Alexandria City Public Schools

Employee Handbook

2025-26

Alexandria City Public Schools
Department of Human Resources

1340 Braddock Place
Alexandria, VA 22314
703-619-8010

TABLE OF CONTENTS

Purpose of the Employee Handbook 4

Introduction 5

About ACPS - Fast Facts 5

The ACPS Vision, Mission, Core Values and Goals 5

ACPS Superintendent of Schools 6

Organizational Chart and Structure 7

- The Five-Year Strategic Plan - ACPS 2030: Nurture. Educate. Inspire. 7

Emergency Closure/Delay Procedures: 7

- Two-hour Delayed Opening 9
- Two-hour Early Closing 8
- Schools and Administrative Offices Closed 8
- Schools Closed, Administrative Offices Open
- Inclement Weather Emergencies 8

CANVAS 9

Payroll 9

ACPS Human Resources Department 10

Human Resources Leadership 10

- Human Resources Organizational Chart 11
- Compensation & Salaries 12

Licensing and Certification 12

Employee Relations, Engagement, Performance Evaluations & Compliance Training 12

- Annual Performance Evaluations 12
- Compliance Training 13
- Employment Verification 13
- Personnel Records 14
- Workplace Accommodations 14
- Contact Information for Employee Relations and Engagement 14

Staff Perks 14

- PerkSpot Employee Discounts 14
- Free Use of Alexandria Recreation Centers 15
- Monthly Transportation Subsidy 15
- Free Use of the Gym at Braddock Place for Full-time Central Office Employees 15
- Affordable Housing 15
- Teacher Loan Forgiveness Program 15

Benefits (Medical, Insurance, Leave and Retirement) 16

Life Events 16

Employee Assistance Program (EAP) 16

Workers' Compensation 17

Staff Leaves 17

- Annual Leave 17
- Personal Leave 17
- Sick Leave 17

Separation of Employment - What to do should you leave ACPS employment. 18

- Notice of Resignation 18
- Address Changes 18
- Health Care Coverage - When Your Health Insurance Benefits Will End 18
- What is COBRA coverage? - Consolidated Omnibus Budget Reconciliation Act (COBRA) 19
- Flexible Spending Accounts (FSAs) 19
- Contributions to the Virginia Retirement System (VRS) and Supplemental Retirement Plan? 19
- Virginia Retirement System (VRS) Life Insurance 19
- Annual Leave - After Separation of Employment 20
- Unused Sick Leave - After Separation of Employment 20
- Retirement Savings Accounts: 403(b) and 457(b) 20
- Complete an Exit-Survey Form 20

Standards of Conduct for ACPS Employees 21

- General Rules of Work for All Employees 21-24

Campus Surveillance Video Public Notice 25

Corrective Action/Progressive Discipline 25-27

- Performance Management 27

Time and Attendance 28

Employee Identification Badges 28

Accidents 28

SCHOOL BOARD POLICIES 29

- Board Policies 28
- Personal Board Policies 29
- Selected Board Policies 29
- AC - Non-Discrimination 29
- GAE - Child Abuse and Neglect Reporting 29
- GBA - Sexual Harassment/Harassment Based on Race, National Origin, Disability, Religion, Age, Gender, Gender Identity, Gender Expression and Sexual Orientation/Hostile Work Environment (also JFHA) 30
- Bullying 30
- Harassment 30
- Hostile, humiliating or intimidating work environment 30
- Sexual Harassment 30
- Complaint Procedure 30
- GBE - Staff Health 31
- GBM - Licensed Staff Grievances 31
- GBMA - Support Staff Grievances 31

List of Alexandria City Public Schools **32**

- ➢ **High Schools**
- ➢ **Middle Schools**
- ➢ **K-8 Schools**
- ➢ **Elementary Schools**
- ➢ **Alternative Programs and Schools**
- ➢ **Adult Education** **33**

ACPS Central Office Location Information **34**

- ➢ **Parking Information for Central Office Visitors** **34**

EMPLOYEE HANDBOOK ACKNOWLEDGMENT AND RECEIPT **34**

Alexandria City Public Schools

Purpose of the Employee Handbook

This handbook is designed to serve as a reference for the employees of Alexandria City Public Schools (ACPS). It provides answers to frequently asked questions and provides general information that is helpful to employees regarding employment guidelines within ACPS. This handbook was prepared by the Department of Human Resources (HR) to provide you with important information about ACPS. It includes employment guidelines, personnel procedures and policies, and what you can expect from the HR and what we will expect of you. It will help ACPS employees provide clarity and answers to questions that may arise during your employment with us.

No handbook can cover every situation. Therefore, the ACPS administration has the authority and right to make the final decisions they believe are best within the framework of the policies and procedures described in this handbook.

The information within this handbook is divided by topic. In addition, an attachment section includes forms referenced throughout the handbook. To find more comprehensive information, employees should use the school division's policy manual. A copy of the School Board Policies is accessible on the division's website at https://www.acps.k12.va.us/school-board/school-board-policies.

It is our intent to maintain all the policies, procedures and benefits described in this handbook. However, please note that the employee handbook does not contain full explanations of all policies and procedures. The handbook is intended to be a summary of the most common policies impacting ACPS employees. It does not supersede or re-interpret policy. School Board policy is the primary document of reference. We hope that you find this information useful.

If you have any questions:

- Ask your immediate supervisor.
- Follow the hyperlinks to the online policy manual throughout the handbook.
- Visit the HR website at https://www.acps.k12.va.us/departments/human-resources, for the online employee handbook.
- Contact HR by email at hr@acps.k12.va.us or by phone at 703-619-8010 for questions or comments.

Introduction

The Employee Handbook is a guide to help every employee understand the programs, policies and procedures of ACPS. It is the employee's responsibility to read and comply with the requirements contained therein, as well as any future edits or revisions to this handbook. Additionally, every employee is responsible for reviewing and following ACPS School Board policies which are posted at the following link: https://www.acps.k12.va.us/school-board/school-board-policies.
For any questions about this handbook, please refer inquiries to the HR Department.

About ACPS

Alexandria City Public Schools (ACPS) serves more than 16,300 students who hail from more than 118 countries and speak 127 languages. ACPS has 18 schools, including two middle schools, two K-8 schools, one pre-K school and the internationally recognized Alexandria City High School. ACPS is committed to nurturing, educating and inspiring each student so they are prepared to thrive in college, career and community. To learn more, visit the ACPS webpage - **Fast Facts.**

The ACPS Vision, Mission, Core Values and Goals

Mission: Nurture, educate and inspire each student for success. **Vision:** Each student prepared to thrive in college, career and community.

Five core values ensure ACPS is:

Five strategic goals:

- Create safe, caring, inclusive environments where students feel supported and respected.
- Engage and challenge every student to achieve academic excellence.
- Recruit, develop, and retain a diverse and talented team of professionals.
- Cultivate trust through clear communication and community engagement.
- Prepare students for life after high school with the skills, guidance and opportunities for success.

ACPS Superintendent of Schools

Dr. Melanie Kay-Wyatt is a native of Virginia. She has an educational and professional background that spans across a wide spectrum of experience in teaching and learning, and in a variety of roles and settings throughout the Commonwealth. On July 1, 2023 Dr. Melanie Kay-Wyatt became superintendent of the Alexandria City Public Schools.

The superintendent is the chief executive officer for the school division. The superintendent's mission is to ensure that:

- Every child in our classrooms receives the highest quality education and instruction.
- Safe and secure learning and working environments are available for all students and employees.
- Alexandria City Public Schools attracts and retains the best possible employees.
- All employees are professionally trained and have access to ongoing staff and professional learning to stay informed of current educational trends and to develop new skills in their areas of expertise.
- State of the art technology is readily accessible to all students and staff.
- Family and community involvement in the educational process of our students is properly and continuously promoted and encouraged.
- All Alexandria City Public Schools are fully accredited.

To learn more about Dr. Kay-Wyatt, please click here.

Organizational Chart and Structure

The organizational chart and structure is located on the ACPS webpage under the "Departments" section. You can view the latest organizational chart and structure by clicking here.

Nurture. Educate. Inspire ACPS 2030 Strategic Plan

At Alexandria City Public Schools, our strategic planning process is rooted in a commitment to equity, focus, adaptability and action. Every decision and priority is shaped by our belief that each student deserves access to an excellent education, and we have built upon the foundation of our Equity for All 2025 Strategic Plan to chart a course for the future.

ACPS pledges to provide an equitable, high quality, education which is accessible and engaging to all students in a five-year strategic plan, approved by the Alexandria City School Board.

The division's current strategic plan is Nurture. Educate. Inspire. ACPS 2030 Strategic Plan. This five-year plan is the foundation document for all of the actions of the school division. It will position ACPS as a national learning pioneer in redefining Pre-K-12 education as a deliberately inclusive and supportive experience where ALL succeed. The district strategic plan also sets forth clear division-wide priorities and programs that will eliminate opportunity and achievement gaps, as well as ensure that all ACPS students graduate ready for college, careers and life.

The five-year plan will also direct the actions the division takes in meeting these goals and aspirations of the community and guide the activities of employees and leaders as well as the expenditure of all funds entrusted to the School Board progress toward these strategic goals, which will be measured with rigorous metrics.

Emergency Closure/Delay Procedures:

Two-hour Delayed Opening

Students:
Kindergarten through grade 12 and Virginia Preschool Initiative (VPI) students report two hours later than regular opening time.

Morning pre-K programs (Early Childhood Special Education and Preschoolers Learning Together) report two hours later than regular opening time and dismiss one hour later than usual. Afternoon pre-K reports one hour later than regular opening time and is dismissed at the regular time.

Staff:
All non-essential personnel should report two hours later than their regular time. Essential personnel report at regular times.

Two-hour Early Closing

Students:
All schools will be dismissed two hours early as announced. No make-up classes are required for early closings.

Morning pre-school will be dismissed at 11 a.m. Afternoon pre-school is canceled; however make-up classes may be required.

Staff:
Essential personnel will work a regular day.

Non-administrative licensed staff, instructional assistants and school security officers may be released at the principal's discretion after students have been dismissed and buses have departed. All other day staff are expected to work a regular day. Night personnel must report at their regular scheduled time or take leave with supervisor's approval (unless otherwise instructed). Bus drivers/bus monitors report two hours earlier than regular time for afternoon runs.

Schools and Administrative Offices Closed

All activities in schools or on school grounds are canceled.
All essential personnel, including building engineers, custodians, maintenance shop employees and security staff must still report.

Schools Closed, Administrative Offices Open

All activities in schools or on school grounds are canceled.

Essential personnel should report for duty. All 12-month employees should report to work, however liberal leave is in effect.

Inclement Weather Emergencies

School closing announcements due to inclement weather are publicized in the following ways:

- ParentSquare, for students, staff and parents
- The ACPS Website
- ACPS Social Media: Facebook | Twitter
- ACPS Social Media en español: Facebook | Twitter
- City of Alexandria eNews: subscribe to this email announcement list via the

City of Alexandria website

- ACPS Hotline: 703-866-5300
- Local television and radio stations

In the case of a winter weather-related closing, staff will receive notification via email and ParentSquare. All staff are encouraged to download the ParentSquare app for timely notifications on their mobile device. Additionally, the ACPS website, hotline and social media channels will include an alert with the appropriate information and ACPS will share information about winter weather-related closings with local news outlets. This information will remain posted until normal operations have resumed.

If COVID-19 Health Situation should develop again:
We inform all employees that division policies, procedures and practices may change to address the impact of the pandemic on our staff and community. Please be sure to stay informed and contact your immediate supervisor for assistance. For the latest in ACPS information about the COVID-19 response plan, click here.

CANVAS

ACPS uses CANVAS as a learning management system for all students, families, and employees. Employees can access CANVAS for important information, resources, and documents. You can access CANVAS from the ACPS homepage “ACPS Staff” section or by clicking here.

Payroll

The Office of Payroll falls under the Department of Financial Services. The Office of Payroll provides services for:

- Direct deposit
- Leave reporting
- Paychecks
- Tax exempt forms
- W-2

Employees can access work calendars by clicking here or by visiting: https://www.acps.k12.va.us/careers/work-calendars.

Employees can access 2025-26 salary schedules by clicking here or by visiting the Payroll Department’s Canvas page: https://acps.instructure.com/courses/10484.

For inquiries about any of the above services, questions should be directed to the Office of Payroll. You can reach the Office of Payroll by phone, fax, or email.

Contact Information:
Phone: 703-619-8042
Fax: 703-619-8982
Email: payroll@acps.k12.va.us

ACPS Human Resources Department

The Human Resources Department support employees, retirees, and applicants. We recruit and retain employees who exemplify the vision set forth in Nurture. Educate. Inspire. ACPS 2030 Strategic Plan.

HR services include:

- Job Employment Postings
- Recruiting Fairs
- Compensation and classification
- Teacher licensure and certification
- Annual performance Evaluations
- Benefits Coverage and Programs
- Substitute Teachers
- Teacher internships
- Staff Perks for working in ACPS
- Assistance for Life Events
- Separation of Employment
- Retirement Assistance
- Employment Verification
- Organizational structure
- Compliance Training
- Employee Wellness
- Workplace Accommodations
- Hiring and assignments
- Orientation and Onboarding
- Employee & labor relations

Our HR team collaborates with school principals, supervisors and staff to implement a division-wide talent management strategy including interview practices, succession planning, retention initiatives, performance consulting and development. Our collective goal is to select and retain the best and brightest staff for ACPS students.

The Department of Human Resources consists of three offices:

- Office of Recruitment and Retention
- Office of Employee Relations and Engagement
- Office of Compensation and Benefits

Each office is managed by a director that reports to the Acting Chief of Human Resources.

Human Resources Leadership

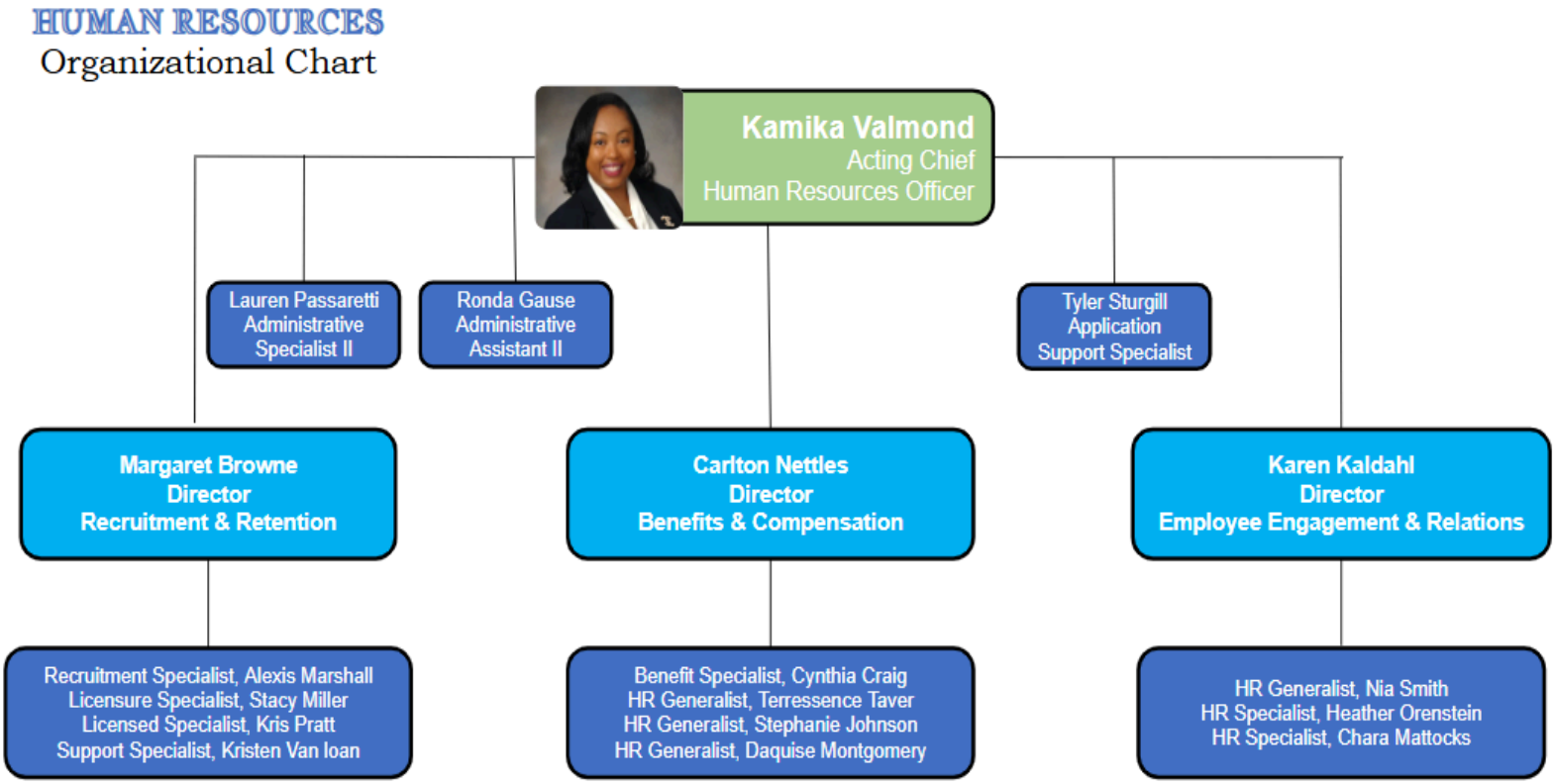
The **Acting Chief Human Resources Officer** is responsible for strategic planning, operational support, and inter-departmental collaboration to provide responsive and innovative HR support services, organizational development, employee communication, HR budget management, Human Resource Information Systems (HRIS) support, legal services, and human capital services for division employees, departments, community

partners and the public to promote individual and organizational excellence.

The **Director of Compensation and Benefits** is responsible for developing and setting market-competitive compensation and salaries; providing a comprehensive benefits package and informational classes for all employees, retirees, and their family members; partnering in onboarding new staff members, and offering wellness programs to support employee health and fitness, enhance productivity, and help employees feel good; workplace accommodations; and negotiating timely and fiscally responsible agreements.

The **Director of Employee Engagement and Relations** is responsible for promoting a high quality workforce and collaborative relationships between employees, management and employee organizations; providing guidance, training and recommendations on managing employee performance and conduct issues; records management; workplace investigations; employment contract interpretations; resolving complaints at the lowest level; partnering in onboarding new staff members.

The **Director of Recruitment and Retention** provides innovative, responsive, fair, and consistent recruitment, selection, classification, and compensation services to job applicants; partners in onboarding new staff members; facilitates orientation of new staff members; ensures that the Division employs and retains a qualified and diverse workforce that delivers essential services to the public.



Compensation & Salaries

The HR Department manages the division's various forms of compensation, including contract or base pay and stipends, to ensure competitive and equitable salary and classification. The Office of Compensation & Benefits also administers salary notifications and adjustments, including step and/or market rate increases, and oversees compliance with respect to federal, state and local laws governing wages and work hours. All salary scales can be found on the HR website by clicking here.

Employment Verification

Any current or past employee may request a verification of employment for financial forms or employment status reference checks. Financial information may include verification of income for a loan or credit-check approvals, insurance claims or unemployment claims.

Requests for employment verification should be emailed or mailed to ensure HR annotates the correct form(s). The HR Department does not have walk-in service for these requests. Please allow three business days for forms to be completed. Holidays and extended breaks might alter the three-day turnaround time. Employment verifications should be sent through Verifent using the link here. If you do not have an account with service you will need the organization code: 27DECC to set up an account and submit your verification request. For issues with using the online Verifent verification system, please email , hrverifications@acps.k12.va.us, or fax information to 703-619-8983.

For verification regarding Public Service Loan Forgiveness (PSLF) or Teacher Loan Forgiveness (TLF), these requests should to be submitted to hrverifications@acps.k12.va.us, through the online signature request process at https://studentaid.gov/.

Verification of an employee's status with the state VRS-retirement system or ACPS Supplemental-retirement program status are managed by the HR Compensation and Benefits Office. These requests should be emailed to hrbenefits@acps.k12.va.us.

Workplace Accommodations

A workplace accommodation is an adjustment to a job or work environment that makes it possible for an individual with a disability to perform their job duties. Accommodations may include specialized equipment, modifications to the work environment or adjustments to work schedules or responsibilities. All equipment accommodations provided to a staff member are to be returned to the HR Department at the conclusion of the contract/school year or when an employee separates employment. Employees seeking a workplace accommodation, to include religious accommodations, should send an email to hrbenefits@acps.k12.va.us.

Contact Information for Benefits and Compensation

To contact the Benefits team, please send an email to: hrbenefits@acps.k12.va.us.

To contact the Compensation team, please send an email to: hrcompensation@acps.k12.va.us.

For assistance with employment verifications, please send an email or fax to: hrverifications@acps.k12.va.us or fax 703-619-8983.

Licensing and Certification

The Licensure Unit within the HR Department works directly with all licensed educators and serves as a liaison to the Virginia Department of Education (VDOE) to provide multiple licensure services. The Licensure Unit provides support in the following areas of employment screening:

- New hire licensing
- Renewal of five-year and 10-year Educator Licenses
- Adding a degree and/or endorsement(s) to Educator License
- Guidance on VDOE Regulations
- Salary improvement for ACPS licensed educators
- Student internships (see Internships - Alexandria City Public Schools)

Details about the licensure process and forms can be accessed by ACPS employees in Canvas support.

To learn more about the VDOE licensure requirements and to access VDOE forms, please visit the VDOE's licensure website at Virginia Department of Education-Teacher Licensure.

Please contact us if you have any questions regarding licensure. Send emails to licensure@acps.k12.va.us.

Employee Relations, Engagement, Performance Evaluations & Compliance Training

The Office of Employee Engagement and Relations oversees the process of tracking performance evaluations, maintaining personnel records, conducting investigations, and resolving grievances, administrative complaints, and other issues of employee concern and conduct. Any employee may register a workplace complaint or file a grievance with this office and HR that will be kept confidential to the extent possible.

Workplace complaints handled in the Employee Relations office include, but are not limited to, allegations of discrimination, hostile work environment, and retaliation. Employee Relations also supports employees and supervisors in the grievance process, a structured, formal process designed to address workplace concerns. Employee concerns may fall into one or both categories.

Annual Performance Evaluations

These evaluations are designed to provide feedback for the professional growth and development of the employee. This evaluation process is based on observations, reflection and discussion about work performance between the employee and supervisor for the purpose of continuous improvement of job performance.

As part of the annual evaluation, employees are expected to participate in annual goal setting to outline the year's focus and areas of achievement. Regular informal check-ins between the employee and supervisor should take place to establish clear expectations and foster a constructive working relationship. This informal feedback also ensures that the performance evaluation is part of an ongoing dialogue between the supervisor and employee, and is less likely to be a surprise to the employee.

In addition to the goal setting, all employees should receive a midyear conference/evaluation. The midyear conference/evaluation provides an opportunity for supervisors to discuss an employee's performance and identify areas where improvement might be needed before the annual evaluation.

Per Board policy, employees are assessed on an annual evaluation cycle via software (called "TalentEd Perform"). The performance review should be a fair and balanced assessment of an employee's performance. The evaluation of staff provides an opportunity to:

- Discuss job performance and accomplishments.
- Set goals for professional learning.
- Establish objectives for the future.

All tools, resources and information regarding the assessment systems used to evaluate staff are located on ACPS Canvas webpage (https://www.acpsk12.org/canvas). All staff use TalentEd Perform ((https://acps.tedk12.com/sso/account/login) for the online evaluation system. Only active employees can access these systems. See the ACPS School Board policies related to personnel on the ACPS website at https://www.acps.k12.va.us/school-board/school-board-policies.

Compliance Training

Each year employees will be required to complete compliance training assigned through the HR Department. Assigned compliance training are typically requirements of VDOE, local, state or federal law. Compliance training allows ACPS to ensure all employees understand all the relevant laws, regulations and internal policies that govern the function of the division. It also ensures that employees know how/why they need to adhere to them in their work. Compliance training from the HR Department will be assigned through Vector Solutions.

Personnel Records

Current employees can access their personnel file by visiting TalentED Records. Employees hired prior to 2018, will find a collective file located in the Z: Archive folder within TalentED Records. Employees can access TalentED Records by visiting the ACPS homepage "ACPS Staff" Portal.

Contact Information for Employee Engagement and Relations

For assistance with Vector (compliance training), workplace complaints, general inquiries and requests regarding workplace concerns, please send an email to: **employeerelations@acps.k12.va.us**.

For assistance with TalentED, please send an email or fax to: **talentedhelp@acps.k12.va.us** or fax 703-619-8983.

Staff Perks

PerkSpot Employee Discounts

PerkSpot is the source for ACPS staff discounts on thousands of products and services. Save on restaurants, groceries, car maintenance and more.

To access the discounts, sign up online at acps.perkspot.com and follow these steps:

1. Set up a username and password. You can use your personal or work email address.
2. Indicate your interests
3. Sign up for daily or weekly emails
4. Search offers and discounts

Free Use of Alexandria Recreation Centers

All gyms at the recreation centers in the City of Alexandria, including the pool at Chinquapin Park Recreation Center, are free to ACPS staff. ACPS employees must sign in at the front desk and show their badge in order to use the facility. A list of all the recreational centers in Alexandria can be found at www.alexandriava.gov/RecreationCenter.

Monthly Transportation Subsidy

ACPS employees may be able to receive a monthly subsidy of $45.00 in transportation benefits. The City of Alexandria provides a variety of incentive programs to encourage employees to walk, bike, vanpool, carpool or take transit to work. For detailed information on these programs, or for commute assistance, please contact the City of Alexandria's GO Alex Program at 703-746-4084 or visit the GO Alex website at www.alexandriava.gov/goalex. To sign up for the transportation subsidy, please contact the Benefits team at hrbenefits@acps.k12.va.us.

For information on eligibility requirements, see the Transportation Benefits Application on the ACPS website, Staff Perks - Alexandria City Public Schools, under the Staff Perks dropdown tab.

Free Use of the Gym at Braddock Place for Full-time Central Office Employees

If you work at the Central Office full-time and have a building fob, you are eligible to use the gym located in the courtyard directly across from 1320 Braddock Place. The gym is open 24 hours a day.

Affordable Housing

The City of Alexandria Office of Housing is now marketing Affordable Homeownership Units for first-time homebuyers who live or work in the City of Alexandria. For more information on the City's home purchase assistance resources and to learn about upcoming properties, visit the City of Alexandria Office of Housing web page at

https://www.alexandriava.gov/Housing.

Teacher Loan Forgiveness Program

The Federal Teacher Loan Forgiveness Program is one of three loan forgiveness programs available to teachers. Under the program, a teacher who has taught full-time for five complete and consecutive academic years in certain elementary and secondary schools and educational service agencies that serve low-income families, and meet other qualifications, may be eligible for forgiveness on certain Direct Subsidized and Unsubsidized Loans, as well as Subsidized and Unsubsidized Federal Stafford Loans. For more details, see the Teacher Loan Forgiveness webpage on the Virginia Department of Education website by visiting:
https://www.doe.virginia.gov/teaching-learning-assessment/teaching-in-virginia/financial-support/teacher-loan-forgiveness

ACPS Employee Tuition Reimbursement Information

ACPS offers tuition assistance for licensed employees (teachers and administrators) who wish to further their professional knowledge in a college or university setting. Teachers who take classes in reading, special education, math, gifted education, or teaching English learners may have their classes reimbursed by ACPS. Eligible employees must complete an application and then provide documentation at the completion of the class.

ACPS Talent Development Professional Learning Tuition Assistance

Support Employees:

Support employees may be eligible for tuition reimbursement up to $700 per fiscal year, on a first come first serve basis. Funds are provided to support employees who are seeking academic credits, continuing education updates, or attending workshops/seminars outside of the workplace to update their job skills or enhance their job expertise. All course request forms must be approved by the supervisor and sent to the Human Resources Department prior to enrolling in the course, seminar or workshop. More information can be found in the Support Staff Tuition Reimbursement Form (PDF).

Benefits (Medical, Insurance, Leave and Retirement)

ACPS offers a competitive and comprehensive benefit package that includes medical, dental, vision and life insurance, flexible spending accounts, paid leave, disability and retirement benefits. For a complete listing of current benefits please visit the website at, Benefits - Alexandria City Public Schools.

Eligible employees may elect to participate in a medical plan with Kaiser or United Healthcare, dental plan with CareFirst and vision plan with EyeMed. Employees may also choose to enroll in health care and dependent care flexible spending accounts.

Full-time eligible employees are automatically enrolled in the Virginia Retirement System (VRS) and the ACPS Supplemental Retirement Plan which is professionally managed by the Principal Financial Group. In addition, employees may choose to participate in retirement savings plans such as tax-sheltered annuities 403(b) and deferred compensation 457(b) plans. Please contact the Benefits team for assistance or email hrbenefits@acps.k12.va.us.

Life Events

During your employment with ACPS, life events may occur that may allow you to make changes to your benefits. If you experience a qualifying event, **changes to benefits must be completed within 30 calendar days of the life event.** A complete list of approved events and documentation required is available in the Benefits Summary document on the HR Benefits web page at Benefits-ACPS.

If you wish to make changes to your benefits, but have not experienced a qualifying event, you may request the changes during the annual open enrollment period (typically held in May), with an effective date of July 1.

Employee Assistance Program (EAP)

ACPS offers an employee assistance program through The Hartford Insurance Company. To use the EAP, please call ComPsych Guidance Resources at 800-327-1850, or go online to guidanceresources.com, for confidential assistance. This program offers expanded services to employees, including immediate, no-cost assistance for emotional or work-life counseling, financial information and legal support and resources. The program also includes travel assistance and identity theft protection services, too. Please see the links on the HR Benefits web page at Benefits - Alexandria City Public Schools for more information.

Workers' Compensation

ACPS employees must report a workplace injury to their supervisor and to the Bureau of Worker's Compensation (BWC) program. Our BWC administrator is: CorVel, who is the third party administrator (TPA) for ACPS. 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 below. These forms must be submitted to the supervisor and then forwarded to Human Resources. More information on the Workers' Compensation policies and procedures and frequently asked questions are available on the ACPS website at Benefits-ACPS.

Staff Leaves

For the most updated policy on staff leaves, employees are encouraged to review Board Policy GCBD/GCBD-R found at https://www.acps.k12.va.us/school-board/school-board-policies.

Annual Leave
Employees must request annual leave in advance and authorization must be given before annual leave can be taken. Once a notice of resignation has been given, annual leave should not be used in lieu of working the two-week notice period. Employees giving a notice of resignation should factor in any pre-approved annual leave.

Personal Leave
Employees may use personal leave for personal matters with advance approval of the principal or supervisor, except in cases of emergency or circumstances which do not allow prior notice. Generally, personal leave may not be taken on days immediately before or after a holiday, winter or spring break or at the beginning or end of the school year. Once a notice of resignation has been given, personal leave should not be used in lieu of working the two-week notice period. Employees giving a notice of resignation should factor in any pre-approved personal leave.

Sick Leave
Sick leave may be used for personal illness, medical appointments or for the illness or death of a member of the employee's immediate family. Generally, a medical provider's documentation may be requested by the supervisor in cases of absences of three or more consecutive work days. In the case of abuse or a pattern, a supervisor can request a doctor's note prior to three days. Absences that are more than five or more days in length, require notification to HR Benefits and Compensation. Notification should be sent to: **hrbenefits@acps.k12.va.us**. Except where approved by HR Benefits, once a notice of resignation has been given, sick leave should not be used in lieu of working the two-week notice period. Employees giving a notice of resignation should factor in any pre-approved sick leave.

Separation of Employment - What to do should you leave ACPS employment.

The following information contains important steps regarding a separation of employment:

Notice of Resignation

- Employees that desire to resign their position, should refer to ACPS Board Policy GCPB found at https://www.acps.k12.va.us/school-board/school-board-policies and visit the HR webpage Resignation of Staff Members.
- When an employee provides a notice of resignation, it is expected that they will work the duration of the notice period.
- Leave will not be granted in lieu of working the two-week notice period, unless there is documented extenuating circumstances.
- If an employee has pre-approved leave, they should account for this in the notice period.
- Failure to provide adequate notice or to work the notice period could affect future employment with ACPS.

Return ACPS Property - Employees must return all company-owned (ACPS) property to their supervisor, which may include the following:

- **Technology and Equipment:** Laptops, computers, cellphones, headsets, cameras and any accessories provided for work .
- **Access and Identification:** Keys (office and/or vehicle), badge, and keyfob
- **Vehicles:** If the employee was provided with a company vehicle for work-related purposes.
- **Documents and Materials:** Any company documents, files, records, reports, notes or data, both electronic and physical form. This includes confidential and proprietary information.
- **Other property:** Credit cards, parking tags, and any other items provided by ACPS.

Retrieve Personal Effects - Employees must make reasonable and timely efforts to retrieve any personal belongings left in their former work location.

- **10-month positions:** School cleaning and maintenance needs may require school staff to move or store personal belongings left at a former work location at the end of a school year. ACPS is not responsible for loss or damage to personal belongings in that situation.
- Personal belongings left in a former workplace for more than 30 days after the employee's separation may be considered abandoned, and ACPS may donate or dispose of these items, if needed.

Address Changes

- To ensure you receive communications related to your employment conclusion, including your final pay advice and W-2 wage and tax statement, please update your information by logging into Employee Access located on the ACPS Homepage.
- After you leave employment, you should report address changes to the Human Resources office until you receive your W-2 wage/tax statement and to your retirement plans, which hold the contribution funds accumulated during your ACPS employment. For more information on your retirement plans, see the Quick Plan Reference on the HR website at Benefits - ACPS or email. **hrbenefits@acps.k12.va.us**.
- VRS Members - If you are covered in the Virginia Retirement System, it is your personal responsibility to update your address directly with the Virginia Retirement System online at https://myvrs.varetire.org/login or by phone at 1-888-827-3847.

Health Care Coverage - When Your Health Insurance Benefits Will End

If you paid the employee premium contribution on your medical, dental and vision coverage through the end of your employment, your health insurance coverage will continue according to the following schedules:

- Through September 30 if you are a 10-month employee and terminate at the end of the school year.
- Through August 31 if you are an 11-month employee and terminate employment at the end of the school year.
- If you are a 12-month employee or if you end your employment prior to the end of the school year, through the last day of the month following the month you leave ACPS.

After your health insurance coverage expires, you may be eligible to elect Consolidated Omnibus Budget Reconciliation Act (COBRA) continuation coverage.

What is COBRA coverage? - Consolidated Omnibus Budget Reconciliation Act (COBRA)

Please note: To continue health care coverage through COBRA, you must complete and return the election form within 60 days of your benefit termination date (or COBRA notice date, whichever is later). You must pay the required premiums within 45 days from the date you submit your COBRA election form, and coverage is not effective until the premium is paid. You are responsible for the full COBRA premium.

Flexible Spending Accounts (FSAs)

A flexible spending account (FSA) is a type of savings account that provides the account holder with specific tax advantages. The account allows you to contribute a portion of your regular earnings to pay for qualified expenses related to medical,dental, and vision costs. You may elect to sign up for a FSA upon hire.

The FSA generally ends when you terminate employment with ACPS. Eligible expenses must be submitted for reimbursement by September 30 of the year in which you

terminate employment with ACPS. Any money remaining in your flexible spending account(s) after September 30 is forfeited and cannot be returned to you.

Contributions to VRS and Supplemental Retirement Plan
If you are terminating employment without retiring, you must personally contact VRS and the Principal Financial Group regarding your accumulated contributions and the options for handling your contribution funds (including rollover, withdrawal or retaining accumulated contributions).

For details regarding the Virginia Retirement System, contact VRS online at www.varetire.org or at 1-888-827-3847. You may contact the Principal Financial Group online at www.principal.com or at 1-800-547-7754 if you have any questions regarding your ACPS Supplemental Retirement Plan.

VRS Life Insurance
If you are a VRS member not eligible for retirement, you may convert your VRS group and/or optional life insurance coverage to an individual plan. Contact the Virginia Retirement System to obtain the Conversion of Group Life Insurance Enrollment (VRS 35E) form (also available on the VRS website at https://www.varetire.org). You must submit this form and the first premium payment within 31 days of your ACPS employment separation date to: Minnesota Life, Richmond Branch Office, P.O. Box 1193, Richmond, VA 23218-1193.

Annual Leave - After Separation of Employment
Upon employment separation from a contracted 12-month position, employees will be paid for accumulated annual leave at the rate of pay in effect at the time of separation, to a maximum of 45 days. The annual leave payout will be processed as a separate payment following the last regular pay.

Unused Sick Leave - After Separation of Employment
At the time of your separation, if you have at least three years of service with ACPS, you have the option of receiving a leave payout or having your sick leave transferred to your new employer. The leave payout rate varies depending on your separation status (retirement or resignation). Read more details regarding leave payout on the HR web page at https://www.acps.k12.va.us/departments/human-resources/benefits. Contact the Payroll Office via email at **payroll@acps.k12.va.us** or 703-619-8042 if you have questions regarding leave payments.

If your unused sick leave is not transferred to another Virginia school division within 36 months from your date of separation, it will be forfeited. Note the amount of sick leave that may be transferred is limited by state regulations to a maximum of 90 days. You must complete the Sick Leave Termination Options form located at Benefits - ACPS.

Retirement Savings Accounts: 403(b) and 457(b)
Contributions to your Tax-Deferred Account-403(b) and/or Deferred Compensation-457(b) end when you leave employment with ACPS. All 403(b) distribution requests can be initiated by contacting TSA Consulting Group (TSACG),

ACPS' third-party administrator, who is responsible for approving distribution and withdrawal transactions (including cash, withdrawals, rollovers, loans and hardship withdrawals), at 1-866-796-3786. You may request distributions by completing the necessary forms obtained from your investment provider, attaching them to a Transaction Routing Request form, and submitting all completed documents to TSACG for evaluation and approval. See the Transaction Routing Request form on the TSACG website via the HR Benefits web page at TSA Consulting Group - Alexandria City Public Schools.

Complete an Exit-Survey Form
You will receive an email request to complete an exit survey from HR. We would appreciate your feedback about your work experience at ACPS to help us improve.

Standards of Conduct for ACPS Employees

In addition to the general rules of work for all employees below, please visit ACPS School Board Policies and Regulations -Section G (Personnel) for all current information for personnel.

General Rules of Work for All Employees

1. Each employee is expected to adhere to their assigned work schedule established by their supervisor. In instances where an employee is unable to adhere to their work schedule, the employee should notify their supervisor as soon as possible.

2. Employees must contact their supervisor a minimum of two hours before the start of their schedule when unable to report for work. Failure to contact your supervisor prior to the start of your schedule could result in the absence being recorded as a no call/no show, which is subject to disciplinary action, up to and including separation of employment. Employees are expected to work with their supervisor on the preferred method of communication regarding calling out for the day.

3. Employees must be ready to begin work promptly at the time established by the supervisor and must not leave the assigned work area until the scheduled break, lunch or quitting time, and must return to work following the authorized breaks at the appointed time.

4. All work assignments, to include remote work, are to be assigned by the supervisor. Temporary, hybrid, and permanent remote work assignments must have the approval of the Chief of Staff (or designee). Remote work assignments are not available for various identified position groups, including student supporting positions.

5. Break times that are 10 to 15 minutes in length may be provided for employees to rest, have meals or snacks, use rest rooms, take refreshment, engage in light

recreation, and other such personal needs which will allow them to function on the job to their maximum efficiency. As such, employees are to get permission from their supervisor to do any activity which is different from this purpose.

6. Lunch breaks of 30 minutes or more may be provided by the supervisor. Lunch breaks are considered duty-free and employees are encouraged not to engage in any work related activities. Lunch breaks are unpaid for non-exempt (hourly) employees. The lunch break cannot be used to alter an employees' start time or be used to lessen the work day. All employees should discuss their lunch schedule with their supervisor.

7. Employees are expected to keep a neat, clean, well-groomed appearance and to wear clothing appropriate for the tasks performed and for the weather conditions expected. Please check with your supervisor regarding the dress code and hygiene requirements for your assigned work location.

8. All employees are to follow all of the safety rules prescribed for their job classifications, especially Occupational Safety and Health Administration (OSHA) requirements.

9. Employees are responsible for all equipment and supplies in their charge and are to exercise reasonable care of any item used.

   In particular:
   a. Vehicles are to be driven at posted speed limits and in accordance with all other traffic laws.
   b. Inspection, service and preventive maintenance schedules are to be maintained for all equipment.
   c. Supplies, tools, and equipment are not to be used for personal reasons and are to be used with security as a main concern.
   d. Equipment is to be kept clean, in normal operating condition, and ready for others to use.
   e. Supplies, materials, and utilities are to be used wisely, not wasted, with economy and efficiency being a primary goal.
      i. Telephone calls and personal visitors on the job are restricted to those with emergency reasons. Personal cell phones can be used only in emergency situations. Employees are expected to only answer cell phones under these circumstances.

10. Employees are expected to be courteous to students, patrons, ACPS partners, families, teachers and other employees with whom they come into contact.

11. Employees are to report activities and persons to their supervisor if they appear to be unauthorized or suspicious in nature.

12. Employees must keep confidential information to themselves and respect the privacy of documents, cabinets and desks.

13. Employees are to refrain from spreading rumors or sharing confidential information related to their ACPS employment with other employees, family, and friends.

14. Accidents and injuries on the job must be reported promptly to the employee's supervisor.

15. Requests for annual leave or vacation must be submitted at least five (5) days in advance into Time & Attendance (formally known as ExecuTime) and/or in written form as required by your supervisor.

16. Employees holding other jobs outside of the school system should review and comply with ACPS School Board Policy GCQA. Employees are reminded that if the outside job is in conflict with your normal working hours or presents a conflict of interest, ACPS can take employment action.

17. Employees should follow Virginia Ethics Laws and not accept gifts or favors from salespeople, students and others which may create conflict of interests. Employees should refrain from the exchange of gifts in the workplace. For assistance in this area , please contact the Virginia Conflict of Interest and Ethics Advisory Council at http://ethics.dls.virginia.gov/index.asp or visit and review ACPS Policy-GBI

18. Keys issued to employees are to be kept secure and are to be used only for official business and are not to be given to anyone else or duplicated without the supervisor's approval.

19. Employees are not to have firearms or other dangerous weapons in their possession on the job at the workplace during work hours.

20. Employees are responsible for the safekeeping of any personal belongings and valuables brought to the workplace; however, large sums of money or valuable items should not be brought to work. Employees who store personal belongings in the workplace do so at their own risk.

21. Personal business matters, dental appointments, etc., are encouraged to be scheduled during the employee's time off, but may be conducted on the employees work time as approved by the supervisor if unusual circumstances exist and the need is not frequent.

22. Employees must strive to keep noise and distractions to a minimum in and around schools during class time or work stations.

23. Employees are expected to be fully clothed (including shoes) while working on ACPS campuses and vehicles, which are occupied by students or the public.

24. Employees are not to use instruction based tools, equipment, or materials, which require instructions for their proper use. They must have the necessary training to do so or they must be supervised directly by their supervisor.

25. Employees can repair or "troubleshoot" equipment, only with the approval of their supervisor.

26. Employees may purchase supplies or equipment, only with direct approval by their supervisor.

27. Overtime will be paid at a rate of time and a half for all hours worked over forty (40) in any week. The official work week begins at 12:00 a.m. Monday and ends at 11:59 p.m. the following Sunday. During any week, employees are expected to perform duties without exceeding forty (40) hours.

28. Employees will be paid according to their place on the School Board's approved salary scale. A fair day's work for a fair day's pay is expected.

29. Employees are to discuss complaints, problems, and special concerns with their supervisor in an honest attempt to resolve the difficulty and improve the condition.

30. Employees should give at least two (2) weeks' notice before leaving employment.

31. Employees are expected to participate in programs and meetings provided by the school system for the purpose of improvement, in-service, or for providing general information.

32. Requests to attend a conference or convention must be submitted on the appropriate form for this purpose and must be completed at least two (2) weeks in advance.

33. Employees should not allow students to borrow money and should use caution in loaning money to fellow employees.

34. Employees should not purchase from or sell anything to students other than articles approved by the school administration as part of the regular school activity program. Additionally, employees are discouraged from buying anything from, or selling anything to, other employees on the job during working hours.

35. Employees should not knowingly assist students who break school rules, or give student friends or relatives special services which cannot be provided to other students.

36. Employees who are parents, grandparents, or legal guardians of children, must make arrangements for their children's care during working hours at some place other than the work station.

37. Employees' observations and conversations with students and fellow employees should be treated with confidence. However, if such observations and conversations appear to be illegal or have mal-intent, the information must be reported promptly, in confidence, to the immediate supervisor.

Campus Surveillance Video Public Notice

ACPS uses video surveillance equipment to ensure the safety and security of all employees in its facilities. Employees of ACPS are hereby notified that surveillance equipment may record their actions in offices, buildings, campus grounds, or in ACPS vehicles. These recordings from the surveillance equipment may then be used to review respective incidents that may occur to include employee conduct and work behavior.

Corrective Action/Progressive Discipline

ACPS has a five-step process for progressive discipline/corrective action. The severity of disciplinary/corrective action shall be related to the gravity of the offense, the employee's record of past offenses, and their length of service. ACPS reserves the right to skip or combine steps based on the facts and circumstances of each situation and the gravity of the offense.

Step 1: Verbal Counseling. This is an informal conversation between the employee and supervisor to discuss a policy or procedure violation, a behavioral concern or other concern. Discussions during one-on-ones, departmental meetings on expectations and rules and training can constitute verbal counseling. A verbal counseling is non-disciplinary and not part of the personnel file.

Step 2: Memorandum of Concern. This is a written statement from the supervisor to the employee outlining the policy or procedure violation, a behavioral concern or other concern. The memorandum of concern will outline the issue, set expectations to correct the issue, provide resources and inform the employee that failure to improve could lead to more formal disciplinary actions. The memorandum of concern is non-disciplinary and not part of the personnel file.

Step 3: Written Reprimand. When prior coaching and counseling has occurred, an employee will receive a written reprimand to address the behavioral deficiencies or policy violation. The written reprimand will outline the issue, set expectations to correct the issue, provide resources and inform the employee that failure to improve could result in further disciplinary action. The written reprimand is considered formal disciplinary/corrective action and is part of the personnel file.

Step 4: Suspension. When an employee's behavior continues to be unsatisfactory or severe, a suspension will be issued. Before a suspension is issued, the supervisor will meet with the employee to inform them that a recommendation for suspension is being made, including the reason for the recommendation. The supervisor will provide the employee with a written notice of the recommendation, which must be supported by the employee's Senior Leadership Team leader. The written notice will be forwarded to the Human Resources Office. A member of Human Resources will meet with the employee to allow them the opportunity to discuss their response to the recommendation. At the conclusion of the employee meeting, the director of employee relations will make a final

recommendation to the superintendent of schools to either suspend or issue alternative action.

Step 5. Separation of Employment. When an employee's behavior continues to be unsatisfactory or severe, the employee may be separated from ACPS. Before a separation takes effect, the supervisor will meet with the employee to inform them that they are making a recommendation for separation and will provide the reason for the recommendation. The supervisor will provide the employee with a written notice of the recommendation, which must be supported by the employee's Senior Leadership Team leader. The written notice will be forwarded to the Human Resources Office. A member of Human Resources will meet with the employee to allow them the opportunity to discuss their response to the recommendation. At the conclusion of the employee meeting, the director of employee relations will make a final recommendation to the superintendent of schools to either separate or issue alternative action.

Reasons for Progressive Discipline/Corrective Action

Corrective and disciplinary action may be the result of violation of Alexandria City School Board policies/regulations, departmental rules, local, state or federal laws and regulations. Listed below are some of the reasons which might be the cause for corrective or disciplinary action. This action is not limited to the offenses listed.

Incompetence, negligence or related unsatisfactory performance characteristics include:

a. Being identified as an alleged abuser or neglector, or following the completion of a Child Protective Services investigation with a finding of "indicated" for child abuse or neglect.
b. Being convicted of a crime involving moral turpitude.
c. Insubordination.
d. Unauthorized absence or failure to return from approved leave of absence including time and attendance violations (e.g., no call/no show, abuse of leave, and tardiness).
e. Abuse or theft of ACPS property.
f. Knowingly giving false statements to supervisors, the public, or during the course of an investigation.
g. Knowingly presenting fraudulent documentation or evidence or filing a false complaint of harassment, discrimination, or bullying.
h. Consumption or possession of alcoholic beverages or a controlled dangerous substance on ACPS property, including ACPS vehicles, at any time. This includes substances deemed illegal by state and/or federal regulations.
i. Any conduct which reflects unfavorably on ACPS as an employer.
j. Failure to report an arrest or conviction as indicated in Board Policy GCDA**.**
k. Acceptance of gratuities for favors.
l. Refusal to be examined by an authorized physician or health provider when so directed.
m. Traffic violation(s) and vehicle accident(s) in ACPS vehicles.
n. Loss of job requirements, such as loss of a necessary license, that prevents the employee from doing his/her job adequately.
o. Bullying, harassing, or intimidating ACPS' students, employees, or other adults.
p. Violence or threats of violence in the workplace.
q. Failure to report suspected child abuse, neglect, or sexual assault.

r. Falsification of time records, financial records, or other official documentation.
s. Violation of any Board Policy.
t. Violation of the Standards of Conduct.

Performance Management

ACPS has a four-step process for progressive performance management that can be used when employees are not meeting the expectations for their given roles, for reasons that are non-conduct related. ACPS reserves the right to skip or combine steps based on the facts and circumstances of each situation and the gravity of the circumstances.

Step 1: Coaching or Counseling
When an employee is not meeting the expectations of their role, they will be given coaching or counseling. This action is taken to address the issue. This step will constitute an informal oral conversation between the employee and supervisor, where the supervisor's concerns regarding performance are communicated to the employee, and corrective coaching is offered, if appropriate to do so. Verbal coaching or counseling might include, but is not limited to, feedback delivered in real-time, feedback provided during one-on-one meetings, instruction delivered as part of a training, or corrective information provided within team-wide correspondence.

Step 2: Written Documented Coaching
In the event the Step 1 process does not resolve performance issues, supervisors may proceed to written documentation of the concerns regarding the employee. This document may include the following: (1) documentation of the performance issues; (2) a summary of previous coaching or counseling; (3) written clarification of expectations; (4) identification of any available supports/resources; and (5) notification that a continuation of performance issues could lead to formal action.

Step 3: Performance Improvement Plan (PIP)
In the event written documented coaching does not resolve the performance issues, a PIP will be issued. A PIP is a formal action in the performance management process, and includes a written growth plan from the supervisor to the employee that provides the following: (1) documentation of previous performance issues (2) a summary of previous coaching or counseling or documentation that has been provided or issued to the employee; (3) written clarification of expectations; (4) identification of any available supports/resources; and (5) notification that a continuation of performance issues could lead to formal action, up to and including separation.

Step 4: Separation of Employment
If previous coaching has been provided to the employee, and an employee's performance continues to be unsatisfactory, the employee may be separated from their employment if ACPS determines that such separation is appropriate.

Time and Attendance

Employees are expected to clock in and out using Time & Attendance (formally known as ExecuTime), as well as to request the appropriate time off. You can access Time & Attendance by visiting the ACPS homepage "Staff" section.

Employee Identification Badges

All ACPS personnel are required to wear employee identification badges during work hours while on ACPS property. The purpose of these badges is to provide security to students, staff and worksites, as well as to ensure that only authorized individuals are on the premises. Badges must be worn in a clearly visible location on the upper portion of the body. To obtain an identification badge, please set up an appointment with human resources by sending an email to hr@acps.k12.va.us.

Accidents

Student, employee and visitor accidents, injuries and serious illnesses occurring on ACPS property, in transit or at school-sponsored activities shall be reported promptly to the principal or building supervisor, who will make a report to the division superintendent on the form prescribed for this purpose. Every effort shall be made to immediately contact the parent or guardian in case of student accidents and injuries. School personnel shall not attempt to diagnose or to give medication or treatment, unless authorized and licensed to do so. If the parent or guardian cannot be contacted, the student will be transported to the nearest medical facility for emergency treatment. Students requiring medical treatment shall not be permitted to travel unattended and shall be accompanied by a family, guardian or a school employee. Students and visitors should report incidents on the prescribed accident injury form. School Board employees should report incidents on the prescribed worker's compensation reporting form within 24 hours of the incident.

SCHOOL BOARD POLICIES

1. Board Policies. All employees are responsible to review and follow all School Board policies as noted below. Please see the most current and complete listing of school board policies at: https://www.acps.k12.va.us/school-board/school-board-policies.

Note: Each of the 12 classifications are listed in alphabetical order and are easily searchable for your convenience.

2. Personnel Board Policies. All employees are to read, familiarize and abide by all Board Policies. To review personnel specific policies, please visit: https://www.acps.k12.va.us/school-board/school-board-policies.

3. Selected policy highlights. While all policies are required to be read and followed, we highlight these policies for your attention:

AC-Non-Discrimination

(reference: School Board Policy AC)
The Alexandria City School Board is committed to nondiscrimination with regard to age, race, color, national origin, ancestry, disability, religion, gender, gender identity, gender expression, sex, sexual orientation, genetic information, marital status, pregnancy, childbirth or related medical conditions, status as a parent, political affiliation, status as a veteran or any other characteristic protected by law. This commitment prevails in all of its policies and practices concerning staff, students, educational programs and services and individuals and entities with whom the Board does business.

GAE - Child Abuse and Neglect Reporting

(reference: School Board Policy GAE/JAH)
Every employee of Alexandria City Public Schools, who in their professional or official capacity, has reason to suspect that a child is an abused or neglected child, in compliance with the Code of Virginia § 63.2-1509 et seq. shall immediately report the matter to:

- The local department of social services where the child resides or where the abuse or neglect is believed to have occurred;
- The Virginia Department of Social Services toll free child abuse and neglect hotline **1-800-552-7096**;
- The person in charge of the school or department, or their 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.

GBA - Sexual Harassment/Harassment Based on Race, National Origin, Disability, Religion, Age, Gender, Gender Identity, Gender Expression and Sexual Orientation/Hostile Work Environment
(also School Board Policy **JFHA and GBA)**

Alexandria City Public Schools (ACPS) is committed to maintaining a safe, welcoming, and friendly environment that fosters a spirit of mutual trust and respect, and is free from the harassment or bullying of students, employees or other members of the school community. Therefore, harassment and bullying will not be tolerated in ACPS.

Bullying
Any aggressive and unwanted behavior that is intended to harm, intimidate, or humiliate the victim; involves a real or perceived power imbalance between the aggressor or aggressors and victim; and is repeated over time or causes severe emotional trauma.

Harassment
"Harassment" may include, but is not limited to, behavior that occurs in the following ways:

- Verbal: jokes, insults; unsolicited remarks; innuendoes; using ethnic or racial slurs; whistling; cat calls; commenting on a person's body, anatomy or disability; asking about one's sexual life, preferences or history; turning work or educational discussions into sexual topics;
- Nonverbal: gestures; staring; following or blocking a person; standing close or brushing up against a person; giving an unsolicited massage, hug or pat;
- Environmental: the display (meaning materials visible to other employees or students) or the circulation of degrading or offensive written materials or pictures;
- Conditions of employment: unfair treatment regarding training, scheduling, performance evaluation, discipline, promotion, or transfer of work assignment; or
- Alteration or interference with learning opportunities: unfair treatment regarding grading, discipline, participation in classroom and/or extracurricular activities, access to classes, scheduling, promotion, and/or selection for special honors.

Hostile, humiliating or intimidating work environment
Severe and pervasive conduct that permeates the work environment and interferes with an employee's ability to perform their job. The conduct must create a work environment that would be intimidating, hostile or offensive to a reasonable person. Petty slights, annoyances, and isolated incidents (unless extremely serious) will not rise to the level of a hostile work environment.

Sexual Harassment
Unwelcome sexual advances, unwelcome requests for sexual favors, unwelcome physical contact of a sexual nature or unwelcome verbal or physical conduct of a sexual nature. It includes conduct directed by a person at another person of the same or opposite gender.

Complaint Procedure

Regulations GB-R/GBA-R and JB-R/JFHA-R provide for the appointment of a Title IX coordinator and compliance officers responsible for receiving, investigating and acting upon complaints of discrimination, harassment, bullying, a hostile or abusive work environment or unethical conduct as prohibited by this policy. These regulations describe the procedures for the filing, investigation and disposition of such complaints.

Title IX Compliance Officer: chief of student services & equity **Sexual Harassment Compliance Officer:** Chief Human Resources

GBE - Staff Health

(reference: School Board Policy GBE)
As a condition of employment, every new employee of the School Board and student teachers/interns submit a certificate signed by a licensed physician, physician assistant, nurse practitioner or registered nurse stating the employee appears free of communicable tuberculosis.

On May 11, 2023, the federal government ended the COVID-19 Public Health Emergency (PHE), which means that COVID-19 efforts shift from emergency response to managing COVID-19 as other communicable diseases such as the flu and other illnesses. As we strive to keep our schools healthy places to learn, following the guidelines, provided on the ACPS website (Covid-19 Guidelines), that have been put in place for the management of COVID-19 during the 2023-24 school year.

GBM - Licensed Staff Grievances

(reference: School Board Policy GBM)
The Alexandria City School Board adopts GBM-R: Licensed Staff Grievances Regulations, in accordance with State law and Virginia Board of Education Regulations.

GBMA - Support Staff Grievances

(reference: School Board Policy GBMA)
The School Board adopts Regulation GBMA-R in accordance with state law to afford a timely and fair method of resolution of disputes regarding dismissal or other disciplinary actions arising between the School Board and support staff who have completed the probationary period set forth in Policy GDG, except the superintendent and those employees covered under the provisions of Title 22.1, Chapter 15 of the Code of Virginia.

List of Alexandria City Public Schools

Alexandria City High School (ACHS) King St. Campus (Grades 9-12) 3330 King Street, Alexandria, VA 22302
703-824-6800 | https://achs.acps.k12.va.us/
@AlexCityTitans facebook.com /AlexCityTitans/

ACHS- Minnie Howard Campus (Grade 9-12) 3801 W. Braddock Road, Alexandria, VA 22302
703-824-6750 | https://achs.acps.k12.va.us/
@ACminniehoward facebook.com/ACMinnieHoward

MIDDLE SCHOOLS

Francis C. Hammond Middle School (Grades 6-8) 4646 Seminary Road, Alexandria, VA 22304
703-461-4100 | https://fchs.acps.k12.va.us/
@FCHammond facebook.com/FCHammondMiddleSchool

George Washington Middle School (Grades 6-8)
1005 Mount Vernon Avenue, Alexandria, VA 22301
703-706-4500 | https://gw.acps.k12.va.us/
@GWMSPrexies facebook.com/GWMSAlexandria

K-8 SCHOOL

Jefferson-Houston School (Grades Pre-K-8)
1501 Cameron Street, Alexandria, VA 22314
703-706-4400 | https://jh.acps.k12.va.us/
@JeffHoustonPK8 facebook.com/JeffersonHoustonSchool

Patrick Henry Elementary School (Grades Pre-K-7) 4643 Taney Avenue, Alexandria, VA 22304
703-461-4170 | https://ph.acps.k12.va.us/
@PHSchoolACPS facebook.com/PatrickHenrySchool

ELEMENTARY SCHOOLS

John Adams Elementary School (Grades Pre-K-5) 5651 Rayburn Avenue, Alexandria, VA 22311
703-824-6970 | https://ja.acps.k12.va.us/
@JohnAdamsElem facebook.com/JohnAdamsACPS

Charles Barrett Elementary School (Grades Pre-K-5) 1115 Martha Custis Drive, Alexandria, VA 22302
703-824-6960 | https://cb.acps.k12.va.us/
@BarrettElem facebook.com/BarrettElementaryACPS

Cora Kelly School for Math, Science and Technology (Grades Pre-K-5)
3600 Commonwealth Avenue,Alexandria, VA 22305
703-706-4420 | https://ck.acps.k12.va.us/
@CKELEM facebook.com/CoraKellySchool

Ferdinand T. Day Elementary School (Grades K-5)
1701 North Beauregard Street, Alexandria, VA 22311
703-619-8340 | https://ftd.acps.k12.va.us/
@FerdinandTDayES
facebook.com/FerdinandTDayElementary/

Lyles-Crouch Traditional Academy (Grades K-5)
530 S. St. Asaph Street, Alexandria, VA 22314
703-706-4430 | https://lcta.acps.k12.va.us/
@LylesCrouch facebook.com/LylesCrouch

Douglas MacArthur Elementary School (Grades K-5)
1101 Janneys Lane, Alexandria, VA 22302
703-461-4190 | https://dm.acps.k12.va.us/
@MacArthurACPS facebook.com/DouglasMacArthurACPS

Early Childhood Center
5651 Rayburn Avenue, Alexandria, VA 22311
703-578-6822| https://ecc.acps.k12.va.us/
@ACPSECC facebook.com/ACPSECC

George Mason Elementary School (Grades K-5)
2601 Cameron Mills Road, Alexandria, VA 22302
703-706-4470 | https://gm.acps.k12.va.us/
@GMasonPrincipal
facebook.com/GeorgeMasonElementarySchool

Naomi L. Brooks Elementary School (Grades K-5)
600 Russell Road, Alexandria, VA 22301
703-706-4440 | https://nlb.acps.k12.va.us/
@NaomiLBrooksES facebook.com/NaomiLBrooksES

Mount Vernon Community School (Grades K-5)
2601 Commonwealth Avenue, Alexandria, VA 22305
703-706-4460 | https://mvcs.acps.k12.va.us/
@MVCSLearns facebook.com/MountVernonACPS

James K. Polk Elementary School (Grades K-5)
5000 Polk Avenue, Alexandria, VA 22304
703-461-4180 | https://jkp.acps.k12.va.us/
@JKPolkACPS facebook.com/PolkElementarySchoolACPS

William Ramsay Elementary School (Grades Pre-K-5)
5700 Sanger Avenue, Alexandria, VA 22311
703-824-6950 | https://wr.acps.k12.va.us/
@WilliamRamsayES facebook.com/RamsayElementarySchool

Samuel W. Tucker Elementary School (Grades K-5)
435 Ferdinand Day Drive, Alexandria, VA 22304
703-933-6300 | https://swt.acps.k12.va.us/
@SamuelWTuckerES
facebook.com/SamuelTuckerElementarySchool

ALTERNATIVE PROGRAMS AND SCHOOLS

ACHS Satellite Campus
1340 Braddock Place, 2nd Floor, Alexandria, VA 22314
703-619-8400 |
https://achs.acps.k12.va.us/campuses/satellite-campus
@ACSatellite facebook.com/ACSatellite

ACHS-Chance for Change Campus
216 South Peyton Street, Alexandria, VA 22314
703-888-1204 |
https://achs.acps.k12.va.us/campuses/chance-for-change
@ACPSK12CFC

Northern Virginia Juvenile Detention Center School
200 South Whiting Street, Alexandria, VA 22304
703-461-4086 | https://www.jdcnv.org/

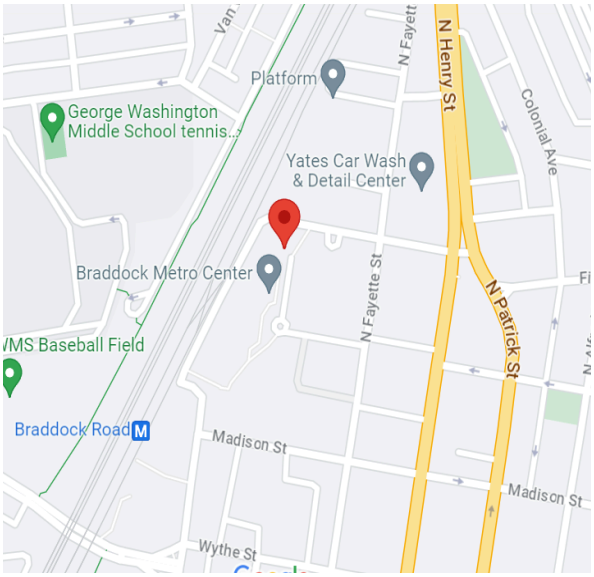
ADULT EDUCATION

Adult Learning Center Braddock Place Campus
Main Administrative Office & GED Test Center
1340 Braddock Place, 7th Floor, Alexandria, VA
22314 703-619-8027 |
https://www.acps.k12.va.us/programs-services/adult-education
@ACPS_AdultEd facebook.com/ACPSAdultEducation

Alexandria City Evening High School Administrative Center
Evening EL, GED and Adult High School
3330 King Street, Room A123, Alexandria, VA
22302 703-824-6845

ACPS Central Office Location Information

1340 Braddock Place
Alexandria, VA 22314



The office building is near the Braddock Road Metro Station.

The Central Office main phone number is **703-619-8000**.

All visitors to Central Office must sign in at the security desk in the front lobby.

All staff need to wear their ACPS ID badges when visiting the Central Office.

Parking Information for Central Office Visitors
Garage parking below the central office building is available for visitors at a rate of $12 for the first hour or $18 dollars a day. Parking is free during School Board meetings.

Visitors may also park free of charge at George Washington Middle School, 1005 Mount Vernon Ave., and follow the bike path and sidewalk to Braddock Place.

Limited, free two- and three-hour street parking is also available in the neighborhood.

Metrorail: Braddock Road Metro station is a short walk from the Central Office building.

Buses: Metrobus and DASH Alexandria stop at Braddock Road Metro station.

Bikes: A bike rack is available behind the main entrance to 1340 Braddock Place. Additionally, there are bike racks and bike lockers at Braddock Road Metro station, a short walk from Central Office. Bike Sharing is available via Capital Bikeshare.

Carsharing: Available at Braddock Road Metro station.

Employee Handbook Acknowledgement and Receipt

Employees are required to complete annual compliance training online, and through completing this training, acknowledge receipt of the employee handbook of ACPS. Furthermore, by electronic posting on the ACPS website, I hereby acknowledge receipt of the employee handbook of ACPS. I understand and agree that it is my responsibility to read and comply with the policies in the handbook. Employees also understand and agree that they have read and comply with the policies in the handbook.

This handbook is subject to revisions.