
EMPLOYEE HANDBOOK



**Dickenson County Public
Schools**

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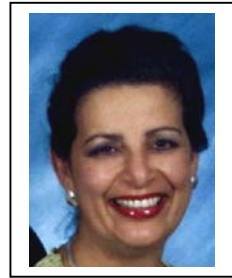
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A Message from the Superintendent

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Dear DCPS Faculty and Staff,

To our current and new staff members: Welcome!

Foremost, we believe that our staff members are committed to their profession, are knowledgeable and capable as educators across the state. This belief is consistently affirmed in our classrooms, schools, athletic events and extracurricular activities. We also believe that the best students attend DCPS! Our students are talented, caring, and can achieve better than students across the State. Each year, our students prove this by their accomplishments and recognitions in and out of the classroom!

From School Board members, teachers, custodians, secretaries, bus drivers, in all of us, you will find a strong commitment to consistently provide a quality educational experience for all our students. We are proud to be Dickenson County Schools!

The Employee Handbook is to provide to our staff a better way to communicate together regarding policies, procedures and expectations. We hope that you find this informative and an easy way to find answers to your questions.

Again, welcome to the 2023 – 2024 school year. If I may be of any assistance, please feel free to contact me at any time at 276-926-4643 or hrobinson@dcps.k12.va.us.

INTRODUCTION

Although this Employee Handbook will answer many questions about employment-related matters, benefits and compensation, the contents in this handbook are not intended to create or imply a contract or contractual rights with any employee or employee group. It is important to note that the handbook is both selective and general in its coverage of Dickenson County Public Schools' policies and procedures. As a result, this handbook is not a full and complete official statement of the Dickenson County Public Schools Policy Manual.

Consequently, employees are expected to review the published policies of the Dickenson County Public Schools Board of Education and to comply with them. Copies of the Dickenson County Public Schools Policy Manual are accessible to employees on-line, in each school and the central office. Additional materials, including individual school procedures are available from principals or supervisors.

Changes in policy, regulation and procedure occur frequently. Please note, when changes in policy, regulation and/or procedure occur, this handbook will be amended. Since the handbook is easily accessible, periodically reviewing the handbook is recommended.

Please read this handbook carefully. Although this handbook summarizes many detailed provisions about employment, benefits, and other related matters, the official policies, regulations and procedures will always govern when questions arise. The policy letters are in parentheses after headings for ease of reference. If there are points that are not clear to you, or if problems arise, please consult with your immediate supervisor.

Payroll Deductions (DLB)

It is the policy of the School Board to deduct Federal and State taxes and the employee's part of social security. The employee may elect other optional payroll deductions, e.g., Education Association dues, United Way, Tax Sheltered Annuities, etc.

A Tax-Sheltered Annuity (TSA) provides you with the opportunity to save for retirement on a tax-advantage basis. The TSA is a type of qualified plan commonly referred to as a 403(b) plan. The Plan is available to all eligible employees without exception. As a participant under the Plan, you may elect to reduce your compensation by a specific amount and have that amount contributed to the TSA as a salary deferral.

The school board also offers VA457 which is another opportunity to save for retirement. Limitations may apply. Additional Optional Life Insurance may be purchased through a voluntary payroll deduction. Contact the School Board Clerk for a list of other types of insurances and Tax Sheltered Annuity vendors that can be processed as a voluntary payroll deduction.

Insurance

Health insurance is a benefit in which eligible Dickenson County Public School employees may participate. There are several health insurance choices; the school board pays the majority of the premium for the single employee coverage plan. The cost to the employee is determined by the coverage selected by the employee.

Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA)

Continued group health insurance is offered to eligible full-time employees and/or dependents at their full expense for limited periods:

- 18 months - termination of employment (except for gross misconduct).
- 36 months - death of employee. Spouse or dependents must notify the school division within sixty days of employee's death if they desire to continue to enroll in the group health insurance plan.

The full cost to continue the group health insurance benefit must be paid by the employee, spouse or dependents.

Retirement (GBO)

All full-time employees are required to be members of the Virginia Retirement System (VRS). Currently, there are three VRS plans. If you were a VRS member before July 1, 2010, and you are vested (5 years of service) by January 1, 2013, you are covered by Plan 1. If you became a VRS member after June 30, 2010 but before January 1, 2014, you are covered by Plan 2. If your hire date is on or after January 1, 2014 then you are a Hybrid employee. After determining under which Plan you are covered, specific VRS plan information can be found at www.varetire.org.

Retirement - Health Insurance (GBO-Resolution)

There are various resolutions and options within the GBO policy. Please refer to those or contact the School board clerk. If a retired employee withdraws from the School Board's health insurance plan, the retiree may not re-enroll in the health insurance plan. At the age of eligibility for Medicare, the retired employee is removed from the School Board's health insurance plan.

Vacation Leave (GCBD) (GCBD-R3)

In addition to recognized holidays, all full-time 12 month employees of the Dickenson County Public

Schools with 5 or more years of service in public education shall be entitled to three (3) weeks of vacation each year. All full-time 12 month employees with less than 5 years of service in public education shall be entitled to two (2) weeks of vacation leave per year. Vacation leave shall accumulate up to thirty (30) days.

Military Leave (GCBD) (GCBE)

All employees of Dickenson County School Board who are members of the state or federal military reserves are entitled to leaves of absence from their duties on all days during which they are engaged in federally funded military duty, including training duty, or when called forth by the Governor.

All employees on military leave will receive up to 15 days paid leave per federally funded tour of duty.

Sick Leave (GCBD) (GCB-R1)

Each full-time employee of the Dickenson County School Board earns a maximum of one (1) day of sick leave per month of employment (depending on length of contract) each year. Sick leave provisions do not apply to summer school, after school programs, substitutes, part time, or temporary employees. Sick leave days may be used for physical examinations, personal illness (including quarantine), illness in the immediate family, and death in the immediate family, with limitations.

An employee who has requested and been granted leave by the Dickenson County School Division under the Family and Medical Leave policy may be required by the employer to provide certification by a physician or licensed nurse practitioner of the need for the use of sick leave days. Any certification requested by the employer shall be at the employee's expense. At the employer's discretion and expense, a second medical opinion may be required. (See all GCBE)

The employer may also require certification by a physician or licensed nurse practitioner of the suitability of the employee to return to work and any limitations that have been created by the employee's illness or injury.

After an employee requests approval from his/her immediate supervisor, the employee may use sick leave days.

TRANSFER OF SICK LEAVE TO ANOTHER EMPLOYEE

Employees on the VRS Retirement Plan 1 or Plan 2 may transfer sick leave days to another eligible contracted employee. The person giving the days must complete the necessary form provided for this purpose, and return form to the Clerk of the School Board.

Eligibility for the request and transfer of sick days are limited to employees who:

- (1) Are on Family Medical Leave as approved by the Dickenson County School Board;
- (2) Have a documented medical illness from a physician;
- (3) Facing extenuating circumstances as approved by the Division Superintendent/Designee.

Employees on the VRS Hybrid Retirement Plan may transfer sick days to or receive sick days from other employees for a period of 12 uninterrupted months from their initial hire date.

LIMITATIONS TO TRANSFER AND RECEIPT OF SICK DAYS

1. Only sick leave earned in this county may be transferred to another employee.
2. No employee may transfer more than a total of 10 days per year.

3. An employee may transfer only 5 sick days per occasion, not to exceed the 10 allowable days.
4. The receiving employee must have exhausted his/her entire supply of leave days, including the two (2) personal days and the three (3) personal days in order to receive transferred days.
5. The receiving employee will not be allowed to accept more than 25 total days per year.
6. Sick leave days cannot be bought or sold under any circumstances. (ABSOLUTELY NO EXCEPTIONS)

Exceptions to this policy will only be allowed by school board approval. The superintendent may act on behalf of the board only if days are exhausted from one board meeting to the next. Requests must be made in writing by employees involved.

Retiring or Resigning Employees Reimbursement

Eligible retiring employees (Professional) are paid fifty- five (\$55.00) dollars per day and eligible retiring employees (support staff) are paid forty (\$40) for unused sick leave, unlimited days for VRS plans 1 & 2 and for up to 90 days for VRS Hybrid employees. However, for a teacher who has resigned, accumulated sick leave hours may be transferred to any Virginia public school division that will accept the sickleave hours.

Eligible resigning employees (professional) are paid \$30, (support) are paid \$20 for unused sick days. Employees may be paid for unused vacation time at their daily rate of pay for up to 30 days.

Family Medical Leave Act (GCBE)

The Dickenson County School Board recognizes its obligation to provide eligible employees with unpaid leave pursuant to the Family and Medical Leave Act (FMLA). To obtain FMLA required forms, please contact the School Board Clerk.

Personal Leave (GCBF)

At the beginning of each contract year, all regularly employed Dickenson County School Division employees are granted personal leave, as follows, for their use on a regularly scheduled workday.

TWO-DAYS PERSONAL LEAVE

Each contracted employee will be allowed two (2) days Personal Leave per year which may be used for any purpose. School board will pay substitute. If not used, these days will be added to accumulated sick leave at the end of the year. In case of employees who do not work the full contract year, the two days will be prorated according to the portion of contract year worked.

THREE-DAYS PERSONAL LEAVE

Employees contracted for ten (10) months or more will be allowed three (3) days Personal Leave per year which may be used for any purpose. School board will pay substitute but will deduct highest substitute teacher pay from teacher's salary. For all other employees, the rate of substitute pay will be deducted from employee's salary. If not used, these days will not be added to accumulated sick leave at the end of the year. In case of employees who do not work the full contract year, the three days will be prorated according to the portion of contract year worked.

Only with prior approval from the school administrator /supervisor may employees take Personal Days immediately prior or immediately following scheduled school closures due to holidays or breaks. During the school year, the number of staff members taking personal days may be limited due to staff/substitute shortages. Staff members are discouraged to take extended vacations during the contractual year.

Staff members are requested to complete the Application for Personal Leave Form for personal day requests immediately prior or immediately after scheduled school closings. The Application for Personal Leave Form must be approved by the Principal before employees may enter a Personal Leave in

Frontline. Applications for Personal Leave Forms must be submitted to the Principal **five (5) days before** the actual requested date of the personal day. A copy of the form is attached as Appendix E.

Professional Leave

The Dickenson County School Board recognizes the benefit of professional leave and provides qualified staff opportunities for professional development and growth, thereby enhancing the value of their future service to Dickenson County Public Schools.

Other Leave

Any employee requesting a leave of absence should contact the Superintendent or Director of Personnel at the school board office. A list of all paid holidays for eligible staff will be shared during annual contract/salary memo distribution.

COMMUNICATION

Professional Staff Meeting

The Superintendent schedules administrative meetings for the central office staff and principals. The principals schedule regular meetings for their faculties and staff to discuss agenda items from the administrative meeting and issues from individual schools.

Evaluation (GCN)

The Dickenson County School Board requires that all full-time and part-time (teachers) employees be regularly evaluated in accordance with policies approved by the School Board. The deadline for school division to notify teachers, principals, assistant principals, or supervisors under continuing contract of their reassignment is June 15. (See VA Code 22.1-304 and 22.1-305). Teachers and administrators will be evaluated every year, informally or formally, to include student academic progress in an overall summative rating. Before a teacher is issued a continuing contract, a probationary term of service of at least three years is required.

Staff Communication (GBD)

The Dickenson County School Board desires open channels of communication with all employees. Employees are encouraged to communicate their ideas and concerns in a constructive and orderly manner to the school division administrative staff, Superintendent of Schools and School Board.

Any questions, problems, complaints, or suggestions that may arise as a result of your job, should first be discussed with your immediate supervisor who will attempt to give you an answer within a reasonable time. If this response is not to your satisfaction, you may make the complaint in writing to the next supervisor pursuant to the Dickenson County Public Schools' Organizational Chart, Appendix D.

Complaints and Grievances (GBM) (GBMA)

The School Board adopts the Staff Grievance procedures in accordance with Virginia law for disputes concerning the application, interpretation, or violation of any of the provisions of local school board policies, rules, and regulations as they affect the work of teachers, other than dismissals or probations. A full copy of the Grievance Procedure may be obtained from the Policy Manual. To obtain Employee Grievance forms, please contact the Director of Compliance.

Personnel Records (GBL)

The school system maintains personnel information that are vital to you as an employee. Access to personnel information is granted by appointment with the Director of Personnel. Personnel files will not be released, communicated, or distributed unless required by federal and/or state law, or court ordered. If information in your records is not correct, it is your responsibility to notify the central office immediately.

COMMUNITY RELATIONS

Dickenson County Public Schools desires to establish and maintain mutually beneficial relationships through interactions between the school division and the community leaders, groups and agencies located in the Southwest Virginia region. Employees of the Dickenson County School Board have a responsibility to act consistently with the school division's philosophy and mission. No person may speak on behalf of the school division other than the Superintendent of Schools or Superintendent's designee, and no person may speak on behalf of a school other than the principal or principal's designee.

Political Activities - Staff Participation (GBG)

School time and school property should not be used for partisan political purposes.

Third Party Complaints Against Employees (GBLA)

Any parent or legal guardian of a student who is enrolled in the Dickenson County Public Schools or any resident of Dickenson County, Virginia may file a complaint regarding an employee of the Dickenson County School Board. Individuals lodging a complaint are notified in writing that the complaint has been received and is being investigated.

Staff Gifts and Solicitations (GBI)

Exchange of gifts between students and staff is discouraged.

No school division employee shall solicit goods or services for personal use or for student use without written authorization from the superintendent.

COMPENSATION

Annually, the School Board adopts a division-wide salary schedule for all categories of employees. All employees are placed on the appropriate schedule according to educational level, experience, and responsibilities of their position.

Absentee Pay

All regular employees, full-time and part-time, who are absent from work for any reason are to submit leave using the appropriate format in accordance with the employee's assignment (Frontline). If the absence was due to professional leave, a copy of the registration form should be attached, if applicable. A copy of the signed form should be sent to the central office.

After Regular Work Hours Pay

School custodians and cafeteria workers who work in schools after regular work hours are paid through the School Board payroll department even when a non-school organization or individual has been granted

permission to use a specific portion of a school after regular school hours, in the evening, during weekends, or on holidays. Federal and Virginia taxes and social security taxes are withheld from the pay before any money is distributed to a school employee.

Overtime Pay

No one may work overtime expecting overtime pay without the prior approval of the Superintendent of Schools, Superintendent's designee, or immediate supervisor in the event of an emergency. Hourly employees are entitled to overtime pay at the rate of 1½ times regular hourly pay for time worked in excess of 40 hours per week. There is no requirement under the Fair Labor Standards Act (FLSA) that employees be given premium pay for holidays, weekends, or evening shifts. Overtime is only required for time actually worked in excess of 40 hours per week.

Supplementary Pay (GCBB)

The School Board will approve all categories of athletic coaching and other extracurricular activity sponsorships for which supplemental pay will be provided. The Board will also establish the amount of compensation for employees who coach or supervise such activities. Personnel who are paid a supplement are selected and recommended for school board appointment each year

Questions on Direct Deposits and Pay Stubs

Errors, overpayments, underpayments, or questions related to pay should be addressed to the payroll department. Any necessary actions or corrections would be made by the payroll department.

Payday (DL)

Contracted exempt employees are paid in 12 equal installments through direct deposit. Pay day is the last day of each month unless otherwise noted in accordance with pay schedule.

Supplements for Masters and Educational Specialist/Doctoral Degrees

Pay supplements have a fiscal impact on the school division. Consequently, pay supplements for graduate degrees are granted only for those earned and for which an official transcript is received by the Director of Personnel that includes the conferral date of the specified degree.

EMPLOYMENT

Vacancies - Hiring (GBN)

It is the desire of the Dickenson County School Board to recruit and retain the best possible qualified applicants. Qualified applicants within the division will be given an opportunity to apply for positions for which they are qualified.

All vacancies in professional and support positions are posted on the Dickenson County Public Schools website unless available to current employees only and in that case announced via email from the Central Office.

Application for employment in the Dickenson County Public Schools shall be submitted online through the division website. It shall be the responsibility of the applicant to furnish accurate information. Any falsification of either information or credentials shall be cause for immediate dismissal or refusal to employ.

The School Board, upon recommendation by the Superintendent, employs all school personnel, contracted and support. The school principal(s), appropriate director/supervisor, and any others deemed appropriate by the Superintendent, participate in the selection process and make recommendations to the Superintendent.

Professional Staff Probationary Term and Continuing Contract (GCG)

A teacher is eligible for continuing contract after three consecutive years of satisfactory service. A teacher, new to Dickenson County Public Schools, who has achieved continuing contract status in another Virginia division, may be required to serve a period of probationary service, not to exceed two years, before achieving continuing contract status in Dickenson County Public Schools. If a probationary teacher's evaluation is **not** satisfactory, the School Board shall **not** reemploy such teacher.

Professional Staff Contracts and Discipline (GCB)

The School Board shall enter into written contracts or issue letters of intent to employ professional staff (teachers, assistant principals, principals and supervisors) except those temporarily employed as substitute teachers, before such employees assume their duties.

Teachers may be dismissed for incompetency, immorality, non-compliance with school laws and regulations, disability in accordance with State and Federal law, conviction of a felony or crime of moral turpitude or other good and just cause. "Incompetency" includes, but is not limited to, one or more unsatisfactory performance evaluations.

Professional Staff (GC)

No teacher shall be regularly employed by the School Board or paid from public funds unless such teacher holds a local teacher license or a provisional license issued by the State Board of Education, or has made application for such license.

Support Staff (GD)

Support staff personnel are those employees who need not hold a license issued by state education authorities in order to obtain their positions. This category includes, but is not limited to, non-licensed administrative, clerical, maintenance, transportation, food services, and paraprofessional positions. Support staff personnel shall be employed on a non-contract basis unless otherwise required by state law.

Each support staff employee is issued an annual statement of employment that indicates the assignment or position, hourly rate of pay or salary, and any unique working conditions.

Part-time and Substitute Teacher Employment (GCE)

A part-time employee is an employee who averages less than forty (30) hours per week in any one position during the contractual year and does not meet all the criteria of a Full-time employee.

A substitute teacher shall be at least 18 years old, with preference given to persons 21 years old or older; possess good moral character; hold a high school diploma or passed a high school equivalency examination, attend orientation to school policies. Dickenson County requires a substitute working at the high school to have graduated at least three years prior to working,

Experience Credit- Employees with a Teaching License

In order to determine experience and placement on the salary scale for all teachers and administrators, Dickenson County Public Schools requires all newly employed teachers and administrators to utilize the Employment Verification and Request to Transfer Sick Leave Days Form.

It is the responsibility of the staff member to obtain the information required from prior employment to allow the Director of Personnel to make a determination of relevant step placement.

No back pay will be provided in cases where it is later determined that an employee may have been placed on the incorrect step. The signature on any contract constitutes an agreement to the listed salary as it corresponds to the step or placement.

Experience Credit - Support Staff

Newly hired support staff may be given years of experience credit on the support salary schedule. Newly hired support staff are given one year for one year experience credit on the support salary schedule for prior full year service in a relevant position.

Resignations (GCPB)

The superintendent is authorized to approve resignations of employees. Any resignation must be in writing. A teacher may resign after June 15 of any school year with the approval of the superintendent. The teacher shall request release from contract at least two weeks in advance of the intended date of resignation. Such request shall be in writing and state the cause of the resignation. The teacher may, within one week, withdraw a request to resign. Upon the expiration of the one week period, the superintendent shall notify the School Board of the decision to accept or reject the resignation. The School Board, within two weeks, may reverse the decision of the superintendent. In the event that the Board or the superintendent declines to grant the request for release on the grounds of insufficient or unjustifiable cause, and the teacher breaches such contract, disciplinary action, which may include revocation of the teacher's license, may be taken pursuant to regulations prescribed by the Board of Education.

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

Suspension (GCPF)

The Superintendent of Schools or Superintendent's designee may suspend an employee for up to sixty (60) days, whether full-time or part-time, permanent or temporary. An employee may be suspended for good and just cause when the safety or welfare of the school division or the students therein are threatened or when the teacher or other employee has been charged by summons, warrant, indictment or information with the commission of a felony, a misdemeanor involving sexual assault, obscenity and related offenses, drugs, moral turpitude, or the physical or sexual abuse or neglect of a child; or an equivalent offense in another state.

Dismissal or Placement on Probation - Teacher (GCPD)

Teachers may be dismissed or placed on probation for incompetence, immorality, noncompliance with school laws and regulations, disability in accordance with State and federal law conviction of a felony or a crime of moral turpitude or other good and just cause.

Criminal Conviction (GCDA)

The Board will not hire or continue the employment of any part-time, full-time, temporary, or permanent personnel who are determined to be unsuited for service by reason of criminal conviction or information appearing in the registry of founded complaints of child abuse and neglect maintained by the Department of

Support Staff Members: Discipline and Employment Status (GCDA) (GCPF)

Support personnel may be subject to immediate dismissal for just cause. Support personnel who are removed from employment for just cause shall be ineligible thereafter for employment in the school division.

Support personnel, whether full-time or part-time, permanent or temporary may be suspended for good and just cause when the safety or welfare of the school division or the students therein are threatened or when the teacher or other employee has been charged by summons, warrant, indictment or information with the commission of a felony, a misdemeanor involving sexual assault, obscenity and related offenses, drugs, moral turpitude, or the physical or sexual abuse or neglect of a child; or an equivalent offense in another state.

Reduction in Professional Staff (GCPA)

In the event of a decrease in pupil enrollment, insufficient allocation of financial resources, abolition of particular subjects, and/or other conditions which may cause a reduction in the number of staff needed in a building, program or department or in the entire school division. Reductions will not be made solely on the basis of seniority; they will include consideration of the performance evaluations of the teachers potentially affected by the reduction in workforce.

License Renewal

Each licensed employee has the responsibility of keeping his/her license active. The principal/immediate supervisor serves as the advisor and assists the employee in the process. Once licensure activities have been completed, the license holder must maintain the appropriate document(s). After January 1, of the license renewal year, the employee is to submit the "Individual Renewal Record," along with the licensure renewal fee to the Director of Personnel.

Provisional License

The provisional license is a three-year, nonrenewable license that is available to individuals who have been employed by a school division and meet specific requirements. Teachers with provisional license are encouraged not to wait for the last year of eligibility to submit to the Director of Personnel the required college transcripts and/or praxis tests scores for the Collegiate Professional License. All requirements for the Collegiate Professional License are to be submitted at the first opportunity.

Professional Staff Development (GCL)

The Dickenson County School Board will provide a program of high-quality professional development. The professional development program will include, but not be limited to, a program designed to educate School Board employees about bullying and the need to create a bully-free environment.

Outside Employment (GCQA)

Employees may, during the hours not required of them to fulfill their responsibilities to Dickenson County School Board, engage in other employment as long as such employment does not detract from or interfere with their employment by Dickenson County School Board.

An employee who is on leave from Dickenson County School Board, in a paid or unpaid status, may not be employed by the School Board or any other employer in any capacity during the period

Acceptable Computer System Use (GAB)/IIBEA

The School Board provides a computer system, including the Internet, to promote educational excellence by facilitating resource sharing, innovation and communication. All use of the Division's computer system must be in support of education and/or research or for legitimate school business. The term computer system includes, but is not limited to, hardware, software, data, communication lines and devices, terminals, printers, CD-ROM devices, tape or flash drives, servers, mainframe and personal computers, tablets, cellular phones, smart telephones, the internet and other internal or external networks. Any communication or material generated using the computer system, including electronic mail, instant or text messages, tweets, or other files deleted from a user's account, may be monitored, read, and/or archived by school officials. No employee or agent of the School Board or person or entity contracting with the School Board may download or use any application, including TikTok or WeChat, or access any website developed by ByteDance Ltd. or Tencent Holdings Ltd. (i) on any device or equipment issued, owned, or leased by the School Board, including mobile phones, desktop computers, laptop computers, tablets, or other devices capable of connecting to the Internet. Each employee must read and sign the Acceptable Computer System Use form located in Appendix B.

Temporary Telecommuting Regulation

In the event of an emergency such as a weather disaster or pandemic, Dickenson County Public Schools may allow or require employees to temporarily work from home to ensure continuity of student learning and organizational operations.

Preparations should be made by employees and their administrators in advance, to the extent possible, to allow remote work in emergency circumstances. This includes appropriate equipment needs, such as hardware, software, and other needs. The Technology Department should be consulted to review these equipment needs with employees and to provide support to employees in the event of emergency telework situations. Equipment supplied by the organization is to be used for business purposes only.

For telework arrangements, the employee and administrator will discuss the job responsibilities and determine if the job is appropriate for a telecommuting arrangement, including equipment needs, workspace design considerations and scheduling issues. The employee will remain accessible and productive during scheduled work hours. Nonexempt employees will obtain supervisor approval prior to working unscheduled overtime hours. All hours worked must be recorded in Frontline. The employee will communicate regularly with his or her supervisor and co-workers. Upon request from the supervisor, this may include a weekly written report of activities.

The employee will establish an appropriate work environment within his or her home for work purposes. Dickenson County Public Schools will not be responsible for costs associated with the setup of the employee's home office or workspace, such as remodeling, furniture or lighting, nor for repairs or modifications to the home office space.

Consistent with the Dickenson County Public Schools' expectations of information security for employees working at the office, telecommuting employees will be expected to ensure the protection of confidential and/or proprietary information accessible from their home. Telecommuting employees are also expected to abide by the Acceptable Use Policy and Agreement, regardless of whether working in the office or from home. The employee will comply with all Dickenson County Public Schools rules, policies, practices and instructions that would apply if the employee were working at the employer's work location. The employee will maintain satisfactory performance standards.

The employee will maintain a safe and secure work environment at all times. The employee will immediately report work-related injuries to the Worker's Compensation Hotline and to his or her supervisor as soon as practicable.

Employees should not assume any specified period of time for emergency telework arrangements, and Dickenson County Public Schools may require employees to return to regular, in-office work at any time.

Notice of Non-Discrimination (GB)

Dickenson County Public Schools does not discriminate on the basis of religion, political affiliation, disability, age, national origin, or sex, pregnancy, childbirth or related medical conditions, marital status, sexual orientation, gender identity, or status as a veteran. The following persons have been designated to handle inquiries regarding the non-discrimination policies: Mr. Mark Mullins, Director of Personnel, or 276-926-4643 and Mrs. Karen Martin, Director of Compliance, kamartin@dcps.k12.va.us or 276-926-4643.

HEALTH AND SAFETY

Dickenson County School Board is committed to providing a safe and healthy working environment. Employees are asked to assist in maintaining safe and healthy working conditions by exercising care and good judgment at all times to prevent accidents and injuries. Unsafe conditions, equipment and behaviors are to be reported immediately to the principal or immediate supervisor.

Photo Identification Badge

All full-time and regularly employed part-time employees will be issued a Dickenson County Public Schools photo identification badge. When schools are in session, an employee's photo identification badge is to be worn by the employee and visible to others at all times when the employee is inside a school building or on school grounds. Replacement of lost or damaged cards will be a charge to the employee.

Blood Borne Pathogens Exposure Control

The exposure control policy has been established by the Dickenson County Public Schools to minimize and to prevent, when possible, the exposure of employees to disease-causing microorganisms transmitted through human blood and other body fluids, and to provide a means of complying with the Bloodborne Pathogens Standards. All employees who are exposed to blood and other potentially infectious materials as a part of their job duties are included in the policy.

Weapons in School - Staff Members (GBEB)

Staff members are prohibited from carrying, bringing, using or possessing any weapon, as defined in Policy GBEB, in any school building, on school grounds, in any school vehicle or at any school-sponsored activity without the authorization of the Superintendent of Schools. Violation of the policy could be grounds for immediate dismissal.

Workers' Compensation

The School Board provides workers' compensation insurance coverage for its employees. Accidents to employees that occur in the school or elsewhere while on school business come under the jurisdiction of the Workers' Compensation (WC) and Occupational Disease Law. Injuries occurring during the course of employment, even though they seem trivial, must be reported immediately in order to ensure proper treatment and to establish eligibility for workers' compensation benefits, if appropriate. When injured, report all injuries to the WC Nurse Line immediately at 888-770-0925. If an employee contracts an occupational disease during the course of employment, the employee is to contact his/her immediate supervisor as soon as the occupational disease is diagnosed by a licensed physician.

During an absence due to a work-related injury that is compensable under workmen's compensation, the

employee will continue to accrue leave in accordance with the policy regulating the accrual of leave. Leave under this policy is also subject to the Family and Medical Leave Act policy for eligible employees. Employer paid benefits will continue in accordance with normal leave procedures of the Dickenson County Public Schools.

WORK RULES

Attendance

All employees are expected to be present during all work hours. Absence without prior approval, chronic absences, habitual tardiness or abuses of designated working hours are all considered as failure to abide the conditions of employment, and shall constitute sufficient grounds for disciplinary action up to and including dismissal. (GAA)

Absences on Early Dismissal of Student Days

Employees who are paid for a whole day of work on early dismissal of student days, but who are absent from work on early dismissal of student days for personal illness, illness or death in the immediate family, personal leave, or leave without pay will forfeit a whole day of leave or a whole day of pay.

Professional Staff/Support Staff Time Schedules (GAA)

The workday for full-time licensed and professional staff is a minimum of seven hours and thirty minutes and continues until professional responsibilities to the students and school division are completed.

Administrative meetings, curriculum development, pupil supervision, assigned duties, parent conferences, group or individual planning and extra-curricular activities may require hours beyond the stated minimum.

As per Special Covenants in Contracts for Professional Personnel: "The said teacher agrees to report to school a minimum of 15 minutes before the start of school and a minimum of 15 minutes after the end of the school day. that said teacher further agrees to report early and stay late for his/her share of extra duties including hall/bus duty, but not limited to these, that the principal may assign."

Work schedules for other employees are defined by the superintendent or superintendent's designee consistent with the Fair Labor Standards Act and the provisions of this policy.

Emergency or Virtual Learning Days

Virtual Learning Days is a program that encourages the continuation of academic instruction, and other services, on days when school would otherwise be cancelled. We hope to provide wrap around services to our families and students on these days. Each school will create plans to deliver instruction to every student in the district and provide for student and teacher interaction on these days, with the ultimate goal of continuing instruction.

These days will count as instructional days for Dickenson County Public Schools. The Virtual Learning Days process shall be a continuation of learning that is occurring on regular student attendance days. The VLD will be implemented when advance warning of inclement weather would dictate a potential school closing.

High Professional Standards

To affirm the goal that as employees of Dickenson County Public Schools we foster a culture of professionalism for ourselves as we serve as role models to students, it is the expectation that all teachers, faculty and support staff members display professionalism:

- How we conduct ourselves and our behaviors.
- In our interactions with students,

- In Interactions with parents,
- In Interactions with staff other members
- In Interactions with Stakeholders.

Our professionalism is also evident in the attire we wear to the working environment. As teachers, faculty and support staff*, we believe that good judgment in attire must be exercised in promoting a sense of decorum, modesty, and decency that enhances and does not disrupt or negatively impact the learning environment for staff and students. This is the identical expectation communicated to students via the DCPS Student Dress Code. It is the expectation of the Dickenson County School Board and School Administration that all teachers, faculty, support staff and administrators maintain professional standards in attire in all schools each day.

- Blue or denim jeans (without holes) shall be worn only on designated days by the Principals. Examples of designated days are days such as Spirit Days or Casual Friday
- Shorts/Gym Shorts are inappropriate attire in the classroom unless special work assignments and functions are required as part of the teachers 'or staff members job responsibilities. If shorts are approved to be worn by staff, they must meet the finger-tip length standard.
- It is understood that decisions on professional attire may be made at individual facilities as work circumstances and function assignments are taken into consideration for roles such as Physical Education teachers, Career Technical Teachers, custodians and maintenance staff members.

Administrators are required to communicate these expectations to all staff members and students and to effectively address any issues pertaining to professional behavior and appropriate attire.

*The term teachers, faculty, support and staff members refers to any person employed by the Dickenson County School System including: secretaries, instructional aides and all substitutes.

Smoking, Use of Tobacco Products, Vaping (GBEC)

The use of tobacco, tobacco products and/or electronic cigarettes is prohibited inside any building that is owned by the Dickenson County School Board. This prohibition includes any vehicle owned, rented, or leased by the School Board. Employees are prohibited from using tobacco, tobacco products and/or electronic cigarettes in the presence of students or in view of students on any school property during the school day and at any time while supervising, directing, or assisting with a school sponsored activity on or off school property.

Employee Use of Cell Phones or Other Signaling Devices (JFC-R)

Staff, both professional and service personnel, may bring personal cell phones or personal electronic devices to work; however, these devices are not to be in view or used any time when the individual is engaged in the supervision of students, during instruction block or doing the work of a normal employment day, except during an emergency.

Devices may be used on school property before the beginning of the work day, at the end of the work day, during duty-free planning or duty-free lunch, or when students are not in the teacher's presence.

Violating the cell phone policy will result in the following consequences:

- 1st Offense: Official Verbal Warning
- 2nd Offense: Official written warning
- 3rd Offense: Improvement Plan
- 4th Offense: Meeting with Division Superintendent
- 5th Offense: Possible Suspension/Dismissal Recommendation

Any bus operator who determines it necessary to make a telephone communication while driving shall pull into a safe spot and stop prior to making the call. Bus operators are not to make or take telephone calls with the bus is in motion. Personal calls are not permitted. No hands free devices may be used. All calls made or received are to be related to the operation of the bus, supervision of students, or concerning a route. Drivers are considered to be supervising students when actually engaged in driving.

This policy does not prohibit normal business use by individuals who have been assigned a cell phone or personal electronic device by the Dickenson County School Board for work purposes. Employees, other than bus operators are cautioned against taking or making telephone calls while driving. Bus operators are not to take or make telephone calls while the bus is in motion for any reason.

This policy does not prohibit any device that is used for medical purposes and is worn by an employee because of a condition that requires its use. The employee must have on file with his/her immediate supervisor a signed statement from a licensed physician (MD, DO) prescribing its use.

Assignments - Support Staff (GDI)

Support staff shall be assigned to positions for which their qualifications meet the needs of the school division's operations. Support staff personnel are entitled to initiate a transfer request for a position within their area of competence and for which they are qualified. However, the employee needs to understand that their rate of pay could change based on the pay grade of the new assignment.

Assignments and Transfers - Professional Staff (GCI)

The division superintendent assigns employees to positions consistent with their abilities and may reassign any teacher, principal or assistant principal for that school year to any school within such division provided no change or reassignment during a school year shall affect the salary of such teacher, principal or assistant principal for that school year. Teachers may request a change of assignment within the areas of their certification.

Mandatory Reporting: Child Abuse and Neglect Reporting (GAE)

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

- the local department of social services where the child resides or where the abuse or neglect is believed to have occurred;
- to the Virginia Department of Social Services' toll-free child abuse and neglect Hotline available 24 hours per day, 7 days per week at (800) 552-7096; or
- his/her supervisor, who shall make the report immediately.

All non-exempt employees, who are not on the Frontline employee management system are to complete a time sheet to include actual hours worked each workday. The principal or immediate supervisor must verify the accuracy of the information and approve the timesheets for submission to the School Board Office in accordance with the due date on the payroll schedule. No daily or hourly employee is paid unless a daily or hourly time sheet is received in the payroll department with the accurate number of days and/or hours worked.

Tutoring (GCQAB)

Professional staff members may not be paid by anyone other than the Dickenson County School Board for tutoring students enrolled in a class under their direction.

Harassment (GBA/JFHA)

The Dickenson County School Division is committed to maintaining a learning/working environment free from sexual harassment and harassment based on race, color, religion, national origin, political affiliation, gender, sex, age, ethnicity, ancestry, genetic information, marital status, or disability. Demeaning or otherwise harmful actions are prohibited, particularly if directed at personal characteristics including, but not limited to, socioeconomic level, sexual orientation, perceived sexual orientation or gender identity. The policy is located in Appendix D of the handbook.

Staff Research and Publishing (GCQB)

The Dickenson County School Board encourages employee innovation in creating and developing high-quality materials to improve student achievement and the efficiency of division operations. The School Board is the author of works produced by its employees within the scope of their employment and retains all rights to such works unless those rights are expressly waived or assigned to the employee who produced the work.

Employees who develop materials, including instructional materials and computer programs, outside the scope of their employment that have a connection to or are related to the division shall inform the superintendent in writing of their intent to develop such materials prior to commencing work.

Social Media Accounts (GABA-IIBEAA)

Dickenson County Public Schools supports the controlled use of social media outlets by its schools, departments, and organizations for the purpose of facilitating communications with its parents, guardians, visitors, employees, students, and other stakeholders. All official Dickenson County Public Schools presences on social media sites or services are considered an extension of the division's information networks and are governed by the Dickenson County Public Schools Policy Manual. This policy applies to, but is not limited to, all schools, teams or groups who create, post, moderate or maintain Internet-based communications pertaining to school business. It covers individuals who are full-time or part-time employees, interns, volunteers, consultants, contractors, or other entities who have been contracted or authorized to perform work on behalf of Dickenson County Public Schools. Social media examples include, but are not limited to Web feeds, blogs, wikis, photo sharing, video sharing, Facebook and Twitter accounts, etc.

Requests for use of Dickenson County Public Schools social media sites shall be made through the Social Media Request Form. A copy of the form is attached in Appendix F.

APPENDIX A

Dickenson County Public Schools DRIVING PROCEDURES

Only employees may drive school owned vehicles. A non-employee should generally not operate a school owned vehicle.

Seat Belts

The Dickenson County Public Schools recognizes that seat belts are extremely effective in preventing injuries and loss of life.

Therefore, all employees of the Dickenson County Public Schools must wear seat belts when operating a school owned vehicle, or any vehicle on school premises or on school business. All occupants are to wear seat belts or, where appropriate, child restraints when riding in a school owned vehicle or in a personal vehicle being used for company business.

Cell Phones

When operating Dickenson County Public Schools vehicles, employees may answer a work related mobile call using a handset. As soon as the flow of traffic allows, the employee is to legally park the vehicle in order to continue the conversation. Under no circumstance is an employee to continue driving while conversing on a handset. This procedure will apply to employees using their personal vehicle for school business. Outgoing calls are not to be placed unless via the use of voice command dialing.

At no time should an employee of the Dickenson County Public Schools text while driving a school owned vehicle or while driving a personal vehicle being used on school business.

Student Transportation

Students should only be transported in school owned vehicles. Students should not be transported in the personal vehicle of any division employee.

Failure to abide by these procedures could result in disciplinary action or, in the event of an injury, a reduction in workers compensation benefits.

APPENDIX B**School Board Office**

309 Volunteer Avenue, PO Box
1127, Clintwood, VA 24228
Phone 276-926-4643 | Fax 276-926-6374

Administration and Staff

Haydee Robinson	Superintendent	hrobinson@dcps.k12.va.us
Mark Mullins	Director Federal Programs, Personnel	mmullins@dcps.k12.va.us
Denechia Edwards	Director of Special Education, CTE	Dedwards@dcps.k12.va.us
Karen Martin	Director of Compliance, Attendance	Kamartin@dcps.k12.va.us
Dennis Deel	Director of Curriculum and Instruction	Ddeel@dcps.k12.va.us
Laura Taylor	Director of Finance, Deputy Clerk	Ltaylor@dcps.k12.va.us
Ryan Wallace	Director of Technology	Rwallace@dcps.k12.va.us
Burl Mooney	Director of Transportation, Maintenance	Bmooney@dcps.k12.va.us
Tonya Baker	Board Clerk/Administrative Assistant	Tbaker@dcps.k12.va.us
Deirdre Deel	Title 1/Pre K Coordinator	Dedeel@dcps.k12.va.us
Betty Newton	Special Education Coordinator	Bnewton@dcps.k12.va.us
Deborah Compton	Food Service Coordinator	Dcompton@dcps.k12.va.us
Debbie Dotson	Nursing Coordinator	Ddotson@dcps.k12.va.us
Cindy Stanley	Accounts Payable/Receptionist	Cstanley@dcps.k12.va.us
Dwayne Edwards	Attendance Coordinator	dwedwards@dcps.k12.va.us
Kevin Minion	Student Information Analyst	Kminion@dcps.k12.va.us
Joy Brown	Payroll Clerk	Jbrown@dcps.k12.va.us
Lindsay Compton	Speech Therapist	Lscompton@dcps.k12.va.us
Shelda Cline	Physical Therapist	Scline@dcps.k12.va.us
Anna Hill	Occupational Therapist	Ahill@dcps.k12.va.us
Kayla Conaway	COTA	Kconaway@dcps.k12.va.us
Rachel Lyall	Occupational Therapist	rllyall@dcps.k12.va.us
Karen Steffey	School Psychologist	ksteffey@dcps.k12.va.us
Dakota Stanley	School Psychologist	Dstanley@dcps.k12.va.us

School Board Members

Dr. Lurton Lyle	Clintwood District	Lblyle2@verizon.net
Rick Mullins	Willis District	rickmullins73@gmail.com
Jason Hicks	Kennedy District	Wjhicks@dcps.k12.va.us
Damon Rasnick	Ervinton District	Darasnick@dcps.k12.va.us
Jamie Hackney	Sandlick District	Jchackney@dcps.k12.va.us

APPENDIX C

CENTRAL OFFICE JOB RESPONSIBILITIES 2022-2023

Job Responsibility	Person Responsible
Accountability/School Improvement Process	All Directors
Accounts Payable	Cindy Stanley
Adult Education/GED	Dennis Deel
Alternative Education	Karen Martin
Assessment/ SOL Testing/ Division Director of Testing	Mark Mullins
Benefits-Employee	Tonya Baker
Budget Analysis	Laura Taylor
Calendar - Academic Year	Mark Mullins
Capital Improvement Plan	All Directors
Career Technical Education (CTE)	Denechia Edwards
Code of Student Conduct & Parent Notifications	Karen Martin
Compliance	Karen Martin
Comprehensive Strategic Division Plan	All Directors
Crisis Management/Risk Mgt/Safety	Karen Martin
Curriculum	Dennis Deel
Discipline	Karen Martin
Discipline - Due Process/Reporting	Kevin Minion
Disposal of Surplus Equipment/Auction	Burl Mooney
Division Data	Kevin Minion
Division Evaluation Documents/Forms	Dennis Deel
Employee Handbook	Karen Martin
English Language Learners (ELL)	Dierdra Deel
Evaluations-Professional and Classified	Dennis Deel
Facebook updates	Kevin Minion
Field Trips	Cindy Stanley
Finance	Laura Taylor
Food/Nutrition Service	Deborah Compton
Forms - Leave (sick, vacation personal)	Joy Brown
Foster Care Liason	Karen Martin
Gifted Education	Dennis Deel
Grants - Special Education	Denechia Edwards/Betty Newton
Grievances/complaints	Karen Martin
Health Advisory/Nurses	Debbie Dotson/Denechia Edwards
Home School/Religious Exemptions	Dennis Deel
Homebound Instruction	Denechia Edwards
Homeless Education	Karen Martin
Human Resources	Mark Mullins
Instruction	Dennis Deel
Instructional Technology Resource Teachers (ITRT)	Ryan Wallace/Dennis Deel
Maintenance	Burl Mooney
New Teacher/Mentor Program	Dennis Deel
Payroll	Joy Brown
Personnel Files	Mark Mullins
Policy Review	Karen Martin
Powerschool Analytics/Performance Matters	Kevin Minion
Pre-K	Dierdra Deel
Professional Development	Dennis Deel
Recertification	Mark Mullins
School Board Clerk	Tonya Baker
Section 504	Denechia Edwards/Betty Newton
Special Education	Denechia Edwards/Betty Newton
Student Information Data	Kevin Minion
Student Teacher Placements	Mark Mullins
Summer School	Dennis Deel
Suspensions/Appeals	Karen Martin
Technology	Ryan Wallace
Testing	Mark Mullins
Title 1	Mark Mullins/Dierdra Deel
Title Grants	Mark Mullins
Title IX	Karen Martin
Transportation	Burl Mooney
Truancy	Karen Martin
Website Updates	Ryan Wallace

The Superintendent is involved in all job responsibilities and areas.

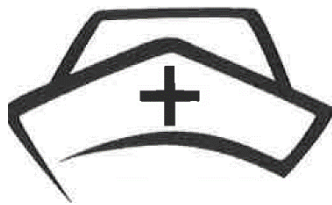
URV COMPANY NURSE
Injury Hotline
1-888-770-0925

AVAILABLE 24 HOURS A DAY

Injured worker notifies supervisor.

Injured worker immediately calls injury hotline.

Company Nurse gathers information over the phone and helps injured worker access appropriate medical treatment.



<i>Dickenson County Public Schools</i>	<i>V026B</i>
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APPENDIX E

APPLICATION FOR PERSONAL LEAVE PRIOR TO/AFTER HOLIDAYS

Date of Application: _____

Name _____ School _____

Date(s) of Personal Leave requested _____

Reason for leave _____

Will a substitute be used during your absence? _____

Signature of Teacher _____

ACTION BY PRINCIPAL

_____ Request for Personal Leave described above is approved.

_____ Request for Personal Leave described above is rejected.

Date: _____ Principal Signature: _____

Application for Personal Leave Prior to/After Holidays must be submitted to the Principal five (5) days before the actual requested date of the personal day. After action by the Principal, one copy will be sent to Payroll and one copy to the Teacher.



APPENDIX F

DICKENSON COUNTY PUBLIC SCHOOLS

Social Media Request Form

Social Media Outlet Requested (Facebook, Twitter, etc.): _____

Point of Contact: _____

Representing (School, Department, Sport, etc.): _____

Email of Contact: _____

Phone Number of Contact: _____

Detailed purpose or reason for request: _____

Who will be the Subject Matter Expert(s) for this outlet: _____

(Office Use Only)

Date Received: _____

☐ Approved ☐ Denied

Name of Outlet Site: _____

Outlet URL: _____

Username: _____ Password: _____

(Principal of Designee Signature)

(Date)

Date Received: _____

** Webmaster and Principal/Designee must be notified of password changes immediately. ***

APPENDIX G

FUND RAISING APPROVAL

School _____	Date _____
Club Organization _____	Sponsor/Monitor _____

Describe fund raising proposal (specifically include student role, if any, in proposed fund raising activity): _____

Planned date of fund raiser: _____

Intended use of funds, other than general club/organization use: _____

I understand that fund raising may not infringe on instructional time.

_____	_____
Signature of Sponsor/Monitor	Date

Application is: “	
Approved	_____
	Principal/Designee
“ Denied	_____
	Date

APPENDIX H

EMPLOYEE ACCEPTABLE COMPUTER SYSTEM USE AGREEMENT

Full Name (Please print) _____

I have read the Dickenson County Public School's Acceptable Computer System Use Policies, GAB/IIBEA and GAB-R/IIBEA-R. I understand fully and agree to abide by the principles and guidelines it contains. I understand that these services are provided for educational purposes.

In addition, I have read and agree to refrain from unacceptable uses of the computer network and telecommunications resources. I further understand that any violation of the policy is unethical and may constitute a criminal offense. Further, I agree to accept all financial and legal liabilities which may result from my use of the Dickenson County Public Schools computer network and telecommunications services. Should I commit a violation, my access privileges may be revoked with or without notice, disciplinary action may be taken, and appropriate legal action may be taken.

Employee Signature

Date

APPENDIX I

DICKENSON COUNTY PUBLIC SCHOOLS CONFIDENTIALITY PROVISIONS FOR STUDENT RECORDS

The Employee is to ensure compliance with the Family Educational Rights and Privacy Act (FERPA), including but not limited to (i) the identification of Employee as an entity acting for the School Board in its performance of functions that a School Board employee otherwise would perform; and (ii) the establishment of procedures for the protection of confidential student records, including procedures regarding security and security breaches.

The Employee hereby agrees that he/she shall maintain, in strict confidence and trust, all DCPS student records containing either (1) non-directory information of any kind, whether provided by or created for DCPS, or (2) directory information as to which the eligible student or his family has opted out of disclosure (collectively, "DCPS Confidential Student Records").

The Employee shall take all reasonable steps to insure that no DCPS Confidential Student Records are disclosed to any person or entity except those who (i) are Authorized Representatives of the Employee performing functions for DCPS under the Agreement and have agreed to be bound by the terms of this Agreement or a Confidentiality Agreement (as defined below) executed pursuant hereto; (ii) are authorized representatives of DCPS, or (iii) are entitled to such DCPS Confidential Student Records from the Employee pursuant to federal and/or Virginia law. The Employee shall use DCPS Confidential Student Records, and shall take all reasonable steps necessary to ensure that its Authorized representatives shall use such records, solely for purposes related to and in fulfillment of the performance by the Employee of its obligations.

Other Security Requirements.

The Employee shall maintain all technologies, policies, procedures and practices necessary to secure and protect the confidentiality and integrity of DCPS Confidential Student Records, including procedures to (i) restrict access to such records as described in the "Confidentiality" (ii) establish user IDs and passwords as necessary to protect such records; (iii) protect all such user passwords from detection and unauthorized use; (iv) prevent hostile or unauthorized intrusion that could compromise confidentiality; (v) prevent and detect computer viruses from spreading to disks, attachments to e-mail, downloaded files, and documents generated by word processing and spreadsheet programs.

Employee Name _____ Employee Signature _____

Date _____

APPENDIX J

ACKNOWLEDGMENT OF RECEIPT OF EMPLOYEE HANDBOOK

The Employee Handbook contains important information about the Dickenson County Public Schools, and I understand that I should consult the Central Office Staff, or the DCPS policy manual posted on the website, regarding any questions not answered in the handbook.

Since the information, policies, and benefits described herein are subject to change at any time, I acknowledge that revisions to the handbook may occur. All such changes will generally be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the Dickenson County School Board has the ability to adopt any revisions to the policies in this handbook.

Furthermore, I understand that this handbook is neither a contract of employment nor a legally-binding agreement. I have had an opportunity to read the handbook, and I understand that I may ask my supervisor or any employee of the DCPS Central Office any questions I might have concerning the handbook. I accept the terms of the handbook. I also understand that it is my responsibility to comply with the policies contained in this handbook, and any revisions made to it. I further agree that if I remain with the Dickenson County Public Schools following any modifications to the handbook, I thereby accept and agree to such changes.

I have received a copy of the Dickenson County Public Schools Employee Handbook on the date listed below. I understand that I am expected to read the entire handbook. Additionally, I will sign the two copies of this Acknowledgment of Receipt, retain one copy for myself, and return one copy to the Dickenson County Public Schools representative listed below. I understand that this form will be retained in my personnel file.

Employee Signature

Date

****Please return to Karen Martin, Director of Compliance or
Mark Mullins, Director of Personnel**

Dickenson County Public Schools**Communications/Organizational
Chart
2023-2024**