




ARLINGTON PUBLIC SCHOOLS
Office of the Superintendent

NOT FOR DISTRIBUTION – BACKGROUND INFORMATION ONLY

MEMORANDUM

TO: All Administrators and Supervisors

FROM: Patrick K. Murphy, Superintendent 

SUBJECT: 2017-18 Opening Year Policies and Procedures Memo –**ACTION REQUIRED**

It is important to remind all staff members that School Board Policies (SBP) and Policy Implementation Procedures (PIP) are online at <http://www.apsva.us/school-board-policies/>.

You must share this information with all staff in your first meeting this year and document on your agenda for the meeting that information has been shared in the areas below. Please keep a roster of staff who have completed the review and understand the information outlined in these specific policies and procedures.

Please do not copy this memorandum and hand it directly to staff. Talking points on pages 2-11 are provided for your background information.

Topics to be Covered:

- Acceptable Use of Networked Electronic Resources, Internet Safety, Internet Filtering, Social Networking Sites, Computer and Cell Phone Use
- Child Protective Services (CPS)
- Concussion Training
- Confidentiality
- Distribution or Posting of Printed Materials in APS Schools and Buildings
- Emergency First Aid (EFA), Cardiopulmonary Resuscitation (CPR), and Use of Automated Defibrillators (AED)
- Employee Gifts Policy
- Epi-Pens in Schools
- Equal Employment Opportunity (EEO) principles
- Fair Labor Standards Act
- Family and Medical Leave
- FERPA: Family Educational Rights and Privacy Act (student records and confidentiality)
- FOIA: Virginia Freedom of Information Act Requests
- HIPAA (confidentiality of medical records)
- NewsCheck

Do Not Copy

- Recycling Program
- Retention of Records
- Safe, Drug Free and Smoke Free Environment
- Safety and Security
- Sexual Misconduct and Abuse
- Social Media Policy
- Student Bullying and Harassment
- Workplace Violence - Sexual Harassment/Discrimination/Bullying
- Tutoring for Pay
- 403(b)/457 Plans

Should there be questions about specific policies and procedures, feel free to contact the following staff members:

Policy #	Department/Office	Contact	Extension
20	Instruction	Tara Natrass	x6145
25	Student Services & Special Education	Tara Natrass	x 6007
30	Administration, Boundaries, & (25) Transfers/Discipline	Cintia Johnson	x6008
30	Printed Materials, Political Activity, & FOIA	Linda Erdos	x6005
35	Human Resources	Kristi Murphy	x6111
40	Finance & Management Services	Leslie Peterson	x7654
45	Information Services	Raj Adusumilli	x6142
50	Operations, Facilities & Equipment	John Chadwick	x6600

Below are talking points that may be helpful as you share this information with all faculty/staff.

Acceptable Use of Networked Electronic Resources, Internet Safety, Internet Filtering, Social Networking Sites, Computer and Cell Phone Use

APS has acceptable use policies and email etiquette policies with which all employees should become familiar. Under SBP 45-2, APS considers the safe and appropriate use of the Internet and networked resources to be essential to the safety and welfare of the school division. APS also supports the use and integration of technology to reach division goals.

- All users accessing school system electronic networked resources, including the Internet, are expected to use these resources for instructional purposes or to conduct business of the school division.
- All APS students and staff are prohibited from using the division's computer equipment and communication services for sending, receiving, viewing, or downloading illegal or inappropriate material via the Internet.
- Students are prohibited from accessing materials that APS deems to be harmful as defined in Virginia Code §18.2-372 dealing with obscenity.
- Under no circumstances may an employee use APS equipment to engage in any activity that is illegal or otherwise expressly prohibited, such as political activity or lobbying

Do Not

activity prohibited by law. All use shall be conducted in a thoughtful, considerate, responsible, and legal manner. This includes ensuring that student records are stored and accessed in accordance with APS policies.

- APS has implemented an Internet safety program to meet mandates of the Code of Virginia § 22.1-70.2 Chapter 52, and all students and staff members will receive instruction in Internet safety in areas such as personal safety, cyber bullying, cyber security, and intellectual freedom and copyright.

The Virginia law requires that APS filter its Internet services. APS has an informed process to evaluate sites and determine those sites to which access is permitted. It is not appropriate for employees to bypass those filters using APS issued or personal devices without prior approval. Access social networking services using the APS network for personal use, such as personal Facebook account, is prohibited. Any other personal use of APS equipment or the APS network must be irregular and negligible. As part of school/office-related duties, when using email employees must use their official school-provided email address when conducting APS business, including contacting students or parents. When using an APS email account, the content of the email should be related to Division matters and/or instructional issues. Sensitive or confidential information should not be exchanged via email. Cell phone use and texting in the classroom, during instructional time, or when students are present is not appropriate except in the case of an emergency. If family and friends need to contact you during work hours, please ask them to contact you through the office.

All employees are encouraged to familiarize themselves with safe Internet practices.

Child Protective Services (CPS)

SBP 25-1.11 Safety of Students and Child Abuse and Neglect – CPS states, “An abused or neglected child shall mean any child fewer than eighteen years of age whose parents or other person responsible for his care creates or inflicts, threatens to create or inflict, or allows to be created or inflicted upon such child a physical or mental injury by other than accidental means, or creates a substantial risk of death, disfigurement, impairment of bodily or mental functions; neglects or refuses to provide care necessary for his health; abandons such child; or commits or allows to be committed any sexual act upon a child in violation of law.”

Procedures for Reporting

- Any APS employee who observes evidence or has any suspicion of physical, sexual, or mental abuse or neglect of a child must report this to the school principal.
- If a staff member is involved, the principal/designee must report the incident immediately to the Assistant Superintendent, Human Resources, or designee. If a staff member is not involved, the principal must report the incident to the Assistant Superintendent, Administrative Services.
- A report must be filed immediately by the principal or designee with CPS. In reports that must involve the Police, the principal/designee must ask if CPS or the principal/designee needs to call the Arlington County Police.

Virginia Code §63.2-1509 states, “Any person required to file a report pursuant to this section who fails to do so as soon as possible, but no longer than 24 hours after having reason to suspect a reportable offense of child abuse or neglect, shall be fined not more than \$500 for the first failure and for any subsequent failure not less than \$1,000.”

Do Not

Concussion Training

Per PIP 25-3.5, the principal or his designee shall maintain a tracking system to document compliance with the annual concussion training for staff. Here's the link to watch the concussion video online: <http://bcove.me/v7rsxkbl>. Additional resources can be located on APS Blackboard under the class 'Concussion Training for APS Staff'.

Confidentiality

Staff members are required to treat all school and student information with the utmost confidentiality. Staff members with access to confidential, private or sensitive school and student information are not to divulge this information unless authorized to do so. *PIP 35-4.9 Disciplinary Action* states, "Employees shall conduct themselves in a manner that reflects positively on Arlington Public Schools." Maintaining confidentiality comports with this PIP.

Distribute via Peachjar or Posting Printed Materials in Schools

APS staff often receive requests from parents, friends, volunteers, partnerships, local organizations or community representatives to distribute information to staff, students or parents, or to post notices in schools or APS buildings about activities, opportunities or services in our community. School Board Policy 30-3.2 Printed Materials provides guidance on who can distribute materials and the process to follow for approval. In 2016, APS transitioned to a new email distribution system with a vendor called "Peachjar" to distribute backpack mail flyers. Each group pays a small fee to upload their flyer (which is less than the previous cost to print flyers). The Peachjar service sends an email to families with a link to the flyers and also automatically posts the flyer links on the school website and the APS app. All APS schools have a staff member who has been trained to upload newsletters or flyers about their own school or PTA activities. **ALL other requests** must be approved in advance by Linda Erdos in the Department of School & Community Relations. Therefore, all requests from individuals or community groups to distribute or post notices about non-school events must be referred to the Department of School & Community Relations for approval. For assistance or a copy of the distribution guidelines and procedures, call School & Community Relations at 703-228-6005.

Emergency First Aid (EFA), Cardiopulmonary Resuscitation (CPR), and Use of Automated Defibrillators (AED) for Licensure and Renewal

As communicated through [Superintendent's Memorandum No. 124](#), the Virginia General Assembly passed House Bill 2028 and Senate Bill 986 which requires personnel licensed by the Virginia Department of Education (VDOE) to complete training in emergency first aid, cardiopulmonary resuscitation, and the use of automated external defibrillators. APS has prepared a free online course and assessments to satisfy this licensure requirement on Blackboard. Allow approximately 4-5 hours to complete the training. The First Aid, CPR & AED training is eligible for 5 renewal points.

Epi-Pens in Schools

Pursuant to the Code of Virginia, Epi-Pens are provided to each school and program location for this purpose. Annually, designees at each school and a minimum of two staff are to be selected for training on Insulin, Glucagon and Epi-Pen administration.

[Please identify which staff members at school have received the appropriate training.]

Employee Gifts

APS' gift policy 40-1.14 allows employees to accept gifts valued at a total of \$100.00 or less during a school year from any one student, individual, family or organization, including PTAs and Booster organizations. Any single gift valued at more than \$100.00 or gifts totaling more

Do Not

than \$100.00 during a year must be returned to the giver. Additional details and FAQs are available in policy 40-1.14 Gifts to Employees.

Equal Employment Opportunity (EEO) Principles

PIP 35-4.4 Employee Relations – EEO states, “Employees and applicants for employment with the school system shall not have employment opportunities restricted, abridged or otherwise adversely affected on the basis of race, national origin, creed, color, religion, gender, age, economic status, sexual orientation, veteran status, pregnancy status, marital status, genetic information, gender identity or expression, and/or disability. Additionally, active recruitment designed to achieve pools of qualified applicants that are diverse shall occur on a continuing basis.” Please note that this was updated recently to include the new category, “gender identity or expression.”

Procedures for Reporting

- An employee who believes that she/he has been subjected to harassment or any other form of discrimination is to address those concerns with their immediate supervisor. Employees may also proceed by following procedures specified above in the Workplace Violence – Sexual Harassment/Discrimination/Bullying section. Employees will not be subjected to any type of retaliation for raising a complaint.
- An employee may also seek redress by filing a complaint with the Washington Area Office of the U.S. Equal Employment Opportunity Commission.

Fair Labor Standards Act (FLSA) - Overtime

PIP 35-8.2 Overtime states, “Overtime pay shall be paid to cover employees in accordance with the FLSA.” The FLSA establishes for covered employees overtime pay at a rate of not less than one and one-half the regular rate of pay after 40 hours of work in a workweek for nonexempt employees. There is no limit on the number of hours employees 16 years or older may work in any workweek.

Who is covered?

- As a general rule, all employees paid on E, P and T-scales and the Clerk of the School Board are exempt from FLSA and do not earn overtime.
- A, C, D, G, M and X-Scale employees and other employees whose positions have been determined nonexempt from the FLSA are covered by FLSA and eligible to earn overtime.

Procedures for Overtime

- Officials authorized by the Superintendent to approve overtime must ensure that except in cases of emergencies, overtime work is approved in advance.
- Covered employees must be paid for all hours they are “suffered or permitted” by their supervisors to work. This means you must have approval from your supervisor to work: early, late, during lunch or at any other time outside of your contract hours. This also includes reading/responding to emails outside of your work time.
- The official workweek for APS employees is Sunday to Saturday.
- Employees may be required to work overtime during emergency situations; otherwise, employees shall not be forced to work overtime.
- Teachers shall be compensated at their regular hourly rates (in one-half hour increments) for any meetings scheduled by administrators that last more than one hour beyond contract time, except for county-wide meetings for which high school work hours apply to all.

Do Not

Family and Medical Leave (FML)

SBP 35-5 FML provides that employees who have been employed with APS for at least one year and who worked at least 1,250 hours during the preceding 12 months are entitled to take up to 12 workweeks of paid or unpaid job-protected leave with maintenance of group health insurance, during any 12 month period, for:

- Birth or care of a newborn child;
- Placement and care of a child for adoption or foster care;
- Serious health condition of an employee or a spouse, child or parent; and
- Qualifying emergencies arising from a covered military member's National Guard or Reserve military service.

Twenty-six (26) workweeks of paid or unpaid job-protected leave may be taken during a single 12-month period to care for a covered service member with a serious injury or illness incurred in the line of duty.

- New this year: employees on Family and Medical Leave for the birth, adoption or foster care placement of a child may be eligible for two weeks' paid Parental Leave.

Procedure for Applying

- A FML request form must be completed 30 days prior to the effective date of the leave or as soon as practicable and submitted to the supervisor who will forward it to Human Resources. If a 30-day notice is not provided, a written explanation as to why the 30 days' notice could not be provided should accompany the leave request form.
- The Department of Labor (DOL) WH 380 Medical Care Verification Form, foster child placement or adoption information should be attached to the form.
- Requests for intermittent leave pursuant to the Family and Medical leave act should follow the same approval process, and schedule modifications should not be made on an *ad hoc* basis at the school or supervisory level.
- Family and Medical leave documentation is required any time any employee requests sick leave for a period of more than four days, regardless of whether the employee has enough paid sick leave to cover the time.

FERPA and Virginia Student RECORDS Act (student records and confidentiality)

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The following rights are covered under APS Policy and PIP 25-1.9 Privacy Rights and Regulations.

Rights and Procedures

- School officials shall have access to student records only for legitimate educational purposes and to carry out their responsibilities to each student.
- The release of student record information to others depends upon a written release from the parent/guardian, student 18 years old or over, or legally emancipated minor. Under certain circumstances and applicable laws, information may be released to other agencies, such as Child Protective Services, without parent permission.
- Parents have the right to inspect, review, and confirm the accuracy of the student's educational record. They may seek to amend their child's records believed to be inaccurate or misleading through approval of the Office of Student Services.
- Parents have a right to file a complaint regarding records violations with the U.S. Department of Education.

- Parents or guardians have a right to obtain a copy of the student record policy of the school district. This information is summarized annually in the APS Handbook.
- Parents have a right to request complete copies of all educational information in their child's file. APS typically does not charge for copies requested within reasonable time frames. Repeated requests for copies of the same record may result in a charge. Please contact the APS Office of Pupil Services if you have questions.
- Federal law requires that the school district comply with parent requests for access to records within 45 days or less. The district would also include requests for copying records within this timeline as well. It is in rare instances that it should take this length of time.

FOIA: Virginia Freedom of Information Act (FOIA) Requests

The Virginia Freedom of Information Act (FOIA) is a state law that ensures that citizens of the Commonwealth of Virginia have “ready access to records in the custody of public officials and free entry to meetings of public bodies wherein the business of the people being transacted.”

“Records” include all printed documents, emails, videos and electronic files created by staff or documents that reflect the work of the school division. This means minutes and documents from most meetings as well as all APS official records are subject to public scrutiny with the exception of:

- Scholastic records and personnel records containing information concerning identifiable individuals;
- Writings protected by the attorney-client privilege or the attorney work product doctrine;
- Tests and examinations (subject to certain qualifications); and
- Vendor proprietary information software.

There are many other exceptions listed in the State Code.

The Freedom of Information Act applies to requests from businesses or residents in the Commonwealth of Virginia or from media representatives. The Act requires APS to produce only those documents (in any form) that already exist. This includes documents that are in the computer (either home or APS) if it deals with the business of the school division. FOIA does not require APS to create a document, nor does it require APS to provide information that is not in any document.

Requests must be responded to within five working days, so please forward immediately. The law authorizes the Arlington Public Schools to charge the costs of total staff time for searching and copying.

All requests for documents that require more than 15 minutes of staff time should be referred **immediately** to the Assistant Superintendent, School and Community Relations, for appropriate charges and handling. In addition, the Assistant Superintendent, School and Community Relations is available to assist all school administrators and staff to determine appropriate actions required to ensure that APS complies with the Act.

HIPAA (confidentiality of medical records)

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) Privacy Rule protects the privacy of individually identifiable health records.

Do Not

Procedure for Implementation

Any questions related to the sharing or maintenance of information related to student medical information should be directed to the Office of Student Services (x6058) or the Arlington County School Health Bureau Chief at 703-228-1657.

All employee medical information should be directed to either the Employee Assistance Program or Human Resources, depending upon the situation. Call Human Resources to determine as appropriate.

NewsCheck

Employees are asked to be sure to read NewsCheck on a regular basis – it is the primary vehicle that APS departments use to communicate changes to policies, procedures, benefits and other information that you need to know. A voicemail reminder comes from the Superintendent each morning before publication, and all copies are archived online at www.apsva.us/newscheck if you miss an issue.

APS Recycling Program

APS Goes Green but not without your help. The success of the APS Recycling Program depends greatly on involvement and participation by all staff, students, and visitors. Every year we ask for a volunteer to serve as a Recycling Coordinator at each school/site. If you have an interest in or passion for the health of the environment, you could be the Champion for your school/building. Please check with your administrative team for details and how to get involved.

Retention of Records

The Virginia Public Records Act mandates that all documents created on our systems be retained for a specified period of time. The length of time depends on the type of document. It is the obligation of each employee to keep the documents, records and email that he or she generates. For guidance on how long records must be retained, please contact the following staff members.

- | | | |
|-----------------------|---|----------------------|
| • Finance | - | Endia Holmes (6125) |
| • Student Services | - | Laura Newton (6058) |
| • Human Resources | - | Ellen Kennedy (6103) |
| • Any Other Inquiries | - | Theresa Flynn (6083) |

Safe, Drug Free and Smoke Free Environment

SBP 25-1.11 Safety of Students and Child Abuse Neglect – Child Protective Services (CPS) states, “All students should have the right to learn in a safe and protective learning environment.”

SBP 30-5.1 No Smoking Policy states, “Smoking, chewing or any other use of tobacco products by staff, students and visitors is prohibited on APS property.” PIP 30-5.1 states that school property means all property owned, leased, rented or otherwise used by the school system, including, but not limited to interior portions of buildings, school grounds, athletic fields, school buses, other vehicles used to transport students, APS-owned vehicles that do not transport students, etc.

Safety and Security

The health and safety of our employees is paramount to the APS mission. As such, APS is launching an innovative safety campaign in 2016 called “You Matter.” Please look for the new safety programs on the APS website because You Matter More Than You Know.

Do Not

1. Keeping fit is easy when you add low-impact, cardio activities to your daily routine and swimming is a perfect exercise for heart health and muscle toning. Full time employees of APS may purchase 3, 6, and 12 months memberships to APS Swimming Pools at a 50% discount. Please visit this website for fee schedules and pool operating hours: <http://www.apsva.us//Domain/98>.
2. VACORP, the new APS workers compensation administrator, has provided an 18-minute safety training video designed specifically for school staff. All staff members are asked to view this video by November 1st.
 - a. The video can be viewed either during an all-staff meeting, or on your own [indicate whether it will be viewed at staff meeting].
 - b. Your administrator will maintain a list of staff members who watch the video. The list of attendees should be emailed to the APS Benefits Administrator, Christy Laschen, at Christy.Laschen@apsva.us.
 - c. The link to watch the video is: <http://safetyinschools.com/arlingtonschools/> After clicking the link, you will be prompted to enter a password. The password is arlington. It may take a minute or two for the video to load.
3. In compliance with the Virginia Code, every school has written school crisis, emergency management, and medical response plan.
4. MSDSONline provides 24-7 access to Safety Data Sheets (SDS), formerly Material Safety Data Sheets (MSDS), a database that lists hazardous materials with which staff may come into contact. The service also provides an 800 number for obtaining SDS in an emergency. The database contains a library for various APS departments and serves as a replacement for OSHA mandated posters on hazardous products used in our buildings. Libraries or "LOCATIONS" for Facilities and Operations, Science, Food Service, Physical Education, etc. and one for "Career, Technical, and Adult Education" have already been set up.

Safety Drills Requirements

The Virginia law now requires every public school to hold fire drills at least twice during the first 20 school days and monthly during the remainder of the school year. The bill also requires every public school to hold a lock-down drill at least twice during the first 20 school days of each school year and at least two additional lock-down drills during the remainder of the school year. Satisfying these mandates meets Virginia law and accreditation requirements.

Sexual Misconduct and Abuse (Must provide staff with a copy of School Board Policy 35-4.10 Guidelines for Prevention of Sexual Misconduct and Abuse)

School Board Policy (SBP) 35-4.10 responds to the Virginia Department of Education's recommended guidelines on sexual misconduct and abuse approved by the Board of Education on March 24, 2011. These guidelines are available for review on www.doe.virginia.gov/boe/guidance/.../prevent_sexual_misconductabuse.pdf.

Do Not

Social Media Policy

School Board Policy (SBP) 20-2.215 Acceptable Use of Social Media clarifies how and when social media sites may be used by APS staff to facilitate communication among groups of students or members of the school community to further the instructional program of APS.

- As required by the APS “Acceptable Use of Social Media” [Policy 20-2.215](#) and the corresponding [PIP 20-2.215](#), all social media sites used by APS schools and departments, as well as individual social media sites used by APS staff to share information about their work, must be registered ANNUALLY. Teachers who use social media with students or as part of the class should also fill this out and indicate this information on the corresponding class syllabus. Here is the link to this year’s form: <https://goo.gl/forms/w8UmgyQ0yXKAKuYO2>.
- APS requires, through its *SBP and PIP 42-2 Acceptable Use of Electronic Networked Resources and Internet Safety Acceptable Use* that the use of any electronic media by employees or students should at all times be professional in content and related to the students’ instructional program or school-sponsored extracurricular activities.
- *SBP 35-4.10 Prevention of Sexual Misconduct and Abuse* requires that: “Adults must restrict one-on-one, electronic communication with individual students to accounts, systems and platforms that are provided by and accessible to Arlington Public Schools.”

For more information or additional questions, contact the Office of School and Community Relations at x6005 for assistance.

Student Bullying and Harassment

SBP 25-1.17 Student Safety – Bullying/Harassment Prevention states that the school district is committed to creating a safe, caring, respectful learning environment for all students. Bullying or harassment of students, including bullying based on an actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, and mental, physical, or sensory disability, is strictly prohibited and will not be tolerated.

The school district’s anti-bullying policy applies to school buildings; school grounds; school-sponsored social events, trips and sporting events; and to buses and bus stops. Bullying which occurs off of school premises, including misuse or inappropriate use of technology (cyber bullying) is also prohibited and subject to school discipline when the order, safety or welfare of the school or its students is affected as a result of such out-of-school actions.

Procedures for Reporting

- Staff members should view bullying and sexual harassment seriously and intervene promptly when they see a student harassing another student.
- Ensure students know that inappropriate behaviors such as teasing, threatening, spreading rumors, gossiping, unwanted touching, name-calling, pushing, tripping and hitting will not be tolerated. Staff members that fail to intervene and report instances of bullying may be legally liable for failure to protect a student.
- The Office of Civil Rights requires that we document bullying incidents in three categories - by offender, victim and allegations. You will be required to make these reports in accordance with APS Policy & PIP 25-1.17, using a different form for each category:
 - *SCH-0037 - Reported Allegations of Harassment or Bullying*
 - *SCH-0038 - Students Reported to Have Been Harassed or Bullied*
 - *SCH-0039 - Students Disciplined for Harassment or Bullying*

Do Not

- Parents should be contacted within two days of the alleged incident with details of the allegation and how the school will resolve the issue. This should be done without violating the confidentiality of involved parties to the extent possible.
- Students who are victims of bullying should be referred to the school counselor for support.
- Students who bully are subject to disciplinary actions in accordance with school district policies and procedures related to bullying behaviors as specified in PIP 25-1.3 Discipline.
- Tolerance for gender identity/expression has been added to the bullying policy, and extends to permitting a transgender student to use the bathroom facility for the gender with which the student identifies.

Workplace Violence - Sex-Based Harassment/Discrimination/Bullying

SBP 35-4.3 Workplace Violence states, “The Arlington School Board is committed to providing, to the extent it reasonably can do so, a work environment that is safe, secure and free of harassment, threats, intimidation and violence. The APS will not tolerate threats or acts of violence committed by or against employees, students or members of the public while on school system property or while performing school system business at other locations. ‘Threats or acts of violence’ in this policy shall include conduct against persons or property that is sufficiently severe, offensive or intimidating to alter the conditions of APS employment, or to create a hostile, abusive or intimidating work or school environment for one or more APS employees, students or members of the public.”

PIP 35-4.4 Employee Relations – Equal Employment Opportunities states, “Employees have the right to a work atmosphere free from sex-based harassment from administrators, co-workers, peers, students, parents or other individuals. Unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment,
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
- Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile or offensive working environment.

Any dating and/or sexual advances between students and staff always are inappropriate and are prohibited.”

Procedures for Reporting

- Threats or acts of physical violence, discrimination and sex-based harassment should be reported to the building supervisor, principal or other administrator if the supervisor or principal is not available.
- An employee who believes that he/she has been subjected to discrimination may file an informal written complaint with the Assistant Superintendent, Administrative Services, who shall investigate the facts surrounding the alleged discrimination and make a written recommendation to the Superintendent.
- An employee may file a report with the Assistant Superintendent, Human Resources, or seek redress through the grievance procedure. However, any step of the grievance process shall be waived and the employee shall have the right to proceed to the next step if the administrator responsible for making the decision at that step is the person alleged by the employee to have discriminated against or sexually harassed the employee.

Do Not

- The Assistant Superintendent, Human Resources shall determine whether an investigation is needed and who will conduct the investigation.
- As appropriate, investigations into workplace violence incidents will be coordinated with staff from CPS and/or the Arlington County Police Department.
- When a supervisor suspects that an employee has work-related and/or personal problems that are affecting job performance, the supervisor should refer the employee to the Employee Assistance Program for counseling and support.

Violations of the workplace violence policy by an APS employee may lead to disciplinary action up to and including termination, in accordance with the Code of Virginia and School Board policy.

Tutoring for Pay

A teacher (to include speech pathologists, occupational therapists, physical therapists, psychologists, etc.) may not enter into private, paid tutoring arrangements with students assigned to their classes, caseloads or rosters. Individuals may not use school buildings to tutor students for pay. Teachers who are interested in tutoring after-hours must fill out a tutor profile card the Department of Instruction (Offices of Student Services and Special Education). Please refer to *Policy Implementation Procedure (PIP) 35-3.15 Employment Beyond Normal Workday and School Year* for additional information.

403(b) and 457(b) Plans

APS offers optional retirement savings accounts through two vendors: AXA Advisors/PlanMember and Lincoln Financial. Both 403(b) and 457(b) plans are available on a pre-tax or after-tax basis. The School Board will match contributions to 403(b)/457(b) plans up to the greater of 0.4% of your salary or \$240 per year. If you are interested in participating, you can contact the Benefits Administrator in the Human Resources Department.