



Employee Handbook

2025-2026

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The County School Board of York County, Virginia does not discriminate on the basis of color, national origin, sex, veteran status, disability, religion, gender, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Chief Human Resources Officer
302 Dare Road
Yorktown, VA 23692
(757) 898-0349

Our Mission

The mission of the York County School Division is to ensure every student is valued, supported, and challenged through learning experiences, which prepare them for a successful future.

Superintendent's Message



Dear Teachers and Staff Members,

Welcome to the York County School Division. We are pleased you have joined our team. This handbook provides all division employees with important information and references to School Board policies, regulations, and procedures that will pave the way for employees to have a successful year and work experience.

However, **the handbook is not a detailed description of all employment policies**, and the School Board retains the right to modify anything contained in this handbook at any time. Please be sure to take the time to review the policies, Superintendent's Regulations, and Standard Operating Procedures, which govern employee practices and conduct and are available on the York County School Division intranet, myYCSD.

Every employee contributes to the overall success of our students, and we must work together to ensure every student is valued, supported, and challenged through learning experiences, which prepare them for a successful future. I hope you find your employment with our division a rewarding and enjoyable experience.

Kind Regards,

Victor D. Shandor, Ed.D.

Division Superintendent

School Board Members



Mark Shafer
District 1



Zoran Pajevic
District 2



Kimberly Goodwin
District 3



James Richardson
District 4



Lynda Fairman
District 5

Policies and Regulations

Fair Labor Standards Act

The Fair Labor Standards Act (FLSA) is the primary federal wage and hour law governing covered employers. The FLSA contains provisions related to the following areas:

- Minimum wages
- Overtime
- Equal pay between the sexes
- Child labor

Exempt and Non-Exempt Employees

Under the FLSA, employees are classified as either exempt or non-exempt:

- Exempt employees are not entitled to overtime pay. They receive a salary intended to compensate for all work performed within a designated period, regardless of how many hours are required to complete the work. Exempt employees may also be required to fulfill duties given in excess of their normal work schedule when required to do so by the principal, division superintendent, or School Board.
- Non-exempt employees must be paid for all hours worked and are entitled to overtime pay.

- Overtime is paid at one and one-half times the employee's regular rate of pay for each hour worked over 40 hours in a workweek. All overtime must be pre-approved in writing by the employee's supervisor.
- Employees working two positions within the division will receive overtime pay at a blended rate. This rate is calculated as a weighted average of the different hourly rates earned in both positions. It ensures fair compensation for all hours worked over 40 in a workweek, regardless of which position the hours were worked in the "blended" rate, which is essentially an average of all the different rates earned, ensuring fair payment for all the hours worked over 40 in a week, regardless of which job was worked.

Definition of Hours Worked

Hours worked are defined as any hours an employee is required or permitted to work.

If the employer knows or has reason to believe that an employee is working, that time must be counted as work time.

The employer is responsible for exercising control over when work is performed. If the employer does not want work performed and does not intend to pay for the time, it must ensure that the work is not allowed or permitted.

(Example: working from home without approval or working through an unpaid meal break.)

Hiring

The York County School Board follows hiring practices that ensure all employment decisions, including recruitment, promotion, retention, dismissal, and transfer, are made without regard to race, color, religion, national origin, ancestry, political affiliation, sex, gender, age, marital status, genetic information, or disability.

Employee Leave

There are several categories of leave available to employees, refer to YCSD policy and relevant standard operating procedures.

Personal Leave

Personal Leave is available for employees who are benefit-eligible for sick leave. These employees receive three (3) days of paid personal leave annually.

At the end of the fiscal year, unused personal leave may accumulate in an individual personal leave account, which may hold up to five (5) personal leave days. No more than five (5) personal leave days may be used in the fiscal year. Any unused personal leave above that limit shall automatically convert to sick leave. A written request for this leave must be filed in advance with the school principal or immediate supervisor.

Personal leave may be used in 15-minute increments by non-exempt employees. For exempt employees and those requiring a substitute, leave is taken in 2-hour increments.

Sick Leave

Sick leave is available for benefit-eligible employees. It may be used for:

- The employee's own illness or medical appointments
- Illness or medical appointments for immediate family members
- Up to three (3) days for a death in the immediate family, including:
 - Brother/step-brother
 - Sister/step-sister
 - Mother-in-law/step mother-in-law
 - Father-in-law/step father-in-law
 - Son-in-law/step son-in-law
 - Daughter-in-law/ step daughter-in-law
 - Brother/ sister-in-law/ step brother/ sister-in-law
- Observance of a religious holiday not recognized on the school calendar.

Accrual:

Benefit-eligible employees earn sick leave at the rate of one

day per month, based on their scheduled workday hours and the number of months they are contracted to work.

- Full-time licensed employees on the teacher pay scale receive five (5) sick days in August and the remaining five (5) sick days in January.
- All other employees accrue their sick leave on the last day of each month.

Usage:

- Exempt 12-month employees may take sick leave in hourly increments.
- Non-exempt employees may take leave in 15-minute increments.
- Employees who require a substitute must take leave in whole-day or half-day increments only.

Example:

A food service worker who normally works five (5) hours per day would earn 5 hours of sick leave per month for ten (10) months.

Important Notes:

- Any employee absent for more than five consecutive workdays must apply for Family and Medical Leave Act (FMLA) coverage.
- VRS Hybrid employees may be eligible for short term disability benefits through the VA Retirement system.

Family and Medical Leave

Family and Medical Leave is available to all employees who have been employed by the division for at least 12 months and have worked a minimum of 1,250 hours during the preceding 12-month period.

Eligible employees may take up to 12 workweeks of unpaid leave during any rolling 12-month period for one or more of the following reasons:

- A serious health condition that makes the employee unable to perform essential job functions.
- The employee's own illness.
- To care for an immediate family member with an illness or serious health condition.
- The birth and care of a newborn child within the first year.
- The placement of a child with the employee for adoption or foster care.

Military Family Leave, including Exigency Leave and Leave for the Care of a Covered Service Member, is also available as outlined in Policy GCBD.

Accrued sick leave, annual leave, and/or personal leave shall be applied as part of the 12-week Family and Medical Leave allotment. Any portion of the leave not covered by available paid leave shall be treated as unpaid leave.

Leave may be taken consecutively or intermittently, subject to supervisor approval and supporting medical documentation.

Annual Leave

Annual Leave is earned by 12-month benefit-eligible employees and must be requested and approved in advance by the employee’s immediate supervisor or the Superintendent.

Per the Fair Labor Standards Act (FLSA):

- Exempt staff may use annual leave in two-hour increments.
- Non-exempt staff may use annual leave in 15-minute increments.

Annual leave is earned each month based on years of continuous service.

Years of Service	Days per Month	Days per Year
0–5 years	1.00	12 days
6–10 years	1.25	15 days
11–15 years	1.50	18 days
Over 15 years	2.00	24 days

Example: If you have worked with YCSD for 7 years, you earn 1.25 days of annual leave every month, resulting in 15 days of annual leave per year.

Leave Without Pay

Leave Without Pay refers to leave granted when an employee has exhausted all applicable leave options and is still unable to return to work. A written request for authorized leave without pay, must be submitted to the Division Superintendent or designee prior to the expiration of any previously authorized leave.

All School Division employees may apply for Leave Without Pay in accordance with this section. Employees may request either short-term or long-term leave without pay.

Short-Term Leave Without Pay

Short-term leave without pay is defined as any leave request not exceeding five (5) workdays and not covered under any other leave or annual option.

- Employees must submit a written request to the Division Superintendent or designee.
- The request should include the reason for the leave, along with the desired start date and anticipated return date.
- The Division Superintendent or designee has discretionary authority to approve or deny short-term leave without pay.

Long-Term Leave Without Pay

Long-term leave may be requested when an employee requires more than five (5) workdays of unpaid leave.

- Requests for long-term leave must be submitted in writing to the Division Superintendent or designee.
- The request must clearly state the purpose, proposed start date, and anticipated return date.

The Division Superintendent or designee has full discretion to grant or deny long-term leave requests. In doing so, the best interests of the building or department involved, as well as the overall needs of the School Division will be considered.

For complete information concerning Family and Medical Leave, refer to Policy GCBD, Superintendent's Regulation GCBD, and the Family and Medical Leave SOP. For procedures regarding other types of leave, consult Policy GCBD.

Open Door Policy

Superintendent Regulation GBD governs communication with an employee's immediate management and ascending chain of management. It provides that employees routinely have direct communication with their immediate supervisor.

When an employee wishes to bring a matter to the attention of a person above their immediate supervisor, there are implications for managerial and organizational efficiency and effectiveness. Routine matters should be, and will be, processed through the immediate supervisor to the supervisory level vested with the authority to decide the matter. Communications with the School Board are governed by Policy GBD.

Probationary Period

Licensed Employees hired on or after January 28, 2014, who are:

- New to the profession (first year of licensure experience),
- Transferring from another accredited Virginia school without having reached continuing contract status,
- Transferring from an out-of-state licensed employee position,
- Transferring from an unaccredited Virginia school,
- A Virginia licensed employee re-entering the profession after being inactive for more than two consecutive years, or
- former part-time licensed employees,

Enter a three-year probationary validation/evaluation cycle, beginning with their first year of full-time employment (100% contract for a minimum of 160 days). This probationary validation/evaluation period may be extended by up to two additional one-year probationary periods.

During the probationary validation/evaluation period, licensed employees are on annual contract status. Probationary status contracts are not offered beyond the fifth full year of full-time employment with the division.

**Licensed employees hired on or after January 28, 2014,
who:**

- have continuing contract status with another accredited Virginia school division when they transfer to York County, or
- had continuing contract status with a Virginia school division and are returning to the teaching profession after being inactive for two consecutive years or less, and are beginning their first year of full-time employment (minimum 160 days) with the division,

Enter a one-year probationary validation/evaluation period, which may be extended for up to one additional year.

Licensed employees in this group have one to two years to complete the validation process with the division. Probationary (non-continuing contract) status contracts are not offered to in-state experienced licensed employees beyond the second full year of full-time employment with the division.

Non-Licensed Employees

All non-licensed employees will be placed on a probationary period for the first 18 months of employment. A job description will be issued to each employee along with a copy of the appropriate evaluation tool for their position.

Evaluations will be completed annually.

Resignation

The Division Superintendent is authorized to approve employee resignations. All resignations must be submitted in writing.

Teachers

A teacher may resign after June 15 of any school year with the approval of the Division Superintendent. The teacher must request release from their contract at least two weeks in advance of the intended resignation date. The request must:

- Be submitted in writing, and
- State the reason for the resignation.

A teacher may withdraw their request to resign within one week of submission. After the one-week period, the Division Superintendent shall notify the York County School Board of the decision to accept or reject the resignation.

The School Board may, within two weeks, reverse the Division Superintendent's decision.

If the Board or the Division Superintendent declines to grant the request for release on the grounds of insufficient or unjustifiable cause and the teacher still breaches the contract, disciplinary action may be taken. This may include revocation of the teacher's license, pursuant to regulations set forth by the Virginia Board of Education.

All Other Employees

Employees other than teachers who wish to terminate their employment must provide at least ten (10) workdays' notice prior to their desired separation date. The Division Superintendent will inform the School Board of the resignation at its next regular meeting.

Additional Provisions

A supervisor may document and submit a verbal resignation if there is little likelihood that the employee will submit a written resignation.

The Division Superintendent has the authority to waive the two-week notice requirement when it is determined that doing so is in the best interest of the school division.

Procedures for Initiating an Investigation

The York County School Division (YCSO) is committed to ensuring a fair, thorough, and impartial investigation process when reviewing allegations of policy violations.

Staff, student, and third-party violations should be reported to the school or department in which they occurred. If the administrator or supervisor is unable to resolve the issue between the complainant and the respondent, a Request for Investigation Form should be completed and submitted through YCSO's Let's Talk platform.

All reports are treated as confidential and must be free from retaliation.

Title IX: Discrimination and Sexual Harassment

Pursuant to Title IX of the Education Amendments of 1972:

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”

In line with this federal mandate, the York County School Board is committed to providing a work environment free from sexual harassment or gender-based discrimination.

Discrimination and sexual harassment are governed by the provisions of Policy GBA/JFHA (*see Appendices A & B*).

The School Board is committed to ensuring a positive and equitable work environment for all employees, regardless of gender.

Protecting students from such misconduct is a division priority. All division personnel are obligated to observe professional boundaries in their interaction and communication with students. The division remains firmly committed to safeguarding students from sexual abuse, misconduct, and harassment.

The York County School Division expects all staff, including the Division Superintendent, School Board members, teachers, other employees, virtual program staff, school volunteers, and vendors providing services to the division or its students to model appropriate conduct and behavior for students.

It shall be a violation of division policy for any employee, teacher, administrator, school personnel, agent, volunteer, or third party subject to School Board authority to harass or discriminate against another employee or student based on sex.

Acts of sexual harassment or inappropriate employee-student or student-peer relations are strictly prohibited, including but not limited to conduct occurring:

- On school-sponsored transportation.
- During after-school activities.
- At school-related events such as sporting competitions, field trips, or social functions.

Any school personnel who suspect that a student or staff member may have been subjected to harassment, including concerns related to sexual harassment or boundary violations, must immediately report the matter to their administrator or supervisor. The administrator/supervisor will then notify the division's Compliance Officers.

Title IX Coordinator

Chief Human Resources Officer

302 Dare Road
Yorktown, VA 23692
(757) 898-0349
dreitz@ycsd.york.va.us

Reporting and complaints related to harassment or discriminatory behavior will be investigated and addressed in accordance with Policy GBA.

Workplace Confidentiality

It is the expectation that all employees will always abide by confidentiality. This includes maintaining the privacy of sensitive information shared while performing job duties.

Employees are expected to handle all matters discreetly and avoid discussing confidential information with unauthorized individuals, whether inside or outside the organization.

Superintendent’s Regulation GA-1 applies to all administrative office employees and outlines specific guidelines for maintaining workplace confidentiality.

Staff Conduct and Responsibilities

All employees have a responsibility to be aware of and abide by all laws, School Board policies and administrative regulations, which affect their work in the division. The School Board expects employees to conduct themselves in a professional and ethical manner. The School Board shall define “professional and ethical manner” as required by facts and circumstances. The teacher will be responsible for leading children and youth to desirable patterns of conduct and behavior. The practice of exemplary conduct in all personal, social, and professional affairs is expected of all employees.

Manner and dress will always be appropriate to the activity of the moment and will be such as to maintain dignity and respect. Standards of appropriate dress will be enforced by the building Administrator.

Any employee charged with a crime (Note: traffic citations, other than reckless driving and driving under the influence, are not crimes) must report the charge to their supervisor on the next workday following the charge or within 48 hours, whichever is the lesser amount of time.

Child Abuse and Neglect Reporting

Every employee of the division who, in their professional or official capacity, has reason to suspect that a child is an abused or neglected child, in compliance with the code of Virginia 63.2-1509 et. seq. shall immediately report the matter to:

- the local department of social services where the child resides or where the abuse or neglect is believed to have occurred.
- to the Virginia Department of Social Services' toll-free child abuse and neglect hotline; or
- to the person in charge of the school or department, or designee, who shall make the report forthwith.

Conflicts of Interest

School Board policy requires all employees to read and be familiar with the State and Local Government Conflict of Interest Act that applies to public school employees and officials. (See Appendix C of policy GAH).

Gifts to Employees

The State and Local Government Conflict of Interest Act defines and prohibits employees and their families from accepting personal gifts from any person, corporation, or entity engaged in business or financial services with the division.

Soliciting

No employee will solicit funds (or assistance from other staff members for non-school related activities) as a representative of a school or the division without the prior consent of the School Board.

Selling Within the Division

No employee will take advantage of their position in the division to promote or sell educational aids to division students or families.

Crowdfunding

Crowdfunding solicitations through sites such as GoFundMe and DonorsChoose require the explicit prior written approval of

the building principal. In lieu of other funding options, the division encourages teachers to work with the principal through the budget process for additional requests. As a general rule, crowdfunding methods for raising funds should only be considered after all other local budget options have been considered. In the rare event when principal written approval is secured, the use of crowdfunding must comply with the SOP for Acceptance of Gifts, Bequests, and Donations as well as Policy DGCY.

Social Media and Digital Communications

The York County School Division recognizes that, when used appropriately, digital communication tools are an effective way to engage students, staff, families, and members of the community. However, when used inappropriately, digital communications have the potential to be disruptive to the learning environment and can interfere with effective communication.

Professional Use

Employees are required to use a division-supported platform to communicate with students and families via email, telephone, and/or text messaging for professional use. Employees are strongly encouraged to use a division platform for teacher/club websites and/or online collaboration. Use of other platforms must be approved by the employee's supervisor, with the employee accepting all responsibility for meeting records retention and other legal requirements.

Employees must abide by the following guidelines:

- Always use appropriate language and tone.
- Refrain from speaking for the division outside the scope of the employee's job responsibility.
- Refrain from commenting, posting, or sharing information gained from employment with the school division.
- Limit digital communication with students to school business purposes only.
- Limit communications with families and students to school supported platforms.
- Comply with the Federal Education Rights and Privacy Act (FERPA), including student information and other confidential information.
- Refrain from use, sharing, reposting, and commenting on vulgar, obscene, derogatory, discriminatory, and sexually explicit material.
- Comply with all School Board Policies and Superintendent's Regulations.
- Respect copyright and fair use guidelines.

The School Board recognizes that employees retain the right to keep their personal interests and business separate from their duties and responsibilities as division employees. While the

division does not take a position on an employee's personal use of digital communication, employees do have a responsibility to serve as role models and leaders in our community and should conduct themselves in a manner consistent with that responsibility. Employees are expected to adhere to the following guidelines:

- Personal use must not interfere with job duties or otherwise be disruptive to the school environment or its operation.
- Employees should not communicate with students and/or families regarding information pertaining to their employment with the division that could be considered sensitive, confidential, or copyrighted, to which they have access because of their position with the division.
- Employees should not attempt to serve as a source of information on subjects outside the scope of the employee's job responsibility but may refer individuals to the appropriate department or online source for information.
- Employees should use caution when posting any comment and/or images that may reflect negatively on the employee's professional image and/or the division thereby creating a substantial disruption and/or interference with the division's effective and efficient operations.

- Employees may not utilize digital communications in a manner which would violate the division’s policies on privacy, confidentiality, harassment, and retaliation.

Additional information regarding employee use of social media and digital communication is found in Policy GAD and Superintendent’s Regulation GAD.

Controlled Substance Prohibitions

Smoking and Substance Abuse

No persons (staff, contractors, visitors) are permitted to use or distribute any tobacco or nicotine vapor product at any time, including during non-school hours, on school property, and at school-sponsored activities away from school grounds.

The possession and consumption of alcoholic beverages and contraband on School Board property is prohibited by the laws of the Commonwealth of Virginia (see Appendix E).

Use of Alcohol and Controlled Substances Prohibited

The use of alcohol or any controlled substance, or of any other substance to a degree to which renders the employee incapable of safely operating a motor vehicle while driving a bus or other commercial vehicle, or while performing any “safety sensitive function” with respect to such a vehicle is prohibited.

Required testing and prohibited conduct by bus drivers and other employees of the division who are required or permitted in connection with their employment to operate a commercial vehicle is covered in Policy GDQ (see Appendix E).

Drug and Alcohol Testing

The division has a drug and alcohol testing program for school bus drivers and other employees who are required to hold a commercial driver's license (CDL) by US Department of Transportation Regulators who perform safety sensitive functions as required by federal and state law and regulations per Policy GDQ (see Appendix D).

Furthermore, all employees suspected of being under the influence of alcohol and/or a controlled substance shall be directed to submit to a drug and/or alcohol test per Policy GBEC.

Essential Personnel

Essential personnel are defined as employees whose presence on the job is necessary to prevent or limit disruption of services. Those in essential positions are notified upon hire and must be available to work as required up to and during severe weather events.

Network Services/Internet Acceptable Use Policy/Division-Issued

Devices

Use of the York County School Division (YCSD) computer system, including the internet, is governed by policy. Use of network services and the internet is a privilege, not a right. There is no right of privacy nor an expectation of privacy for any activities conducted on any division computer system or network, including but not limited to email or content sent, received, and/or stored on any division system. This includes non-YCSD provided devices while connected to YCSD networks or computer resources. Division officials reserve the right to monitor and record all user activity. Should there be any evidence of violation of the Acceptable Use Policy (AUP), or any School Board Policy or regulation, or any local, state or federal law, Information Technology staff will provide such evidence to division administrators or to law enforcement officials, as appropriate, for disciplinary action and/or criminal prosecution.

YCSD utilizes the 1:1 program to deliver instruction to our students. The purpose of the 1:1 program is to promote the effective use of technology and improve learning outcomes for all students and teachers. YCSD designed this program to enhance student-learning experiences both inside and outside of our schools with a consistent delivery of high-quality educational experiences for all students and teachers. YCSD will provide a division-issued device, or employees may use

their own device if the appropriate instructional applications can be installed on the employee's personal device and they are approved in advance by the Director of Information Technology. Employees assume full responsibility for the use of personally owned devices on YCSD networks.

Network Services User Privileges

- Staff will have access to division-provided technology, including but not limited to computers, communication services, and the internet, for the purpose of conducting School Board business.
- Staff may access information from outside resources via the internet that facilitates or supports the business needs as well as learning and educational activities.
- Staff may download and transfer data files necessary and approved for business needs and instructional purposes over the network provided that such activity does not violate copyright or other laws, no fees are incurred, and/or no freeware, shareware, games or other executable files are placed on network stores.
- Staff may use division-provided technology for personal use under the following conditions:
 - Use cannot interfere with School Board business.
 - Use cannot generate any cost to the division.
 - Use cannot generate personal finance gain for the employee.

Network Services Use Restrictions

- Use will be for legal purposes only; division-provided technology may not be used to send, receive, create, view, or download illegal material. Transmission of any material in violation of federal or state regulation is prohibited and will be dealt with according to criminal statutes.
- Use will not disrupt or obstruct the division's computing environment. Examples include the intentional or inadvertent installation/download of malicious software (malware) whether the employee knows or should have known an action could disrupt the computing environment.
- Use of division-provided technology to access pornography and/or for instructions on making explosives is expressly prohibited.
- Staff members, students, and authorized users are prohibited from utilizing virtual private network (VPN) connections to access school division technology resources, systems, or networks.

Network Services User Responsibilities

- Staff will not share network account credentials with anyone including, but not limited to, a substitute employee, student teacher, or student. IT may reset your password to access your account, if necessary, to troubleshoot and resolve issues. In such cases, staff

should immediately reset password when the issue is resolved.

- Staff will always maintain the privacy and security of passwords and accounts. Reset your password immediately if you believe that it has been compromised.
- Staff will not attempt to learn another user's password, access another user's account, or impersonate another user on the network.
- Staff will not use the password used for their YCSD network account for any other account including, but not limited to, banking, shopping, social media, other email services, instructional web sites/resources, etc.
- Staff will respect the property of others. Staff will not access, modify, or delete any network files, documents, applications, or data files belonging to others.
- Staff members are prohibited from connecting any equipment to the school division's wired network infrastructure that supports data and voice systems without express written authorization from the Director of Information Technology or their designated representative. Data-connection prohibitions include but are not limited to computer workstations, laptops/notebooks/tablets, PCs, file servers, printers, scanners, network switches or hubs, routers, and all other wired devices. Voice connection prohibitions include but are not limited to analog telephones, VOIP (digital) telephones, FAX machines, and modems.

- Staff will utilize proper network and email etiquette. Harassment, discriminatory remarks, hate mail and threats, obscene or vulgar language, and conduct prohibited by School Board Policy, federal or state law are prohibited in email or other electronic communications. York County School Division email and electronic resources are for educational and official division business purposes only. All YCSD emails are archived by the division and may be reviewed at any time.
- Staff will properly use and care for all YCSD hardware and ancillary computer and network equipment.
- Staff are responsible for all content associated with the employee's network account and will ensure there is no inappropriate content, files, or emails sent or stored on the network.
- Staff may not install software on any division technology resource.
- Users will adhere to the Copyright Act of 1976 and the Fair Use provisions as related to education.
- Any staff member who gains access to inappropriate or undesirable internet content, becomes aware of a network or hardware security problem, or copyright or fair use infringement will immediately notify the Department of Information Technology.
- Staff who engage with the public via digital communication or social media will comply with all policies and regulations regarding such communications and

- Refrain from commenting on behalf of the division outside the scope of the employee's job responsibility.
- Always use appropriate language and tone.
- Limit digital communication with students to school-related purposes (except for employee-student relatives).
- Respect copyright and fair use guidelines.
- Comply with all School Board Policies and Superintendent's Regulations.
- Comply with data protection and compliance standards including but not limited to FERPA and Health Insurance Portability and Accountability Act (HIPAA).

YCSD will take precautions to restrict access to undesirable or inappropriate content using firewalls, filtering applications, and other security applications. Despite these efforts, division staff responsible for students will monitor all student computer/internet activity in classrooms, labs, libraries and any location students have computer/internet access and will pursue appropriate disciplinary actions based on the Student Conduct Code or criminal statutes as appropriate for any violations of the Student Acceptable Use Policy (AUP).

Violation of the AUP will result in disciplinary action including suspension of network privileges and possible termination of employment.

YCSD makes no warranties of any kind, expressed or implied, for the network services it provides. YCSD is not responsible for any damage users may incur, including loss of data due to delays, non-deliveries, equipment failures, or service interruptions.

Due to the vast, diverse, and unmanaged character of information published on the public internet, YCSD will not be responsible for the accuracy, nature or quality of information gathered or used from the public internet.

YCSD is not responsible for personal property used to access division hardware or networks or the internet or for any financial obligations resulting from the use of the public internet, YCSD networks or division resources.

Internet safety refers to the best practices and precautions users should observe to ensure personal safety and the safety of networks, personal information, and devices, such as:

- Safe practices online to protect personal safety.
- Safe practices online to limit security risks to private information and property.
- Safe practices online to protect personal and school division networks and information.

Employees are expected to follow all copyright laws. Piracy of software, music, movies, etc. is not tolerated. Duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC).

Cyberbullying

Cyberbullying is a form of bullying that includes, but is not limited to, using information and communication technologies, such as email, cell phone, text message, instant messaging, defamatory websites, or polling sites, to support deliberate, hostile behavior intended to harm others.

Cyberbullying using the YCSD network, YCSD instructional resources, YCSD technology software and hardware resources and/or other wireless communication devices on school grounds, on school property or at school-related activities will result in disciplinary action.

Cyberbullying that occurs off school grounds and/or does not include the use of YCSD network or computers may also result in disciplinary action if it causes or is likely to cause a substantial disruption to the school and/or learning environment (to include virtual learning environment) or violate the rights of students, staff, or teachers.

Employees should report acts of cyberbullying to their administrator immediately and preserve all evidence of the cyberbullying. Additional options include calling the YCSD Hotline at 757-890-5000, report online at yorkcountyschools.org/Reportit or Report It! on the YCSD Mobile App.

Division-Issued Devices

- Do not remove the YCSD asset tag placed on any division device. If you notice an issue with the asset tag, notify school staff immediately.
- Employees assume personal responsibility for all division-devices issued to them. YCSD highly recommends adding the device(s) to the employee's insurance coverage in case of loss or theft.
- It is important you know and understand the responsibilities employees accept when using division-issued devices. Although each device is checked out to an individual employee, division-issued devices are the property of YCSD. YCSD acceptable use policies require employees to use devices ethically, legally, and appropriately for learning and conducting official YCSD business. Employees who violate the rules are subject to disciplinary action.
- Do not leave your device unattended or unprotected in your vehicle or in a public place. If you must leave it unattended in a vehicle, make sure it is out of sight and the vehicle is locked.
- Never place a division-issued device on the floor.
- Protect your device from external factors that may cause damage to occur. These External factors include, but are not limited to food, liquids, extreme heat, or cold, other individuals (students, family members, etc.) and pets.

- Always have both hands on the device. Do not carry it by the screen/lid as this can damage the device.
- Use a dry soft cloth to clean the screen. If needed, use a slightly damp cloth with water to clean the screen. DO NOT use commercial cleaning products, ammonia-based cleaners, alcohol, or other solvents for cleaning. NEVER spray any cleaning chemicals directly onto the screen.
- If an employee requires a division-issued device for travel, be aware that any theft or damage during that travel is the employee's responsibility.

Technical Assistance/Damage/Theft/Loss of YCSD Devices

- Employees should contact the Help Desk at 757-898-0311 for support needed with technical assistance with a YCSD device.
- Employees should report any issues with their devices within 24 hours, or the next school business day for any damage, theft, or loss. Failure to report issues may result in financial or disciplinary action.
- Employees are responsible for the total cost of damaged, lost, or stolen devices at the discretion of the division.
- Lost/stolen devices will be disabled by IT. IT can re-enable the device, if recovered.
- If a device is stolen, employees must file a police report and provide a copy to the school.

- Lost/stolen devices can be due to negligence. Determination of negligence is at the discretion of YCSD. Loss or damage occurring as a result of determined negligence will result in financial costs to employees.
- Employees may request a review of any assessed damage costs.
- A power adapter will be provided with the device. Damaged power adapters from devices under warranty will be replaced under warranty but must be returned to the school. If any of these items are lost, stolen or the employee will be responsible for reporting this and paying to replace it.

Prohibited Actions

Employees are explicitly prohibited from performing or attempting to perform the following actions. Any of the following actions may lead to financial or disciplinary consequences:

- Use of unapproved third-party AC adapters on any YCSD devices. Damage may result and you will be liable. If you require a second AC adapter, please contact the Help Desk and we will provide the correct part information and quote if desired.
- Defacing division-issued equipment in any way. This includes, but is not limited to, marking, painting, drawing, or marring any surface of the devices. If employees carry the device in their own bag or sleeve,

they may decorate that personal bag or sleeve in any school approved manner.

- Using permanent stickers or additional markings on the devices, cases, batteries, power cords and chargers.

Personally Owned Devices, Email, and File Storage

- Technical support for personally owned devices will not be provided by YCSD technology staff.
- Personally owned devices should be secure/password or passcode protected.
- Employees may NOT load any student, personnel, or other sensitive data onto personally owned devices. Employees may store this information in Office 365, which is a secure method of storing YCSD data and information.
- Employees may not use personal email accounts or other local/external file or cloud storage services for the purpose of conducting official YCSD business. Any external email accounts, device storage, or cloud storage services become eligible for The Freedom of Information Act (FOIA) requests.
- YCSD is not responsible for theft or other damage resulting from the use of personally owned devices while on school property due to employee negligence. Should theft or damage occur not related to employee negligence, the employee must submit a claim to the YCSD Finance Department.

- YCSD recommends using YCSD-issued credentials for the operation of YCSD equipment and is not responsible for damages or losses resulting from the use of personal or privately obtained credentials such as Apple IDs with YCSD equipment or using YCSD-issued credentials on personally owned devices.
- Personally owned devices must have malware and up-to-date antivirus protection (if available); spreading viruses can result in access revocation, personnel, and/or legal action.
- Employees shall not connect any electronic device to the YCSD wired network via Ethernet cable nor shall they allow anyone else to without written permission from the Department of Information Technology Director or designee.

The purpose of the rules in this handbook is to educate users and promote safe, secure, and appropriate instructional collaboration and teamwork through the use of 1:1 devices, digital communication, and productivity tools.

Outside Employment

The division considers employment by the School Board to be the employee's primary job. The division expects peak performance on the job from its employees. Employees may accept outside employment if such employment does not interfere with or affect the quality of performance for which they were hired. Employees are required to report outside employment in accordance with procedures established by

the division superintendent using the Outside Employment Notification form HR-39.

Risk Management

Maintaining the health and safety of all staff and students is a number one priority for the Division. The Risk Management Department of the Division endeavors to protect public interest and prevent human and financial losses. Using safety programs, training and accident investigations, the department enforces safe work guidelines in order to reduce accidents and provide a safe environment for work and learning. The overall goal being to reduce accidents and prevent disruptions in operations and instruction.

Lock-Out/Tag-Out Program (for Machines and Equipment)

The division's lock-out/tag-out program is designed to ensure that employees are protected from the hazards of unexpected start up or release of stored energy. There are specific procedures for affixing appropriate lock-out or tag-out devices to isolate or disable machines or equipment to prevent energization, start up or release of stored energy.

This program has been developed to maintain compliance with Occupational Safety and Health Administration (OSHA) standard 1910.147, Control of Hazardous Energy. These instructions establish the minimum requirements for the lock-out or tag-out of energy isolating devices whenever

maintenance or servicing is performed on machines or equipment.

For complete information on Lock-Out/Tag-Out see the Superintendent's Regulation EU-9.

Safety Awareness

It is the objective of the division to give employees an awareness of the importance of safety and their responsibility for maintaining a safe and healthy work environment. It is also our goal to give an overview of workplace Safety Basics. The result should be more safety-conscious employees.

Safety is one of the most important parts of your job. We want our employees to have the understanding and knowledge needed to prevent accidents. Safety is more than specific procedures; it is a way of life.

Some reasons why safety has become so important are:

- Safety is the law. Almost every piece of equipment we operate, or any substance we use, is subject to government safety regulations.
- Safety procedures can protect you from injuries and eliminate possible exposure to hazardous substances.
- Safety requires a commitment from everyone in the division. One person acting in an unsafe manner can put many others at risk.
- Safety involves two things: specific actions and responsible thinking. It means learning about risks,

being alert to potential problems, and reacting intelligently and quickly when necessary.

For complete information on reporting safety and health concerns, see the Human Resources Standard Operating Procedure, “Reporting Safety and Health Concerns.”

Workers’ Compensation/Reporting Requirements’

Worker’s compensation is a no-fault compromise between employers and employees. The York County School Division will assume the cost of medical treatment and lost wages for a work-related injury or occupational illness/disease that is determined to be compensable in accordance with the Virginia Workers’ Compensation Act. It is the employee’s responsibility to report any accident immediately to their supervisor. Supervisors or their designee will complete the Employers’ First Report of Accident to be filed with the Accounting Analyst/Workers’ Compensation Coordinator.

Disciplinary Action

It is the policy of the School Board to discourage behavior that violates rules, policy, procedures, acceptable standards of ethical conduct, regulations and laws, or other intentional conduct that results in unacceptable performance. Disciplinary action is designed to be fair, just and in proportion to the seriousness of the violation. Supervisors are primarily

responsible for beginning the disciplinary process as situations that warrant discipline occur.

Behaviors warranting disciplinary measures include, but are not limited to, lying, cheating, stealing, disregard for work rules, willful failure to meet job standards, misusing position, improper use of School Board records, including personnel and payroll documents, conviction of a criminal offense, acts which place property or persons at risk of injury, and using or being under the influence of alcohol or drugs on the job or any of these acts in their various forms.

There are certain types of offenses which may result in severe discipline, including termination. Examples include, but are not limited to, falsification, sleeping on the job during working hours, refusal to comply with reasonable instructions from an authorized supervisor, theft, violation of established safety practices, tardiness, excessive absenteeism, and doing willful damage to School Board property or equipment. The preceding is intended as a guide for all employees with reference to disciplinary matters. The severity of the penalty will depend on the facts and circumstances of each instance.

Disciplinary action may result in:

1. Verbal Warning
2. Written Warning
3. Administrative Leave
4. Suspension
5. Dismissal

Employee Grievance Policy

Procedures for Adjusting Employee Grievances are handled in accordance with Policy GBM and/or the Permanent Non-Licensed Employee's Grievance Procedure, as appropriate (see Appendix A).

Benefits

YCSD offers a comprehensive and flexible range of employee benefit options designed to support the diverse needs of its workforce.

Eligible employees will enroll or waive health/vision, dental, legal resources, and flexible spending benefits within the first 14 days of employment utilizing the current Human Resource Management System. Employees will coordinate enrollment of supplemental benefits such as retirement savings plans, additional life insurance and flexible spending accounts directly with the vendors used to administer the benefit.

Full-time employees are eligible for the following benefits:

- Health Insurance Plan Coverage (includes vision) **
- Dental Insurance Plan Coverage **
- Flexible Spending Account (FSA) – for health and/or dependent care (does *not* require enrollment in a medical plan) **
- Health Savings Account (HSA) – must be enrolled in the High-Deductible Health Plan (HDHP) **
- Basic Life Insurance – employer-paid benefit; automatic enrollment begins on the first date of employment **
- Optional Life Insurance – available for self and dependents **
- Retirement Plan – Virginia Retirement System (VRS); automatic enrollment
- Virginia Local Disability Program – available to VRS Hybrid Plan participants only
- Long-Term Care Insurance
- Aflac Supplemental Insurance
- Legal Resources **
- Retirement Savings Plans – includes 403(b) and 457 plan contribution options.
- Employee Wellness & Mental Health Counseling

(**) are available for enrollment during the 14-day initial benefits election period or during annual open enrollment only.

Please note: Changes to benefit elections will not be honored unless the employee experiences a qualifying event. Otherwise, employees must wait until annual open enrollment begins to modify benefit elections. If an employee experiences a qualifying event, they have 14 days from that date to elect coverage, as well as provide documented proof of the qualifying event.

For additional information regarding benefits offered, please visit the divisions' benefits and compensation employee intranet page : [YCSD Benefits & Compensation](#)

Appendices

A. Procedures for Adjusting Employee Grievances

The York County School Board adopts the most recent version of Procedure for Adjusting Grievances promulgated by the Virginia Board of Education based on current statutory provisions.

However, grievances concerning dismissal or demotion of permanent non-licensed employees shall be adjusted pursuant to procedures promulgated by the division superintendent.

ADOPTED: January 27, 2014

REVISED: January 22, 2018, February 28, 2022

LEGAL REFERENCES: Code of Virginia, 1950, as amended, §§ 22.1-253.13:7. C.8, and 22.1 306 et seq. 8 VAC 20-90-10 through 8 VAC 20-90-80 and accompanying forms.

B. Prohibition Against Harassment and Retaliation

I. Policy Statement

The County School Board of York County, Virginia is committed to maintaining an educational environment and workplace that is free from harassment. In accordance with law, the Board prohibits harassment against students, employees, or others on the basis of sex, sexual orientation, gender, gender identity, race, color, national origin, disability, religion, ancestry, age, marital status, pregnancy, childbirth or related medical conditions, status as a veteran, genetic information, or any other characteristic protected by law or based on a belief that such characteristic exists (hereinafter referred to as *protected group status*) at school or any school-sponsored activity. The Board is an equal opportunity employer.

It is a violation of this policy for any student or school personnel to harass a student or school personnel based on protected group status at school or any school-sponsored activity. Further, it is a violation of this policy for any school personnel to tolerate harassment based on a student's or employee's protected group status at school or any school-

sponsored activity, by students, school personnel, or third parties participating in, observing, or otherwise engaged in school-sponsored activities.

For the purpose of this policy, school personnel include School Board members, school employees, agents, volunteers, contractors, or other persons subject to the supervision and control of the school division.

The school division shall:

- Promptly investigate all complaints, written or verbal, of harassment based on protected group status at school or any school-sponsored activity.
- Promptly take appropriate action to stop any harassment.
- Take appropriate action against any student or school personnel who violates this policy; and
- Take any other action reasonably calculated to end and prevent further harassment of school personnel or students.

II. Definitions

A. Harassment Based on Sex

Harassment based on sex consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication, which may include use of cell phones or the internet, of a sexual nature when:

- Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment or education.
- Submission to or rejection of the conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
- The conduct or communication substantially or unreasonably interferes with an individual's employment or education, or creates an intimidating, hostile, or offensive employment or educational environment.

Examples include:

- Unwelcome sexual physical contact
- Unwelcome ongoing or repeated sexual flirtation, propositions, or remarks
- Sexual slurs, leering, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions
- Graphic comments about an individual's body
- Sexual jokes, notes, stories, drawings, gestures, or pictures
- Spreading sexual rumors
- Touching an individual's body or clothes in a sexual way

- Displaying sexual objects, pictures, cartoons, or posters
- Impeding or blocking movement in a sexually intimidating manner
- Sexual violence
- Display of written materials, pictures, or electronic images
- Unwelcome acts of verbal, nonverbal, written, graphic, or physical conduct based on sex or sex stereotyping.

B. Harassment Based on Race, National Origin, Disability, or Religion

This type of harassment consists of physical or verbal conduct (which may include use of cell phones or the internet) relating to an individual's race, national origin, disability, or religion when the conduct:

- Creates an intimidating, hostile, or offensive working or educational environment.
- Substantially or unreasonably interferes with an individual's work or education; or
- Is sufficiently serious to limit an individual's employment opportunities or a student's ability to participate in or benefit from the education program.

Examples include:

- Graffiti containing racially offensive language.

- Name calling, jokes, or rumors.
- Physical acts of aggression against a person or their property based on their race, national origin, disability, or religion.
- Hostile acts based on another's race, national origin, disability, or religion.
- Written or graphic material that is posted or circulated, intimidating or threatening individuals based on their race, national origin, disability, or religion.

C. Additional Prohibited Behavior

Even if not unlawful, demeaning, or harmful actions are prohibited, particularly if directed at personal characteristics such as socioeconomic level, sexual orientation, gender identity, or perceived sexual orientation.

The division expects all personnel, including the superintendent, School Board, teachers, volunteers, and vendors, to model appropriate conduct. A safe, professional, and respectful climate is essential.

The division shall protect students from adult sexual misconduct by:

- Enforcing laws related to employee screening for barrier crimes and founded child abuse cases.
- Implementing and training staff on policies governing adult-student interaction.

- Establishing reporting channels and notifying law enforcement when necessary.
- Disclosing policy violations to future employers seeking references.
- Reporting resignations or dismissals due to abuse to the Virginia Department of Education.

Clear boundaries protect students and staff and reduce misunderstandings or false accusations. This policy supplements the division's broader harassment prevention policy.

The superintendent will implement regulations to address:

- Communication, physical contact, and social interaction between staff and students.
- Training and dissemination of this policy.
- Reporting suspected misconduct or abuse.
- Any other necessary topics to ensure enforcement.

III. Complaint Procedure

A. Formal Procedure

1. File Report

Any student or staff who believes they have been harassed based on a protected characteristic should report it to a compliance officer or any school personnel. Reports should be made as soon as possible—preferably within fifteen school days. Oral,

written, or form-based reports (GBA-F/JFHA-F) are accepted. The building principal must forward all reports to the compliance officer. Reports involving the principal or compliance officer must be sent to the superintendent. Confidentiality will be maintained as much as possible.

2. Investigation

Upon receipt of the report, the compliance officer will begin or authorize an investigation, to be completed within thirty school days unless additional time is needed. Written notice acknowledging receipt of the complaint will be sent to both parties. Interim measures may be taken to protect the complainant. Alleged criminal conduct may be referred to law enforcement or social services. Investigations may include interviews, review of evidence, and examination of documents. A written report will be submitted to the superintendent or School Board (if the superintendent is involved).

3. Action by Superintendent

Within 10 school days of receiving the investigation report, the superintendent will issue a written decision to both parties. If harassment is substantiated, corrective action will be taken. Regardless of outcome, training or counseling may still be recommended.

4. Appeal

If no harassment is found, the complainant may appeal to the School Board within five school days. The Board

must decide within thirty calendar days. If discipline was imposed, the accused may appeal through

standard procedures. Employees may alternatively use the employee grievance procedure.

Compliance Officer and Alternate Compliance Officer

The Chief Human Resources Officer serves as the primary compliance officer. The Director of Student Services serves as the alternate. Duties include:

- Receiving complaints
- Overseeing investigations
- Assessing training needs
- Providing related training
- Ensuring impartial and trained investigators conduct inquiries.

B. Informal Procedure

If both parties agree, complaints may be resolved informally with help from a counselor, teacher, or administrator. Either party may end the informal process and initiate the formal one at any time. Written notice will confirm the resolution and whether harassment occurred.

IV. Retaliation

Retaliation against students or staff who report harassment or participate in investigations is strictly prohibited. Offenders will

face appropriate consequences. The compliance officer will inform involved parties of how to report further issues.

V. Right to Alternative Complaint Procedure

Nothing in this policy limits an individual's right to pursue legal remedies, file with external agencies, or seek relief under state or federal law

VI. Prevention and Notice of Policy

Training to prevent harassment shall be included in:

- Employee and student orientations
- Employee in-service training

This policy must be:

1. Posted in each building.
2. Included in student and employee handbooks; and
3. Sent to parents within thirty calendar days of the school year start.

All students, families, and staff shall be notified annually of the compliance officers' names and contact information.

VII. False Charges

Knowingly making false harassment claims will result in disciplinary action and possible civil or criminal proceedings.

ADOPTED: January 27, 2014

REVISED: January 22, 2018; May 21, 2018; May 18, 2020;
January 25, 2021; February 28, 2022

LEGAL REFERENCES:

20 U.S.C. §§ 1681-1688; 29 U.S.C. § 794; 42 U.S.C. §§ 2000d-2000d-7; 42 U.S.C. §§ 2000e-2000e-17; 42 U.S.C. § 2000ff-1; 34 C.F.R. 106.9; Code of Virginia, 1950 as amended, §§ 2.2-3900, 2.2-3901, 2.2-3902.

CROSS REFERENCES:

- AC: Nondiscrimination
- AD: Educational Philosophy
- GAB/IIBEA: Acceptable Computer System Use
- GB: Equal Employment Opportunity/Nondiscrimination
- GBA-F/JFHA-F: Report of Harassment
- GBM: Professional Staff Grievances
- JB: Equal Educational Opportunities/Nondiscrimination
- JFC: Student Conduct
- GCPD: Professional Staff Discipline
- GAE/JHG: Child Abuse and Neglect Reporting

C. School Employee Conflict of Interests

A. Purpose

The State and Local Government Conflict of Interests Act (“the Act”) applies to public school employees and officials. The Act creates uniform standards of conduct for all public employees and officials. It defines and prohibits inappropriate conflicts of interest and requires disclosure of economic interests in some circumstances.

The purpose of this policy is to provide an introduction to the Act for employees. Additional information regarding the Act may be obtained from:

- Policy BBFA: *Conflict of Interests and Disclosure of Economic Interests*
- Virginia Conflict of Interest and Ethics Advisory Council (Ethics Council): Assists with compliance with the Act.

B. Compliance

York County School Board employees are required to read and be familiar with the Act. The division superintendent provides employees with information regarding:

- How to access the Act
- How to contact the Ethics Council

Because the Act’s provisions are complex and fact-specific, violations may result in civil or criminal penalties. If an employee has any questions about whether they have an interest in a contract or transaction that may be prohibited, they should contact either:

- The division superintendent’s office, or

- The Ethics Council

C. Areas of Regulation

The Act prohibits school employees from having a personal interest (as defined by the Act) in certain contracts and transactions that involve the school division, as well as engaging in other specified conduct. A

prohibited personal interest may also be held by an employee's immediate family, defined as a spouse or any other person residing in the household who is dependent on the employee.

Under the Act, an employee may have a prohibited conflict of interest arising from:

- A personal interest in a contract
- A personal interest in a transaction
- Business opportunities tied to official acts
- Misuse of confidential information
- Receipt or solicitation of certain gifts

Examples of prohibited conduct include:

- Soliciting or accepting money or anything of value for services performed within the scope of official duties, except for official compensation, expenses, or remuneration paid by the division
- Using confidential information for personal or third-party economic benefit

- Accepting money, loans, gifts, favors, services, or business/professional opportunities that may influence official duties
- Accepting opportunities that are likely offered to influence official decisions
- Entering into contracts with the school division under prohibited circumstances
- Accepting a gift from a person whose interests may be substantially affected by the employee's official duties if the timing or nature of the gift could cause a reasonable person to question impartiality
- Accepting gifts so frequently that it raises the appearance of using the employee's position for private gain

D. Awards to Employees for Exceptional Service

The Act does not prohibit a teacher or other school employee from accepting an award or payment honoring meritorious or exceptional service. Such awards must come from an organization exempt from federal income taxation under Section 501(c)(3) of the Internal Revenue Code.

E. Advisory Opinions for Conflict of Interest

Employees may seek written opinions about the application of the Act from:

- The local Commonwealth’s Attorney, or
- The Ethics Council

If an employee relies in good faith on:

- A written opinion from the Commonwealth’s Attorney,
or
- A formal opinion or written informal advice from the
Ethics Council (in response to a written request)

...they cannot be prosecuted for a knowing violation of the Act,
as long as:

- The opinion was given based on full disclosure of facts
- The alleged violation occurred before the opinion was
withdrawn (if it later is)

If the employee relies on written informal advice from the
Ethics Council during a prosecution for a knowing violation, the
record of the request and advice becomes a public record and
must be released upon request.

ADOPTED: January 22, 2018

RESTATED: February 28, 2022

LEGAL REFERENCE:

Code of Virginia, 1950, as amended:

§§ 2.2-3101, 2.2-3102, 2.2-3103, 2.2-3103.2, 2.2-3104.1, 2.2-
3109, 2.2-3110, 2.2-3112, 2.2-3121, 2.2-3124, and 30-356.

CROSS REFERENCES:

- BBFA: Conflict of Interests and Disclosure Requirements
- CBCA: Disclosure Statement Required of Superintendent
- DJG: Vendor Relations
- GCCB: Employment of Family Members
- GCQA: Non-school Employment by Staff Members
- KGA: Sales and Solicitations in Schools
- KJ: Advertising in the Schools

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D. School Bus Drivers

I. Eligibility for Employment

Applicants seeking employment to operate a school bus transporting pupils must:

- A.** Have a physical examination of a scope prescribed by the Board of Education and furnish a form prescribed by the Board of Education showing the results of such examination.
- B.** Furnish an annual certification stating that should their physical condition change in a manner that could affect their ability to physically perform school bus driver duties, including evacuating school bus passengers during an emergency, at any time during the year, such changes will be reported

immediately to the immediate supervisor and the Director of Transportation.

C. Permit the division to obtain a statement or copy of records from the Department of Motor Vehicles showing that the applicant, within the preceding five years, has not been convicted of a charge of driving under the influence of alcohol or drugs, convicted of a charge of refusing to take a blood or breath test, convicted of a felony or assigned to any alcohol safety action program or driver alcohol rehabilitation program pursuant to Va. Code § 18.2-271.1 or, within the preceding 12 months, has not been convicted of two or more moving traffic violations or required to attend a driver improvement clinic by the Commissioner of the Department of Motor Vehicles pursuant to Va. Code § 46.2-498.

D. Present a valid license verifying they have successfully passed the examination required by Va. Code § 46.2-339.

E. Be at least 21 years old as of the first day of the school year.

F. Submit to alcohol and controlled substance testing as required by state and federal laws.

Persons for whom registration with the Sex Offender and Crimes Against Minors Registry is required are not eligible for employment as a school bus driver.

Persons hired as school bus drivers must annually furnish the documents listed in (a) and (b) above prior to the anniversary date of their employment as a condition of continued employment as a school bus operator.

II. Drug and Alcohol Testing

The division has a drug and alcohol testing program for bus drivers and other employees who are required to hold a commercial driver's license (CDL) by U.S. Department of Transportation Regulations who perform safety-sensitive functions as required by federal and state law and regulations.

Prohibited Conduct

Drivers are prohibited from alcohol possession, having prohibited concentrations of alcohol in their systems, being under the influence of alcohol, and/or use of alcohol on the job. Drivers are prohibited from consuming, having prohibited concentrations of alcohol in their systems, or being under the influence of alcohol during the four (4) hours before performing safety-sensitive functions, having prohibited concentrations of alcohol in their systems while on duty or performing safety-sensitive functions, and use of/consuming alcohol during eight hours following an accident or until after undergoing a post-accident alcohol test, whichever occurs first.

“Prohibited concentration of alcohol” means a blood alcohol concentration (BAC) of 0.04% or more.

Note: As the average body metabolizes between .015 and .020 BAC per hour, it may take 4-6 hours to reach a BAC of zero for someone of average weight and metabolism who has consumed 2 standard alcoholic beverages (i.e.....1.5 ounces of hard liquor, 12 ounces of beer, or 5 ounces of wine).

Disclaimer: These are general estimations. For a more

accurate assessment of your BAC, consult with a healthcare professional.

No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any controlled substances except when the use is pursuant to the instructions of a licensed medical practitioner who has advised the driver that the substance does not adversely affect his ability to safely operate a commercial motor vehicle.

III. Required Testing

Drivers are subject to pre-employment/pre-duty drug testing, reasonable suspicion alcohol and drug testing, random alcohol and drug testing, post-accident alcohol and drug testing, return-to-duty and follow-up alcohol and drug testing pursuant to procedures set out in the federal regulations.

Pursuant to state law, drivers are subject to pre-employment alcohol testing. Any employee who refuses to submit to a post-accident, random, reasonable suspicion or follow up test shall not perform or continue to perform safety-sensitive functions.

IV. Notification

Each driver receives educational materials that explain the requirements of federal law and regulations together with a copy of the division's policy and procedures for meeting these requirements. Each driver must sign a statement certifying that they have received a copy of the above materials, and the division maintains this signed copy.

Before performing each alcohol or controlled substances test, the division will notify the driver that the test is required by federal law or regulation.

V. Consequences if Testing Indicates Drug or Alcohol Misuse

If the testing confirms prohibited alcohol concentration levels or the presence of a controlled substance, the employee shall be removed immediately from safety-sensitive functions in accordance with the federal regulations. All drivers shall be advised of resources available and before a driver is re-instated, if at all, the driver shall undergo an evaluation by a substance abuse professional, comply with any required rehabilitation, and undergo a return-to-duty test with negative urine sample.

VI. Record Retention

The division maintains records in compliance with the federal regulations in a secure location with controlled access. With the driver's consent, the division may obtain any of the information concerning drug and alcohol testing from the driver's previous employer. A driver is entitled upon written request to obtain copies of any records pertaining to the driver's use of alcohol or controlled substances including information pertaining to alcohol or drug tests.

Records shall be made available to a subsequent employer upon receipt of a written request from a driver. Disclosure by the subsequent employer is permitted only as expressly authorized by the terms of the driver's request.

VII. Test procedure

The division administers alcohol and controlled substance tests in accordance with federal laws.

ADOPTED: January 27, 2014

REVISED: January 22, 2018, February 28, 2022

LEGAL REFERENCES: 49 U.S.C. § 31136; 49 CFR § 382.101 et seq.; Code of Virginia, 1950, as amended, §§ 22.1-178, 46.2-339, 46.2-340; 8 VAC 20-70-280.

CROSS REFERENCES: GBEA Unlawful Manufacture, Distribution, Dispensing, Possession or Use of a Controlled Substance

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E. Drug Free Workplace

The York County School Board is committed to maintaining a Drug Free Workplace.

I. Prohibited Conduct

Employees may not unlawfully manufacture, distribute, dispense, possess, or use a controlled substance on school property, at any school activity, or on any school-sponsored trip. It is a condition of employment that each employee of the School Board will not engage in such prohibited conduct and will notify the School Board of any criminal drug conviction for a violation occurring on school property, at any school activity, or on any school-sponsored trip no later than five (5) days after

such conviction. An employee who is convicted of criminal drug activity for a violation occurring on school property, at any school activity, or on any school-sponsored trip will be subject to appropriate discipline, up to and including termination, or required to satisfactorily participate in a drug abuse assistance or rehabilitation program.

II. Discipline

The division superintendent and School Board will take appropriate personnel action up to and including dismissal of any employee found to have engaged in prohibited conduct listed above. Such personnel action will include the imposition of a sanction on, or the requiring of the satisfactory participation in a drug abuse assistance or rehabilitation program by, any employee who is convicted of a violation occurring on school property, at any school activity, or on any school-sponsored trip.

III. Distribution of Policy

All employees shall be given a copy of this policy.

ADOPTED: January 27, 2014,

RESTATEMENT: January 22, 2018, February 28, 2022

REVISED: June 13, 2014

LEGAL REFERENCES: 41 U.S.C. § 8103, 8104; Code of Virginia, 1950, as amended, § 22.1-78

CROSS REFERENCES: GCPD Professional Staff Discipline

GDQ School Bus Drivers

F. Staff Participation in Political Activities

The York County School Board recognizes the right of its employees to engage in political activity.

The Board also recognizes that school time and school property should not be used for partisan political purposes. Thus, when engaging in political activities, an employee may not:

- Use the employee’s position within the school division to further a political cause.
- Engage in any activity supporting or opposing a candidate or political party while on duty, while on school property during school hours, or while representing the school division.
- Suggest in any manner that the school division or any component of it supports or opposes a candidate for election to any office; or
- Use any school division property to engage in any activity supporting or opposing a candidate for public office or a political party.

These restrictions are not intended to limit the rights of school division employees to support or oppose any political candidate or party on their own time. They are intended to minimize distractions from instruction, to assure that no public funds are used to support any candidate for public office, and

to assure that the public is not given the false impression that the school division supports or opposes any political candidate or party. School division employees who engage in political activities on their own time must make it clear that their views and actions represent their individual positions and do not represent the views of the school division.

ADOPTED: January 27, 2014

RESTATEMENT: January 22, 2018, February 28, 2022

LEGAL REFERENCES: Code of Virginia, 1950, as amended, Sections 22.1.70, 22.1-78

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G. Substitute Employees

Substitute Employees – All Capacities

York County School Division is grateful to each substitute employee. A substitute's commitment and dedication to the division is an asset to the division's employees and students.

Substitute employees are at will, as needed, and are not eligible for division benefits such as health insurance, life insurance, Virginia Retirement, etc.

Substitute employees may utilize the Employee Assistance Program (EAP).

All division policies and procedures are applicable to substitute employees except for those pertaining to any type of leave and benefits. The division requires substitute employees

to adhere to all policies and procedures and will be subject to disciplinary action as stated in policy. Any questions regarding policies and procedures may be addressed to Human Resources.

H. Digital Communications Resources

The York County School Division uses a variety of digital tools to support timely and open communication across our schools and community. These include, but are not limited to, websites, telephone, text messaging, email, and social media.

Division and School Websites

The division's website (yorkcountyschools.org) is a central resource for families, staff, students, and community members. It provides up-to-date information about division programs, events, and accomplishments. Each school has its own website offering news, updates, and resources specific to the school's community.

Intranet

The employee intranet, myYCSD, is a secure space for staff to access the School Board Policy Manual, Superintendent's Regulations, Standard Operating Procedures, forms, memorandums, and departmental resources supporting daily operations.

Rapid Notification Systems

YCSD uses multiple platforms, such as telephone, email, and text messaging to share important information. These tools are

vital for communicating emergency information such as school closings, safety and security incidents, and power outages. They may also be used to send other important announcements and messages from the division and/or individual schools.

Social Media

Social media helps us connect, celebrate, and share learning. YCSD’s official accounts on platforms such as Facebook, Instagram, LinkedIn, and YouTube highlight student success, staff achievements, and helpful updates.

ISSUED: August 14, 2013

REISSUED: July 31, 2025

Victor Shandor, Ed.D.
Division Superintendent



Coaches Handbook

2025-2026

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The York County School Division does not discriminate on the basis of race (Title VI), color, religion, national origin, veteran status, sex, gender (Title IX), age or disability (Section 504), or any other protected class in its educational programs, activities or employment and provides equal access to the	31
Boy Scouts and other designated youth groups. The following positions have been designated to handle inquiries regarding the non-discrimination policies:	31

Title IX Coordinator..... 31
Section 504/ADA Coordinator..... 31
757-898-0300 31

The Athletics Mission: 1.1

The overall objective of athletics programs within the York County School Division is to provide an opportunity for student participation in properly supervised and controlled activities under guidelines established by the Virginia High School League (VHSL) and the York County School Board. The school division's athletics programs encourage and support broad participation for as many students as possible, with teams competing on an equitable basis with other schools without sacrificing sportsmanship, scholarship, general welfare, and the health of the school and student.

Our Beliefs

The York County School Division believes that:

- Athletics is a partnership among students, parents/guardians, and school personnel.
- Athletics help foster success in an honest and sportsmanlike manner.
- Athletics provide experiences that mirror events students will face in the real world, and help students prepare for adulthood.
- Student-athletes should represent the highest ideals of any school.
- Student-athletes should balance athletic participation and academic responsibility.

Administrative Responsibility in the York County School Division: 1.1A

- The **Superintendent** of the York County School Division is responsible for all phases of the public-school program, including athletics. The administration of the interscholastic athletic programs is delegated to the Athletic Director whose work requires the approval of the school Principal.
- The **Principal** of each building is specifically responsible for all school activities that affect students in the building. The principal must approve the operation of the total program.
- The **Athletic Director** is responsible for the administration and mechanics of the athletic department's overall operation.

Athletics is a way to provide opportunities beyond the classroom that lead to personal growth. It gives opportunities to develop teamwork, sportsmanship, and leadership skills. These skills transfer to better citizens.

Section 2

Coaches Code of Ethics: 2.1A

- All Coaches are official representatives of the York County School Division, and it is their responsibility to properly educate students through participation in interscholastic athletics. Interscholastic competition is designed to enhance academic achievement and

should not interfere with opportunities to gain academic success. Each student should be treated fairly, and their welfare should always be the primary concern.

- The coach must be aware that they have a tremendous influence in the education of the student-athlete and should never place the value of winning above the proper ideals of positive character development.
- The coach must constantly uphold the honor and dignity of the coaching profession. In all personal contacts with the student-athlete, game officials, school administrators, media personnel and the public, the coach must strive to set an example of highest ethical and moral conduct.
- The coach must take an active role in the prevention of drug, alcohol, and tobacco abuse and under no circumstances encourage its use.
- The coach must be knowledgeable of all contest rules and is responsible for the interpretation to team members. The coach must not attempt to seek an advantage by circumvention of the spirit of the rules.
- The coach must be influential in promoting good sportsmanship with the players and the spectators in the stands. The coach should never indulge in behavior that will incite players or spectators against the officials or opposition. Public criticism of officials, players or competition is unethical.
- **A coach should never meet with a student-athlete behind closed doors without the presence of another YCSD contracted coach or YCSD contracted staff member.**

- **A coach should only use a division-supported platform for communicating with student-athletes and families. Personal and non-team related matters with students should never occur on personal phones or devices. Finals site should be used as the two-way communication platform as of July 1, 2025.**

Coaches Responsibilities: 2.1B

The Players on the Team

- The coach should promote the safety and welfare of all athletes.
- The coach should be fair and impartial in all facets of coaching the players. The coach should be mindful of individual differences and abilities.
- The coach should promote clean, aggressive but fair play, and should always serve as a positive role model for athletes. Language should be appropriate at all times.
- Language needs to be clean at all times. Although mistakes happen, please limit them and hold your athletes to the same standard.

The School

- The coach owes the school their absolute best efforts and loyalties.
- The coach must be respected. The coach should treat others fairly, communicate well, and establish firm, consistent discipline principles.
- The coach should support the entire school program and be a visible part of school affairs. Be a positive force

in encouraging athletes not to limit themselves to one sport and agree, as coaches, what you want athletes to do in the off-season.

Fellow Coaches

- The head coach oversees the overall program. A skilled head coach will encourage independent thought and an open dialogue for exchange of ideas and strategies.
- A skilled head coach will be quick to praise and reward assistants and slow to criticize. Coaches should always openly discuss potential problems, rather than let them build into obstacles to success.
- Assistant coaches should be loyal and refrain from trying to undermine the overall program and the head coach through criticism and insubordination. An assistant that is considered a JV coach should always support the varsity coach and never put a coach down in front of players.

Important Coaching Duties: 2.2

- Complete your pre-season planning well in advance of the starting date.
- Maintain coaching educational requirements per YCSD and VHSL. This includes emergency medical and first aid classes.
- Establish a communication account or team account through Finals site as to comply with the YCSD communications guidelines.
- Establish specific and measurable criteria for selecting the team at try-outs.

- Run well-organized practice sessions. If you have challenges for positions, the procedure must be in writing. (Example: Tennis, Wrestling)
- Construct well-organized game plans to fit the opposition.
- Commit to a highly efficient program for injury prevention.
- Keep assistant coaches, managers, stats takers well informed as to your expectations.
- Cooperate fully with the athletic director, transportation department, and maintenance staff.
- Create a strong and organized system for equipment maintenance, accountability, and replacement at season's end.
- Create, with the athletic trainer, an emergency action plan for practice sessions.

Pre-Season: 2.2A

- The Coach is expected to use their YCSD issued email and check it regularly, even in the off-season.
- The Coach must have knowledge of all information in the student conduct code as well as the athletic handbook.
- Each head coach for all sports and academic areas must attend/take the VHSL sponsored rules clinic each year. These are typically online now. Failure to attend will result in a fine and an exam on the rules of the sport. **The fine must be paid by the coach, not the school/division.**
- Must complete all Vector (formerly Safe Schools) training modules that the school division requires prior to any coaching/supervision of student-athletes.

- Must complete the required Coaches Education that VHSL requires as well as attend the rules clinic. (Basic Course, Child Abuse training, AED/CPR training, Concussion training, and Sudden Cardiac Arrest training). **All YCSD coaches and volunteers are mandatory reporters for suspected child abuse.**
- Establish a philosophy based on specific goals for the upcoming season.
- Set up scrimmages and non-district games per athletic director's policy. At the end of the season, give the AD (Athletic Director) a list of teams you would like to play in the next season.
- Establish your try-out requirements with specific, measurable criteria and give a copy to the Athletic Director.
- Establish your team rules, code of acceptable conduct, and give a copy to the Athletic Director. They should not conflict with YCSD or VHSL rules.
- Establish your criteria for lettering and give a copy to the Athletic Director.
- Hold a pre-season meeting to provide information on conditioning, tryouts, attendance, grade expectations and practice rules.
- Collect and double check any physicals as well as other required forms turned in and give immediately to the trainer or Athletic Director. **No one should participate without the proper paperwork. *See AD to verify all required paperwork.***
- Always have medical release forms to quickly reach parents during an emergency.
- Attend the pre-season coaches meeting with the athletic director, trainer, and assistant athletic director.

- The athletic director will handle scheduling of transportation and supply a listing of departure times.
- Provide your schedule of practices and games with times and locations to families to the best extent possible.
- All regular season tournaments must be pre-approved by the athletic director. Any entry fees must be written on a purchase requisition and submitted at least 7-14 days (about 2 weeks) in advance of the due date.

In Season: 2.2B

- The first priority in selecting a team is making sure each athlete has a valid VHSL Athletic Participation/Parental Consent/Physician's Certificate form in-hand, as well as any York County School Division forms. Absolutely no students should be allowed to take part in **any portion** of practice without these properly filled and completed. All physicals should be submitted to the Athletic Director or trainer within 24 hours.
- Make sure students have a clear understanding of eligibility requirements and grade expectations.
- All York County School Division paperwork and participation fees should be received and properly handled.
- It is recommended to teach athletes how to set personal and team goals.
- It is advised that all coaches keep written records or notebooks denoting discipline problems, parental problems, scheduling problems, and other situations of note. Practices schedules should all be in a notebook and should be as detailed as possible.

- When tryouts begin, be sure students have your requirements in writing and that you document reasons for cutting any individuals.
- It is the responsibility of the JV and Varsity coaches to submit alphabetically the player's names and grade level to the Athletic Director as soon as the team is chosen. If you add an athlete to your roster during the season, it is the coach's responsibility to inform the Athletic Director by email or in writing so an addendum to the eligibility list can be made.
- Post cuts by naming only those who made the team. If possible, counsel those who were cut with information as to weaknesses and suggestions for future tryouts.
- Make sure you have a water cooler and give ample opportunity for hydration.
- Make sure that you have a properly equipped medical kit at all times.
- Always supervise your athletes. Never give a student a ride home. Tell your athletes to wait in a certain area after practice and do not leave until all athletes are picked up.
- It is mandatory that coaches have a parent meeting to cover policies and procedures to include rules concerning playing time, grade expectations, attendance, bus policy, physical education class policy and code of conduct. A parent meeting can eliminate many problems that typically occur during a season. Make sure you go over protocol but also be open for parent interaction. This is usually in conjunction with the Athletic Directors parent meeting.
- Coaches should make sure the parents know game sites, and all bus times. Coaches should make sure they have their bus drivers' names and numbers. If you

are going on weekend trips, please read the email provided by the Athletic Director with drivers' numbers.

- If an overnight trip, the coach must send in advance a trip itinerary as well as a rooming list.
- The coach must make equipment/uniform care a priority by maintaining an inventory and having athletes sign for all issued uniform items and equipment.
- Athlete Excused from School
 - The coach should submit an alphabetical list of all team members and other student personnel associated with the team to the athletic director. This list will be used to give to teachers and the attendance secretary when a team is dismissed early from school such as district, regional or state competition.
 - The team should not be dismissed any earlier than 15 minutes prior to the bus departure time.
- Varsity Coaches are responsible for notifying the press regarding all HOME game scores and notifying the Athletic Director of all scores, home and away.

Post Season: 2.2C

Your season is **not over** until you have made sure:

- All uniforms have been collected and an inventory of all equipment and uniforms has been submitted to the athletic director. If the uniform is lost or damaged, contact the parent and then follow up with an obligation letter. This is a requirement.
- All equipment and uniforms cleaned and stored properly.
- A list of items needed for the next season given to the athletic director.

- A season summary form turned into the athletic director.
- All water coolers, med kits, handbooks, keys, and badges (if leaving) are cleaned and turned into the athletic director.
- A resignation letter is needed if not returning the next season.
- It is expected that each coach will attend any post-season awards ceremony, to present awards and letters.
- It is recommended to do exit interviews with the athletes for feedback and growth.

Post Season Evaluation Meeting with the athletic director –

All paperwork due at this meeting. All coaching positions shall be for one school year. The school Athletic Director (AD) will meet with the coach at the conclusion of the season to review and discuss the coach's performance for the season for professional and personal relationship, coaching performance, and related coaching responsibilities. The AD will share this evaluation instrument with the coach prior to the start of the sport season. Athletes will have an optional end-of-season survey to complete.

Medical Responsibilities: 2.2D

- Injuries to athletes will occur regardless of the precautions taken. It is recommended that practices or games be staffed by a certified athletic trainer (CAT).
- The CAT will be responsible for the treatment of injured athletes and will make recommendations for rehabilitation and resumption of athletic participation.

If the athlete is referred to a doctor or taken to the emergency room, he cannot resume athletic participation without a doctor's note to the AD or CAT.

- In the absence of a CAT, the coach should assume responsibility but not attempt to diagnose or treat a significant injury – do not hesitate to call 911. Coaches should never be careless with injuries – it may result in cases of negligence.
- For any serious injuries or when EMS is called, the CAT or coach should contact the Athletic Director, who will contact the principal as well as inform the school nurse the next day if needed.
- Coaches should follow up with a phone call to parents to check on the status of the injury. In case of a significant injury, the coach or athletic trainer will contact the parent or guardian and advise them of the condition of their child. If the athletic trainer feels it is necessary to transport the athlete by ambulance, contact the parents after you call 911. When parents are not present, a paid coach should accompany an athlete when transported in an ambulance. Head Coaches should follow up with the athlete whenever they are taken to the hospital. The Athletic Director should be informed of the injury as soon as possible, and no later than 24 hours.
- All Coaches should have and maintain a fully equipped medical kit with emergency cards for each team member inside.
- Other major points from trainer:
 - If an athlete is injured at practice, they must see a trainer before going home or to a doctor. Call the trainer if not available to inform them of the situation.

- If an athlete sees a doctor for any reason, they must bring a note to return to activity. This includes any illness or injury.
- The med kits are your responsibility. You are to have them with you at all practices and games.
- Do not allow athletes in the training room unsupervised.

Section 3-Financial Management

Purchasing of Equipment: 3.1A

- The Athletic Director will purchase all equipment based on the coach's inventory at the end of the season and the coach's requests for the next season. This makes the coach's responsibility of a proper inventory very important. No inventory, No order!
- No coach should submit any equipment request to any company without prior approval of the AD or assistant AD. Any coach who does so will be responsible for all costs incurred without reimbursement funds from the school athletic account. If you need to add to an order, you must do another Purchase requisition (PR) as an addendum.
- If the coach is ordering something that the team members will pay for, or that will be paid for by monies from a fundraiser, it should be approved by the AD and noted on the purchase requisition. Specific procedures may differ from year to year.
- Coaches should never bill personal items to the school account.

- There should not be situations where coaches need last second purchases during the season. A proper inventory of equipment would avoid such situations.
- Coaches must never purchase supplies or equipment from businesses or individuals where there is a personal financial benefit or conflict of interest.

Collection of Monies: 3.1B

This may vary from school to school.

- Always collect all monies from athletes before distributing the purchased item(s).
- Student collection sheets and collection summaries must be filled out properly.
- All checks must be made out to the school. Make sure phone numbers are included on the checks. Student funds must never be comingled with personal funds.
- Monies should be **submitted daily** and directly to the school bookkeeper by 12:00pm.
- If the office is closed, plan to have Administrator/Athletic Director store funds in safe or locking file cabinet/drawer.

Fundraising Activities: 3.1C

(Refer to SOP Acceptance of Gifts, Bequests, Donations, and Fundraising Activities”)

- The athletic department will take care of each team’s usual uniform needs on a rotating schedule.

- The athletic department does not provide funds for sweat suits, pullovers, or extra uniforms. In such cases, the coach is free to do a fundraising activity to raise the necessary money. If fundraising is used, the following procedure must be followed:
 - 1.) The coach must file a fundraising request form with the Activities Director. It will need to be sent to the Athletic Director to sign first.
 - 2.) All monies collected should be turned in daily.
 - 3.) Fundraising campaigns should be completed within two weeks – it is the responsibility of the coach to submit to the activity’s director and athletic director the amount of money raised using the proper paperwork.
 - 4.) Team members are responsible for all items and will pay for any merchandise lost, stolen, or not sold. The coach will pay for such items if deemed necessary.
- **Gambling, lotteries, and raffles on school premises are prohibited.** Bingo games can be conducted only with a county permit, issued pursuant to statutes and ordinances.

Section 4

Facility Use

- The coach should stress the importance of the proper care of facilities with the athletes. No cleats are to be worn in the hallways or on either gym floor. Any damage

to the school's facilities by a team member should be referred to the athletic director immediately.

- DO NOT ALLOW ATHLETES TO PROP OPEN ANY EXTERIOR DOOR. This will set off an alarm and creates a security issue. After a practice or game, a coach must open the exterior doors for the athletes.
- The coach should routinely examine the playing and spectator areas and report any maintenance issues to the athletic director.
- Coaches using the “inside areas” (main gym, back gym, classrooms, or the weight room) are responsible for seeing that the areas are kept clean and secured after use.
- Coaches using “outside areas” (baseball/softball fields, soccer/field hockey field, tennis courts, track) will be responsible for keeping the areas in safe, playable conditions.
- If trash cans are full, report it to a custodian. If they are not available, take the trash to the dumpster. It is not your job, but sometimes you just must do it!
- Coaches using the fields are responsible for locking all the gates. If you are the last one off the field, please lock the gates.
- Coaches using the indoor facilities are responsible for closing ALL doors, setting the alarm, and securing all gates. This includes summer workouts/conditioning.
- Proper permission must be secured for all activities other than school contests. This includes “Out of Season” practices. See Athletic Director for such cases.
- Weight Room
 - *The weight room should be locked when not being used.*

- *Supervise your athletes when you open the weight room.*
- *Instruct the proper use of the machines and free weights.*
- *Instruct on safety in the weight room.*
- *Report any damaged or broken equipment to the athletic director.*
- *Oversee the clean-up of the weight room at the end of the activity.*

Section 5-General Information

- In the event of a school closing (all day or early) due to inclement weather, all practices will be cancelled unless allowed by the Chief Operations Officer.
- **Sunday Rule-** No member school may schedule or play a contest or engage in a practice or meeting on Sunday.
- In the event of any emergency, a coach should make every effort to contact the athletic director, assistant athletic director, or an administrator. Note that if the situation involves drugs or alcohol on a trip, the coach should make every effort to confiscate and photograph any physical evidence available and contact local authorities if deemed necessary. Detailed, specific, dated, and signed written statements should be collected from witnesses and individuals directly involved with the situation at hand.
- Coaches should notify the athletic director or principal if any confrontational situations occur with parents or if a situation occurs that may later escalate. Keep the AD properly informed of problems with athletes or parents.

Section 6-Policies and Procedures

Awards: 6.1

(This varies by school, see Athletic Director)

Lettering: 6.1A

Please submit the form to the AD as soon as regular season is over.

- 1.) To be determined by coach based on criteria that is well publicized to the team and parents.
- 2.) First letter = letter and pin (may vary by school) (student only entitled to a single letter)
- 3.) Second letter = pin for each sport (may vary by school)
- 4.) Certificate to participants on all teams

Transportation: 6.1B

- Transportation to district games, district tournaments, and regional tournaments will be by YCSD transportation.
- State games involving travel past the designated area will use charter bus services paid for by the athletic department or may ride YCSD transportation if staying overnight.
- Coaches cannot arrange for the use of charter buses for less distance unless expenses are covered by fundraising, donations, etc.
- All student-athletes must ride in school division vehicles when transportation is provided by the school division, to and from athletic events that are held off school grounds, unless the proper YCSD private transportation forms O-39 and O-40 have been submitted to and approved by the athletic director (travel within the

Peninsula and Williamsburg areas only). Failure to comply with this policy will result in immediate suspension of the student-athlete from the team pending a meeting with the athletic director. On special and unique occasions, parents/guardians may request, in writing, permission to transport their own child to and from an athletic event. Only parents/guardians may transport their child to and from an athletic event. Under no circumstances will an athlete be allowed to leave with another student.

- In an emergency, which includes injury, illness, family problems, and/or an unusual academic situation, only a parent/guardian may secure permission from the coach to transport their student-athlete. Identification will be required by the coach.
- **Coaches may never transport students in personal cars. If it is an emergency, make sure you have parent permission, and another adult in the vehicle.**
- **Coaches must provide the bus driver with form O-GS-2 School Bus Driver Check Off List**

Meals: 6.1C

- When given money for student-athletes, coaches must turn in a completed student disbursement sheet to give to the school accountant.

Lodging: 6.1D

- Motel expenses will not be directly paid by the athletic department for district competitions, district tournaments, or regional tournaments or invitational.

- The Athletic Department will cover the costs of rooms for state play if the trip is over 200 miles in distance (one way) or if multiple contests are scheduled in a short time making the trip home and back unreasonable, or if the game is scheduled to start after 9pm.
- The formula to be used for room reservations will be:
 - Athletes = 4 to a room
 - Coaches = 2 to a room

**Note: this may vary based on times of pandemics and mitigation*
- Coaches will be responsible for bringing a receipt from the hotel for any expenses incurred.
- The athletic director will make the hotel reservations and check requests for food and lodging.

Absence Policy: 6.1E

(See York County Athletic Handbook Policy)

- A student who is absent from school on the day of a game or practice will not be allowed to participate unless permitted by the athletic director.
- A student who does not actively participate in physical education class (if applicable) will not be allowed to participate in that day's athletic events. (If student does not dress out for PE class, but participates in class, they can practice/play)
- A student who is not in school for one half of the school day cannot participate in athletics for the day unless approved by the athletic director. Medical appointments or school activities would be examples of an excusable absence.

Grade Policy: 6.1F

(See York County Athletic Handbook Policy)

- The VHSL requires a student to pass the equivalent of five classes from the previous school year to be eligible for the first semester. The student must pass the equivalent of five classes from the first semester to be eligible for the second semester.
- Athletes are expected to pass physical education classes, failure to do so will limit participation on athletic teams.

Name, Image, and Likeness (NIL)-VHSL Policy

Coaches should **NOT** advise student-athletes about NIL. If asked, simply inform the student-athlete that they should speak with an attorney or lawyer and follow all VHSL policy, which is located in the Athletic Handbook, in the Athletic Director's (AD) Office, and on the Virginia High School League (VHSL) website.

Section 7-General Statements and Miscellaneous Information

General Topics

- **No one may begin coaching without clearance, YCSD badge, and meeting with the athletic director prior to starting work.**
- Students who participate in band and are on athletic teams should be allowed to participate in both, with coaches working out an acceptable practice schedule with the band director. **Students who miss games/practices to attend band/club trips are subject to reasonable team rules established by individual coaches.**
- **Volunteer coaches cannot be sideline or bench coaches unless approved by the school administration and VHSL forms pertinent to rule 27-2-2, which must be filed before coaching status becomes active.** Volunteer coaches who have relatives trying out for the team should have **NO** input into the decisions that result in team selection. All Volunteer coaches must have filled out form 0-14 Volunteer Applications and be cleared before working with the athletes.
- **The volunteer coach works under the direct supervision of the YCSD contracted coach, and cannot run supervise, run practices, or coach games without the YCSD contracted coach present.**
- Eighth graders are eligible to try out for high school junior varsity teams if no comparable team is available on the middle school level. This will be specific to each school, and based upon roster, coaching and facility availability.
- In the event of lightning, please move all participants and spectators to the field house, storage facility,

school bus or automobiles as quickly as possible. See York County SOP and VHSL guidelines.

- **Out-Of-Season Practice Rule-** You may conduct out-of-season practices. Keep in mind there is no catastrophic insurance for out-of-season practice. There are four “dead periods” that you may not have any contact with your athletes. All organized team activities are prohibited for being scheduled/conducted during the first 15 days of each sports season and the summer dead period is 15 days in June-July. Please see the VHSL calendars for those specific dates.
- **Conditioning Programs** CANNOT be mandatory, and cannot be used for try-out purposes, the athletes MUST have a valid physical and paperwork turned in to participate.
- Coaches associated with club/travel teams cannot use the school name to promote such club and must be careful in separating between club and school players.
- **Sportsmanship Rule-** Member schools are required to conduct all their relations with other schools in the spirit of good sportsmanship. Players and coaches who are ejected from a contest for unsportsmanlike behavior are ineligible for at least the next contest. (See VHSL handbook for further information) All player/coach ejections must be reported within 3 days. They will be subject to further punishment by the athletic director.
 - If an athlete is ejected from an athletic contest, the coach will inform the athletic director immediately following the event.
 - The athletic director will conference with the ejected player and that player will be suspended for the upcoming contest. If the athlete is ejected

- for fighting, the athlete will be suspended for the next three or more contests and must complete an online sportsmanship course prior to returning.
- *Any member of the team that leaves the bench during a fight will be suspended and the school will have to pay a fine of \$300 to the VHSL.*
- Coaches ejected from a contest will also have a conference with the athletic director (and possibly the Superintendent or designee) and will be suspended from the next contest.

Player Dismissal

- Before a team member is dismissed from a team it should be discussed with the athletic director.
 - Send the player home for practice or contest.
 - Discuss the matter with the athletic director as soon as possible.
 - Coach and athletic director should agree on the proper course of action.
- The coach should CALL the parent or guardian with the decision.
 - Inform the athletic director of any athlete who quits the team. That athlete will be unable to participate in any other sport during that season.
 - The coach should collect all uniforms and equipment within 48 hours of an athlete leaving the team.

Heat and Cold Weather Guidelines

Heat Guidelines - VHSL recommendations.

- 105 degrees and above= no outside activities
- 95-104 degrees= no equipment used during activity
- 90-94 degrees= remove equipment as often as possible
- Below 89 degrees= Adequate water supply at all practices and competitions with breaks every 20 minutes for re-hydration

Cold Weather Guidelines:

Wind Chill Temperature

31°F and above

30°F and below

25°F and below

15°F and below

0°F and below

Recommendations

Normal Practice

Be aware of potential for cold injury and notify appropriate personnel of the potential

Provide additional protective clothing, cover as much exposed skin as possible and provide opportunities and facilities for rewarming

Consider modifying activity to limit exposure or to allow more frequent chances to rewarm

Consider terminating or rescheduling activity

****While these are recommendations, it is best practice to be as safe as possible and protect student-athletes during***

extreme heat and cold situations, by considering alternatives to direct exposure and indoor environments.

Contest Limitations (27-11-1)

No team or individual can surpass the limits in rule 54-8-1. Participation is playing in a game, exhibition (preliminary contests must be included). Transfers from state schools cannot exceed those same limits. If the previous school competed in another season they cannot participate here.

- **Age- requirement** - An athlete shall not have reached the age of nineteen on or before the 1st of August of the school year they wish to compete.
- **Transfer Rule/Move Requirement-** Please adhere to the 25-26 VHSL Handbook and policy manual for all updated transfer rule information. Transfer appeals will need to be heard and approved by the Bay Rivers District Appeals Committee prior to any transfer student from Virginia being placed on the Master Eligibility List.

VHSL Fines for Coaches

Any coach who violates any of the above rules will be fined by the VHSL. YCSD schools will not pay the fine, the coach is required to pay the fine. Coaches who get ejected from a game, violate a specific rule, or fail to attend a rules clinic, will pay all fines incurred. A VHSL handbook and policy manual is available to all coaches in the athletic office or via the VHSL website.

The York County School Division does not discriminate on the basis of race (Title VI), color, religion, national origin, veteran status, sex, gender (Title IX), age or disability (Section 504), or any other protected class in its educational programs, activities or employment and provides equal access to the Boy Scouts and other designated youth groups. The following positions have been designated to handle inquiries regarding the non-discrimination policies:

Title IX Coordinator

Chief Human Resources Officer

302 Dare Road
Yorktown, VA 23692
(757) 898-0349
[dreitz@ycsd.york.va.us](mailto:dreizt@ycsd.york.va.us)

Section 504/ADA Coordinator

Director of Special Education

Director of Special Education
302 Dare Road
Yorktown, VA 23692
757-898-0300