



Norfolk Public Schools

The cornerstone of a proudly diverse community



Guest Teacher Employee Handbook

Revised November 10, 2015

Important Notice

This Norfolk Public Schools Guest Teacher Employee Handbook represents a summary of the laws and regulations of the United States and the Commonwealth of Virginia, as well as the policies and regulations of the School Board of the City of Norfolk as they apply to the employees of the Norfolk Public Schools (NPS). It is a guide to such laws, policies, and regulations but does not replace them. Employees should always go directly to the sources for current, complete, and accurate statements of such laws, policies, and regulations. All statements concerning laws, policies, and regulations and procedures contained in this handbook may be modified, amended, or cancelled by NPS at any time, with or without notice. In the event of a contradiction between this handbook and any laws, policies, or regulations, including the policies and regulations of the School Board of the City of Norfolk, the exact laws, policies, and regulations shall prevail.

This handbook supersedes all prior handbooks as to the subjects addressed herein. This handbook is not a contract of employment and does not confer contractual rights, either expressed or implied, upon any officer or employee, nor does it guarantee employment for any period of time. All officers and employees of NPS are employed at-will, unless otherwise indicated by statute and by a written contract formed and executed pursuant to the statute. The names of the School Board members and the Superintendent as they occur anywhere within this manual are not signatures, and this handbook has not been *signed* as that term is used in the Virginia statute of frauds.

NPS does not discriminate against its officers, employees, or applicants for employment based upon race, color, religion, sex, national origin, age, sexual orientation, gender identity, or disability. NPS will make any reasonable effort to ensure that all officers, employees, and applicants receive equal opportunity in personnel matters, including recruiting, selection, training, placement, promotion, wages and benefits, transfers, terminations, and working conditions.

About Norfolk Public Schools

Norfolk Public Schools serves the City of Norfolk, the cultural and financial hub of southeastern Virginia. Home to the world's largest Navy base, Norfolk covers approximately 66 square miles with nearly a quarter-million citizens. The Hampton Roads metro area is home to approximately 1.5 million people.

Norfolk Public Schools includes 33 elementary, seven middle, and five high schools in addition to a variety of auxiliary facilities (early childhood centers, a career and technical center, and other support facilities) and serves more than 33,000 students. The school system employs approximately 6,300 staff members, including more than 2,600 teachers.

School Board Goals and Division Priorities

NPS is the cornerstone of a proudly diverse community. As such, we will:

- ensure full accreditation
- increase academic achievement of all students
- improve climate, safety, and attendance
- become a School Board of Distinction
- promote Norfolk Public Schools to reflect outstanding accomplishments of staff, teachers, and students
- develop and coordinate a capital improvement plan for facilities and technology to enhance teaching and learning
- attract, retain, and help to develop strong academic families and highly qualified teachers and staff

Mission

The mission of Norfolk Public Schools, the cornerstone of a proudly diverse community, is to ensure that all students maximize their academic potential, develop skills for lifelong learning, and are successful contributors to a global society, as distinguished by:

- courageous advocacy for all students
- family and community investment
- data-driven personalized learning
- strong and effective leadership teams
- shared responsibility for teaching and learning
- access to rigorous and rewarding college and career readiness opportunities

About Norfolk Public Schools

Strategies

- We will promote NPS as the cornerstone of our community's well-being.
- We will empower and facilitate meaningful family and community partnerships.
- We will relentlessly pursue engaged learning through high-quality instruction.
- We will host environments in which all individuals feel safe and secure.
- We will nurture a culture of excellence, equity, and justice through continuous improvement.

Parameters

- We will honor the worth and integrity of each person.
- We will not allow internal or external factors to adversely affect our pursuit of excellence.
- We will demand the best of everyone.
- We will respect community input.
- We will make our decisions with careful regard for research and evidence-based best practice.

Objectives

- All students pass local, state, and national assessments at levels which meet and are continuously progressing toward exceeding established standards.
- All students identify their dreams and have no limits in the pursuit of their fullest potential.
- All of our students graduate and succeed in their endeavors in higher education, the workforce, and/or the community.
- All of our students are responsible citizens, serve the community, and demonstrate the highest ethical standards.

Employment Requirements

In order to be considered for employment as a daily guest teacher by the Norfolk Public Schools, candidates must:

- be at least 18 years of age;
- possess a high school diploma or GED;
- have successfully completed at least 60 semester hours of college course work as verified through the submission of transcripts to the Department of Human Resources;
- ensure a *minimum* of two (2) professional references are submitted electronically to the Department of Human Resources;
- submit to a background investigation, to include fingerprinting and child abuse records check; and
- provide documentation of a valid, negative tuberculosis screening based upon the National Department of Public Health guidelines.

Note: References must include current supervisor, if employed, or most recent supervisor, if unemployed. In addition, references are required from *all* school employment. Additional references may be requested at the discretion of the Department of Human Resources to verify satisfactory work history.

All daily guest teachers are expected to accept regular assignments, **defined as a minimum of five (5) assignments per month.**

If a daily guest teacher expects to be unavailable for an extended period of time, he or she should inform the Subfinder system through the online date range menu (see: Procedures for Securing an Assignment).

If a daily guest teacher has not indicated that he or she will be unavailable through this procedure *and* fails to accept a minimum of five assignments per month, he or she will be terminated as a daily guest teacher for the remainder of the year. The terminated daily guest teacher may elect to apply through the usual application process the following school year. Rehire is not guaranteed.

The Application Process

Apply

Visit <https://muniss.nps.k12.va.us/MSS/employmentopportunities/default.aspx>. Scroll to the daily guest teacher posting. Click [Apply](#). Complete the application per the directions on the screen.

Note: As part of the online application process, all applicants must electronically submit a résumé, a transcript for all completed college course work, and the names and contact information of at least two professional references.

Attend

All applications are reviewed by a Human Resources Generalist. **Applicants who are selected to move forward in the process** will receive a telephone call and/or e-mail to schedule a new hire appointment and orientation. Applicants should expect this appointment to be approximately three hours in length, with an additional time requirement for fingerprinting. Both fingerprinting and tuberculosis screening costs are the responsibility of the applicant. Applicants who are not selected to move forward in the process will receive a letter via U.S. mail. All decisions are final.

The applicant should come to the appointment prepared with the following:

- Two valid, non-expired forms of ID (i.e. driver's license/Social Security card) or a valid, non-expired U.S. Passport;
- A voided check, if the applicant desires direct deposit;
- Proof of a TB test or screening within the past calendar year; and
- \$20 to pay for fingerprinting (non-refundable).

Activate

Background investigation results, to include fingerprinting and a child abuse records check, are reviewed by a Human Resources Generalist. Applicants who are selected for hire will receive a telephone call and/or e-mail containing SubFinder activation information. Applicants who are not selected to move forward in the process will receive a letter via U.S. mail. All decisions are final.

The new hire may now seek and accept assignments through the Subfinder system.

Works Hours and Attendance

Work Hours

Daily guest teachers adhere to the schedule of the specific school assignment. The school day will not exceed 7.33 hours.

Work Hours Restriction

Effective July 1, 2013, part-time employees of Norfolk Public Schools may **not** work more than **29 hours per week** in any capacity. As part of the new hire paperwork, all applicants are required to sign a statement asserting that the applicant has both read and understands this restriction.

Attendance

All daily guest teachers are expected to accept regular assignments, **defined as a minimum of five (5) assignments per month.**

If a daily guest teacher expects to be unavailable for an extended period of time, he or she should inform the Subfinder system through the online date range menu (see: Procedures for Securing an Assignment).

If a daily guest teacher has not indicated that he or she will be unavailable through this procedure *and* fails to accept a minimum of five assignments per month, he or she will be terminated as a daily guest teacher for the remainder of the year. The terminated daily guest teacher may elect to apply through the usual application process the following school year. Rehire is not guaranteed.

No Shows

Daily guest teachers are expected to report to all assignments he or she accepts. Failure to report to the assignment and complete the requirements of the assignment will result in “no show” status. If a daily guest teacher is deemed to be a “no show,” the Department of Human Resources will restrict the daily guest teacher from accepting further assignments until contact is made with our office and a reason for the “no show” is provided. The daily guest teacher is reminded that this temporary employment may be terminated at any time by either party, and no reason needs to be provided by the party terminating employment.

Tardiness

Daily guest teachers are expected to adhere to the assignment hours. Tardiness is unacceptable. The daily guest teacher is reminded that this temporary employment may be terminated at any time by either party, and no reason needs to be provided by the party terminating employment.

Pay

Daily Rate of Pay

As part of the new hire paperwork, all applicants are required to sign a Daily Guest Teacher Memorandum of Understanding (MOU). This MOU states that the daily rate of pay is **\$82.00 per full teaching day**. All part-time employees are paid only for actual hours worked. Therefore, partial days are paid by the hour. All hours are verified via the appropriate school-based personnel.

Pay Schedule

Norfolk Public Schools employees are paid on a bi-weekly schedule.

Method of Payment

Norfolk Public Schools employees have two options for payment: a) direct deposit, and b) Skylight debit card. As part of the new hire paperwork, all applicants are required to either provide direct deposit account information or enroll in the Skylight debit card option.

Accessing Employee Self-Service

Norfolk Public Schools employees may access Employee Self-Service by visiting <https://munisss.nps.k12.va.us/MSS/login.aspx>. Please log in using the following credentials:

- a. USERNAME: **FIRSTINITIALLASTNAMEEMPLOYEEIDNUMBER** (i.e. jdoe12345)
- b. PASSWORD: If the employee is logging in for the first time, your password will be the last four digits of your Social Security Number. The system will then require you to create a password. If this is *not* the first time you are logging in to ESS, please use the password you previously created. If you have forgotten your password, please click the “Forgot Your Password?” link.

Work Locations

Norfolk Public Schools consists of 33 elementary schools, two early childhood centers, seven middle schools, and five high schools. The names, addresses, and hours of these locations follow.

School Type	Name	Phone Number (Area Code: 757)	Street Address (City: Norfolk)	Student Hours
High	Booker T. Washington	628-3575	1111 Park Ave. 23504	7:25 a.m.—2:05 p.m.
High	Granby	451-4110	7101 Granby St. 23505	7:25 a.m.—2:05 p.m.
High	Lake Taylor	892-3200	1384 Kempsville Rd. 23502	7:25 a.m.—2:05 p.m.
High	Maury	628-3344	322 Shirley Ave. 23517	7:25 a.m.—2:05 p.m.
High	Norview	852-4500	6501 Chesapeake Blvd. 23513	7:25 a.m.—2:05 p.m.
3-8	Academy for Discovery at Lakewood	628-2477	1701 Alsace Ave. 23509	8:15 a.m.—2:45 p.m.
Middle	AOIS at Rosemont	852-4610	1330 Branch Rd. 23513	8:15 a.m.—2:45 p.m.
Middle	Azalea Gardens	531-3000	7721 Azalea Garden Rd. 23518	8:15 a.m.—2:45 p.m.
Middle	Blair	628-2400	730 Spotswood Ave. 23517	8:15 a.m.—2:45 p.m.
Middle	Lake Taylor	892-3230	1380 Kempsville Rd. 23502	8:15 a.m.—2:45 p.m.
Middle	Northside	531-3150	8720 Granby St. 23503	8:15 a.m.—2:45 p.m.
Middle	Norview	852-4600	6325 Sewells Point Rd. 23513	8:15 a.m.—2:45 p.m.
Middle	Ruffner	628-2466	601 May Ave. 23504	8:15 a.m.—2:45 p.m.
K-8	Crossroads	531-3050	8021 Old Ocean View Rd. 23518	8:15 a.m.—2:45 p.m.
K-8	Ghent	628-2565	200 Shirley Ave. 23517	8:15 a.m.—2:45 p.m.
Elementary	Bay View	531-3030	1434 Bay View Blvd. 23503	8:55 a.m.—3:20 p.m.
Elementary	Calcott	531-3039	137 Westmont Ave. 23503	9:30 a.m.—3:55 p.m.
Elementary	Camp Allen	451-4170	501 C Street. 23505	8:55 a.m.—3:20 p.m.
Elementary	Campostella	494-3850	1106 Campostella Rd. 23523	9:30 a.m.—3:55 p.m.
Elementary	Chesterfield	628-2544	2915 Westminster Ave. 23504	9:30 a.m.—3:55 p.m.
Elementary	Coleman Place	852-4641	2450 Rush St. 23513	8:55 a.m.—3:20 p.m.
Elementary	Fairlawn	892-3260	1132 Wade St. 23502	9:30 a.m.—3:55 p.m.
Elementary	Granby	451-4150	7101 Newport Ave. 23505	8:55 a.m.—3:20 p.m.
Elementary	Ingleside	892-3270	976 Ingleside Rd. 23502	8:55 a.m.—3:20 p.m.
Elementary	Jacox	628-2433	1300 Marshall Ave. 23504	9:30 a.m.—3:55 p.m.
Elementary	Larchmont	451-4180	1145 Bolling Ave. 23508	8:55 a.m.—3:20 p.m.
Elementary	Larrymore	531-3070	7600 Halprin Dr. 23518	9:30 a.m.—3:55 p.m.
Elementary	Lindenwood	628-2577	2700 Ludlow St. 23504	9:30 a.m.—3:55 p.m.
Elementary	Little Creek	531-3080	7900 Tarpon Pl. 23518	8:55 a.m.—3:20 p.m.
Elementary	Monroe	628-3500	520 West 29th St. 23508	9:30 a.m.—3:55 p.m.

Work Locations (Continued)

School Type	Name	Phone Number (Area Code: 757)	Street Address (City: Norfolk)	Student Hours
Elementary	Norview	852-4660	6401 Chesapeake Blvd. 23513	8:55 a.m.—3:20 p.m.
Elementary	Ocean View	531-3105	9501 Mason Creek Rd. 23503	9:30 a.m.—3:55 p.m.
Elementary	Oceanair	531-3095	600 Dudley Ave. 23503	8:55 a.m.—3:20 p.m.
Elementary	P. B. Young	628-2588	543 E. Olney Rd. 23510	9:30 a.m.—3:55 p.m.
Elementary	Poplar Halls	892-3280	5523 Pebble Ln. 23502	8:55 a.m.—3:20 p.m.
Elementary	Richard Bowling	628-2515	2861 E. Princess Anne Rd. 23504	9:30 a.m.—3:55 p.m.
Elementary	St. Helena	494-3884	903 S. Main St. 23523	8:55 a.m.—3:20 p.m.
Elementary	Sewells Point	451-4160	7928 Hampton Blvd. 23505	8:55 a.m.—3:20 p.m.
Elementary	Sherwood Forest	852-4550	3035 Sherwood Forest Ln. 23513	8:55 a.m.—3:20 p.m.
Elementary	Suburban Park	531-3118	310 Thole St. 23505	8:55 a.m.—3:20 p.m.
Elementary	Tanners Creek	852-4555	1335 Longdale Dr. 23518	8:55 a.m.—3:20 p.m.
Elementary	Tarrallton	531-1800	2080 Tarrallton Dr. 23518	8:55 a.m.—3:20 p.m.
Elementary	Taylor	628-2525	1122 W. Princess Anne Rd. 23507	8:55 a.m.—3:20 p.m.
Elementary	Tidewater Park	628-2500	1045 E. Brambleton Ave. 23504	8:55 a.m.—3:20 p.m.
Elementary	Willard	628-2721	1511 Willow Wood Dr. 23509	8:55 a.m.—3:20 p.m.
Elementary	Willoughby	531-3126	9500 Fourth View St. 23503	8:55 a.m.—3:20 p.m.
Auxiliary	Berkley/Compostella ECC	494-3870	1530 Cypress St. 23523	9:30 a.m.—3:55 p.m.
Auxiliary	Easton Preschool	892-3290	6045 Curlew Dr. 23502	8:55 a.m.—3:20 p.m.
Auxiliary	Madison Alternative	628-3417	3700 Bowden Perry Rd. 23508	9:30 a.m.—3:55 p.m.
Auxiliary	NET Academy	892-3310	1309 Kempsville Rd. 23513	Contact School
Auxiliary	Norfolk Technical Center	892-3300	1330 N. Military Hwy. 23502	Contact School

Procedures for Securing an Assignment

Registration

All daily guest teachers *must* first register by telephone with the Subfinder system by dialing (757) 628-3490. The daily guest teacher should enter his or her Social Security Number followed by the # sign. The daily guest teacher will then be required to record his or her name.

No daily guest teacher will be offered an assignment prior to registration.

Automated Call System

Daily guest teachers are called by the automated Subfinder system between the hours of 5:30 a.m. to 12:00 p.m. and 4:00 p.m. to 9:30 p.m. These job offer calls are made Monday through Friday and on Sunday evenings. The guest teacher will be required to enter his or her PIN followed by the # key. The guest teacher should follow all prompts. The guest teacher should be prepared to record all details of any accepted job on his or her personal calendar, including the job number, location, report time, and any special instructions (i.e. itinerant teachers split between two schools; special location instructions; etc.).

Subfinder by Phone

Daily guest teachers may access Subfinder 24 hours a day via (757) 628-3490. The opening prompt follows.

- ◆ Press 1 to review current assignments.
- ◆ Press 2 to review available jobs.
- ◆ Press 3 to cancel a job.
- ◆ Press 4 to review personal information. *
- ◆ Press 5 to exit the Subfinder system.

* Please note that option 4 will allow the daily guest teacher to perform multiple actions, including: reviewing name, telephone number, days available; setting an unavailable date range; and setting a do not disturb range.

The guest teacher should follow all prompts. The guest teacher should be prepared to record all details of any accepted job on his or her personal calendar, including the job number, location, report time, and any special instructions (i.e. itinerant teachers split between two schools; special location instructions; etc.).

Procedures for Securing an Assignment

Subfinder Online

Once registered by telephone, daily guest teachers may access Subfinder 24 hours a day via <https://subfinder.nps.k12.va.us/wc2/>. **The site requires log-in information. The username is the individual's last name in all CAPITAL letters. The password is the individual's full Social Security Number with no spaces or dashes.**

The guest teacher should follow all prompts. The guest teacher should be prepared to record all details of any accepted job on his or her personal calendar, including the job number, location, report time, and any special instructions (i.e. itinerant teachers split between two schools; special location instructions; etc.).

Through a School Site

Daily guest teachers may schedule assignments through individual school sites. Should a principal, other administrator, or classroom teacher request a daily guest teacher to return for a specific date or date range, the daily guest teacher should make contact with the school office manager. The office manager will assist the daily guest teacher by inputting the job into the Subfinder system *or* by calling the Subfinder manager at (757) 628-3905. As with any job, the guest teacher should follow all prompts. The guest teacher should be prepared to record all details of any accepted job on his or her personal calendar, including the job number, location, report time, and any special instructions (i.e. itinerant teachers split between two schools; special location instructions; etc.).

Securing Your Assignment

It is the responsibility of the daily guest teacher to ensure that the job he or she has accepted has not been cancelled or changed before the assignment begins by calling the SubFinder office the morning of the assignment.

Procedures for Cancelling an Assignment

A daily guest teacher should accept only those jobs he or she is willing and able to fully fulfill. As such, both the telephone and online SubFinder systems will not permit daily guest teachers to cancel assignments with less than 12 hours of advance notice. For instance, if a job is set to begin at 8:00 a.m., the daily guest teacher must cancel the assignment no later than 7:59 p.m. the evening prior.

In cases of emergency or when cancellation 12 hours in advance is not feasible, the daily guest teacher is responsible for contacting the SubFinder operator at (757) 628-3905 beginning at 6:30 a.m. Monday through Friday. A reason for the cancellation will be requested and reviewed by a Human Resources Generalist.

No job should be cancelled after the job has started. For instance, notifying the SubFinder operator of a desired cancellation of an 8:00 a.m. job any time after 8:00 a.m. is unacceptable.

Excessive cancellations are unacceptable. The daily guest teacher is reminded that this temporary employment may be terminated at any time by either party, and no reason needs to be provided by the party terminating employment.

Subfinder by Phone

Daily guest teachers may access Subfinder 24 hours a day via (757) 628-3490. Press 3 to cancel a job at least 12 hours in advance.

Subfinder Online

Daily guest teachers may access Subfinder 24 hours a day via <https://subfinder.nps.k12.va.us/wc2/>. The site requires log-in information. The username is the individual's last name in all CAPITAL letters. The password is the individual's full Social Security Number with no spaces or dashes. Jobs may be cancelled through this system with at least 12 hours of advance notice.

Daily Procedures

The daily guest teacher should arrive to the school site on time, being mindful of the time it may take to park any personal vehicle and check-in with the school's main office. The assignment start time is the time the daily guest teacher is expected to be in the classroom with students. Be prepared to remain on-site for the duration of the assignment.

The daily guest teacher should report immediately to the school's main office. He or she should make contact with the office manager or designee to sign in. All part-time employees are required to sign in at arrival. Failure to sign in will result in payroll difficulties. Daily guest teachers are expected to sign in daily, even for multiple-day or long-term assignments.

After signing in, the daily guest teacher will be provided with a temporary identification badge. In addition, the daily guest teacher will be provided with information regarding the assignment, school schedule, and other information deemed pertinent by the school location. This information may include how to report attendance, manage disciplinary issues, seek academic assistance, and/or report for special duty assignments.

Once directed to the classroom, please locate any information left by the classroom teacher regarding the day's plan and/or activities. This information usually includes an attendance roster, lesson plan, classroom rules and procedures, seating charts, and/or any special information. The daily guest teacher should introduce him or herself to each class for which he or she is responsible and follow the teacher's plan for the day. If during the day the daily guest teacher experiences difficulties with classroom management that he or she feels ill-equipped to address, the daily guest teacher should contact the principal, dean, or other designee. In addition, the daily guest teacher must immediately report all accidents, illnesses, emergencies, and/or other significant events to the principal, dean, or other designee.

At the close of the assignment, the daily guest teacher should ensure the classroom is left in the same or better condition as he or she found it, leave a note for the full-time classroom teacher, and report to the main office. He or she should make contact with the office manager or designee to return the temporary identification badge and sign out. All part-time employees are required to sign out at the end of the day or assignment. Failure to sign out will result in payroll difficulties.

Note: It is improper for a daily guest teacher to act in a manner that may be deemed unprofessional. Daily guest teachers are expected to conduct themselves according to the same standards required of full-time classroom teachers. As such, the daily guest teacher should:

- dress professionally (policy follows);
- refrain from conducting personal business during the instructional day;
- refrain from using cell phones or other electronic devices during the instructional day; and
- make every effort to continue the students' education by carrying out the lesson plan set forth by the teacher or designee.

Evaluation and Termination

While the performance of daily guest teachers may be informally evaluated, there is no legal requirement for any formal evaluation, whether in verbal or written form. Each guest teacher's performance will be informally reviewed at the conclusion of each school year prior to annual renewal offers being sent.

No detailed communication between any school and the Norfolk Public Schools Department of Human Resources is required to be shared with the daily guest teacher except at the sole discretion of the Department of Human Resources. However, the Department of Human Resources will notify the guest teacher in writing when a school requests for a guest teacher to be restricted from a specific school building. A general reason will be provided.

It is important to note that daily guest teacher employment may be terminated by either party, and no reason must be provided by the party terminating the employment. Daily guest teachers are not entitled to any annual or continuing contracts, sick leave or other benefits, or compensation associated with full-time, permanent employment.

Memorandum of Understanding

The following text is quoted directly from the Memorandum of Understanding for daily guest teachers that is signed as part of the annual Daily Guest Teacher appointment.

“This is to acknowledge that I may be temporarily employed as a day-to-day guest teacher by the School Board of the City of Norfolk. If temporarily employed, my assignment will begin whenever requested to substitute and will continue until further notice, but in no event beyond the end of school year **2015-2016**. I will be paid at the daily rate of **\$82.00 per teaching day**. I will be placed on the substitute payroll and will be paid biweekly. The normal deductions for withholding and Social Security, as required by law, will be made.

I understand and acknowledge that under this type of employment I have not been and will not be regularly employed as a teacher and that I have not been and will not be entitled to an annual or continuing contract, sick leave, or other benefits and pay associated with regular employment. I also understand that this agreement does not affect my ability to apply for a position as a regular teacher.

This temporary employment may be terminated at any time by either party, and no reason needs to be provided by the party terminating employment.”

Effect of Criminal Conviction

The following text is quoted directly from the Effect of Criminal Conviction: Policy GCDAZ document that is signed as part of the new hire appointment.

“The School Board of the City of Norfolk 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.

Norfolk Public Schools employees are expected to conduct themselves in such a manner that their actions will not adversely reflect on Norfolk Public Schools or fellow employees and will not adversely affect their ability to assume the full responsibility of their jobs. In furtherance of that policy, all Norfolk Public Schools employees shall notify his or her supervisor **within 24 hours** after they have been arrested or after any criminal charge has been filed against them. The employee shall immediately provide his or her supervisor a copy of any arrest warrant and/or any indictment that names him or her as a defendant. Additionally, the employee shall provide to the supervisor a copy of any applicable bail status and trial schedule. Furthermore, the employee shall provide to his or her supervisor the name, address, and telephone number of any lawyer representing him or her in the criminal matter. The employee shall promptly advise his or her supervisor of any change in his or her legal representation, change in trial date, change in bail status, or other matters that affect the employee's status in the criminal prosecution.

After the supervisor has been notified of an employee's arrest or criminal charge, he or she shall notify the Assistant Superintendent of Human Resources of the fact and known circumstances surrounding the arrest or charge.

Legal References: Code of Virginia, as amended, sections 18.2-251, 19.2-83.1, 19.2-389, 22.1-78, 22.1-296.1, 22.1-296.2, and 22.1-315.

Replaces: GCDA and GCDAA, which are combined with this policy.

Adopted: By the Norfolk School Board on December 19, 1996; revised June 22, 2000; revised June 18, 2003; revised June 16, 2004.”

Drug-Free Workplace Agreement

The following text is quoted directly from the Drug-Free Workplace Agreement that is signed as part of the new hire appointment.

“All employees will be required to undergo a drug test upon an offer of *contracted* employment. A person who refuses to consent to a drug and/or alcohol test, when requested, will be denied employment with Norfolk Public Schools. Contracted employees will be denied employment with Norfolk Public Schools if their initial positive test results are confirmed.

The Federal Drug-Free Workplace Act requires that we inform you that the unlawful manufacture, distribution, possession, or use of a controlled substance is prohibited in the workplace. The workplace consists of any Norfolk Public Schools property or any site where Norfolk Public Schools work is performed. Any employee who violates this prohibition will be subject to disciplinary action, up to and including discharge, and/or required to satisfactorily participate in a drug abuse assistance or rehabilitation program at the discretion of management. As a condition of employment, each employee must abide by the terms of this prohibition and notify his or her supervisor of any criminal drug statute conviction occurring in the workplace no later than five days after such conviction.

If you have any questions about this matter, please contact the Department of Human Resources.

I have read the above notice regarding Norfolk Public Schools' drug-free workplace regulations and drug testing policy.”

Corporal Punishment Policy

The following text is quoted directly from the Corporal Punishment Policy that is signed as part of the new hire appointment.

“Section 22.1-279.1 of the Virginia School Laws states as follows:

"No teacher, principal, or other person employed by a school board or employed in a school operated by the Commonwealth shall subject a student to corporal punishment. This prohibition of corporal punishment shall not be deemed to prevent (i) the use of incidental, minor, or reasonable physical contact or other actions designed to maintain order and control; (ii) the use of reasonable and necessary force to quell a disturbance or remove a student from the scene of a disturbance which threatens physical injury to a person or damage to property; (iii) the use of reasonable and necessary force to prevent a student from inflicting physical harm on himself; (iv) the use of reasonable and necessary force for self-defense or the defense of others; or (v) the use of reasonable and necessary force to obtain possession of a weapon or other dangerous objects or controlled substances or paraphernalia which are upon the person of the student or within his control.

In determining whether a person was acting within the exception provided in this section, due deference shall be given to reasonable judgement at the time of the event which were made by a teacher, principal, or other person employed by a school board or employed in a school operated by the Commonwealth.

For the purpose of this section, 'corporal punishment' means the inflict of, or causing infliction of, physical pain on a student as a means of discipline. The definition shall not include physical pain or discomfort caused by participation in an interscholastic sport, or participation in physical education or an extracurricular activity." (1989, c 287)

If you have any questions about this matter, please contact the Department of Human Resources at (757) 628-3905.

I have read the above notice regarding the law in the Commonwealth of Virginia concerning corporal punishment.”

Dress Standard for Employees

The following text is quoted directly from the Dress Standard for Employees: Policy GGZZ-R that is signed as part of the new hire appointment.

“The Norfolk Public School Board recognizes its employees as highly skilled professionals who have a unique role in the community as they interact with students, parents, and the community at large. Employees have a tremendous opportunity to set the tone and establish an environment which encourages learning and fosters respect for everyone. Employees are role models not only in their words and actions but also in their dress. The dress standard defines consistent parameters of employee dress and provides a basis for determining appropriateness in order to maintain dignity and garner respect from the students and the community.

The manner and dress of employees shall be business or business casual. Business casual means dressing professionally while looking relaxed. Responsibility for acceptable dress rests primarily with the employee. However, administrators and supervisors shall require acceptable dress on the part of all employees. The guidelines are applicable to all full-time and part-time employees as well as substitute (guest) employees, student teachers, college interns, and aides. Food service, school nurses, maintenance, custodial, and transportation personnel are expected to dress according to the guidelines established by their supervisors.

There may be some special circumstances that permit the relaxation of the dress standard. Employees shall dress appropriately for the activity of the moment. Some examples include but are not limited to: physical education teachers when teaching the physical education portion of the curriculum, art or other teachers when working with messy materials, teachers working in laboratory classes or shops with dangerous equipment or materials, spirit days, or other days for special occasions, field days, and field trips.

The following are examples of appropriate business casual attire from which the employee may choose:

Male Employees	Female Employees	All Employees
Suits/dress slacks Sport coat or blazer Sweaters/turtlenecks Dress shirt & tie Khaki slacks Collared polo shirt Shoes and socks/walking shoes	Dresses/skirts Blouses Sweaters/turtlenecks Suits (pants/skirt/dresses) Slacks/ capris Khaki slacks Shoes/walking shoes Denim skirts/dresses	Head covers and clothing that are required for religious purposes or to honor cultural traditions Special clothing/shoes for medical reasons

The following are examples of inappropriate attire:

Shorts; mini skirts; mini skorts; tops with thin straps unless covered by another top; tight fitting clothing; see-through, low cut, or revealing clothing; unkempt or torn clothing; jeans; overalls; tee shirts; leggings; sweat pants and athletic clothing; and rubber/plastic shoes/flip flops.

Tattoos and visible body piercing decorations must be covered. Administrators, at their discretion, may suspend portions of the dress standard and allow staff to wear attire that they deem appropriate for specific activities and/or events.

If the clothing fails to meet these standards as determined by the employee’s supervisor and Human Resources staff, the employee will be asked not to wear the inappropriate item to work again. If the problem persists, the employee may be sent home to change clothes and will receive a verbal warning for the first offense. Progressive disciplinary action will be applied if the dress standard violations continue.

No dress standard can cover all contingencies, so employees must exert a certain amount of judgment in their choice of work clothes. If you experience uncertainty, consult with your immediate supervisor (Reference: Regulation GG ZZ-R).”

Sexual Harassment Policy

The following text is quoted directly from the Acknowledgment of Norfolk Public Schools Sexual Harassment Policy GBMZA that is signed as part of the new hire appointment.

“Sexual Discrimination:

1. The School Board of the City of Norfolk hereby establishes a policy for, and the Superintendent shall implement procedures for, resolving complaints arising from alleged violations of Title IX of the Education Amendments of 1972 (P.L. 92-318) as amended (P.L. 93-568 and P.L. 94-482).
2. The Superintendent shall designate at least one employee to coordinate the efforts of the Norfolk Public Schools to comply with and carry out its responsibilities for implementing the law, including the investigation of any complaint of alleged noncompliance with the law or accompanying regulations.
3. The school system shall notify students, parents of students, and employees of the name, office address, and telephone number of the Title I specialist through the appropriate communication channels such as school handbooks, Norfolk Public Schools publications, etc.
4. The school system shall implement specific and continuing steps to notify students and parents that it does not discriminate on the basis of sex in educational programs and activities and that it is required by Title IX not to discriminate.
5. Procedures for making and resolving such complaints shall comply with all applicable federal and state laws and regulations.

Sexual Harassment:

1. It is the policy of the School Board of the City of Norfolk to maintain a working and learning environment for all its employees and students which provides for fair and equitable treatment, including freedom from sexual harassment. It is prohibited for School Board employees to form or pursue unprofessional social, sexual, or romantic relationships with minors or with Norfolk Public Schools' students of any age. It is further prohibited for any employee or student, male or female, to harass another employee or student by making unwelcome sexual advances or requests for sexual favors or engaging in other verbal or physical conduct of a sexual nature when (1) submission to or rejection of such conduct is used as a basis for employment or academic decisions affecting the employee or student; (2) such conduct creates an intimidating, hostile, or offensive working or learning environment; or (3) submission to such conduct is made either explicitly or implicitly a term or condition of the individual's employment or participation in school programs.
2. Any employee or student who believes that he or she has been subjected to sexual harassment should file a complaint of the alleged act immediately to the compliance officer. The compliance officer shall request that the complaint be in writing. Refusal to put the complaint in writing shall not preclude an investigation of the complaint. The complaint should state in detail the basis for the complaint, the name(s) of the person(s) involved, and the dates of any specific incident(s). A thorough investigation of all reported incidents to determine the nature and extent of any alleged sexual harassment will be undertaken immediately. The confidentiality of the reporting party will be observed provided it does not interfere with the investigation or with the ability to take corrective action.
3. False charges of sexual harassment shall be treated as a serious offense and those persons making false charges shall be subject to disciplinary action.
4. If the complaint is against the compliance officer, the complaint shall be filed with the Superintendent. If the complaint is against the Superintendent, the complaint shall be filed with the Chair of the School Board. The question of whether a particular action or incident is prohibited behavior requires a determination based on all the available facts in the matter. A written report shall be filed at the conclusion of any investigation of sexual harassment regardless of the outcome of that investigation. Any employee with knowledge of the occurrence of sexual harassment should notify the compliance officer.
5. Any administrator, teacher, other employee, or student who is found after appropriate investigation to have engaged in sexual harassment of another employee or student will be subject to disciplinary action appropriate to the offense from a warning up to expulsion or discharge.
6. Any individual filing a sexual harassment complaint is assured that he or she will be free from any retaliation for filing such a complaint. Retaliators will be subject to discipline up to and including expulsion or discharge. Retaliation against anyone reporting or thought to have reported sexual harassment behaviors is prohibited. Such retaliation shall be considered a separate and serious violation of this policy. An allegation of retaliation shall be investigated and, if founded, punished, independent of whether the original charge or informal complaint of sexual harassment is substantiated. Encouraging others to retaliate also violates this policy, and it will be treated in the same manner. “

Blood Borne Pathogen Safety Alert

The following text is quoted directly from the Blood Borne Pathogen Safety Alert that is signed as part of the new hire appointment.

“Exposure to human blood and other body fluids can be the modes by which the Human Immunodeficiency Virus (HIV), Hepatitis B Virus (HBV), and other diseases can be transmitted. HIV and HBV represent serious diseases for humans. The Acquired Immune Deficiency Syndrome (AIDS) is always fatal.

The Occupational Safety and Health Administration (OSHA) requires that persons who may come into contact with blood and other body fluids be aware of precautions they **must** observe to protect themselves against such exposures. Education personnel fall into this category as it is the policy of Norfolk Public Schools to make available to *all* staff training on universal precautions. Additionally, all staff have access to disposable gloves and approved disinfectant to decontaminate any blood or body fluid that is spilled. Of critical importance are the following:

1. If an employee is administering aid to a student or other building occupant who is injured or ill, he or she should **wear protective gloves** prior to making contact with the injured individual.
2. The employee should remain gloved while cleaning any spills. **Only** available **chlorine solutions** or current school board approved disinfectant should be used when cleaning spills. All contaminated materials, including gloves, should be disposed of in a common plastic trash bag. After disposal, the employee should wash his or her hands thoroughly.
3. All employees must **report any exposure** incident to the principal as soon as possible after the episode so that appropriate documentation and follow-up can be initiated to protect all individuals who may have been exposed.

In the event that a staff member's unprotected skin, clothing, or other mucous membrane (eyes, nose, mouth, etc.) comes into contact with blood or other body fluids, he or she will be provided the opportunity to be seen by a physician at no expense, but **immediate reporting** is essential for this process.

The safety of Norfolk Public Schools' students, faculty, staff, and visitors is of the utmost importance. Employees should exercise good judgment and control when observing any unsafe conditions that could lead to accidents.”

Teacher Education Programs

Many local and online programs are available to individuals who wish to explore the option of licensure with the Virginia Department of Education. Contact information for these programs is listed below. Any program tuition or related expenses will be the responsibility of the employee. Norfolk Public Schools does not necessarily endorse the programs named below and is only providing information to the employee regarding institutions with state-approved teacher certification programs.

Cambridge College

Leah C. Sechong
leah.sechong@cambridgecollege.edu
757-424-0333

Christopher Newport University

Dr. Marsha M. Sprague
msprague@cnu.edu
757-594-2319

College of William and Mary

Dr. Christopher Gareis
crgare@wm.edu
757-221-2319

Grand Canyon University

Lucretia Goodson
lgoodson@online.gcu.edu
1-877-222-4798

Hampton University

Dr. Charrita Danley
charrita.danley@hamptonu.edu
757-727-5793

Norfolk State University

Dr. Jean Braxton
jpbraxton@nsu.edu
757-823-8701

Teacher Education Programs (Continued)

Old Dominion University

Dr. Leigh Butler
lbutler@odu.edu
757-683-6448

Old Dominion University Career Switcher Program

Lisa Temple
ltemple@odu.edu
1-800-262-0009 or 757-683-4686
education.odu.edu/pcl

Regent University

Dr. Joan Johnson Hoskins
joanjoh@regent.edu
757-226-4136

Regent University Career Switcher Licensure Program

Kenyetta Veal
kenyvea@regent.edu
757-226-4873
www.regent.edu/careerswitcher

Teach Virginia

1-888-TEACHV-1
www.teachvirginia.org/plugin

University of Phoenix

Rabiya Duman-Trotter
rabiya.duman@phoenix.edu
1-800-783-0247

Virginia Wesleyan College

Dr. Karen A. Bosch
kabosch@vwc.edu
757-455-3403
www.vwc.edu

Contact Information

Maria Lourdes Mirador

Subfinder and Human Resources Assistant

mmirador@nps.k12.va.us

757-628-3905

Office Hours: 6:30 a.m. to 3:00 p.m.

Amanda R. Schilling, M.Ed.

Human Resources Generalist

aschilling@nps.k12.va.us

757-628-3905

Office Hours: 8:00 a.m. to 4:30 p.m.