a useful reference document. Our complete Policy Manual may be accessed through our website at [www.poquoson.k12.va.us](http://www.poquoson.k12.va.us).

Our best wishes to you and thank you for taking this first step in knowing Poquoson City Public Schools.

*Arty Tillett*

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**Arty Tillett**  
Superintendent of Schools  
868-3055

*Debra D. Bunting*

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**Debra D. Bunting**  
Human Resource Coordinator  
868-3043

**THE MISSION OF POQUOSON CITY PUBLIC  
SCHOOLS IS TO PREPARE ALL STUDENTS FOR A  
SUCCESSFUL AND MEANINGFUL LIFE.**

**Acknowledgement:**

This handbook is provided to you for information and immediate reference. Please read it carefully and completely.

Policies included in this handbook may be subject to unilateral change by the Poquoson City School Board, with or without notice, in writing, verbally, or in practice. You are encouraged to contact our Coordinator of Human Resources with any questions you may have on specific policies.

Please acknowledge receipt of this handbook and verification that you have read it in its entirety and understand, and agree to abide by the Acceptable Use Policy for Poquoson City Public Schools by signing and returning this acknowledgement to Human Resources.

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Signature

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Please Print Name

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Date

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***Return signed Acknowledgement to Human Resources Office.***

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Signature

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Please Print Name

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Date

## **I. INTRODUCTION**

The City of Poquoson, with a population of approximately 12,522 is located adjacent to Langley Air Force Base and NASA and with easy access to all major Tidewater cities. It has become one of the most desirable residential localities in the Tidewater area. Many of the newer residents of the city specifically selected Poquoson as their home because of the reputation for excellence enjoyed by its school system. Poquoson combines the benefits of small town friendliness and pride with the cultural, professional and educational advantages of a major metropolitan area.

### **HISTORY OF POQUOSON**

Poquoson, an Indian word for either flat land or “great marsh,” is believed to be one of the oldest English-speaking communities in America that still bears its original name. The city, with 60 miles of shorelines, encompasses 16 square miles of land of which 4,398 acres are salt marsh wetlands. Plum Tree Island National Wildlife Refuge, together with privately owned salt marsh lands, makes up the largest saline marsh in the lower Chesapeake Bay.

Settlement of the Poquoson area was opened in 1628 by order of the Council of State at Jamestown. Many of the early settlers were plantation owners who, with their tenants and apprentices, originally lived south of Back River. The Great Marsh and Messick Point were important shipping points as early as 1635 for tobacco and other plantation products.

After the Revolutionary War, larger colonial plantations were divided and sold as smaller farms because they were no longer able to survive financially.

Poquoson remained a “backwater” farming and fishing community. While there was extensive Civil War action on the Peninsula, there was no known war activity in Poquoson.

Poquoson’s rural lifestyle started to change during World War I with the construction of Langley Field. Rapid changes and population growth occurred in the years following World War II. Farming and fishing quickly gave way to suburbanization.

Poquoson, which had been a part of York County for many years, became a town in 1952 and an independent city in 1975 upon referendum of the citizens. Certain municipal offices and functions continue to be shared with York County.

Poquoson is organized under the Council-Manager form of government. The Poquoson City Council is composed of seven members who are elected by the voters and serve four-year terms. The City is divided into three precincts. Each precinct is entitled to two representatives. One representative is elected at-large and he/she is the City Mayor. Persons elected to City Council take office on the first working day of January following the election.

## **HISTORY OF THE SCHOOLS**

Early in the history of Poquoson the community paid to support a day school for its children, and though now it has been replaced with public schools, the people continue to take great pride in having schools specifically to serve their area. The building known as “The Hall” was where school was also taught for short sessions in the cold weather months. In the school there was only one teacher and one room. The first high school in the area was built for \$6,000 in 1910-1911. It was a two story, wooden building with a cupola. It was located where the present middle school now stands on Poquoson Avenue. It housed the entire student body for all grades. The original school bell, which was used from 1911 through 1932, is currently on display in the School Board office in City Hall. A diploma for the first graduating class in 1915 and a class ring for that period are also on display.

Where once there was a one room, one teacher school, by 1932 we established a modern school system serving the people, the only high school in York County. When classes began in September of 1932, students were bussed from all of York County, except the Bruton District. There was a graded school for the smaller children and a new fireproof brick building for the high school pupils, which served all of York County. The first freshman class entered the new brick edifice which had been erected close by the original building and which now forms the core of the Poquoson Middle School which was recently modernized and was completed in September 2022 ahead of the projected completion date of January 2023. The old building was used for elementary school students.



In 1952 a referendum was held to move the high school to a centrally located position for the county. Poquoson citizens disagreed. Since the law requires an area to be a township with its own operational system to retain its school, Poquoson voted to become a town. That expansion has resulted in the development of an attractive residential town which began shortly after the General Assembly of Virginia approved an act providing for incorporation of the Town of Poquoson in York County, and the creation of a special school district.

The period of 1952 – 1954 is reported as years of planning. Also, during this period a new \$300,000 elementary school was constructed. Because of school population growth, two rooms were added to the school in 1955 at a cost of \$20,000. It was shortly discovered that this would not be sufficient to take care of the increased student enrollment and, in 1956, six more rooms were added at a cost of \$73,000.

In 1955, when the elementary school was opened, the original wooden building was torn down. In 1959 the elementary school plans called for construction of three additional classrooms. The building site was purchased for \$17,000. The first major expenditure at the high school (now the Poquoson Middle School) was the installation of a new boiler in 1957 and the purchase of a tract of land in the rear of the school in 1958.

The seventh birthday of the town, founded upon the principal of “better schools,” approached as the community became involved in a debate and associated referendum on further school construction, to include a new gymnasium and kitchen and conversion of the present gym into classrooms at what is now Poquoson Middle School. The voters approved the referendum by three to one. Additional sections were added to the original site in 1962 and 1970, and a new cafeteria, connecting the gymnasium to the main school building was built in 1994. Built in 1932, Poquoson Middle School has undergone 11 construction projects, including an addition in 1994. Poquoson City Public Schools engaged an architectural and design firm to modernize the building and this major renovation was completed in September of 2022.

In 1976 a new high school was built on Odd Road. This building was enlarged in 1979. In 1997 a complete renovation was done to the original building and a new science wing and cafeteria/kitchen were added to the back of the building.

The Poquoson Primary School was built in 1990 to house grades pre-school through second. This building is located next to our high school.

In 2003, Hurricane Isabel caused significant flooding at the Poquoson Elementary School. The Poquoson City Council authorized the School Board to begin proceedings to build a new elementary school that would raise the building out of harm's way. The new elementary school opened at the beginning of the 2008-2009 school year as planned. The approximate cost to construct the new elementary school was \$18,000,000.

## **EMPLOYEE HANDBOOK**

This handbook presents various policies, benefits, and organizational information for Poquoson City Public Schools' employees and their families. It is important that you read this handbook and understand its contents.

This Poquoson City Public Schools Handbook, and the school policies and practices contained in it, is intended to be an aid for enhancing employee communications and working relationships.

This handbook is not meant to contain all the information you will need during the course of your employment. You will receive information through various notices, memoranda, and verbal communication. The School Board office reviews its policies and benefits continually, and accordingly, the policies and benefits outlined in this handbook are subject to modification, enhancement or termination at any time. Since many of the benefits, policies and practices are described only *briefly*, the Human Resources Department should be contacted for more detail as required. An up-to-date complete Policy Manual is located on our website at [www.poquoson.k12.va.us](http://www.poquoson.k12.va.us). In this handbook policy references are shown to the right of the subject; i.e., 2.1 Equal Employment (Policy 5-1.2).

The School Board does not discriminate on the basis of race, color, national origin, sex, disability, or age, in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Ms. Heather Worthen, 1033 Poquoson Avenue, Poquoson, VA 23662, 757-868-3050. For further information on notice of non-discrimination, see list of OCR enforcement offices for the address and phone number of the office that serves your area, or call 1-800-421-3481.

## **1.1 OPEN DOOR POLICY**

Poquoson City Public Schools encourages its employees to share any suggestions that might improve methods and working conditions, reduce costs or errors, or otherwise benefit the division and its employees.

Poquoson City Public Schools maintains an open door policy, and employees are encouraged to seek information, provide input, share their concerns, and resolve problems/issues through their immediate supervisor or any other administrator with whom they feel comfortable.

Poquoson City School Board supports and encourages the concept of two-way communication between the School Board and its employees. As chief administrative officer, the Division Superintendent is the official representative of the School Board in its relations and communications with its employees.

The School Board's intent is to develop the best possible working relationship with the employees of the school division. The School Board welcomes the viewpoints of employees and it shall allow time at its meetings for employees to be heard.

## **II. GENERAL WORKPLACE CONDUCT**

### **2.1 Equal Employment Opportunity (policy 5-1.2)**

The policies contained in Section 5 of the Poquoson City School Board Policy and Regulations Manual set forth provisions for initial and continuous employment of all personnel of the Poquoson City Public Schools. In addition to policies established by the School Board, the school division shall comply with all applicable state and federal laws and regulations.

The Poquoson City School Board shall adhere to a policy of equal employment opportunities for all employees. The School Board shall not discriminate against any employee because of race, color, religion, age, gender, disability, national origin, or marital status, or any other basis prohibited by law. Discrimination against any person shall be prohibited in the recruitment, selection, hiring, pay, examination, appointment, training, promotion, retention, discipline, and any other aspect of personnel administration for any of the above-listed reasons, because of political or religious opinion or affiliation, or because of other non-merit factors. Such non-discrimination practices shall be applied to all policies and regulations of the School Board. The Director of Student Services is designated as the responsible person regarding assurances of non-discrimination in personnel matters (the compliance officer). She may be reached at the following address: 1033 Poquoson Avenue, Poquoson, Virginia 23662 and telephone number (757) 868-3050.

The Poquoson City School Board shall provide facilities, programs and activities that are accessible, usable and available to qualified disabled persons. This policy shall be (1) posted in prominent areas of each school division building, (2) included in the employee handbook, 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.

Any employee who believes that he or she has been subjected to harassment or discrimination or who has knowledge regarding the occurrence of harassment or discrimination shall file a complaint immediately as provided in Poquoson City School Board Policy 5-1.7.

## 2.2 Definitions (policy 5-1.4)

All employees are “employees of the School Board.”

“Licensed personnel” shall include those employees of the School Board, who, by reason of their positions, are required to have a teaching or other license from the Virginia Department of Education.

“Classified licensed personnel” shall include those employees of the School Board, who, by reason of their positions, are required to have a license and are classified on the Poquoson City Public School Uniform Pay Plan.

“Classified non-licensed personnel” are those employees of the School Board who are not required to have a license and are classified on the Poquoson City Public Schools’ Uniform Pay Plan.

“Temporary employees” are those personnel utilized to complete special assignments, jobs or projects that are of a limited or defined duration, but not full- or part-time permanent positions. All categories of substitutes are temporary employees. Employees who are regular full-time contracted personnel may also be employed in a temporary status, e.g., full-time contracted teachers may be temporarily employed as summer school teachers. Temporary employees shall not have the right to access the grievance procedure in any matter regarding dismissal from the temporary position or other disciplinary action arising out of their services as a temporary employee. A regular full-time contracted person who is terminated from a temporary status position (e.g., a summer school teaching position) shall not have the right to the grievance procedure to contest this action.

“Part-time employees” are personnel employed on a daily work schedule of fewer hours than full-time personnel in either licensed or non-licensed categories.

## 2.3 Personnel Records (policy 5-1.5)

The School Board and school administration shall protect the confidentiality of personnel files, personnel references, academic credits and other similar documents regarding individual employees, as required by applicable law.

The Division Superintendent shall establish standard operating procedures for personnel records to protect the confidentiality of personnel records, personnel references, transcripts of college credits and other similar documents. Employee files are considered confidential and shall be maintained in secured area with access only be those employees authorized by the Assistant Superintendent of Operations.

The following are examples of materials, which may be included in a School Board employee file. The list is not exhaustive, but illustrative.

1. Employment application
2. Reference forms
3. Educational transcripts
4. Employment contracts
5. Salary history forms
6. Certificate(s) and other documentation of initial licensure and of continuing education efforts
7. Letters regarding teaching certificates to the Virginia Department of Education
8. Evaluations
9. Forms from other school divisions showing past teaching experience
10. Miscellaneous correspondence concerning employee
11. Garnishments and/or tax claims.

References, transcripts, placement folders and other materials that are received on the basis of pledged confidentiality, as part of pre-employment routinely shall not be considered as a part of the employee file for purposes of this policy.

If information relative to employment is requested by banks or other establishments, written permission from the employee to release such information is required, except to comply with a judicial order or a lawfully issued subpoena or other applicable law. The employee shall be notified of any such request for records.

## 2.4 Staff Conduct and Responsibilities (policy 5-1.6)

The Poquoson City Public Schools belong to the public. They serve the primary purpose of providing educational opportunities for all eligible Poquoson City citizens. Poquoson City School Board employees acknowledge that schools operate through a cooperative effort with the community. All employees have the responsibility to maintain standards of exemplary professional conduct and provide services that create a positive school environment. Employee duties, responsibilities and personal judgment shall be consistent with School Board policies and regulations. By accepting employment with the Poquoson City Public Schools, all employees shall strive to fulfill their individual responsibilities with honesty and integrity and shall strive to keep the well-being of the students as their primary goal while maintaining the highest standards of professional ethics.

## 2.5 Non-Harassment (policy 5-1.7)

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

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.

The School Division shall: (1) promptly investigate all complaints, written or verbal, of sexual harassment and harassment based on race, national origin, disability or religion; (2) promptly take appropriate action to stop any harassment; and (3) take appropriate action against any school personnel who violate this policy and take any other action reasonably calculated to end and prevent further harassment of school personnel.

Any school personnel who believe he or she has been the victim of harassment should report the alleged harassment as soon as possible to the compliance officers designated. The alleged harassment should be reported as soon as possible, and the report generally should be made within fifteen (15) school days of the occurrence.

## 2.6 Hiring (policy 5-2.4)

The Poquoson City School Board will not hire or continue the employment of any part-time, full-time, temporary, or permanent employee who is deemed unsuited for service by reason of criminal conviction.

Individuals applying for employment in the Poquoson City Public Schools for any position shall be required to disclose prior convictions of law other than minor traffic violations, or juvenile offenses. The Poquoson City Public Schools human resources coordinator may verify information applicants provide by checking work history and personal references or by making criminal record inquiries to determine the applicant's acceptability for employment. Where a prior conviction is ascertained, the school officials will consider the nature of the offense, the date of the offense, and the relationship between the offense and the position for which application is being made.

As a condition of employment, any applicant who is offered or accepts employment shall submit to fingerprinting and provide personal descriptive information. The information and fingerprints shall be forwarded through the Central Criminal Records Exchange to the Federal Bureau of Investigation for the purpose of obtaining criminal history record information on applicants who offer or accept employment.

The School Board shall require, as a condition of employment, that any applicant who is offered or accepts employment requiring direct contact with students, whether full-time or part-time, permanent or temporary, provide written consent and the necessary personal information for the School Board to obtain a search of the registry of founded complaints of child abuse and neglect. The School Board shall ensure that all such searches are requested in conformance with the regulations of the Board of Social Services. The applicant may be required to pay the cost of the search at the discretion of the School Board.

The Division Superintendent shall inform the School Board of any notification of arrest of a School Board employee received pursuant to Virginia Code 19.2-83.1.



At the beginning of each school year, the School Board shall notify parents and employees of the School Board's policy on the dissemination and use of sex offender registry information. Once notified that a registered sex offender resides in the same or contiguous zip codes as a school within the division, the Division Superintendent shall notify principals of those schools and determine which central office and other school employees should be provided the registry information. When registry information is disseminated, it shall include a notice that such information should not be shared with others and may only be used for the purposes discussed herein. Employees who inappropriately share registry information with others may be disciplined.

## 2.7 Nepotism (policy 5-2.5)

All Poquoson City School Board employees are subject to the State and Local Government Conflict of Interests Act, Virginia Code 2.2-3100, et seq. In addition to all other applicable provisions of the Act, the School Board may not employ, and the Division Superintendent may not recommend for employment, any family member of the Division Superintendent or of a School Board member. However, this prohibition shall not apply to the employment of the father, mother, brother, sister, spouse, son, daughter, son-in-law, daughter-in-law, sister-in-law, or brother-in-law of any member of the Division Superintendent provided (i) that the Superintendent certifies that he/she had no involvement with the hiring decision; and (ii) the Assistant Superintendent certifies to the members of the School Board in writing that the employment is based upon merit and fitness and the competitive rating of the qualifications. In addition the same relatives of School Board member(s) as listed for the Division Superintendent may be hired provided (i) the member certifies that he had no involvement with the hiring decision and (ii) the Superintendent certifies to the remaining members of the governing body in writing that the employment is based upon merit, fitness and competitive rating of the qualifications of the individual and that no member of the Board had any involvement with the hiring decision.

The School Board may employ no family member of any employee if the family member is to be employed in a direct supervisory and/or administrative relationship either supervisory or subordinate to the employee. The employment and assignment of family members in the same organizational unit shall be discouraged.

## 2.8 Drug-Free Workplace (policy 5-3.1)

**POLICY 5-3.1 DRUG-FREE WORKPLACE** The Poquoson City School Board is committed to maintaining a drug-free work place. To that end, all School Board work places, including offices, annexes, playgrounds, parking lots, vehicles, and off-campus locations, shall be maintained as drug-free workplaces. Failure of employees to adhere to this standard will result in appropriate disciplinary action, up to and including dismissal. **Violations** While on school property or at school activities and events, School Board employees shall not possess, use, distribute, sell, manufacture, dispense, or be under the influence of any narcotic, hallucinogenic, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant or intoxicant of any kind or other controlled drug as defined by state or federal law. The use of a drug authorized by a medical prescription shall not be considered a violation of this policy when used as prescribed by the person for whom it was prescribed. Violation of this policy may result in appropriate disciplinary action up to and including dismissal. Any employee convicted of any drug-related crime occurring under the circumstances described in this paragraph shall notify the Division Superintendent or his designee within five (5) days after such conviction. Compliance with this provision is a condition of employment. Conduct prohibited by the Omnibus Transportation Employee Testing Act of 1991 and U.S. Department of Transportation Regulations shall constitute a violation of this policy and may result in appropriate disciplinary action up to and including dismissal. **Off-Campus Use** The use of alcohol, narcotics, hallucinogens, depressants, stimulants, or marijuana off School Board property which affects an employee's ability to perform his or her duties, or which generates publicity or circumstances which adversely affects the school division or its employees, may result in discipline, including possible suspension or termination. **Disciplinary Action** The Division Superintendent and School Board will take appropriate personnel action up to and including dismissal of any employee found to be in violation of this policy. Such actions of the Division Superintendent and School Board shall begin immediately on notification of a violation.

## 2.9 Tobacco-Free Schools (policy 5-3.2)

The use and distribution of any tobacco product or nicotine vapor product shall be prohibited on Poquoson City Public School property. "School property" shall mean all property owned, leased, rented or otherwise used by the School Board, including but not limited to all interior portions of any building used for instruction, administration, support services, maintenance or storage and all vehicles used by the division for transporting students, staff, visitors or other persons. "Tobacco" shall include cigarettes, cigars, pipe tobacco, snuff, chewing tobacco, nicotine vapor products and all other kinds and forms of tobacco prepared in such manner as to be suitable for chewing, smoking or both. "Tobacco" also includes cloves and any other product packaged for smoking.

## 2.10 Political Activities and Professional Organizations (policy 5-3.4)

The School Board encourages employees to exercise all their rights as

citizens, including involvement in political activities. Employees may solicit support for political candidates or political issues outside regular work hours, but should make clear that their views and actions are made as individuals and that they do not represent the views of the Poquoson City Public Schools. No employee shall use his position in the school division to promote a political cause. No employee shall attempt to indoctrinate students by virtue of his position while students are under the supervision of the School Board. Political posters, announcements and flyers shall not be displayed on school bulletin boards or distributed through mail or messenger facilities. These restrictions shall not apply to classroom bulletin boards and displays being used to supplement instructional units.

The School Board recognizes that employees participate in professional organizations.

#### 2.11 Hours of Employment / Work Day (policy 5-3.6)

Licensed personnel are employed on a contractual basis to perform specific duties. The individual employee has the responsibility to spend such time as is necessary to fulfill his or her obligations both during and after school hours. Subject to School Board approval, the Division Superintendent or his/her designee shall determine specific working hours.

- a. Teachers shall work a minimum of seven (7) hours and fifteen (15) minutes per day
- b. All teachers are expected to remain in their schools for periodic in-service training sessions, faculty meetings, etc., which normally will be in addition to the regular teaching day
- c. Teachers also are expected to assume additional responsibilities, such as assisting with the program of extracurricular activities, bus duty, etc., some of which are in excess of the normal workday

The Division Superintendent or his/her designee, subject to approval of the School Board, shall determine specific working hours for classified licensed and non-licensed personnel and, through appropriate administrative regulations, shall advise these employees of their working hours.

10-month employees work August – June (less than 225 days)

11-month employees work August – June (at least 225 days)

12-month employees work July – June (248 days)

When it becomes necessary for employees who are classified as “exempt” under the Fair Labor Standards Act (FLSA) to work overtime, the employee’s immediate supervisor and the Division Superintendent or his/her designee may grant compensatory leave time equivalent to the overtime worked consistent with the provisions of the FLSA.

Employees who are classified as “non-exempt” under the Fair Labor Standards Act shall not work overtime without approval of their immediate supervisors and the Division Superintendent or his/her designee. “Non-exempt” personnel may be granted compensatory time at the rate consistent with the provisions of the Fair Labor Standards Act. In no circumstances shall vacation or compensatory leave exceed the amount specified in applicable sections of the School Board Policy and Regulations Manual.

The Division Superintendent is authorized to delegate to principals and directors the authority to establish flexible working hour schedules for non-licensed employees to the extent permitted by applicable law.

School Maintenance Personnel – shall work 8 hours per day which will include a one hour lunch period.

Custodians – shall work 8 hours per day which will include a one hour lunch period.

Administrative Secretarial Personnel – shall work 8 hours per day which will include a one hour lunch period.

Paraprofessionals – shall work 7 hours and 15 minutes per day which will include a 30 minute lunch period.

Bus Drivers – their standard work day shall be specified in their respective appointment notice by the number of runs they are required to make each day in accordance with the bus routes assigned for each school year.

*Nothing in the above schedules shall deny a principal or immediate supervisor the right to grant an individual exception for a valid or a just cause.*

## 2.12 Reduction in Force (policy 5-3.7)

An orderly and consistent plan shall be followed in the event the School Board must reduce the number of licensed, classified licensed and classified non-licensed personnel from the school division due to a decrease in student enrollment, insufficient funding, expiration of special grants, a change in curriculum or a modification of the educational program and/or other conditions which may require a reduction in staff. In such event, the School Board authorizes the Division Superintendent recommend the program adjustments to be made and the reduction in staff required in accordance with the accompanying regulation. All reductions shall be based on the best interests of the school division, the maintenance of a sound and balanced educational program consistent with the functions and responsibilities of the School Board and in accordance with applicable law.

## 2.13 Licensed Personnel: Evaluation (policy 5-4.7)

The School Board shall delegate to the Division Superintendent the authority and responsibility to develop and implement a performance assessment system for evaluating instructional personnel that is consistent with the performance objectives set forth in the Board of Education's Guidelines for Uniform Performance Standards and Evaluation Criteria for Teachers, Administrators, and Superintendents. The procedure shall address: (i) student academic progress and (ii) the skills and knowledge of such personnel, including instructional methodology, classroom management and subject matter knowledge. The teacher evaluations shall include regular observation and evidence that instruction is aligned with the school's curriculum. The evaluations shall also include identification of areas of individual strengths and weaknesses and recommendations for appropriate professional activities. Principals shall receive training in the evaluation and documentation of employee performance as required by the Standards of Quality.

Teachers employed by the School Board who have achieved continuing contract status shall be evaluated at least once every three years and more often as deemed necessary by the principal, and they shall be evaluated informally during each year in which they are not formally evaluated. Any teacher who has achieved continuing contract status and who receives an unsatisfactory formal evaluation who continues to be employed by the School Board shall be formally evaluated in the following year after

receiving the unsatisfactory evaluation. The evaluations referenced herein shall be maintained in the employee's personnel file. The Division Superintendent shall annually certify to the Virginia Department of Education division-wide compliance with these provisions.

#### 2.14 Employee Compensation (policy 5-7.1)

The Poquoson City School Board desires to adopt annually a Teacher Pay Plan that will attract outstanding teachers and will retain those teachers who have met the standards of excellence required by the School Board. The compensation schedule should be based on a reasonable base salary and should take into consideration years of experience, degree of educational training, level of certification, job performance, and such other criteria as the School Board may deem appropriate.

#### 2.15 Licensed Personnel: Resignation (policy 5-4.9)

A licensed employee desiring a release from a valid contract with the Poquoson City School Board must submit to the Division Superintendent a written request for release at least two (2) weeks before the intended date of resignation and must state the reason for the request.

The Division Superintendent is authorized to accept resignations. A teacher may resign after June 15 of any school year consistent with the provisions of Policy 5-4.3 and only with the approval of the Division Superintendent. The employee may withdraw the resignation, provided the withdrawal is in writing and is received by the superintendent within one (1) week of the submission of the resignation. After the expiration of the one-week period, the Superintendent shall notify the School Board of the decision to accept or reject the resignation. The School Board may, within two weeks thereafter, reverse the Division Superintendent's decision. If the resignation is not accepted by the Superintendent or the School Board, the contract remains binding and, if the employee breaches the contract, action may be taken against the employee, including, but not limited to, petitioning the Virginia Board of Education to revoke the employee's license.

Employees who terminate their employment without the approval of the School Board shall be paid only for the days of actual employment.

### III. POQUOSON CITY PUBLIC SCHOOLS EMPLOYEE BENEFITS

Listed below are the benefits available to all full-time employees of Poquoson City Public Schools. If at any time you have any questions about these benefits please call Debbie Bunting, Coordinator of Human Resources at the School Board Office at 868-3055.

#### 3.1 VRS Retirement (policy 5-7.3)

The Poquoson City School Board participates in the Virginia Retirement System (VRS) and recognizes VRS requirements as approved and updated by the Virginia General Assembly and the Virginia Retirement System Board.

#### 3.2 VRS Insurance (policy 5-7.2)

This is a term insurance payable upon the death of the employee. A full-time employee is covered on the first day of employment. No medical examination is required. The plan carries a conversion privilege upon termination of employment. Poquoson City Public Schools pays the full premium. In the event of accidental death, the insurance is double the natural death benefit. *For example, if a member has a salary of \$30,000, the member is insured for \$60,000 in the event of natural death and \$120,000 in the event of accidental death.*

Upon retirement the amount of life insurance will begin to reduce by 25 percent on the January 1 following one calendar year of retirement. It will continue to reduce by 25 percent each January 1 until it reaches 25 percent of its original value. Life insurance coverage stops at retirement if the member has less than five (5) continuous years of service. The accidental death and dismemberment benefit ceases at retirement.

As stated in *Section 79 of the Internal Revenue Code*, the cost of group-term life insurance, to the extent that the *insurance exceeds \$50,000*, must be reported as income. The School Board office will be computing this amount determined by the uniform premium table method. Please note that *the rates are set by the General Assembly and do change from year to year.*

### 3.3 Optional Life Insurance Program

The Optional Life Insurance Program with the Virginia Retirement System is available to all full-time employees who are enrolled in the VRS system. This gives you the *opportunity to purchase optional life and accidental death & dismemberment insurance to supplement your basic VRS group insurance coverage at low group rates* on yourself and, if desired, your family. A variety of coverage options are available. Coverage is guaranteed if you enroll in the Optional Group Life Insurance Program within 31 days from your employment date. Information and application can be found on VRS website at [varetire.org](http://varetire.org).

### 3.4 VRS Disability Retirement

Regular disability means an illness for which you are unable to perform your duties as stated in your contract. One example would be cancer. You would be eligible to draw VRS regular disability after you have been vested in the plan for a 5-year period.

VRS members hired before July 1, 2010, are covered under the VRS Plan 1. Members hired on or after July 1, 2010, are covered under the VRS Plan 2. Members hired after January 1, 2014 are covered under the VRS Hybrid Plan. Please refer to the VRS Handbook for specific details on plan benefits. A copy can be obtained electronically at [www.varetire.org](http://www.varetire.org).

There is an employer benefit paid on each of the following policies: health insurance, dental insurance **OR** disability insurance if you are not a VRS Hybrid Plan Member. You may choose **ONE** of the plans listed below.

### 3.5 SunLife Employee Disability: (100% paid)

If you waive coverage in both the hospitalization plans and dental insurance and are not a VRS Hybrid Plan Member, Poquoson will pay your **premium for a SunLife Financial Disability Policy. This policy pays a monthly benefit starting on the 1<sup>st</sup> day of disability and continues for a period of time not to exceed 60 months for each disability relating from an ACCIDENT. The SICKNESS benefit starts on the 15<sup>th</sup> full day of disability and continues for a period of time not to exceed 24 months for each disability. A NONDISABLING INJURY benefit will be paid in the amount of the actual charge made by the doctor for medical treatment required and received within 48 hours for any accident that does not cause**



disability, but not to exceed \$250 for any one accident.

Monthly disability benefits are payable for both confining and non-confining total disabilities. Benefits are payable during summer months and vacation periods only if the disability would have prevented you from performing most of your regular assigned duties had you been required to be on duty at that time. The amount of compensation paid through SunLife Financial will be computed based on the employee's annual salary. No benefits will be payable if you are disabled by a pre-existing condition commencing in the first 12 months that you are insured.

\*Evidence of Insurability, satisfactory to the Company, is required at all times for enrollment at these benefit levels.

### 3.6 Dental Insurance: (100% paid)

If you waive coverage in hospitalization insurance, Poquoson City Public Schools will pay your entire premium for Metlife Dental Insurance. These policies are also available to those who are enrolled in one of the hospitalization plans for a monthly premium. The cost sheet is attached.

This coverage includes 100% of usual and customary charges for Diagnostic and Preventive Care. There is a \$50 contract year deductible. MetLife pays 100% of the customary charges for preventative services after the deductible is met. These policies carry maximum benefit payable of \$2,000 per patient per calendar year and an orthodontia lifetime maximum of \$2,000. Refer to the certificate of coverage for exclusions and limitations.

### **METLIFE PREMIUMS – 2024-2025**

<b>TYPE OF PLAN</b>	<b>COST OF MONTHLY PREMIUMS</b>
<b>MetLife – Single</b>	<b>32.56</b>
<b>MetLife – Dual (EE + 1 Child or EE + SP)</b>	<b>61.79</b>
<b>MetLife– Family</b>	<b>110.24</b>

You can register to manage your dental benefits at [www.metlife.com](http://www.metlife.com)

### 3.7 Hospitalization Insurance:

Poquoson City Public Schools offers two health plans which are underwritten by Sentara Health. An HMO plan called POS Plan is available to current employees who are grandfathered into their plan. Employees hired after July 1, 2017, can only participate in the Sentara High Deductible Health Plan (HDHP) with a Health Savings Account (HSA). You may enroll the following family members: your spouse, your natural or legally- adopted children under age 26, your unmarried stepchildren who live with you in a parent-child relationship and are dependent on you for federal income tax purposes. There are five different types of membership: employee only; employee plus one child; employee plus children; employee plus spouse, there is a \$100 spousal surcharge if your spouse is eligible for other health insurance; and employee plus family. The cost of the monthly premiums for each type of membership is listed below.

#### **PREMIUM RATES FOR 2024-2025**

<b>Health Plans</b>	<b>Coverage Type</b>	<b>Employee Monthly Premium</b>
Sentara Equity Plus HDHP	Employee Only	\$0.00
	Employee Plus One Child	\$164.00
	Employee Plus Children	\$169.00
	Employee Plus Spouse	\$194.00
	Employee Plus Family	\$358.00

Poquoson City Public Schools makes a contribution to the Health Savings Account as shown below.

<b>Health Savings Account (HSA)</b>	<b>Coverage Type</b>	<b>Initial/One-Time Contribution</b>	<b>Annual Contribution Starting in Year Two</b>
This is only with enrollment in Sentara, Equity Plus (HDHP)	Employee Only	\$600.00	\$200.00
	Employee Plus One Child	\$900.00	\$300.00
	Employee Plus Children	\$1,200.00	\$400.00
	Employee Plus Spouse	\$1,200.00	\$400.00
	Employee Plus Family	\$1,200.00	\$400.00

### 3.7 Flexible Spending Account (FSA)

You can be reimbursed for out-of-pocket healthcare and dependent care expenses with tax-free dollars. FSAs allow you to pay certain healthcare and dependent care expenses with pre-tax money. Employees are eligible to participate if they are part time employees working a minimum of 20 hours per week or a full time employee and do not have a Health Savings Account (HSA).

### 3.7 Direct Deposit

Employees hired after July 1, 2010 are required to enroll in Direct Deposit. Your paycheck will be deposited into your checking or savings account at the financial institution of your choice. You can access your “pay slip” each payday on Employee Self Service.

### 3.8 The United Way

The United Way Fund Drive is conducted in the fall of the year. If you designate your donation as a payroll deduction it will be taken from your salary beginning January of the next year.

### 3.9 Sick Leave Bank (policy 5-7.6)

The School Board of Poquoson agrees to maintain a Sick Leave Bank for the use of eligible employees. Participating members may utilize the service whenever they or their immediate family members (spouse, parent, child) are incapacitated by long-term personal illness or injury. An eligible member is a full-time employee who is not participating in the VRS Hybrid Pension Plan and Local Disability Program. . The membership period is open enrollment or the first 30 days of employment. *The first 25 consecutive working days missed due to illness or disability must be covered by the individual employee’s accumulated leave or receive leave without pay.* Exceptions to the policy will be considered on an as need basis by having the employee apply to the Sick Leave Advisory Committee. Any participating member may utilize a maximum of 40 days from the bank for each school year. Contact Human Resources for enrollment application. You will not be enrolled until you receive confirmation from the Human Resources Department.

### 3.10 Unified Leave (policy 5-7.6)

Unified leave will be awarded to each full-time employee at the beginning of his/her contract year. All employees will receive 1 day of unified leave per month of their contract for the purposes of sick leave and will receive an additional 3 days of unified leave per year for the purposes of personal leave. All part-time employees shall be granted unified leave on a pro-rata basis consistent with their contracted days.

All full-time bus drivers shall be granted one (1) day per month of unified leave consistent with their reduced full-time contract. Part-time bus drivers shall be granted one (1) day per month of unified leave on a pro-rata basis consistent with their contract runs.

Unified leave may be used within the following guidelines:

1. Unified leave may be used for personal illness
2. Unified leave may be used by VRS plan 1 and VRS plan 2 employees for disability.
3. Unified leave may be used for illness in the immediate family (not to exceed 3 consecutive days) The superintendent must approve any extenuating circumstances
4. Unified leave may be used for religious holidays
5. In case of death in the immediate family, 5 days of accumulated leave may be used
6. Three (3) personal leave days of unified leave are awarded to each eligible employee annually. Personal leave must be approved in advance by the employee's supervisor or principal.
7. Personnel who do not use all of their personal leave days in a given year may carry over up to three (3) days of unified leave to accumulate as personal leave days; however, no employee may have an annual personal leave balance greater than six (6) days. No more than five (5) personal days may be used in any one-year. Exceptions may be granted if extenuating circumstances exist. Requests for more than five (5) personal days must be approved by an employee's supervisor and the superintendent/designee.
8. If an employee needs an additional day of personal leave during

the course of the year, the employee may convert one day of unified sick leave to an additional day of personal leave annually; however, no employee may have an annual personal leave balance of greater than six (6) days.

9. Employees may use two days per year for unavoidable absences of an emergency nature (Emergency Leave) provided the emergency circumstances are communicated to the employee's principal or supervisor and the superintendent approves the emergency leave

12-month employees, 12 unified days for sick leave, 3 unified days for personal leave, 15 total  
11-month employees, 11 unified days for sick leave, 3 unified days for personal leave, 14 total  
10-month employees, 10 unified days for sick leave, 3 unified days for personal leave, 13 total

### 3.11 Professional Leave (policy 5-7.6)

School personnel may be permitted to utilize professional leave to attend meetings, conferences, seminars, or other professional growth activities, without loss of time or pay. The building principal must give recommended approval of such leave with final approval by the superintendent.

Professional leave is not subtracted from either your annual or unified leave days.

### 3.12 Annual Leave (policy 5-7.6)

Twelve month classified licensed and non-licensed personnel shall be granted annual leave at the rate of one (1) day per month during the first three (3) years of employment; 1 1/4 days per month from the beginning of year four (4) through year ten (10); and 1 1/2 days at the beginning of year eleven (11).

### 3.13 Leave of Absence (policy 5-7.6)

Leaves of absence may be considered for professional personnel under contract with the School Board under certain circumstances; however, in all cases such leave shall be without pay. In the granting of such leave, the School Board can only assure that every reasonable effort will be made to return a professional to his original position, or as nearly as possible to a position that is mutually satisfactory. The School Board makes no guarantee that any individual will be returned to a specific position. A teacher on leave of absence is not automatically offered reappointment and must assume the responsibility for notifying the division superintendent in writing not later

than April 15 of the year preceding the school year in which the teacher will become available for reappointment.

A teacher may be granted a leave of absence for short duration to complete work on a baccalaureate degree or master's degree provided such a degree is essential to the position, which the teacher holds. The Division Superintendent shall determine the length of leave allowed.

### 3.14 Family Medical Leave Act (FMLA) (policy 5-7.7)

A Family and Medical Leave Act equivalent leave of absence, without pay, may be granted to employees of the Division who have a life-threatening illness or injury and who are not eligible for Family Medical Leave. Employees with a debilitating or life-threatening injury or illness who are entitled to leave under this policy may take up to 12 weeks unpaid leave during their first year of employment with the Division. During this period of leave, group health and dental benefits which were in place prior to the leave will continue and the employee will be responsible for paying his or her portion of group health insurance and dental insurance premiums.

An employee who is unable to work because of personal illness or injury and who has exhausted all available sick leave and/or Family Medical Leave and/or FMLA equivalent leave, as described above, may be granted long-term medical leave. Any long-term leave granted pursuant to this section shall be for a period not to exceed one calendar year.

The Division Superintendent may require medical certification to document the debilitating or life-threatening injury or illness affecting the employee. Such certification shall include a summary of the health condition, the date the health condition began or became known to the employee, the probable duration of the health condition and any other appropriate medical information the employee and his or her medical provider believe is necessary for the school division to consider.

During the employee's absence for long-term medical leave as authorized by this section, the employee shall not accrue unified leave or annual leave benefits. However, for the first 12 weeks of the long-term medical leave, the School Board shall continue to pay the employer's contribution of the group health insurance coverage maintained by the employee at the time the leave period began. The employee shall be responsible for ensuring that the employee's portion of the group health insurance coverage is paid. For the

remaining duration of long-term medical leave, the employee shall be responsible for ensuring that the employer and employee portions of the group health insurance coverage are paid.

Before the School Board permits the employee to return to work following a period of long-term medical leave pursuant to this section, the employee shall present a written statement from his or her medical provider stating that the employee can resume his or her employment and perform all regularly assigned duties on a specified date.

### 3.15 Military Leave (policy 5-7.6)

Military leave shall be granted for all school employees entitled to such leave consistent with applicable law. All employees on military leave will receive up to fifteen (15) days paid leave per federally funded tour of duty.

In addition, Poquoson City School Board employees whose active duty service with the regular armed forces of the United States or the National Guard or other reserve component has required their absence from their full-time employment shall receive supplemental pay as determined by and from the School Board if the military compensation of such employee is less than the regular salary paid to such employee by the School Board. Except, as outlined herein, military leave is unpaid.

The employee, if he so desires, may continue to participate in the School Board's group health plan for up to twenty-four (24) months while the employee is on military leave. Employees who elect to continue on the School Board's health plan will be responsible for payments as authorized by applicable federal law.

An employee reemployed after military leave will be treated as not having incurred a break in service. The period of military leave will be considered services to the school division for purposes of vesting and benefit accrual. The school division is responsible for its pension plan-funding obligation. The school division is not required to make its contribution until the employee is reemployed. The employer and employee contribution shall be calculated on the rate of pay the employee would have received but for the absence to serve military duty.

### 3.16 Jury Duty (policy 5-7.6)

Leave of absence designated as civil leave with full pay shall be granted employees to serve on a jury, to attend court as a plaintiff or defendant (except as a criminal defendant), or as a witness under subpoena.

Employees shall provide documentation of the required jury duty or court appearance to their supervisor prior to the date(s) of the jury duty or court appearance. The employee may not accept compensation from both jury duty and their regular day job. Since the daily rate of their regular employment is greater than the compensation paid for jury duty they must endorse their jury duty payment to the School Board.

3.17 Hampton Roads Educator's Credit Union and Langley Federal Credit Union are both available under payroll deduction. Deductions can be made to savings, checking, club accounts, family accounts, or loan payments.

3.18 Sentara Employee Assistance Program is designed to keep the whole person healthy. EAP serves to promote physical, emotional and spiritual well-being. Whether you are just looking for someone to talk with or wish to explore solutions for a particular problem in your life, services are offered in a professional, confidential setting. EAP is a confidential and personal counseling service for *you and your immediate family*. It is designed to help you solve personal and job related problems that could have a detrimental impact on your job performance, home, or personal life. Initial assessments and short-term counseling are provided at no cost. When additional services are needed, as determined by the individual and his/her counselor, these services may be covered by the organization's group health insurance plan. You are allowed a number of free counseling visits per incident.

Under the provisions in the Consolidated Omnibus Budget Reconciliation Act (COBRA), you are entitled to certain rights upon commencement of health coverage. Please be advised that terminated employees or their families who may lose coverage because of termination of employment, death, divorce, or other life events have the right to temporary continuation of coverage under COBRA. More complete information about continuation coverage and other rights under the plan is available from the plan administrator.



### 3.19 Workers' Compensation (policy 5-7.2)

The School Board honors the requirements of Virginia's Worker's Compensation laws.

When a School Board employee is involved in an accident at work, it is very important that all details be reported to the principal of the school or to an immediate supervisor and the school nurse within 24 hours of the accident or as promptly thereafter as is practicable under the circumstances. CompCare On-Call should be telephoned (1-877-234-0898) immediately to report the incident and receive further instructions.

## CONTACTS

### SCHOOL BOARD OFFICE CONTACTS

Superintendent	Arty Tillett	5100
Assistant Superintendent of Instruction and Support Services	Ashley Ide	5101
Assistant Superintendent of Operations	Andrew Roberts	5109
Executive Director of Finance	Tracy Spence	5104
Director of Accountability and Assessment	Kimberly Montalvo	5113
Director of Student Services	Heather Worthen	2141
Human Resources Coordinator	Debbie Bunting	5111
Finance Coordinator	April Firth	5107
Payroll Coordinator	Karen Lindsay	5108
Food Service Supervisor	Tina Wolf, ARAMARK	4952

### BUILDING PRINCIPALS

PPS Principal	Ruth Marie Cason	1300
PES Principal	Kimberly Gryszko	2200
PMS Principal	Melissa Bunting	3200
PHS Principal	Irene Winchester	4300

### OTHER CONTACTS

Technical Support	946-0101
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#### 4.1 Payroll Schedule for 2023-2024

All salaries and supplements paid to regular Poquoson City School employees, substitute or part-time personnel will be paid in accordance with the payment schedule approved by the School Board. The payroll office will maintain records that accurately reflect the compensation and related benefits of each employee.

Federal and state taxes will be automatically deducted from each School Board employee’s paycheck based on the most recent withholding statement provided by the employee. In the absence of a withholding statement, deductions will be made based on federal and/or state tax regulations. A list of all voluntary deductions available to employees will be published annually and provided to all employees. Any additional voluntary deduction requests must be recommended by the division superintendent and approved by the School Board.

#### 2024-2025 Monthly Pay Schedule

Pay Periods	Pay Dates
6/3/2024-6/30/2024	July 18, 2024
7/1/2024-8/4/2024	August 20, 2024
8/5/2024-9/1/2024	September 20 ,2024
9/2/2024-10/6/2024	October 18, 2024
10/7/2024-11/3/2024	November 20, 2024
11/4/2024-12/1/2024	December 20, 2024
12/2/2024-1/5/2025	January 17, 2025
1/6/2025-2/2/2025	February 20, 2025
2/3/2025-3/2/2025	March 20, 2025
3/3/2025-4/6/2025	April 18, 2025
4/7/2025-5/4/2025	May 20, 2025
5/5/2025-6/1/2025	June 18, 2025
6/2/2025-7/6/2025	July 17, 2025

#### 4.2 Travel and Expenses (policy 3-3.8)

The School Board encourages attendance and participation by school personnel at professional meetings, conferences, and other functions that contribute to professional growth and improvement. Requests for reimbursement from School Board funds for costs associated with attending such professional growth opportunities will be honored only for travel approved in advance by the building principal and the Division Superintendent and for which a statement of travel, with supporting documents, is submitted at the conclusion of the trip.

The School Board may authorize the proper supervisory employees to make an advance for travel expenses upon presentation of an estimate of expenses to be incurred. Advances will be applied against final itemized statement of actual expenses, and any funds advanced in excess of actual expenses shall be immediately refunded. Upon failure to submit an itemized statement with required documentation, the entire amount of the advance shall be returned.

#### 4.3 Student Tuition

Full time employees of the School Board who do not live in Poquoson but would like their children to attend Poquoson City Public Schools may do so at no cost beginning with the 2007-2008 school year.

#### 4.4 Licensed Personnel: Dress Code (policy 5-4.6)

The attire of Poquoson City School Board licensed employees during the hours when school is in session should conform to the following principles:

1. Dress should reflect the professional position of the employee
2. Attire should be that which is commonly accepted in the community
3. Dress should be exemplary of the students with whom the professional employee works
4. Clothing should be appropriate to the assignment of the employee

If an individual teacher believes that informal clothing such as sportswear would be appropriate to his teaching assignment or would enable him to carry out assigned duties more effectively, he may request an exception from the Principal or Division Superintendent. An attempt should be made on all

levels to ensure that the above principles are applied equitably and consistently throughout the school division.

#### 4.5 School Year/School Day (Students) (policy 6-1.5)

In accordance with applicable law, Poquoson City Public Schools will be operated with students in attendance at least 180 teaching days or 990 hours (540 hours for kindergarten) per school year. Days on which schools are closed due to severe weather or other emergencies will be made up if necessary to meet these requirements in the manner prescribed by law.

If severe weather conditions or other emergency situations result in the closing of any school in the school division and such school has been unable to meet the 180 day teaching requirement, the school division may make up the missed teaching days by providing its students with instructional hours equivalent to such missed teaching days to meet the minimum 990 teaching hour requirement.

## **PCPS STAFF NETWORK AND ACCEPTABLE USE POLICY FOR ELECTRONIC INFORMATION AND RELATED TECHNOLOGY SERVICES**

### **Purpose**

Poquoson City Public Schools supports the use of technology for research, communication, instruction, and to provide access to unique resources and opportunities for collaborative work. The use of PCPS computer networks, including Internet access, must be consistent with the educational objectives of Poquoson City Public Schools and the Virginia Board of Education.

This policy applies to all users of PCPS electronic information services, hardware, and networks. By using or by accessing division facilities or services, the user agrees to abide by the guidelines. Failure to abide by these guidelines absolves Poquoson City Public Schools from responsibility for any undue harm or ill effects from the violations of them and may result in personnel action to include termination.

### **Staff Technology Use**

In compliance with *Code of Virginia* §22.1-70.2, Poquoson City Public Schools recognize that the Internet is a valuable educational tool, and staff and student access to the schools' computer network is consistent with the goal of promoting excellence in education. The Poquoson learning community supports the school system's vision of providing an environment to enable our students to become technologically literate and life-long learners. The Poquoson City Schools School Board, administrators, teachers, and members of the community have equipped the schools with various technologies to enhance the students' learning experiences and to assist in the goal of differentiated instruction for all students. As a result, the opportunities for resource sharing, collaboration, communication, intellectual challenges, critical thinking, and creative growth are greatly improved. Along with the privilege of computer access, staff members are expected to demonstrate safety, ethics, and respect while using school computers, and related technology including software, hardware, printers, servers, other peripheral devices and any internal or external networks.

## **Internet Safety**

Internet safety education will be integrated into the content areas in kindergarten through 12th grade. Age-appropriate lessons that focus on safety, security, and ethics will be imbedded in the curricula. Students will also be taught how to discern the validity of Internet sources, understand copyright laws, and explore legal issues related to Internet use. The school's Internet content filters restrict most access to social networking sites, gaming, inappropriate material and many other sites that do not support our curricula. However, it is possible that you may come across material of adult or inappropriate content. The school system takes a no- or low-tolerance approach to accessing such material. Proper precautions should be taken by staff when using the Internet.

Listed below are the appropriate steps to take if any employee encounters objectionable Internet content.

- Succinctly take down/close out any inappropriate Internet content being displayed
- Report the incident to the building level administration immediately.

To gain access to educationally appropriate sites blocked by the filter, staff members & administrators should follow the process listed below.

- Make the request to their building principal and gain approval
- Building administrators must review the site(s) and either grant or disapprove access
- If approved, the building level administration or his/her designees will then submit the URL to the Technology Coordinator to allow access to the site
- Use School Dude/IT Direct to make the request

The following actions are not permitted on any district computer, district network, or the Internet:

- Sharing credentials or passwords, or other network identifiers with others – unless approved

- Sending, receiving, or displaying offensive messages, images, or materials
- Using obscene, abusive, or profane language or threatening others
- Harassing, insulting, or attacking others (cyber-bullying)
- Damaging or destroying computers, computer systems, files, software, or computer networks
- Intentionally seeking information on, obtaining copies of, modifying files or any data belonging to others
- Violating copyright laws
- Creating, downloading, storing, or distributing pornographic materials
- Using another's password, impersonating another or attempting to gain unauthorized entry
- Trespassing in another person's folder, work, or files, unless authorized
- Intentionally wasting network, computer or other technology resources
- Using school resources and accounts to access services requiring payment (unless appropriate procedures have been followed and approved)
- Using the school division network for any purpose not approved by the School Board
- Employing the network for commercial purposes, advertising or soliciting
- Hacking or attempting, successful or not, to compromise the security provisions of any network or computer resource
- Misusing hardware or software
- Downloading programs using school computers – unless approved
- Use of staff accounts to access the Internet by children or students - unless approved or in an exigency situation

The items above should not be considered comprehensive. Other inappropriate actions not listed may also be considered unacceptable use of technology resources. Disciplinary action may range from a reprimand to termination by the School Board and may be subject to local, state, federal, and international law. Violations may result in other disciplinary or legal action(s).

### **Staff Training**

Training on computers, computer software (instructional & productivity) and other related equipment will be provided by PCPS staff. Additional special workshops, as well as online, asynchronous offerings, professional development and new teacher training will be offered and conducted at various times during the year. Faculty and staff will be provided numerous opportunities to attend professional development on the use of the various types of technologies PCPS possesses.

The Poquoson City School Board does not discriminate on the basis of race, color, religion, age, national origin, marital status, disability or sex in admission to, or treatment or employment in its programs and activities. The Director of Student Services, Ms. Heather Worthen, is designated as the responsible person regarding assurances of non-discrimination in personnel and student matters and may be reached at the following address: 1033 Poquoson Avenue, Poquoson, VA 23662, Phone: 868-3050.