

**SOUTHSIDE SCHOOL DISTRICT
NO. 3**

**70 SCOTT DRIVE
BATESVILLE, ARKANSAS 72501**

**LICENSED
PERSONNEL POLICY
HANDBOOK**

2012-2013

**Vonda Crowl
SCHOOL BOARD PRESIDENT**

Preface

The purpose of the policies contained herein is to create a mutual understanding on which directors, administrators, employees, and patrons can work for the best interest of the pupils. These policies are not static but will be modified as the ever-changing needs of a progressive community dictate.

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Policy Formulation

Adopted 11-8-2004

The Southside School Board affirms through its policies and its policy adoption process, its belief that: (1) the schools belong to the people who create them by consent and support them by taxation; (2) the schools are only as strong as an informed citizenry and knowledgeable school staff allow them to be; (3) the support is based on knowledge of, understanding about, and participation in the efforts of its public schools. The following shall be the guidelines for policy adoption for the Southside School District.

General Policies

Policies which are not personnel policies may be recommended by the Board or any member of the Board; by the Superintendent, Assistant Superintendent, any other administrator or employee of the District; committee appointed by the Board; or by any member of the public. Policies adopted by the Board shall be within the legal framework of the State and Federal Constitutions, and appropriate statutes, regulations, and court decisions.

When reviewing a proposed policy (non-personnel), the Board may elect to adopt, amend, refer back to the person proposing the policy for further consideration, take it under advisement, reject it, or refuse to consider such proposal.

Licensed and Classified Personnel Policies

Personnel policies (including employee salary schedules) shall be created, amended, or deleted in accordance with State law:

(1) Board Proposals:

The Board may propose a personnel policy by a majority vote. Such policies may be presented to the Board by a Board member or the Superintendent. The Board may choose to adopt the proposal, as a proposal only, by majority vote.

Following the adoption of a proposed personnel policy, the proposal must be presented to the appropriate Personnel Policy Committee. Such presentation should be done in writing, to all members of the Committee.

When the Personnel Policies Committee has been presented the proposal for a minimum of ten (10) working days (i.e., ten weekdays, not including weekends or state or national holidays), the Board may vote to adopt the proposal as a policy.

(2) Personnel Policies Committee Proposals:

Either Personnel Policies Committee may recommend changes in personnel policies to the Board. When making such a proposal the Chairman of the Personnel Policies Committee, or the Chairman's designee, may make an oral presentation to the Board.

The Board may vote on the proposal at the same meeting at which the proposal is made, or, in any case, no later than the next regular Board meeting. In voting on a proposal from the Personnel Policies Committee, the Board may:

- (a) Adopt the proposal;
- (b) Reject the proposal; or
- (c) Refer the proposal back to the Personnel Policies Committee for further study and revision.

Effective date of policy changes:

All personnel policy changes enacted during one fiscal year will become effective on the first day of the following fiscal year, July 1.

For a policy change to be made effective prior to July 1 of the following fiscal year, a vote must be taken of all licensed personnel or all classified personnel, as appropriate, with the vote conducted by the appropriate Personnel Policies Committee. If, by a majority vote, the affected personnel approve, the policy becomes effective as of the date of the vote, unless otherwise specified by the Board in requesting such vote. No staff vote taken prior to final board action will be considered effective to make a policy change.

All other policy changes may become effective upon the Board's approval of the change, unless the Board specifies a different date.

1.1 Organization of the Board of Directors

The School Board is composed of five members elected at large by the qualified voters of the district. One member is elected each year at the annual school election held on the second Tuesday of March. The officers of the Board are as follows: President; Vice President; Secretary. The officers of the Board are elected by members of the Board at the first regular meeting following the annual school election and officers of the Board may succeed themselves. The Superintendent of Schools serves as ex-officio financial secretary.

1.2 Duties and Responsibilities of the Board

The major responsibility of the Board is that of policy making and seeing that those policies are executed. Other duties are as follows:

- A. To formulate written policies.
- B. To select and employ a competent and efficient superintendent.
- C. To employ a competent faculty upon the advice and recommendation of the superintendent.
- D. To provide adequate buildings and facilities.
- E. To observe and evaluate condition of the schools which include their activities related to the program of studies, special services, pupil enterprises, and general effectiveness.
- F. To promote good public relations with the public but still leave the welfare of the school as the most important thing.
- G. To see that accurate and efficient records are kept and preserved.
- H. To study and make plans for future needs of the school system.
- I. To comply with all school laws pertaining to the schools of Arkansas.
- J. To see that all pupils, patrons, and employees are treated fairly.
- K. Approving or disapproving the superintendent's nominations. It may request other nominations, when just cause is shown for disapproval.
- L. Approving or modifying and then accepting the proposed budget.
- M. Making decisions in controversial situations or in case of radical departure from established procedures concerning educational matters.
- N. All curricular and extra-curricular activities, such as athletics, bands, clubs, etc., connected with the school district shall be under general control of the Board of Education at all times.
- O. Deciding when, if, where, and how such buildings shall be erected or altered and such sites purchased.
- P. Adopting policies applicable to the guidance and conduct of pupils.
- Q. Adopting regulations or policies concerning the use of school property.

1.3 A code of ethics for School Board Members

The ethical school board member will:

...recognize the integrity of his predecessors and associates and the merit of their work.

...realize that he owes primary allegiance to the educational welfare of the people, especially children, of his community.

...recognize that it is his responsibility, together with fellow board members, to see that the schools are properly run ---not to run them himself.

...function as a part of a legislative, policy-making body—not as an administrative officer.

...work through the administrative employees of the board—not over or around them.

...recognize that, except in the case of executive sessions, board business may be legally transacted only in a legally called, open meeting.

...consider unethical and will avoid secret sessions of the board members held without the presence of the school administrator.

...Avoid using his position on the school board as a steppingstone to political power.

...respect the right of others to have and express opinions.

...recognize the authority rests with the board in legal session -not with individual members of the board except as authorized by law.

...make decisions in board meetings only after all sides of debatable questions have been presented.

...refrain from discussing the confidential business of the board outside the legally constituted board meeting.

...hold the superintendent responsible for the administration of the community's education program.

...give the administrator authority commensurate with his responsibility.

...vote to elect employees only on the recommendation of the superintendent.

...refer all complaints to the proper administrative officer or insist that they be presented in writing to the board as a whole.

...present any personal criticisms of employees to the superintendent.

...provide adequate safeguards around the superintendent and other employees so they may perform their appropriate functions on a professional basis.

...consider himself a trustee of public education and do his best to protect, conserve, and advance.

1.4 School Board Meetings

Southside School Board recognizes that in the normal activities of a public school that disagreements may arise between parents/patrons and the administrators who are tasked with the daily operations of the buildings/district. With that in mind, the Board encourages patrons/parents to work with the district's administrators to resolve issues of concern. If any patron/parent is not satisfied after working through the administrative chain of management, the Board also recognizes the right of that patron/parent to address the Board with unresolved issues.

Meetings of the Southside School Board are, by law, business meetings held in public, not public meetings. The Board cannot allow personnel matters to be discussed in public and must be made totally aware of what is to be said by anyone making public statements at its meetings.

Any district patron or parent of students attending Southside School District may request to be placed on the agenda to address the Board by filing, in writing, a complete summary of the substance of the remarks with the superintendent or board president at least twenty-four hours prior to the Thursday on which the agenda is completed. The request will be considered by the Board and, if granted, the requestor will be notified and informed of the number of minutes to be made available for the address. Whether or not a matter will be placed on the agenda is completely discretionary with the Board.

1.5 School Board Meeting Agendas

An agenda for each regular meeting of the School Board shall be prepared by the superintendent and submitted to the Board of Directors by Thursday prior to the regular monthly meeting. The agenda will be closed on Thursday before the second Monday of each month.

2.1 Superintendent Assignment of Duties and Responsibilities

The superintendent will be hired at the January meeting of the Board of Education and will notify the board of his intention at the February meeting.

I. Qualifications:

The Superintendent, who is the administrative head of the school system, shall hold a Master's Degree with at least 30 semester hours of graduate work above that degree in professional education with major emphasis on administration and supervision. This preparation should include study in such fields as educational philosophy, psychology, supervision, curriculum, and administration. He/She shall be licensed as an administrator by the Arkansas Department of Education.

II. Responsibilities:

- A. Selecting and making recommendations to the Board for the election of capable teaching and non-teaching personnel.
- B. Recommending the discharge of unsatisfactory employees.
- C. Providing the Board with information concerning the overall operation of the school.
- D. Providing the Board with information concerning building needs.
- E. Presenting a proposed budget--one that is well-balanced and stays within the legal revenues of the district.
- F. Keeping adequate records--financial and those relating to personnel.
- G. Acting as ex-officio financial secretary to the Board.
- H. Preparing all necessary reports to the school district.
- I. Planning and administering the total school program.
- J. To help see that custodians keep all buildings clean and neat.
- K. To help execute the regulations, policies, and objectives of the school district.

The above list is by no means complete. It contains only some of the major duties and responsibilities of the Superintendent.

2.2 Assistant Superintendent Assignment of Duties and Responsibilities

I. Qualifications:

The Assistant Superintendent shall hold a Master's Degree with at least 30 semester hours of graduate work above that degree in professional education with major emphasis on administration and supervision. This preparation should include study in such fields as educational philosophy, psychology, supervision, curriculum, and administration. He/She shall be licensed as an administration by the Arkansas Department of Education.

II. Responsibilities

To assist the superintendent in all matters that pertains to the school and to carry out duties as assigned by him.

2.3 Principals

I. Qualifications:

- A. The High School Principal will meet state certification guidelines.
- B. The Middle School Principal will meet state certification guidelines.
- C. The Elementary Principal will hold a Master's Degree with a major in elementary administration.
- D. Principals' contracts will be considered at the February meeting of the school board and each principal will notify the board of his or her intention by the March meeting.
- E. Assistant Principals will meet state certifications for their building.

II. Responsibilities:

- A. To direct, supervise, and evaluate the total curricular and extra-curricular program of this school
- B. To direct and evaluate the work of all assigned personnel.
- C. To supervise the operation and maintenance of the buildings, grounds and other school property assigned to his care.
- D. To administer within the school all policies and administrative regulations.
- E. To direct pupil welfare and desirable school-pupil-teacher-community relationships.
- F. To work cooperatively with other administrative personnel and their programs.
- G. To coordinate the activities of his school with the activities of other schools in the system.
- H. To secure necessary substitutes for all school personnel.
- I. To be responsible for all pupils during school hours. (This means that no child is to be released from school during school hours to anyone other than his parent or legal guardian.)
- J. To keep the central office fully informed of the condition and needs of the school, making requisitions for supplies, equipment, and repairs as may be needed for proper operation of the school, evaluate and make proper disposal of all other requisitions originating within his building from other employees
- K. Principals and a faculty committee will interview applicants for teaching positions and make recommendations to the superintendent. The superintendent will present one or more applicants to the School Board.

- L. When board meetings are called to discuss school personnel, elementary or secondary, the principal of the corresponding school will attend the board meeting when requested by the board or superintendent.
- M. To recommend to the superintendent staff members for discharge.
- N. To hold at least one fire drill each month.
- O. To approve or disapprove teacher absentees, sick leave or personal, and keep a record of such.
- P. To perform other duties as assigned.

2.4 Faculty

I. Selection:

The school board will elect members of the faculty after they are recommended to the board by the Superintendent of Schools. The principals will make recommendations of election, re-election or dismissal to the superintendent. The election of faculty members will take place at the March meeting of the school board. Teachers will notify the school of their intentions within ten (10) days of the last day of school.

II. Qualifications:

All members of the faculty elected must possess at least a Bachelor's Degree and be licensed by the State Department of Education in the field in which they teach. All teachers must meet State and/or North Central accreditation minimum standards .

III. Credentials:

All teachers must have the following information on file in the office of the Superintendent of Schools:

- A. A valid teaching certificate.
- B. A complete transcript of college credits.
- C. A certificate of health from a valid source stating that the teacher is free of tuberculosis.
- D. A social security number.
- E. A Background check as required by Arkansas law.

IV. Duties and Responsibilities:

It is impossible to list all duties and responsibilities that teachers have during the year, however, some of the major ones are listed below:

- A. Professionalism of teachers is expected at Southside School.
- B. Teach with the philosophy and objective of the school in mind.
- C. Be ethical.
- D. Be professional.
- E. Be courteous, fair, but firm, with all students and parents.
- F. Avoid discussions or remarks that will hurt students, parents or other teachers.
- G. While teaching, keep the individual student in mind.
- H. Observe the teacher sick leave and absentee policy listed elsewhere.
- I. Dress neatly.
- J. Grow professionally by reading professional books and periodicals, attending summer school, extension classes, attending professional meetings, workshops and conferences.
- K. Cooperate with the superintendent and principal and other teachers.
- L. Be on time when arriving at school in the morning and in attendance at meetings.
- M. All teachers are expected to attend all faculty meetings that are recommended.

- N. Lesson plans should be made well in advance. Good planning makes the job of the teacher much easier and keeps discipline problems at a minimum.
- O. Keep accurate records with respect to attendance and grades of students.
- P. Care of Classrooms:
 - a. Keep your room neat.
 - b. Keep bulletin board attractive.
 - c. Check lights, heat and air conditioner when room is to be vacated.
 - d. Keep room properly ventilated and lighted.
 - e. Keep boards and trays clean.
 - f. When leaving room at the end of the day, adjust shades.
 - g. Keep floors free of waste paper.
 - h. Chairs, desks, and tables should be orderly arranged.
 - i. Coaches are responsible for seeing gym dressing rooms, etc., are kept clean. They may delegate this responsibility. (High School)
 - j. P. E. instructors are to see that equipment, building etc., are cared for.
- Q. Faculty are to send written recommendations through principal and superintendent to school board.
- R. All teachers are to follow the chain of command.
- S. Teachers will have the Pledge of Allegiance each school day.
- T. All teachers are on duty all the time to see that student behavior is in accordance with good citizenship...any act contrary to the above, by a student should be corrected by the teacher and reported immediately to the principal or head teacher.
- U. When school is dismissed for professional meetings, all teachers are expected to attend same.
- V. Prompt and regular in attendance. When possible the teacher shall inform the administration prior to absences, and give reason.
- W. All teachers report school problems to the principal. If problems can't be solved to the satisfaction of both parties, then principal and teacher will meet with superintendent. The final step will be taking the problem to the school board. All teachers are expected to handle most of their own discipline problems, and bring to principal only those requiring additional assistance.
- X. Playground and/or Bus Duty.
- Y. Hall Duty in specific buildings.
- Z. Attend educational meetings as designated by the administration.
- AA. Supervising other rooms when the teacher is called out of the room, or until a substitute can be obtained.
- BB. Caring for any student who has had an accident or who is sick until help can be obtained.
- CC. Certain sponsorship duties performed on an appointed basis among those teachers willing to perform these duties will be reimbursed according to the supplementary pay schedule approved each year by the school board. Other sponsorship duties are performed by teachers who are aware that no reimbursement is paid for those duties.
- DD. Teachers are expected to attend all inservice meetings. Inservice absences must be approved by the superintendent.
- EE. Teachers will perform duties as assigned by the principal pertaining to educational activities.

2.5 Assignment of Teacher Aides

Adopted: July 14, 2008

The assignment of teacher aide shall be made by the principal or his/her designee. Changes in the assignments may be made as necessary due to changes in the student population, teacher changes, and to best meet the educational needs of the students.

3.1 Licensed Personnel Employment

Revised June 11, 2012

All prospective employees must fill out an application form provided by the District, in addition to any resume provided, all of which information is to be placed in the personnel file of those employed.

If the employee provides false or misleading information, or if he withholds information to the same effect, it may be grounds for dismissal. In particular, it will be considered a material misrepresentation and grounds for termination of contract of employment if an employee's licensure status is discovered to be other than as it was represented by an employee or applicant, either in writing on application materials or in the form of verbal assurances or statements made to the school district.

The Southside School District is an equal opportunity employer and shall not discriminate on the grounds of race, color, religion, national origin, sex, age, or disability.

3.1.1 Teacher Contract:

Revised: 11-08-2004

An employee shall have thirty (30) days from the date of the receipt of his contract for the following school year in which to return the contract, signed, to the office of the Superintendent. The date of receipt of the contract shall be presumed to be the date of a cover memo which will be attached to the contract.

Failure of an employee to return the signed contract to the office of the Superintendent within thirty (30) days of the receipt of the contract shall operate as a resignation by the employee. No further action on the part of the employee, the Superintendent, or the School Board shall be required in order to make the employee's resignation final.

Teachers' duties and assignments will be as assigned by the administration and the school board.

3.2 New Teacher Probation:

Every licensed employee hired starting will serve one (1) year of probation at Southside School District. This will be reflected on their contract. Teachers with less than three years total Arkansas experience will be considered probationary.

3.3 Teacher Evaluations

Philosophy of Evaluations

The patrons, school board members, administration, teachers, and support staff of Southside School District are fully committed to the development and maintenance of educational programs that are responsive to the learning of students. The learning needs of students are best met with an effective system for evaluating licensed personnel which has improvement of instruction as its primary objective.

Although improvement of instruction is the primary objective of evaluation, an effective evaluation system requires that administrators, teachers, and other licensed personnel meet established minimum criteria of acceptable professional performance. Evaluation is an ongoing process rather than a product, and as such requires the maintenance of an atmosphere of mutual trust and respect between evaluators and evaluatees. Evaluation is a cooperative effort jointly supported in good faith by evaluators and evaluatees. It should promote productive exchanges of ideas and values between staff and supervisors and ultimately result in an overall increase in professional growth and development activities.

Evaluation Policy

Southside School District has adopted the TAS System for teacher evaluations.

The TAS system is a cooperative endeavor that involves a network of participating schools in building a cumulative data bank. It provides educators with:

1. An evaluation process that occurs frequently and is therefore credible;
2. A systematic accumulation of information that improves the objectivity in determining the quality of teaching performance;
3. A counseling procedure that interfaces management indicators, criteria and standards, and practical reinforcement activities;
4. Documentation of performance and attempts to improve any deficiencies in performance;
5. An opportunity to address self-development needs in-district or through the network of school districts.

The TAS system includes the following basis components:

1. Formative Observation Reviews that provide an opportunity for periodic work-site observation of the teacher's performance by the evaluating administrator. This phase of the evaluation process is non-time consuming for the evaluator and non-disruptive to the teacher. It also provides immediate feedback to the teacher and forms the basis for continual communication between the teacher and evaluator. Since the observations occur frequently throughout the school year, not all Indicators need be noted during each review.
2. Summative Evaluation Reports that are completed periodically during the year to indicate the cumulative performance of the teacher. Performance on all criteria and standards is noted on this report, a conference is held, and teachers are provided with an opportunity

to attach any desired response.

3. Growth Plans and Counseling are developed at any stage of the evaluation process as needed. Whenever the evaluating administrator believes that the level of performance or conduct is such that a formal plan for improvement would be beneficial, one is developed and presented to the teacher. The Growth Improvement Plan is then monitored and final completion noted. Suggested activities for improvement are provided as part of the TAS Counseling Guide.
4. Data Accumulation And Staff Development are integral components of TAS. Copies of formative observation reviews, without the names of the evaluated teachers, are sent to the TAS data collection center by evaluators in school districts throughout the TAS Network. Computerized reports of individual schools and the entire TAS Network are mailed back to each school. Serving a needs assessment function, this information can be of value in planning targeted staff development activities.

Formative Observation: Rational/Instructions

Rationale:

The Formative Review instrument has been designed to enable the evaluator to obtain relevant information within an optimum time frame. It has been designed to accommodate the "work flow" of both the evaluator and the teacher. Teachers do not have to plan lessons ahead to conform to the time when the evaluator will be visiting the classroom or work site. This enables the teacher to move along with instructional activities at a normal pace, with periodic observations being done in a non-intrusive manner. The evaluator is able to move in and out of classrooms, conducting brief observations as part of the administrator's normal daily movement through the school site. The Formative Observation Review instruments have been designed in a 9" by 6" format to make them easy to carry around throughout the administrator's day.

Since the formative process is a continuous and repetitive one throughout the school year, the rating scale is limited to three choices: Satisfactory, Needs Improvement and Unsatisfactory. The objective is to observe what is occurring, record it and provide immediate feedback to the teacher. In most cases, evaluators return the teacher's copy of the form on the same day the observation took place.

It is not necessary that all indicators be observed and recorded during each formative review. While it is possible that the evaluator could note all indicators during a single observation, it is unlikely. Before a review, the forms from previous observations can serve as a reminder to look for and mark indicators not noted during previous observations. All indicators, however, should be observed prior to the Summarive Evaluation at the end of the particular evaluation cycle.

3.3.1 Evaluation of Licensed Personal by Relatives

No person shall be employed in, or assigned to, a position which would require that he be evaluated by any relative, by blood or marriage, including spouse, parent, child, grandparent, grandchild, sibling, aunt, uncle, niece, nephew, or first cousin.

3.4—LICENSED PERSONNEL GRIEVANCES

Revised June 11, 2007

The purpose of this policy is to provide an orderly process for employees to resolve, at the lowest possible level, their concerns related to the personnel policies or salary payments of this district.

Definitions

Grievance: a claim or concern related to the interpretation, application, or claimed violation of the personnel policies, including salary schedules, federal or state laws and regulations, or terms or conditions of employment, raised by an individual employee of this school district. Other matters for which the means of resolution are provided or foreclosed by statute or administrative procedures shall not be considered grievances. Specifically, no grievance may be entertained against a supervisor for directing, instructing, reprimanding, or “writing up” an employee under his/her supervision.

Group Grievance: A grievance may be filed as a group grievance if it meets the following criteria: (meeting the criteria does not ensure that the subject of the grievance is, in fact, grievable)

- More than one individual has interest in the matter; and
- The group has a well-defined common interest in the facts and/or circumstances of the grievance; and
- The group has designated an employee spokesperson to meet with administration and/or the board; and
- All individuals within the group are requesting the same relief.

Employee: any person employed under a written contract by this school district.

Immediate Supervisor: the person immediately superior to an employee who directs and supervises the work of that employee.

Working day: a day in which a majority of the employees of the same job classification as the employee with a grievance is scheduled to work.

Process

Level One: An employee who believes that he/she has a grievance shall inform that employee’s immediate supervisor that the employee has a potential grievance and discuss the matter with the supervisor within five working days of the occurrence of the grievance. The supervisor shall offer the employee an opportunity to have a witness or representative who is not a member of the employee’s immediate family present at their conference. (The five-day requirement does not apply to grievances concerning back pay.) If the grievance is not advanced to Level Two within five working days following the conference, the matter will be considered resolved and the employee shall have no further right with respect to said grievance.

If the grievance cannot be resolved by the immediate supervisor, the employee can advance the grievance to Level Two. To do this, the employee must complete the top half of the Level Two Grievance Form within five working days of the discussion with the immediate supervisor, citing the manner in which the specific personnel policy was violated that has given rise to the grievance, and submit the Grievance Form to his/her immediate supervisor. The supervisor will have ten working days to respond to the grievance using the bottom half of the Level Two Grievance Form which he/she will submit to the

building principal or, in the event that the employee's immediate supervisor is the building principal, the superintendent.

Level Two (when appeal is to the building principal): Upon receipt of a Level Two Grievance Form, the building principal will have ten working days to schedule a conference with the employee filing the grievance. The principal shall offer the employee an opportunity to have a witness or representative who is not a member of the employee's immediate family present at their conference. After the conference, the principal will have ten working days in which to deliver a written response to the grievance to the employee. If the grievance is not advanced to Level Three within five working days the matter will be considered resolved and the employee shall have no further right with respect to said grievance.

Level Two (when appeal is to the superintendent): Upon receipt of a Level Two Grievance Form, the superintendent will have ten working days to schedule a conference with the employee filing the grievance. The superintendent shall offer the employee an opportunity to have a witness or representative who is not a member of the employee's immediate family present at their conference. After the conference, the superintendent will have ten working days in which to deliver a written response to the grievance to the employee.

Level Three: If the proper recipient of the Level Two Grievance was the building principal, and the employee remains unsatisfied with the written response to the grievance, the employee may advance the grievance to the superintendent by submitting a copy of the Level Two Grievance Form and the principal's reply to the superintendent within five working days of his/her receipt of the principal's reply. The superintendent will have ten working days to schedule a conference with the employee filing the grievance. The superintendent shall offer the employee an opportunity to have a witness or representative who is not a member of the employee's immediate family present at their conference. After the conference, the superintendent will have ten working days in which to deliver a written response to the grievance to the employee.

Appeal to the Board of Directors: An employee who remains unsatisfied by the written response of the superintendent may appeal the superintendent's decision to the Board of Education within five working days of his/her receipt of the Superintendent's written response by submitting a written request for a board hearing to the superintendent. If the grievance is not appealed to the Board of Directors within five working days of his/her receipt of the superintendent's response, the matter will be considered resolved and the employee shall have no further right with respect to said grievance.

The school board will address the grievance at the next regular meeting of the school board, unless the employee agrees in writing to an alternate date for the hearing. After reviewing the Level Two Grievance Form and the superintendent's reply, the board will decide if the grievance, on its face, is grievable under district policy. If the grievance is presented as a "group grievance," the Board shall first determine if the composition of the group meets the definition of a "group grievance." If the Board determines that it is a group grievance, the Board shall then determine whether the matter raised is grievable. If the Board rules the composition of the group does not meet the definition of a group grievance, or the grievance, whether group or individual, is not grievable, the matter shall be considered closed. (Individuals within the disallowed group may choose to subsequently refile their grievance as an individual grievance beginning with Level One of the process.) If the Board rules the grievance to be grievable, they shall immediately commence a hearing on the grievance. All parties have the right to representation by a person of their own choosing who is not a member of the employee's immediate family at the appeal hearing before the

Board of Directors. The employee shall have no less than 90 minutes to present his/her grievance, unless a shorter period is agreed upon by the employee and both parties shall have the opportunity to present and question witnesses. The hearing shall be open to the public unless the employee requests a private hearing. If the hearing is open, the parent or guardian of any student under the age of eighteen years who gives testimony may elect to have the student's testimony given in closed session. At the conclusion of the hearing, if the hearing was closed, the Board of Directors may excuse all parties except board members and deliberate, by themselves, on the hearing. At the conclusion of an open hearing, board deliberations shall also be in open session unless the board is deliberating the employment, appointment, promotion, demotion, disciplining, or resignation of the employee. A decision on the grievance shall be announced no later than the next regular board meeting.

Records

Records related to grievances will be filed separately and will not be kept in, or made part of, the personnel file of any employee.

Reprisals

No reprisals of any kind will be taken or tolerated against any employee because he/she has filed or advanced a grievance under this policy.

Legal Reference: ACA § 6-17-208

3.5 Licensed Personnel Reduction in Force Policy

Adopted: Feb, 9, 2006

Revised: June 11, 2012

The School Board acknowledges its authority to conduct a reduction in force (RIF) when a decrease in enrollment or other reason(s) make such a reduction necessary or desirable. A RIF will be conducted when the need for a reduction in the work force exceeds the normal rate of attrition for that portion of the staff that is in excess of the needs of the district as determined by the superintendent.

In effecting a reduction in force, the primary goals of the school district shall be: what is in the best interests of the students; to maintain accreditation in compliance with the Standards of Accreditation for Arkansas Public Schools and/or the North Central Association; and the needs of the district. A reduction in force will be implemented when the superintendent determines it is advisable to do so and shall be effected through non-renewal, termination, or both. Any reduction in force will be conducted by evaluating the needs and long- and short-term goals of the school district, and by examining the staffing of the district in each licensure area and/or, if applicable, specific grade levels.

The provisions of this policy do not apply to employees of any school district consolidated with, or annexed to, the Southside School District. Such employees shall be subject to termination or non-renewal during the first calendar year of such consolidation or annexation, solely based on the district's needs for personnel in addition to those employees under contract to the district prior to the annexation or consolidation.

If a reduction in force becomes necessary in a licensure area or specific grade level(s), the RIF shall be conducted for each licensure area and/or specific grade level on the basis of each employee's points as determined by the schedule contained in this policy. The teacher with the fewest points will be laid off first. There is no right or implied right for any teacher to "bump" or displace any other teacher.

Points

- Years of service in the district—1 point per year

All licensed position years in the district count including non-continuous years.

Service in any position not requiring teacher licensure does not count toward years of service. No credit for years of service will be given for years of service at other public or private schools, for higher education or for educational service cooperative employment. Being employed fewer than 160 days in a school year shall not constitute a year.

Graduate degree in the area of licensure applicable to credit of points (only the highest level of points apply)

- 1 point—Master's degree
- 2 points—Master's degree with 45 or greater graduate hours
- 3 points—Educational specialist degree
- 4 points—Doctoral degree
- 3 points--National Board of Professional Teaching Standards certification
- Additional academic content areas of endorsement as identified by the State Board—1 point per area
- Licensure for teaching in a State Board identified shortage area—2 points per area

- Multiple areas and/or grade levels of licensure as identified by the State Board—1 point per additional area or grade level as applicable

When the District is conducting a RIF, all potentially affected teachers shall receive a listing of licensed personnel with corresponding point totals. Upon receipt of the list, each teacher has ten (10) working days within which to appeal his or her assignment of points to the superintendent whose decision shall be final. Except for changes made pursuant to the appeals process, no changes will be made to the list that would affect a teacher's point total after the list is released.

A teacher with full licensure in a position shall prevail over a teacher with greater points but who is lacking full licensure in that subject area. "Full licensure" means an initial, or standard, non-contingent license to teach in a subject area or grade level, in contrast with a license that is provisional, temporary, or conditional on the fulfillment of additional course work or passing exams or any other requirement of the Arkansas Department of Education, other than the attainment of annual professional development training.

Pursuant to any reduction in force brought about by consolidation or annexation and as a part of it, the salaries of all teachers will be brought into compliance, by a partial RIF if necessary, with the receiving district's salary schedule. Further adjustments will be made if length of contract or job assignments change. A Partial RIF may also be conducted in conjunction with any job reassignment whether or not it is conducted in relation to an annexation or consolidation.

If a teacher is non-renewed under this policy, he or she shall be offered an opportunity to fill a vacancy for which he or she is qualified for a period of up to two (2) years. The non-renewed teacher shall be recalled for a period of two (2) years in reverse order of the layoff to any position for which he or she is qualified. Notice of vacancies shall be by licensed mail and the non-renewed teachers shall have 10 working days from the date that the notification is received in which to accept the offer of a position. A lack of response or a teacher's refusal of a position shall end the district's obligation to replace the laid-off teacher.

3.6 Licensed Personnel Employee Training

Revised: June 11, 2012

All employees shall attend all local professional development training sessions as directed by a supervisor.

The Southside School District shall develop and implement a plan for the professional development of its licensed employees. The district's plan shall, in part, align district resources to address the professional development activities identified in each school's ACSIP. The plan shall describe how the district's categorical funds will be used to address deficiencies in student performance and any identified academic achievement gaps between groups of students. At the end of each school year, the district shall evaluate the professional development activities' effectiveness in improving student performance and closing achievement gaps.

Each licensed employee shall receive a minimum of sixty (60) hours of professional development annually to be fulfilled between June 1 and May 31. Licensed employees are required to obtain their sixty (60) hours of approved professional development each year over a five year period as part of licensure renewal requirements. Professional development hours earned in excess of sixty (60) in the designated year cannot be carried over to the next year.

Licensed employees who are prevented from obtaining the required professional development hours due to their illness or the illness of an immediate family member as defined in A.C.A. § 6-17 have until the end of the following school year to make up the deficient hours. Missed hours of professional development shall be made up with professional development that is substantially similar to that which was missed. This time extension does not absolve the employee from also obtaining the following year's required 60 hours of professional development. Failure to obtain required professional development or to make up missed professional development could lead to disciplinary consequences, up to termination or nonrenewal of the contract of employment.

The goal of all professional development activities shall be improved student achievement and academic performance that results in individual, school-wide, and system-wide improvement designed to ensure that all students demonstrate proficiency on the state's assessments. The district's professional development plan shall demonstrate scientifically research-based best practice, and shall be based on student achievement data and in alignment with applicable ADE Rules and/or Arkansas code.

Teachers and administrators shall be involved in the design, implementation, and evaluation of the plan for their own professional development. The results of the evaluation made by the participants in each program shall be used to continuously improve the district's professional development offerings and to revise the school improvement plan.

Flexible professional development hours (flex hours) are those hours which an employee is allowed to substitute professional development activities, different than those offered by the district, but which still meet criteria of either the employee's Individual Improvement Plan or the school's ACSIP, or both. The district shall determine on an annual basis how many, if any, flex hours of professional development it will allow to be substituted for district scheduled professional development offerings. The determination may be made at an individual building, a

grade, or by subject basis. The district administration and the building principal have the authority to require attendance at specific professional development activities. Employees must receive advance approval from the building principal for activities they wish to have qualify for flex professional development hours. To the fullest extent possible, professional development activities are to be scheduled and attended such that teachers do not miss their regular teaching assignments. Six (6) approved flex hours credited toward fulfilling the sixty (60) hour requirement shall equal one contract day. Hours of professional development earned by an employee that is not at the request of the district and is in excess of sixty (60) or not pre-approved by the building principal shall not be credited toward fulfilling the required number of contract days for that employee. Hours earned that count toward the required sixty (60) also count toward the required number of contract days for that employee. Employees shall be paid for professional development hours earned at the request of the district that necessitate the employee work more than the number of days required by their contract.

Teachers and administrators who, for any reason, miss part or all of any scheduled professional development activity they were required to attend, must make up the required hours in comparable activities which are to be pre-approved by the building principal.

To receive credit for his/her professional development activity each employee is responsible for obtaining and submitting documents of attendance, or completion for each professional development activity he/she attends. Documentation is to be submitted to the building principal or designee.

At least six (6) of the sixty (60) annual hours shall be in the area of educational technology.

Teachers are required to receive at least two hours annually of their sixty (60) required hours of professional development designed to enhance their understanding of effective parental involvement strategies. Up to once every five (5) years, an educator may substitute no more than three (3) hours of the required training related to child maltreatment for the parental involvement training requirement.

All licensed personnel shall receive two (2) hours of professional development in teen suicide awareness and prevention one (1) time every five (5) school years which may be obtained by self-review of suitable suicide prevention materials approved by ADE.

Teachers who provide instruction in Arkansas history shall receive at least two (2) hours of professional development in Arkansas history as part of the sixty (60) hours required annually.

Anticipated rescuers shall receive training in cardiopulmonary resuscitation and the use of automated external defibrillators as required by ADE Rule. Such training shall count toward the required annual hours of professional development.

At least once every three (3) years, persons employed as athletics coaches, shall receive training related to concussions, dehydration, or other health emergencies as well as students' health and safety issues related to environmental issues and communicable diseases.

All licensed personnel shall receive at least two (2) hours of training related to child maltreatment within twelve (12) months of their initial licensure and/or the renewal of their

license. The training curriculum shall meet the criteria established by ADE Rule which shall be based on the curriculum approved by the Arkansas Child Abuse/Rape/Domestic Violence Commission. Up to once every five (5) years, an educator may substitute no more than three (3) hours of the required training related to child maltreatment for the parental involvement training requirement. For the purposes of this training, “licensed personnel” includes school social workers, psychologists, and nurses.

All licensed personnel shall receive training related to compliance with the district’s antibullying policies.

Administrators are required to receive at least three hours annually of their sixty (60) required hours of professional development designed to enhance their understanding of effective parental involvement strategies and the importance of administrative leadership in setting expectations and creating a climate conducive to parental participation.

For each administrator, the sixty (60) hour professional development requirement shall include training in data disaggregation, instructional leadership, and fiscal management, including without limitation the Initial, Tier 1, and Tier 2 training required for superintendents and district designees by ADE’s Rules Governing the Arkansas Financial Accounting and Reporting System and Annual Training Requirements.

The superintendent, assistant superintendent, and grades 7-12 principal, assistant principal and guidance counselor³ are required to participate in professional development on the availability of, eligibility requirements for, and the process of applying for state-supported student financial assistance. Unless obtained as part of their previous position of employment, affected employees who are new to their position shall receive three (3) hours of such training within the first year in their new position. Subsequently, all affected employees shall receive one (1) hour of such training annually.

Teachers required by the superintendent, building principal, or their designee to take approved training related to teaching an advance placement class for a subject covered by the College Board and Educational Testing Service shall receive up to thirty (30) hours of credit toward the sixty (60) hours of professional development required annually.

Licensed personnel may earn up to twelve (12) hours of professional development for time they are required to spend in their instructional classroom, office or media center prior to the first day of student/teacher interaction **provided** the time is spent in accordance with the state law and current ADE rules that deal with professional development. The hours may be earned through online professional development approved by the ADE provided the professional development relates to the district’s ASCIP and the teacher’s professional growth plan.

Teachers are eligible to receive fifteen (15) professional development hours for a college course that meets the criteria identified in law and the applicable ADE rules. The board shall determine if the hours earned apply toward the required sixty (60). A maximum of thirty (30) hours may be applied toward the sixty (60) hours of professional development required annually.

Employees who do not receive or furnish documentation of the required annual professional development jeopardize the accreditation of their school and academic achievement of their

students. Failure of an employee to receive sixty (60) hours of professional development in any given year, unless due to illness as permitted by law, ADE Rule and this policy, shall be grounds for disciplinary action up to and including termination.

Approved professional development activities may include conferences, workshops, institutes, individual learning, mentoring, peer coaching, study groups, National Board for Professional Teaching Standards Certification, distance learning, internships, district/school programs, and approved college/university course work. Professional development activities should be consistent with the objectives developed by the National Staff Development Council Standards.

Professional development activities shall relate to the following areas: content (K-12); instructional strategies; assessment; advocacy/leadership; systemic change process; standards, frameworks, and curriculum alignment; supervision; mentoring/coaching; educational technology; principles of learning/developmental stages; cognitive research; parent involvement; building a collaborative learning community; and student health and wellness.

Legal References: Arkansas State Board of Education: Standards of Accreditation 15.04
 ADE Rules Governing Professional Development
 ADE Rules Governing the Arkansas Financial Accounting and Reporting
 System
 and Annual Training Requirements
 A.C.A. § 6-5-405
 A. C.A. § 6-10-122, 123
 A.C.A. § 6-15-404(f)(2)
 A.C.A. § 6-15-1004(c)
 A.C.A. § 6-15-1703

 A.C.A. § 6-17-703
 A.C.A. § 6-17-704
 A.C.A. § 6-17-705
 A.C.A. § 6-17-708
 A.C.A. § 6-17-1202
 A.C.A. § 6-20-2204
 A.C.A. § 6-20-2303 (15)
 A.C.A. § 6-61-133

3.7 Dismissal Policy

Employees of Southside School District are subject to Public School Employee Fair Hearing Act. Employees of Southside School District will be allowed due process in the event of any job action, up to and including termination, with an appeal process terminating, according to Arkansas law, at a hearing before the Southside School Board

3.8 Suspension Policy

Any employee under contract may be suspended by the superintendent for the following causes:

- (1) Immorality,
- (2) Insubordination,
- (3) Failure to follow reasonable regulations and policies,
- (4) Disabilities impairing the performance of duties,
- (5) Inefficiency or incompetency.

3.9 Licensed Personnel Family Medical Leave

Definitions:

Covered active duty means

- (A) in the case of a member of a **regular** component of the Armed Forces, duty during deployment of the member with the armed forces to a foreign country; and
- (B) in the case of a member of a **reserve** component of the Armed Forces, duty during deployment of the member with the armed forces to a foreign country under a call to order to active duty under a provision of law referred to in section 101(a)(13)(B) of title 10, United States Code.

Covered Service Member: is

- (A) a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or
- (B) a veteran who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness and who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the period of five (5) years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy.

Eligible Employee: is an employee who has been employed by the district for at least twelve (12) months and for 1250 hours of service during the twelve (12) month period immediately preceding the commencement of the leave. Full time, licensed teachers are considered to have met the 1250 hour requirement for eligibility.

Health Care Provider: is a doctor of medicine or osteopathy who is authorized to practice medicine or surgery (as appropriate) by the state in which the doctor practices. It also includes any other person determined by the U.S. Secretary of Labor to be capable of providing health care services.

Instructional Employee: is a teacher whose principal function is to teach and instruct students in a class, a small group, or an individual setting and includes, athletic coaches, driving instructors, and special education assistants such as signers for the hearing impaired. The term does not include administrators, counselors, librarians, psychologists, or curriculum specialists who are included under the broader definition of “eligible employee” (to the extent the employee has been employed for 12 months).

Next of Kin: used in respect to an individual, means the nearest blood relative of that individual.

Outpatient Status: used in respect to a covered service member, means the status of a member of the Armed Forces assigned to

- A) a military medical treatment facility as an outpatient; or
- B) a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients.

Qualifying Exigency: Issues that arise due to covered active duty or a call to covered active duty of an employee's spouse, son, daughter, or parent. Examples include issues involved with short-notice deployment, military events and related activities, childcare and school activities, the need for financial and legal arrangements, counseling, rest and recuperation, post-deployment activities, and other activities as defined by federal regulations

Parent: is the biological parent of an employee or an individual who stood in loco parentis to an employee when the employee was a son or a daughter.

Serious Health Condition: is an injury, illness, impairment, or physical or mental condition that involves inpatient care or continuing treatment by a health care provider.⁴²

Serious Injury or Illness:

(A) a member of the Armed Forces, including the National Guard or Reserves, it means an injury or illness incurred by the member in the line of duty on active duty in the Armed Forces (or existed before the beginning of the member's active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating- and

(B) in the case of a veteran who was a member of the Armed Forces, including a member of the In the case of National Guard of Reserves, at any time during a period as a covered service member defined in this policy, it means a qualifying (as defined by the U.S Secretary of Labor) injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces (or existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces) and that manifested itself before or after the member became a veteran.

Year: for leave **other than** to care for the serious injury or illness of a covered service member, the twelve (12) month period of eligibility shall begin on the first duty day of the school year.

Year: for leave to care for the serious injury or illness of a covered service member, the twelve (12) month period begins on the first day the eligible employee takes FMLA leave to care for a covered service member and ends 12 months after that date.

Policy

The provisions of this policy are intended to be in line with the provisions of the FMLA. If any conflict(s) exist, the Family Medical Leave Act of 1993 as amended shall govern.

Leave Eligibility

The district will grant up to twelve (12) weeks of leave in a year in accordance with the Family Medical Leave Act of 1993 (FMLA) as amended to its eligible employees for one or more of the following reasons:

1. Because of the birth of a son or daughter of the employee and in order to care for such son or daughter;

2. Because of the placement of a son or daughter with the employee for adoption or foster care;
3. To care for the spouse, son, daughter, or parent, of the employee, if such spouse, son, daughter, or parent has a serious health condition; and
4. Because of a serious health condition that makes the employee unable to perform the functions of the position of such employee.
5. Because of any qualifying exigency arising out of the fact that the spouse, son, daughter, or parent of the employee is on covered active duty (or has been notified of an impending call or order to covered active duty) in the Armed Forces.
6. To care for a spouse, child, parent or next of kin who is a covered servicemember with a serious illness or injury.

The entitlement to leave for reasons 1 and 2 listed above shall expire at the end of the twelve (12) month period beginning on the date of such birth or placement.

An eligible employee who is the spouse, son, daughter, parent, or next of kin of a **covered service member** shall be entitled to a total of 26 weeks of leave during one 12-month period to care for the service member who has a serious injury or illness as defined in this policy. An eligible employee who cares for such a covered service member is limited for reasons 1 through 5 listed above to a total of 12 weeks of leave during a year as defined in this policy. For example, an eligible employee who cares for such a covered service member for 16 weeks during a 12 month period could only take a total of 10 weeks for reasons 1 through 5.

If husband and wife are both eligible employees employed by the district, the husband and wife are entitled to a total of 26 weeks of leave during one 12-month period to care for their spouse, son, daughter, parent, or next of kin who is a **covered service member** with a serious injury or illness as defined in this policy. A husband and wife who care for such a covered service member is limited for reasons 1 through 5 listed above to a total of 12 weeks of leave during a year as defined in this policy. For example, an eligible employee who cares for such a covered service member for 16 weeks during a 12 month period could only take a total of 10 weeks for reasons 1 through 5.

District Notice to Employees

The district shall post, in conspicuous places in each school within the district, where notices to employees and applicants for employment are customarily posted, a notice explaining the FMLA's provisions and providing information about the procedure for filing complaints with the Department of Labor.

Employee Notice to District

Foreseeable:

When the need for leave is foreseeable for reasons 1 through 4 or 6 listed above, the employee shall provide the district with not less than 30 days' notice, before the date the leave is to begin, of the employee's intention to take leave for the specified reason, except that if the date of the treatment requires leave to begin in less than 30 days, the employee shall provide such notice as is practicable. As soon as practicable means as soon as both possible and practical, taking into account all of the facts and circumstances in the individual case.

When the necessity for leave for reason 5 listed above is foreseeable, whether because the spouse, son, daughter, or parent of the employee is on covered active duty, or because of notification of an impending call or order to covered active duty, the employee shall provide such notice to the district as is reasonable and practicable regardless of how far in advance the leave is foreseeable.

When the need for leave is for reasons 3, 4, or 6 listed above, the employee shall make a reasonable effort to schedule the treatment so as not to disrupt unduly the operations of the district subject to the approval of the health care provider of the spouse, son, daughter, or parent of the employee.

Failure by the employee to give thirty (30) days notice may delay the taking of FMLA leave until at least thirty (30) days after the date the employee provides notice to the district.

Unforeseeable:

When the approximate timing of the need for leave is not foreseeable, an employee shall provide the district notice of the need for leave as soon as practicable given the facts and circumstances of the particular case. Ordinarily, the employee shall notify the district within two (2) working days of learning of the need for leave, except in extraordinary circumstances where such notice is not feasible. Notice may be provided in person, by telephone, telegraph, fax, or other electronic means.

Medical Certification

When the need for leave is for reasons 3, 4, 6 listed above, the employee should provide a medical certification from a licensed, practicing health care provider supporting the need for leave at the time the notice for leave is given, but must provide certification at least fifteen (15) days prior to the date the leave is to begin. The certification shall include the date on which the serious health condition began, the probable duration of the condition, and the appropriate medical facts within the knowledge of the health care provider regarding the condition. Leave taken for reason 3 listed above, must include certification that the eligible employee is needed to care for the son, daughter, spouse, or parent and an estimate of the amount of time the employee is needed to provide the care. For reason 4 listed above, the certification must include a statement that the employee is unable to perform the required functions of his/her position.

If FMLA leave is to be taken on an intermittent or reduced work schedule basis for planned medical treatment, the certification shall include the dates on which such treatment is expected to be given and the duration of such treatment.

Second Opinion: In any case where the district has reason to doubt the validity of the certification provided, the district may require, at its expense, the employee to obtain the opinion of a second health care provider designated or approved by the employer. If the second opinion differs from the first, the district may require, at its expense, the employee to obtain a third opinion from a health care provider agreed upon by both the district and the employee. The opinion of the third health care provider shall be considered final and be binding upon both the district and the employee.

Recertification: The district may request the employee obtain a recertification, at the employee's expense, no more often than every thirty (30) days unless one or more of the following circumstances apply;

- a. The employee requests an extension of leave;
- b. Circumstances described by the previous certification have changed significantly; and/or
- c. The district receives information that casts doubt upon the continuing validity of the certification.

The employee must provide the recertification in no more than fifteen (15) calendar days after the district's request.

No second or third opinion on recertification may be required.

Sick Leave and Family Medical Leave Act (FMLA) Leave

When an employee takes sick leave, the district shall determine if the leave qualifies for FMLA leave. The district may request additional information from the employee to help make the applicability determination. If the leave qualifies under the FMLA, the district will notify the employee, either orally or in writing, of the decision within two workdays. If the leave is intermittent or on a reduced schedule as defined in this policy and the circumstances of the leave don't change, the district is only required to notify the employee once of the determination regarding the applicability of sick leave and/or FMLA leave. To the extent the employee has accrued paid leave, any leave taken that qualifies for FMLA leave shall be paid leave and charged against the employee's accrued leave.

Concurrent Leave

The district requires employees to substitute any applicable accrued leave for any part of the twelve (12) week period of FMLA leave. All FMLA leave is unpaid unless substituted by applicable accrued leave.

Workers Compensation: FMLA leave may run concurrently with a workers' compensation absence when the injury is one that meets the criteria for a serious health condition. To the extent

that workers compensation benefits and FMLA leave run concurrently, the employee will not be charged for any paid leave accrued by the employee. If the health care provider treating the employee for the workers compensation injury certifies the employee is able to return to a “light duty job,” but is unable to return to the employee’s same or equivalent job, the employee may decline the district’s offer of a “light duty job.” As a result, the employee may lose his/her workers’ compensation payments, but for the duration of the employee’s FMLA leave, the employee will be paid for the leave to the extent that the employee has accrued applicable leave.

Health Insurance Coverage

The district shall maintain coverage under any group health plan for the duration of FMLA leave the employee takes at the level and under the conditions coverage would have been provided if the employee had continued in active employment with the district. The employee remains responsible for any portion of premium payments customarily paid by the employee. When on unpaid FMLA leave, it is the employee’s responsibility to submit his/her portion of the cost of the group health plan coverage to the district’s business office on or before it would be made by payroll deduction.

If an employee gives unequivocal notice of intent not to return to work, or if the employment relationship would have terminated if the employee had not taken FMLA leave, the district’s obligation to maintain health benefits ceases.

If the employee fails to return from leave after the period of leave to which the employee was entitled has expired, the district may recover the premiums it paid to maintain health care coverage unless:

- a. The employee fails to return to work due to the continuation, reoccurrence, or onset of a serious health condition that entitles the employee to leave under reasons 3 or 4 listed above; and/or
- b. Other circumstances exist beyond the employee’s control.

Circumstances under “a” listed above shall be licensed by a licensed, practicing health care provider verifying the employee’s inability to return to work.

Reporting Requirements During Leave

Employees shall inform the district every two weeks during FMLA leave of their current status and intent to return to work.

Return to Work

Medical Certification: An employee who has taken FMLA leave under reason 4 stated above shall provide the district with certification from a health care provider that the employee is able to resume work.

Return to Previous Position: An employee returning from FMLA leave is entitled to be returned to the same position the employee held when leave commenced, or to an equivalent position with

equivalent benefits, pay, and other terms and conditions of employment. An equivalent position must involve the same or substantially similar duties and responsibilities, which must entail substantially equivalent skill, effort, and authority. The employee may not be restored to a position requiring additional licensure or certification.

Failure to Return to Work: In the event that an employee is unable or fails to return to work, the superintendent will make a determination at that time regarding the documented need for a severance of the employee's contract due to the inability of the employee to fulfill the responsibilities and requirements of their contract.

Intermittent or Reduced Schedule Leave

Eligible employees may only take intermittent or reduced schedule leave for reasons 1 and 2 listed above if the district agrees to permit such leave upon request of the employee.

Eligible employees may take intermittent or reduced schedule leave due to reasons 3, 4, and 6 listed above if they have

- (A) made a reasonable effort to schedule the treatment so as not to disrupt unduly the operations of the employer, subject to the approval of the health care provider of the employee or the health care provider of the son, daughter, spouse, or parent of the employee, as appropriate; and
- (B) provided the employer with not less than 30 days' notice, before the date the leave is to begin, of the employee's intention to take leave under such subparagraph, except that if the date of the treatment requires leave to begin in less than 30 days, the employee shall provide such notice as is practicable.

Eligible employees requesting intermittent or reduced schedule leave that is foreseeable based on planned medical treatment may be transferred to an alternative position for which the employee is qualified with equivalent pay and benefits that better accommodates the employee's intermittent or reduced schedule leave.

If an eligible employee who meets the definition of an instructional employee requests intermittent or reduced schedule leave that is foreseeable based on planned medical treatment and the employee would be on leave for greater than 20 percent of the total number of working days in the period during which the leave would extend, the district may require the employee to elect either

- a.** to take medical leave for periods of a particular duration, not to exceed the duration of the planned medical treatment; or
- b.** to transfer temporarily to an available alternative position offered by the employer for which the employee is qualified and that has equivalent pay and benefits and better accommodates recurring periods of leave than the regular employment position of the employee.

Leave taken by eligible instructional employees near the end of the academic term

Leave more than 5 weeks prior to end of term

- If the eligible, instructional employee begins leave, due to reasons 1 through 6 listed above, more than 5 weeks prior to the end of the academic term, the district may require the employee to continue taking leave until the end of such term, if
(A) the leave is of at least 3 weeks duration; and
(B) the return to employment would occur during the 3-week period before the end of such term.

Leave less than 5 weeks prior to end of term

If the eligible, instructional employee begins leave, due to reasons 1, 2, 3, or 6 listed above, during the period that commences 5 weeks prior to the end of the academic term, the district may require the employee to continue taking leave until the end of such term, if

- (A) the leave is of greater than 2 weeks duration; and
- (B) the return to employment would occur during the 2-week period before the end of such term.

Leave less than 3 weeks prior to end of term

If the eligible, instructional employee begins leave, due to 1, 2, 3, or 6 listed above, during the period that commences 3 weeks prior to the end of the academic term and the duration of the leave is greater than 5 working days, the agency or school may require the employee to continue to take leave until the end of such term.

Legal References: 29 USC §§ 2601 et seq.
29 CFR 825.100 et seq.

Last Revised: June 14, 2010

3.10 Silent Meditation

Teachers are given permission to have a time of silent meditation in the classroom if they so desire.

3.11 Licensed Personnel Jury Duty

Employees are not subject to discharge, loss of sick leave, loss of vacation time or any other penalty due to absence from work for jury duty, upon giving reasonable notice to the District through the employee's immediate supervisor.

The employee must present the original (not a copy) summons to jury duty to his supervisor in order to confirm the reason for the requested absence.

Legal Reference: A.C.A. § 16-31-106

Last Revised: June 14, 2010

3.12 Reports to Parents

Pupil progress reports go to parents every nine weeks. These reports are sent home during the week following the end of each nine week period. At 4½ week points during the quarters, reports will be mailed to parents of students doing unsatisfactorily in a course. This is to allow for possible improvement in the subsequent 4½ weeks of the quarter.

3.12.1 Licensed Personnel Responsibilities in Dealing with Sex Offenders on Campus

Adopted: June 11, 2007

Individuals who have been convicted of certain sex crimes must register with law enforcement as sex offenders. Arkansas law places restrictions on sex offenders with a Level 1 sex offender having the least restrictions (lowest likelihood of committing another sex crime), and Level 4 sex offenders having the most restrictions (highest likelihood of committing another sex crime).

While Levels 1 and 2 place no restrictions prohibiting the individual's presence on a school campus, Levels 3 and 4 have specific prohibitions. These are specified in Policy 6.10—SEX OFFENDERS ON CAMPUS (MEGAN'S LAW) and it is the responsibility of district staff to know and understand the policy and, to the extent requested, aid school administrators in enforcing the restrictions placed on campus access to Level 3 and Level 4 sex offenders.

It is the intention of the board of directors that district staff not stigmatize students whose parents or guardians are sex offenders while taking necessary steps to safeguard the school community and comply with state law. Each school's administration should establish procedures so attention is not drawn to the accommodations necessary for registered sex offender parents or guardians.

Legal Reference: A.C.A. § 12-12-913 (g) (2)
Arkansas Department of Education Guidelines for "Megan's Law"
A.C.A. § 5-14-131

3.12.2—Licensed Personnel Duty to Report Child Abuse, Maltreatment or Neglect

Date Adopted: June 30, 2011

It is the statutory duty of licensed school district employees who have reasonable cause to suspect child abuse or maltreatment to directly and personally report these suspicions to the Arkansas Child Abuse Hotline, by calling 1-800-482-5964. Failure to report suspected child abuse, maltreatment or neglect by calling the Hotline can lead to criminal prosecution and individual civil liability of the person who has this duty. Notification of local or state law enforcement does not satisfy the duty to report; only notification by means of the Child Abuse Hotline discharges this duty.

The duty to report suspected child abuse or maltreatment is a direct and personal duty, and cannot be assigned or delegated to another person. There is no duty to investigate, confirm or substantiate statements a student may have made which form the basis of the reasonable cause to believe that the student may have been abused or subjected to maltreatment by another person; however, a person with a duty to report may find it helpful to make a limited inquiry to assist in the formation of a belief that child abuse, maltreatment or neglect has occurred, or to rule out such a belief¹. Employees and volunteers who call the Child Abuse Hotline in good faith are immune from civil liability and criminal prosecution.

By law, no school district or school district employee may prohibit or restrict an employee or volunteer from directly reporting suspected child abuse or maltreatment, or require that any person notify or seek permission from any person before making a report to the Child Abuse Hotline.

Legal References: A.C.A. § 12-18-107
 A.C.A. § 12-18-201 et seq.
 A.C.A. § 12-18-402

3.13 PARENT-TEACHER COMMUNICATION

Revised: June 11, 2012

The district recognizes the importance of communication between teachers and parents/legal guardians. To help promote positive communication, parent/teacher conferences shall be held once each semester. Parent-teacher conferences are encouraged and may be requested by parents or guardians when they feel they need to discuss their child's progress with his/her teacher.

Teachers are required to communicate during the school year with the parent(s), legal guardian(s), or care-giving adult or adults in a student's home to discuss the student's academic progress unless the student has been placed in the custody of the Department of Human Services and the school has received a court order prohibiting parent or legal guardian participation in parent/teacher conferences¹. More frequent communication is required with the parent(s) or legal guardian(s) of students who are performing below grade level.

All parent/teacher conferences shall be scheduled at a time and place to best accommodate those participating in the conference. Each teacher shall document the participation or non-participation of parent(s)/legal guardian(s) for each scheduled conference.

If a student is to be retained at any grade level, notice of, and the reasons for retention shall be communicated promptly in a personal conference.

Note: ¹ A.C.A. § 9-28-113(b)(6) provides that when the court transfers custody of a child to the Department of Human Services, the court shall issue an order stating whether the parent or legal guardian may participate in parent/teacher conferences.

Legal References: State Board of Education Standards of Accreditation 12.04.1, 12.04.2, and 12.04.3

3.14 School Reporting of Student Performance

It shall be the policy of the Board of Education that all teachers will be available for parent-teacher conferences twice every school year. If a student is to be retained at any grade level, notice of retention and the reasons for retention shall be communicated promptly in a personal conference. The professional staff is directed to implement this policy and maintain documentation of each parent's or guardian's participation in these conferences.

3.15 Dress Code

Teachers are professional people and should dress accordingly. T-shirts or faded or stained clothes are not considered proper attire during performance of professional duties or when representing the school. Teachers have always been looked upon as conservative, yet neat and distinctive leaders in our community.

3.16 Licensed Personnel Cell Phone Use

Adopted 4-20-06

Revised: June 11, 2012

Use of cell phones or other electronic communication devices by employees during instructional time for other than instructional purposes is strictly forbidden unless specifically approved in advance by the superintendent, building principal, or their designees.

District staff shall not be given cell phones or computers for any purpose other than their specific use associated with school business. School employees who use a school issued cell phones and/or computers for non-school purposes, except as permitted by District policy, shall be subject to discipline, up to and including termination. School employees who are issued District cell phones due to the requirements of their position may use the phone for personal use on an “as needed” basis provided it is not during instructional time.¹

All employees are forbidden from using school issued cell phones while driving any vehicle at any time. Violation may result in disciplinary action up to and including termination.

Legal Reference: IRS Publication 15 B

3.16.1 USE OF DISTRICT CELL PHONES and COMPUTERS

Date Adopted: June 11, 2007

Board members, staff, and students shall not be given cell phones or computers for any purpose other than their specific use associated with school business. School employees who use a school issued cell phones and/or computers for non-school purposes, except as permitted by the district’s Internet/computer use policy, shall be subject to discipline, up to and including termination. Students who use a school issued cell phones and/or computers for non-school purposes, except as permitted by the district’s Internet/computer use policy, shall be subject to discipline, up to and including suspension or expulsion.

Legal References: IRC § 132(d)
 IRC § 274(d)
 IRC § 280F(d)(4)

3.17 Drug Free Workplace - Licensed Personnel

Revised June 11, 2007

The conduct of district staff plays a vital role in the social and behavioral development of our students. It is equally important that the staff have a safe, healthful, and professional environment in which to work. To help promote both interests, the district shall have a drug free workplace. It is, therefore, the district's policy that district employees are prohibited from the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances, illegal drugs, inhalants, alcohol, as well as inappropriate or illegal use of prescription drugs. Such actions are prohibited both while at work or in the performance of official duties while off district property; violations of this policy will subject the employee to discipline, up to and including termination.

To help promote a drug free workplace, the district shall establish a drug-free awareness program to inform employees about the dangers of drug abuse in the workplace, the district's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance abuse programs, and the penalties that may be imposed upon employees for drug abuse violations.

Should any employee be found to have been under the influence of, or in illegal possession of, any illegal drug, or controlled substance or under the influence of alcohol, whether or not engaged in any school or school-related activity, and the behavior of the employee, if under the influence, is such that it is inappropriate for a school employee in the opinion of the superintendent, the employee may be subject to discipline, up to and including termination.

Possession, use or distribution of drug paraphernalia by any employee, whether or not engaged in school or school-related activities, may subject the employee to discipline, up to and including termination. Possession in one's vehicle or in an area subject to the employee's control will be considered to be possession as though the substance were on the employee's person. This policy also applies to those employees who are under the influence of alcohol while on campus or at school-sponsored functions, including athletic events.

It shall not be necessary for an employee to test at a level demonstrating intoxication by any substance in order to be subject to the terms of this policy. Any physical manifestation of being under the influence of a substance may subject an employee to the terms of this policy. Those physical manifestations include, but are not limited to: unsteadiness; slurred speech; dilated or constricted pupils; incoherent and/or irrational speech; or the presence of an odor associated with a prohibited substance on one's breath or clothing.

Should an employee desire to provide the District with the results of a blood, breath or urine analysis, such results will be taken into account by the District only if the sample is provided within a time range that could provide meaningful results and only by a testing agency chosen or approved by the District. The District shall not request that the employee be tested, and the expense for such voluntary testing shall be borne by the employee.

Any employee who is charged with a violation of any state or federal law relating to the possession, use or distribution of illegal drugs, other controlled substances or alcohol, or of drug paraphernalia, must notify his immediate supervisor within five (5) week days (i.e., Monday

through Friday, inclusive, excluding holidays) of being so charged. The supervisor who is notified of such a charge shall notify the Superintendent immediately. If the supervisor is not available to the employee, the employee shall notify the Superintendent within the five (5) day period. Any employee so charged is subject to discipline, up to and including termination. However, the failure of an employee to notify his supervisor or the Superintendent of having been so charged shall result in that employee being recommended for termination by the Superintendent.

Any employee convicted of any criminal drug statute violation for an offense that occurred while at work or in the performance of official duties while off district property shall report the conviction within 5 calendar days to the superintendent. Within 10 days of receiving such notification, whether from the employee or any other source, the district shall notify federal granting agencies from which it receives funds of the conviction. Compliance with these requirements and prohibitions is mandatory and is a condition of employment.

Any employee convicted of any state or federal law relating to the possession, use or distribution of illegal drugs, other controlled substances or alcohol, or of drug paraphernalia, shall be recommended for termination.

Any employee who must take prescription medication at the direction of the employee's physician, and who is impaired by the prescription medication such that he cannot properly perform his duties shall not report for duty. Any employee who reports for duty and is so impaired, as determined by his supervisor, will be sent home. The employee shall be given sick leave, if owed any. The District or employee will provide transportation for the employee, and the employee may not leave campus while operating any vehicle. It is the responsibility of the employee to contact his physician in order to adjust the medication, if possible, so that the employee may return to his job unimpaired. Should the employee attempt to return to work while impaired by prescription medications, for which the employee has a prescription, he will, again, be sent home and given sick leave, if owed any. Should the employee attempt to return to work while impaired by prescription medication a third time the employee may be subject to discipline, up to and including a recommendation of termination.

Any employee who possesses, uses, distributes or is under the influence of a prescription medication obtained by a means other than his own current prescription shall be treated as though he was in possession, possession with intent to deliver, or under the influence, etc. of an illegal substance. An illegal drug or other substance is one which is (a) not legally obtainable; or (b) one which is legally obtainable, but which has been obtained illegally. The District may require an employee to provide proof from his physician and/or pharmacist that the employee is lawfully able to receive such medication. Failure to provide such proof, to the satisfaction of the Superintendent, may result in discipline, up to and including a recommendation of termination.

3.17.1 Tobacco Free Schools - Licensed Personnel

It will be the policy of the school district that all uses of tobacco and tobacco products, including smokeless tobacco, will be prohibited in all of the district's facilities and grounds. At no time will the use of tobacco and tobacco products be permitted in classrooms, corridors, restrooms, locker rooms, work areas, cafeterias, offices, faculty lounges, gymnasiums, all other rooms, buses, and school vehicles.

It is the intention of the Board of Education that this policy will become effective on July 1, 1994. It will apply to all employees of the school district, to all students enrolled in the school district, to all visitors of the school district, to spectators at various contests and activities and to all other persons who are authorized to be in the district's facilities.

The following guidelines will govern tobacco use for visitors on school property:

Appropriate signs illustrating the tobacco use policy will be prominently displayed.

Person and organizations using the facilities will agree to abide by the tobacco free policy.

Visitors who are observed using tobacco products will be asked to refrain.

If the individual fails to comply, school personnel may ask the individual to leave school property.

Repeated violations may result in a recommendation to the superintendent to prohibit the individual from coming on school property.

The following guidelines will govern use of tobacco by employees:

1st Offense (in a one year period) - Verbal warning from the employee's immediate supervisor.

2nd Offense (in a one year period) - Written warning from the employee's immediate supervisor, with a copy placed in the employee's personnel file.

3rd Offense and subsequent offenses (in a one year period) -Disciplinary action of one-day suspension without pay.

3.17.2—Licensed Personnel Drug Testing

Adopted: June 11, 2007

Scope of Policy

Each person hired for a position which allows or requires that the employee operate any type of motor vehicle which is privately owned and operated for compensation, or which is owned, leased or otherwise operated by, or for the benefit of the District, and is operated for the transportation of children to or from school or school sponsored activity shall undergo a physical examination, including a drug test. Each person's initial employment for a job entailing a safety sensitive function is conditioned upon the district receiving a negative drug test result for that employee. The offer of employment is also conditioned upon the employee's signing an authorization for the request for information by the district from the Commercial Driver Alcohol and Drug Testing Database

Methods of Testing

The collection, testing methods and standards shall be determined by the agency or other medical organizations chosen by the School Board to conduct the collection and testing of samples. The drug and alcohol testing is to be conducted by a laboratory licensed pursuant to the most recent guidelines issued by the United States Department of Health and Human Services for such facilities. ("Mandatory Guidelines for Federal Workplace Drug Testing Programs").

Definition

Safety sensitive function includes:

- A. All time spent inspecting, servicing, and/or preparing the vehicle;
- B. All time spent driving the vehicle;
- C. All time spent loading or unloading the vehicle or supervising the loading or unloading of the vehicle; and
- D. All time spent repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

Requirements

Employees shall be drug and alcohol free from the time the employee is required to be ready to work until the employee is relieved from the responsibility for performing work and/or any time they are performing a safety-sensitive function. In addition to the testing required as an initial condition of employment, employees shall submit to subsequent drug tests as required by law and/or regulation. Subsequent testing includes, and/or is triggered by, but is not limited to:

- A. Random tests;
- B. Testing in conjunction with an accident;
- C. Receiving a citation for a moving traffic violation; and
- D. Reasonable suspicion.

Prohibitions

- A. No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater;
- B. No driver shall use alcohol while performing safety-sensitive functions;
- C. No driver shall perform safety-sensitive functions within four (4) hours after using alcohol;
- D. No driver required to take a post-accident alcohol test under # 2 above shall use alcohol for eight (8) hours following the accident or until he/she undergoes a post-accident alcohol test, whichever occurs first;
- E. No driver shall refuse to submit to an alcohol or drug test in conjunction with # 1, 2, and/or 4 above;
- F. No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions when using any controlled substance, except when used pursuant to the instructions of a licensed medical practitioner, knowledgeable of the driver's job responsibilities, who has advised the driver that the substance will not adversely affect the driver's ability to safely operate his/her vehicle. It is the employee's responsibility to inform his/her supervisor of the employee's use of such medication;
- G. No driver shall report for duty, remain on duty, or perform a safety-sensitive function if the driver tests positive or has adulterated or substituted a test specimen for controlled substances.

Violation of any of these prohibitions may lead to disciplinary action being taken against the employee, which could include termination or non-renewal.

Testing for Cause

Drivers involved in an accident in which there is a loss of another person's life shall be tested for alcohol and controlled substances as soon as practicable following the accident. Drivers shall also be tested for alcohol within eight (8) hours and for controlled substances within thirty two (32) hours following an accident for which they receive a citation for a moving traffic violation if the accident involved: 1) bodily injury to any person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident, or 2) one or more motor vehicles incurs disabling damage as a result of the accident requiring the motor vehicle to be transported away from the scene by a tow truck or other motor vehicle.

Refusal to Submit

Refusal to submit to an alcohol or controlled substance test means that the driver

- Failed to appear for any test within a reasonable period of time as determined by the employer consistent with applicable Department of Transportation agency regulation;
- Failed to remain at the testing site until the testing process was completed;
- Failed to provide a urine specimen for any required drug test;
- Failed to provide a sufficient amount of urine without an adequate medical reason for the failure;
- Failed to undergo a medical examination as directed by the Medical Review Officer as part of the verification process for the previous listed reason;

- Failed or declined to submit to a second test that the employer or collector has directed the driver to take;
- Failed to cooperate with any of the testing process; and/or
- Adulterated or substituted a test result as reported by the Medical Review Officer.

Consequences for Violations

Drivers who engage in any conduct prohibited by this policy, who refuse to take a required drug or alcohol test, refuse to sign the request for information required by law, or who exceed the acceptable limits for the respective tests shall no longer be allowed to perform safety sensitive functions. Actions regarding their continued employment shall be taken in relation to their inability to perform these functions and could include termination or non-renewal of their contract of employment.

Drivers who exhibit signs of violating the prohibitions of this policy relating to alcohol or controlled substances shall not be allowed to perform or continue to perform safety-sensitive functions if they exhibit those signs during, just preceding, or just after the period of the work day that the driver is required to be in compliance with the provisions of this policy. This action shall be based on specific, contemporaneous, articulatable observations concerning the behavior, speech, or body odors of the driver. The Superintendent or his/her designee shall require the driver to submit to “reasonable suspicion” tests for alcohol and controlled substances. The direction to submit to such tests must be made just before, just after, or during the time the driver is performing safety-sensitive functions. If circumstances prohibit the testing of the driver the Superintendent or his/her designee shall remove the driver from reporting for, or remaining on, duty for a minimum of 24 hours from the time the observation was made triggering the driver’s removal from duty.

If the results for an alcohol test administered to a driver are equal to or greater than 0.02, but less than 0.04, the driver shall be prohibited from performing safety-sensitive functions for a period not less than 24 hours from the time the test was administered. Unless the loss of duty time triggers other employment consequence policies, no further other action against the driver is authorized by this policy for test results showing an alcohol concentration of less than 0.04.

Legal Reference: A.C.A. § 6-19-108
 A.C.A. § 27-23-201 et seq.
 49 C.F.R. § 382-101 – 605
 49 C.F.R. § part 40

Arkansas Division of Academic Facilities and Transportation Rules Governing Maintenance and Operations of Arkansas Public School Buses and Physical Examinations of School Bus Drivers

3.18 Salary Schedule

Revised: June 11, 2012

The licensed employees of this school district are classified for salary purposes and a monetary differential is provided on the basis of formal training as follows:

- A. Those who hold a bachelor's degree.
- B. Those who hold a bachelor's degree plus 15 hours.
- C. Those who hold a master's degree.
- D. Those who hold a master's degree => 45 graduate hours.

A Salary increment is also provided on the basis of experience for each year up to a maximum of eighteen years.

For the purposes of this policy, a master's degree or higher is considered "relevant to the employee's position" if it is related to education, guidance counseling, or the teacher's content area and has been awarded for successful completion of a program at the master's level or higher by an institution of higher education accredited under Arkansas statutory requirements applicable at the time the degree was awarded.

Each employee newly hired by the district to teach under the non-traditional licensure program shall initially be placed on the salary schedule in the category of a bachelor's degree with no experience, unless the NTLP employee has previous teaching experience which requires a different placement on the schedule. Upon receiving his/her initial or standard teaching license, the employee shall be moved to the position on the salary schedule that corresponds to the level of education degree earned by the employee which is relevant to the employee's position. Employee's degrees which are not relevant to the NTLP's position shall not apply when determining his/her placement on the salary schedule. A teacher with a non-traditional provisional license shall be eligible for step increases with each successive year of employment, just as would a teacher possessing a traditional teaching license.

Licensed employee, seeking additional area or areas of licensure

Licensed employees who are working on an alternative licensure program (ALP) to gain licensure in an additional area are entitled to placement on the salary schedule commensurate with their current license, level of education degree and years of experience. Degrees which are not relevant to the employee's position shall not apply when determining his/her placement on the salary schedule.

Updated salary schedules will be issued each year as an addendum to the personnel policy. See Appendix 6.

For the purposes of the salary schedule, a teacher will have worked a "year" if he/she has worked at least 160 days.

3.18.1 Policy For Determining Placement of Individuals on Licensed Salary Schedule

An employee who has accumulated a minimum of 160 days (four hours or more per day) in any school district shall be credited for one full year on the licensed salary schedule. Southside School District will accept instate, out of state, or private school experience for which the employee can provide legal documentation. For teachers of pre-school programs, like experiences may also be accepted.

Any teacher who wishes to be moved up on the licensed salary schedule may provide appropriate documentation justifying such a placement up to and including Oct. 1 of the current contract year. After that time, the determination for such placement will not be made until the following contract year. There will be no such action taken for individuals who complete the requirements for new educational levels in December of the contract year.

3.19 Arrangement for Substitute Teachers Policy

Revised: June 11, 2007

The superintendent of schools shall maintain a list of qualified substitute teachers who may be called on to replace regular teachers who are absent. Such a list shall be filed with the principal of each school and teachers who teach as substitutes shall be paid at the rate of \$60.00 per day.

Southside School district values the importance of having licensed teachers in the classrooms at all times, including during long-term absences by regularly contracted licensed teachers. Southside School district shall have no single or combined non- licensed individuals serving as a teacher in any single vacancy for more than 30 consecutive days.

After a substitute teacher, who has a college degree and an Arkansas Teaching Certificate, teaches 10 consecutive days for any one teacher, the daily rate as a licensed teacher becomes the rate for which the substitute is qualified. The teacher will continue at that rate until the return of the contracted teacher to duty. Should the licensed substitute roll into another long-term licensed teaching role without a break in service to the district, the superintendent may waive the second 10-day period at substitute pay.

Insofar as possible, principals will call teachers on the substitute list for the subjects for which they are listed. A teacher whose name does not appear on the substitute list may not be employed in the Southside School District except when specifically approved by the Superintendent of Schools.

Principals will be responsible for seeing that work of the substitute is as effective as possible and will provide the substitute with a planned program. Substitute teachers should familiarize themselves with the main requirements of the course of study. If the substitute remains for a short period, it is better to improve understanding of processes already presented rather than to start a new one. The superintendent shall have full authority to interpret the meaning of eligibility rules for substitute teachers in their practical application in making up the eligible list.

3.20 Licensed Personnel Sick Leave Policy

Revised: 4-20-06

Definitions

“Employee” is a full-time employee of the District.

“Sick Leave” is absence from work due to illness, whether by the employee or a member of the employee’s immediate family, or due to a death in the family. The principal shall determine whether sick leave will be approved on the basis of a death outside the immediate family of the employee.

“Current Sick Leave” means those days of sick leave for the current contract year, which leave is granted at the rate of one day of sick leave per contracted month, or major part thereof.

“Accumulated Sick Leave” is the total of unused sick leave, up to a maximum of one hundred twenty (120) days accrued from previous contract, but not used.

“Immediate family” means an employee’s spouse, child, parent, or any other relative provided the other relative lives in the same household as the teacher.

Sick Leave

The principal has the discretion to approve sick leave for an employee to attend the funeral of a person who is not related to the employee, under circumstances deemed appropriate by the principal.

Pay for sick leave shall be at the employee’s daily rate of pay, which is that employee’s total contracted salary, divided by the number of days employed as reflected in the contract. Absences for illness in excess of the employee’s accumulated and current sick leave shall result in a deduction from the employee’s pay at the daily rate as defined above.

At the discretion of the principal (or Superintendent), the District may require a written statement of the employee’s physician. Failure to provide such documentation of illness may result in sick leave not being paid, or in dismissal.

Should a teacher be absent frequently during a school year, and said absences are not subject to FMLA leave, and if such a pattern of absences continues, or is reasonably expected to continue, the Superintendent may relieve the teacher of his assignment (with Board approval) and assign the teacher substitute duty at the teacher’s daily rate of pay. Should the teacher fail, or otherwise be unable, to report for substitute duty when called, the teacher will be charged a day of sick leave, if available or if unavailable, the teacher will lose a day’s wages at his/her daily rate of pay.

Absenteeism, to the extent that the employee is not carrying out his assigned duties to an extent that the education of students is substantially adversely affected (at the determination of the principal or Superintendent) may result in dismissal.

Each school district in the state shall provide sick leave for each of its teachers at a minimum rate of one (1) day per month, or major portion thereof, that the teacher is contracted, at full pay. After the effective date of this Act, such leave shall be in force beginning with the first day of the first school term for which each teacher is employed. Provided, if a teacher resigns or leaves his teaching position for any reason before the end of the school term, the employing district may deduct from his last pay check full compensation for any days of sick leave used in excess of the number of days earned. A teacher shall be entitled to such leave only for reasons of personal illness or illness in his immediate family.

Whenever a school teacher employed by a school district in this state shall leave said school district and accept employment in another school district in this state, said teacher shall be granted credit by such new school district for any unused sick leave accumulated by said teacher in the former school district, but not to exceed a maximum of ninety (90) days. Said accumulated and unused sick leave credit shall be granted to the teacher upon furnishing proof in writing thereof from the school district of former employment of the teacher.

Licensed Personnel shall be awarded bonus pay for unused sick leave quarterly based to the following schedule:

\$75.00 for using zero (0) sick leave days per quarter.

The first quarter is from July 1st – September 30th,

The 2nd quarter is from October 1st – December 31st,

The 3rd quarter is from January 1st – March 31st, and

The 4th quarter is from April 1st – June 30th.

3.21 Licensed Personnel Leave

Last Revised: June 11, 2007

Personal Leave

Two paid personal leave days per year per licensed employee are granted by the school board, to be used at the discretion of the teacher with the date of leave to be approved by the principal two (2) or more days prior to the date leave is requested.

These days cannot be used the first two weeks of school or the last two weeks of school except in the case of an emergency.

Personal leave days may be accumulated. No more than 5 days may be used in one year and no more than 5 days may be carried over to the next year.

For the district to function efficiently and have the necessary personnel present to effect a high achieving learning environment, employee absences need to be kept to a minimum. The district acknowledges that there are times during the school year when employees have personal business that needs to be addressed during the school day. Each full-time employee shall receive two (2) days of personal leave per contract year.

Employees shall take personal leave or leave without pay for those absences which are not due to attendance at school functions and do not qualify for other types of leave (for sick leave see Policy 3.9, for professional leave see below).

School functions, for the purposes of this policy, means: Athletic or academic events related to the school district; and Meetings and conferences related to education.

For employees other than the superintendent, the determination of what activities meet the definition of a school function shall be made by the employee's immediate supervisor or designee. For the superintendent, the school board of directors shall determine what activities meet the definition of a school function. In no instance shall paid leave in excess of allotted vacation days and/or personal days be granted to an employee who is absent from work while receiving remuneration from another source as compensation for the reason for their absence.

Any employee desiring to take personal leave may do so by making a written request to his supervisor at least twenty-four (24) hours prior to the time of the requested leave. The twenty-four hour requirement may be waived by the supervisor when the supervisor deems it appropriate.

Employees who fail to report to work when their request for a personal day has been denied or who have exhausted their allotted personal days, shall lose their daily rate of pay for the day(s) missed (leave without pay). While there are instances where personal circumstances necessitate an employee's absence beyond the allotted days of sick and/or personal leave, any employee who requires leave without pay must receive advance permission (except in medical emergencies) from their immediate supervisor. Failure to report to work without having received permission to be absent is grounds for discipline, up to and including termination.

Professional Leave

“Professional Leave” is leave granted for the purpose of enabling an employee to participate in professional activities (e.g., teacher workshops or serving on professional committees) which can serve to improve the school district’s instructional program or enhances the employee’s ability to perform his duties. Professional leave will also be granted when a school district employee is subpoenaed for a matter arising out of the employee’s employment with the school district. Any employee seeking professional leave must make a written request to his immediate supervisor, setting forth the information necessary for the supervisor to make an informed decision. The supervisor’s decision is subject to review and overruling by the superintendent. Budgeting concerns and the potential benefit for the district’s students will be taken into consideration in reviewing a request for professional leave.

Applications for professional leave should be made as soon as possible following the employee’s discerning a need for such leave, but, in any case, no less than two (2) weeks before the requested leave is to begin, if possible.

If the employee does not receive or does not accept remuneration for their participation in the professional leave activity and a substitute is needed for the employee, the district shall pay the full cost of the substitute. If the employee receives and accepts remuneration for their participation in the professional leave activity (e.g. scholastic audits or praxis assessments), the employee shall forfeit his/her daily rate of pay from the district for the time the employee misses. The cost of a substitute, if one is needed, shall be paid by the employee/district.

Legal Reference: A.C.A. § 6-17-211

3.22 Leave Of Absence Policy

To obtain a leave of absence an employee must make his request in writing to the superintendent of schools. In his letter requesting leave, he should state the reason for the leave, the tentative dates he wishes the leave to begin and end, and any other information required for the particular type of leave he desires.

- A. Purpose of Leave.
 - 1. Personal Illness
 - 2. Bodily Injury
 - 3. Illness in the Immediate Family
 - 4. Maternity Leave
 - 5. Professional Study and Improvement

- B. Conditions of Leave
 - 1. A leave of absence is granted for a maximum of one-half year.
 - 2. All leaves are without pay.
 - 3. Granting of a leave of absence by the Board of Education signifies its intention to re-employ the person in a same or equal position upon termination of leave.

3.23 Catastrophic Sick Leave Policy

Extended Catastrophic Sick Leave Policy is for serious, incapacitating, catastrophic illness such as cancer, stroke, heart attack, and dangerous complications of childbirth requiring hospital confinement, etc. After the accumulated sick leave has been exhausted, the employee shall continue to draw their salary, less substitute teacher pay, for three (3) months, but will be subject to the following conditions:

1. Shall not exceed the contracted salary of the employee.
2. Shall terminate if death ensues.
3. Shall terminate at the end of the school year.
4. If the employee is re-elected for the next year, but is still incapacitated, pay less the substitute compensation will continue until the length of time indicated is expended or until the employee starts drawing long term disability.
5. If the employee takes early retirement, extended sick leave shall be terminated.
6. If the employee resigns, all salary shall be terminated with the exception of that which he/she may have already earned.
7. Extended sick leave must be approved by a committee consisting of one elementary school teacher, one middle school teacher, one high school teacher, one administrator, and one classified employee.
8. Must be licensed by a physician as a catastrophic and incapacitating condition and approved by the Board of Education.

The policy is the same for classified employees, except the rate of pay is two thirds of the daily rate of their salary instead of pay less the substitute amount, since classified employees are usually paid at a lower daily rate than licensed.

Catastrophic Sick Leave does not include; normal surgery such as gallbladder surgery, appendectomy, hysterectomy, etc.; normal pregnancy and delivery, including cesarean section; broken bones or illnesses where the employee would be allowed to return to work in six to eight weeks.

Other examples of catastrophic illness could include, other than the ones mentioned above, severe infections or other complications resulting from surgery or multiple fractures or fractures severe enough that multiple surgeries are required.

3.24 Payment for Unused Sick Leave at Retirement Policy

Retiring faculty and staff, who have been employed by Southside School District for a minimum of ten years, will be paid for the balance of their unused sick leave up to a maximum of 90 days.

Licensed teachers will be paid at the rate at which licensed substitute teachers are paid.
Classified employees will be paid at the rate at which non- licensed substitute teachers are paid.

3.25 Transferring Sick Leave Policy

Revised 5-16-06

Any employee of the Southside School District may transfer his or her own sick leave days under the following requirements:

1. The receiving employee has exhausted his or her accumulated sick leave days and personal leave days and has a balance of zero (0) days.
2. The transferring employee has an accumulation of one or more sick leave days.
3. The receiving employee is not required to repay the donor.
4. The transferring employee makes a written request that a specific number of days be transferred, not to exceed the sick leave balance of the transferring employee.
5. The sick leave bonus allowed by district policy will be lost if days are given to another employee in the same manner as if they were used. (If you give 2 days you do not receive any bonus, if you give one, you will receive \$100.00 providing you do not use a sick day for yourself.)
6. Sick leave days transferred from one employee to the other under this policy will never be allowed to create a positive balance for the receiving individual. Days donated will include the date and time of the donation. Donated days will be used on the first donated, first used basis. Any donated days not used in that school year will be re-credited to the original donor at the end of the contract year.

The transfer of sick days between employees may not create a situation where a receiving teacher will carryover any donated sick leave days from one school year to another.

Employees are credited with sick leave days at the beginning of each contract year, based on each employee working for the entire term of his or her contract, at the rate of one day per month or the major portion thereof that the employee is under contract. Employees who have exhausted all sick leave, whether their own or that transferred to them, who miss work because of personal or family sickness will have their pay docked accordingly. Any employee who uses or transfers all of his or her sick leave days and whose employment is then terminated for any reason will have his or her last paycheck reduced for the used or transferred sick leave days that were not earned.

3.26 Licensed Personnel Planning Time

Revised 6-11-2012

The superintendent is responsible for ensuring master schedules are created which determine the timing and duration of each teacher's planning and scheduled lunch periods. Planning time is for the purpose of scheduling conferences, instructional planning, and preparation. Each teacher will have the ability to schedule these activities during his/her designated planning time. Teachers may not leave campus during their planning time without prior permission from their building level supervisor.

The planning time shall be in increments of not less than forty (40) minutes and shall occur during the student instructional day unless a teacher requests, in writing, to have his/her planning time occur outside of the student instructional day. For the purposes of this policy, the student instructional day means the time that students are required to be present at school.

Legal Reference: ACA § 6-17-114 (a)(d)

3.27 Policy for employees entering T-Drop or retiring at age 60 and continuing to work.

Effective in the 2000-2001 school year any employee who elects to enter the T-Drop program of the Arkansas Teacher Retirement System/Arkansas Public Employees Retirement System or any employee who at age 60 elects to retire under the Arkansas Teacher Retirement System/Arkansas Public Employees Retirement System and continue to work for the Southside School District may choose to have up to 90 days of sick leave purchased at the end of the last year of active membership thereby having this payment apply to their last year of calculated service.

Employees who have been employed by Southside School District for a minimum of 10 years will be eligible to be paid for the balance of their unused sick leave up to a maximum of 90 days. Licensed teachers will be paid at the rate at which licensed substitute teachers are paid. Classified employees will be paid the rate at which non- licensed substitute teachers are paid.

The decision shall be made in writing to the superintendent by May 31st of the active membership contract year.

The balance of sick days shall then be reduced by up to 90 days and shall then begin to accumulate again for the employee in the normal manner for remaining years of employment with the district.

Once a participant has been paid for unused sick leave under this option, the accumulated days acquired under subsequent employment shall not be paid for upon resignation or retirement.

An employee who elects to enter the T-Drop program or retire at age 60 is not required to have accumulated sick days purchased, and may opt to keep the days accumulated which will transfer to subsequent years under the normal manner described under sick leave policies.

3.28 Vacation Policy Full Time Personnel

Full time Personnel on a twelve month contract shall be entitled to paid vacation according to the following schedule:

1st year	1 week (5 days)
2nd-9th year	2 weeks (10 days)
10th year & up	3 weeks (15 days)

If an employee has been employed by the district with a less than 12 month contract and then is moved into a 12 month position, their vacation leave schedule will begin with 1 week vacation; the following 2-9 years will be 2 weeks, and after 9 years in a 12 month position their vacation leave will be 3 weeks.

All vacation time must be pre-approved by the employee's supervisor. Employees will not be allowed to take more than one week vacation at a time or to take all vacation in the summer unless it is for a special reason and must be approved by their supervisor. In the event that a mutually agreeable time cannot be arranged, the Superintendent will be consulted and the needs of the District will always receive first consideration.

3.29 School Calendar

The superintendent shall present to the PPC a school calendar which the board has adopted as a proposal. The superintendent, in developing the calendar, shall accept and consider recommendations from any staff member or group wishing to make calendar proposals. The PPC shall have the time prescribed by law and/or policy in which to make any suggested changes before the board may vote to adopt the calendar.

The Southside School District shall operate by the following calendar

Southside School District Academic Calendar

Southside School District 2012-2013 School Calendar

<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr><th colspan="7">July '12</th></tr> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>Th</td><td>F</td><td>S</td></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </table> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr><th colspan="7">August '12</th></tr> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>Th</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </table> <table border="1" style="width: 100%; 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padding: 2px; margin: 5px 0;"> Significant Calendar Events </div> <div style="border: 1px solid black; padding: 2px; margin: 5px 0;"> Non Student Day or No School </div> <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: 80%; text-align: center;"> <p>School Board Adopted 3/12/2012</p> </div>	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr><th colspan="7">January '13</th></tr> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>Th</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </table> <table border="1" style="width: 100%; border-collapse: collapse; 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3.30 Field Trips

Revised 5-12-06

Field trips are a valuable part of the learning experience for students. Within the guidelines of the Arkansas Frameworks and Student Learning Expectations, off-campus trips can enhance and focus student learning. Southside School District acknowledges the importance of these excursions. The District also recognizes the importance of qualified personnel working at their assigned stations to meet educational objectives.

With these ideas in mind, the following policy is proposed:

Policy

Employees of the Southside School District who take off-campus trips with groups from the District other than those with which they are directly associated to that teacher's normal duties must take a "personal day" unless a district need can be determined by the administration.

Highest consideration for exceptions to this policy will be granted to the following situations:

1. Principals in all buildings affected by the requesting employee agree to allow that employee to attend the trip;
2. Administration determines a gender specific chaperone is needed and requests the assistance of that employee;
3. District personnel is needed or required as a chaperone;
4. Extenuating circumstances as determined by the administration.

District personnel who choose to take a personal day in order to attend a District approved trip may ride the school bus if a bus is being used and there is room on the bus. Anyone who is not employed by the District or on the approved list of substitute teachers may not ride the bus.

3.31 Public Gifts and Donations to the Schools

Adopted: November 8, 2004

The Southside School District and the Board of Education may receive monetary gifts or donations of goods or services which serve to improve or enhance the goals of the District. Any gifts to the District become the property of the District and are subject to the same regulations as any other District owned property.

It is a breach of ethical standards and a violation of Arkansas law for any Board member, administrator, or District employee to, in any manner, receive a gift in return for employment, or to influence the award of any contract or transaction with the District. Prior to accepting any gift or donation in the name of a school or the District, all personnel shall examine the "reasonableness" of the gift against its potential for real or perceived violation of the aforementioned ethical standards.

The Board reserves the right to not accept any gift or donation that would not contribute to the attainment of District goals or that would obligate the District to unacceptable outlays of District resources. The administration shall present for Board consideration and approval any gifts or donations that they deem could so obligate the District.

The Board will strive to honor the donor's intent regarding gifts earmarked for a specific purpose. Laws and District's needs change with time and the District reserves the right to adjust the use of any gift to meet current needs of the educational program.

3.32 Licensed Personnel Political Activity

Adopted: 4-20-06

Employees are free to engage in political activity outside of work hours and to the extent that it does not affect the performance of their duties or adversely affect important working relationships.

It is specifically forbidden for employees to engage in political activities on the school grounds or during work hours. The following activities are forbidden on school property:

1. Using students for preparation or dissemination of campaign materials;
2. Distributing political materials;
3. Distributing or otherwise seeking signatures on petitions of any kind;
4. Posting political materials, and;
5. Discussing political matters with students in the classroom, in other than circumstances appropriate to the frameworks and/or the curricular goals and objectives of the class.

3.32.1 Licensed Personnel Public Office

Adopted June 11, 2012

An employee of the District who is elected to the Arkansas General Assembly or any elective or appointive public office (not legally constitutionally inconsistent with employment by a public school district) shall not be discharged or demoted as a result of such service.

No sick leave will be granted for the employee's participation in such public office. The employee may take personal leave or vacation (if applicable), if approved in advance by the Superintendent, during his absence.

Prior to taking leave, and as soon as possible after the need for such leave is discerned by the employee, he must make written request for leave to the Superintendent, setting out, to the degree possible, the dates such leave is needed.

An employee who fraudulently requests sick leave for the purpose of taking leave to serve in public office may be subject to nonrenewal or termination of his employment contract.

Legal Reference: A.C.A. § 6-17-115

3.33 Fund Raising

Adopted: November 8, 2004

All fund raising activities held in the Southside School District or in the name of the Southside School District must be pre-approved in writing by the Superintendent and affected school principal. Approval will be predicated on the potential for return relative to the time and energy to be invested in the fund raising. Fund raising that conflicts excessively with and/or detracts from student or teacher instructional time in either the planning or the execution of the activity will not be approved.

Neither an individual school nor the District shall be liable for any contract between clubs or organizations and third parties.

Student participation in any fund raising activity shall:

1. Be voluntary. Students who choose not to participate shall not forfeit any school privileges. It shall not be considered discriminatory to reward those who participate; and
2. Not influence or affect the student's grade.

Secondary Schools

Fund raising in the secondary schools may only be done by officially sanctioned student clubs, spirit groups, school PTAs, or parent booster clubs. Student clubs and spirit groups must receive written approval from their sponsor and the school principal before submitting the fund raising proposal to the Superintendent.

Door to door fundraising activities are generally discouraged. If approved, students wishing to participate who are under the age of eighteen (18) must return to their sponsor a signed parental notification and permission form.

Elementary Schools (K-6)

Fund raising in the elementary schools may only be done by the school or a school sponsored organization. Door to door fundraising activities are generally discouraged, but there shall be no more than one such activity per school per school year.

Schools must provide written notification of the following to parents or legal guardians of elementary students who participate in fund raising programs.

Student participation in fund raising programs is voluntary;

Students who do not participate will not forfeit any school privileges;

Students may not participate in fund raising programs without written parental permission returned to school authorities;

An elementary student who sells fund raising merchandise door to door must be accompanied by a parent or an adult; and

Unless the school provides supervision, parents must accept responsibility for appropriate adult supervision.

3.34 Cash in Classrooms

Adopted: November 8, 2004

Teachers in the Southside School District shall deposit daily to the principal's office all activity funds collected in their classrooms. No cash or checks are to be left in any classroom overnight.

3.35 Personal Property

Adopted: 11- 8-04

To avoid confusion and the potential for misunderstandings, Southside School District staff who bring personal property to school to use in the performance of their jobs should label the items with their names. Any such items should be removed from the school at the close of school each year. The District assumes no responsibility for damage to, or the loss of, personal property brought to District facilities by District staff.

3.36 Acceptable Use and Internet Safety Policy

Adopted: 3-9-06

The Southside School District is responsible for securing its network and computer systems against unauthorized access and/or abuse, while making the technology accessible for authorized and legitimate users. This responsibility includes informing users of expected standards of conduct and the punitive measures for not adhering to them.

The Technology Committee of Southside School has developed the following policy for the student body and faculty/staff covering the use of a computer and/or computer network. Any person using a computer and/or computer network is covered by this policy while on the school campus or when accessing the school's system from a computer outside the physical boundaries of the school.

All potential users of computer/computer networks (including the Internet) at Southside School must read the following policy and complete the attached application and contract agreement before being granted access to the system. If a student is under 18 years of age, he or she must have his or her parents or guardians read and sign the policy. The School District cannot provide access to any student who, if 18 or older, fails to sign and submit the policy to the school as directed or, if under 18, does not return the policy as directed with the signatures of the student and his/her parents or guardians.

Educational Purposes

1. This network has been established for educational and administrative purposes only. Southside School District uses a state-provided Internet filtering system which filters each computer on campus from access to materials harmful to minors.
2. Use of the computer is a privilege, not a right, and misuse of the computer or computer network will result in temporary/permanent revocation of this privilege. Students must understand that one student's misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access.
3. All computers are in teacher-supervised areas, including classrooms, media centers and computer labs. The computers/network will be used for the pursuit of intellectual activities, to seek educational resources, access libraries and communicate through e-mail. The school's network shall be used only for approved education purposes. An adult will be in the room at all times when students are using computer equipment. The adult will monitor student computer use and will take appropriate action if misuse is detected. District personnel will also monitor all non-student computer activity.
4. It is the user's responsibility not to initiate access to inappropriate material on the Internet. Network administrators reserve the right to regulate access to Internet materials.

Unacceptable Uses of Network

1. The computer shall not be used to harm other people in any manner.
2. All computers and computer work shall be free from interference by others.
3. Computers/computer networks shall not be abused or harmed in any way.
4. The technology shall not be used in any immoral or unethical manner.

5. The school network may not be used for commercial purposes. You may not offer, provide or purchase products or services through this network.
6. Students will not be allowed to post web pages on the school's network. No commercial links will be placed on the school website
7. Students may not bring personal laptops, desktop computers, or any other wireless devices to school, nor may they access the school network from any computer or device other than a school provided one. Only school-supplied disks/cds can be used in any computer at Southside. No student may bring any disk/cd or usb drive from home for school use.
8. Deletion, examination, copying or modification of files and/or data belonging to others is prohibited without their consent.
9. Software may not be copied unless it is legal to do so.
10. Access to programs, computer games, or the Internet without authorization from a teacher is prohibited.
11. Any unauthorized, deliberate action, which damages or disrupts a computer, a network, or related hardware and software, alters the normal performance of said equipment, or causes it to malfunction is a violation of this policy regardless of system location or time duration.
12. Students may not visit nor download materials from any site, which contains offensive or immoral pictures, language, or any other material inappropriate for an educational setting. The school, either by itself or in combination with the provider of Internet access, will utilize filtering software or other technologies to prevent students from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors.

Personal Safety

1. Students will protect their personal safety while using the Internet.
2. Students will not post personal contact information about themselves or other people. Personal contact information includes your name, school address, work address, home address, social security number, telephone number, credit card numbers, etc.
3. Students should promptly disclose to a teacher or other adult any message received that is inappropriate or threatening.

Sharing a User ID/password with any other person is prohibited. In the event that a person does share his/her User ID/password with another person, both parties will be disciplined and the owner of the ID/password will be held responsible for the actions of the user.

Security on any computer system is high priority. If a security problem is detected, the system administrator must be notified immediately. Do not attempt to use another individual's account. Attempts to log in to the system as another user will result in cancellation of all computer privileges. Any user identified by the system administrator as a security risk or as having a history of problems with computer/computer systems may be denied use privileges.

Systems Security

The following rules shall apply to the security of the system:

1. Decoding or attempting to decode system or user passwords is prohibited.
2. The copying of systems files is prohibited.

3. The copying of copyrighted materials, such as third party software without the express written permission of the owner or without the proper license, is prohibited.
4. Intentional attempts to “crash”, “hack into”, invade or damage network system or programs are prohibited.
5. Attempts to secure a higher level of privilege on network system are prohibited.
6. The willful introduction of computer “viruses” or other disruptive/destructive programs into the Southside networks or external network is prohibited.

Network activities will not lead to intimidation, embarrassment, or harassment.

1. Forgery (or attempted forgery) of e-mail is prohibited.
2. Attempts to read, delete, copy or modify the e-mail of other users are prohibited.
3. Attempts at sending unsolicited junk mail, “for-profit” messages, or chain letters are prohibited. “Spamming” is prohibited. Spamming is the unsolicited sending of bulk or commercial messages over the Internet.
4. No profane, offensive, abusive or otherwise objectionable language shall be entered in to the computer.
5. Users will not use any method to bypass the school’s selected filtering process.
6. Students may not visit nor download materials from any site, which contains offensive or immoral pictures, language, or any other materials inappropriate for an educational setting. Any type of “chat room” or other form of direct electronic communications (including messengers) is prohibited. Neither shall you access material that advocates illegal acts, violence or discrimination towards other people.

Definition of the penalty for inappropriate computer/network usage:

- A. First Offense – One week suspension from computer use at school plus any other action as deemed necessary by the school principal. Student will be responsible for all assigned computer work while suspended.
- B. Second Offense – Two weeks suspension from computer use at school plus any other action as deemed necessary by the school principal. A parent-principal conference will be conducted to emphasize that future offenses will result in suspension for the remainder of the semester. The student will do his/her computer assignments outside of school or he/she will receive no credit.
- C. Third Offense – Suspension for the remainder of the semester from computer use at school, plus any other action as deemed necessary by the school principal. Student will be responsible for all assigned computer work while suspended.
- D. SEVERE CLAUSE: The principal has the discretion to bypass any level of offense and invoke a higher level of penalty.

Network and Internet access is provided as a tool for education. The school district reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the Southside School District and no user shall have any expectation of privacy regarding such materials. Any student or user under the age of 18 agrees to make this policy known to his/her parents and to obtain their written approval in order to use the Southside computers/network.

The school district makes no warranties of any kind, either expressed or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this policy. The school will not be responsible for any claim, losses, damages or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the user's use of its computer networks or the Internet under this policy. By signing this policy, users are taking full responsibility for computer use, and the user who is 18 or older or, in the case of a user under 18, the parent(s) or guardian(s) are agreeing to indemnify and hold the school, the school district, the data acquisition site that provides the computer and Internet access opportunity to the school district and of their administrators, teachers, and staff harmless from any and all loss, costs, claims or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent(s) or guardian(s) agree to cooperate with school in the event of the school's initiating an investigation of a user's use of his or her access to its computer network and the Internet, whether that use is on a school computer or on another computer outside the school district's network.

This policy will be periodically reviewed/revised as deemed necessary by the Southside School District Technology Committee.

3.36.1 Acceptable Use and Internet Safety Policy
STUDENT'S AGREEMENT

Every student, regardless of age, must read and sign below:

User Contract

I have read the Acceptable Use and Internet Safety Policy of the Southside School District. I wish to be assigned an ID number, a log in name and a password. These will grant me the privilege of using the computer/network at Southside School. I agree to abide by the rules and regulations of the Southside Acceptable Use and Internet Safety Policy.

I understand that licensed staff or system administrator may periodically monitor activity on my account. I understand that I must follow Southside School District's Acceptable Use and Internet Safety Policy. I also understand that I am subject to penalties of all state and federal laws governing the use of computers, software, copyrights, etc. Violations may result in loss of computer privileges/access, removal of my account from the computer network, suspensions and/or additional disciplinary actions. Suspensions or actions will not cancel my responsibilities in the computer classes in which I am enrolled. I will be accountable for all assignments.

Student Name (PRINT CLEARLY)

Student signature

Address

Home Phone

Date

For all applicants less than 18 years of age, the signature of a parent/guardian is required

**3.36.2 Acceptable Use and Internet Safety Policy
PARENT/GUARDIAN AGREEMENT**

Student's Name _____

As the parent or guardian of the above named student, I have read the Southside Acceptable Use and Internet Safety Policy and the user contract. I understand that computer usage is designed for educational purposes and that the Southside School District has taken available precautions to eliminate controversial material. However, I also recognize that restricting access to all offensive and controversial materials is impossible for the school district and understand my child's responsibility for abiding by the policy. I will not hold the school or its employees responsible for material found on the network. Further, I accept full responsibility for my child's use of the computer/network at school under this policy. I hereby give my permission to issue an account for my child.

Parent/Guardian (please print): _____

Signature: _____

Daytime Telephone: _____ Evening Telephone: _____

3.36.3 Acceptable Use and Internet Safety Policy
APPLICATION AND CONTRACT AGREEMENT
INTERNET ACCOUNT/COMPUTER ACCESS

Last Name: _____ First Name: _____

Home Address: _____ Home Phone: _____

I am a (check one):

Teacher Paraprofessional
 Media Specialist Support Staff
 Administrator

After reading the Acceptable Use and Internet Safety Policy of the Southside School District, please read and fill out the appropriate portions of the following contract. Please return the contract to the Principal's or Superintendent's Office.

User Contract

I have read the Acceptable Use and Internet Safety Policy of the Southside School District. I understand and agree to abide by the stated terms and conditions set forth in this document. I further understand that violations of the regulations are unethical and may constitute a criminal offense. Should I commit a violation, my access privileges may be revoked, school disciplinary and/or appropriate legal action may be taken.

It is extremely important that teachers NEVER share their passwords with students, because teachers have more rights on the network than students. To protect the security of your own and other's files, please NEVER share your password with anyone and always log out when you leave your computer. Do not allow a student to use the computer with your login name and password. This could lead to a breach of security including changing grades on permanent records, looking at tests, etc.

User Name (please print): _____

User Signature: _____ Date: _____

3.36.4—Licensed Personnel Social Networking and Ethics

Date Adopted: June 30, 2011

Technology used appropriately gives faculty new opportunities to engage students. District staff are encouraged to use educational technology, the Internet, and professional/education social networks to raise student achievement and to improve communication with parents and students. Technology and social networking websites also offer staff many ways they can present themselves unprofessionally and/or interact with students inappropriately.

It is the duty of each staff member to appropriately manage all interactions with students, regardless of whether contact or interaction with a student occurs face-to-face or by means of technology, to ensure that the appropriate staff/student relationship is maintained. This includes instances when students initiate contact or behave inappropriately themselves.

Public school employees are, and always have been, held to a high standard of behavior. Staff members are reminded that whether specific sorts of contacts are permitted or not specifically forbidden by policy, they will be held to a high standard of conduct in all their interactions with students. Failure to create, enforce and maintain appropriate professional and interpersonal boundaries with students could adversely affect the District's relationship with the community and jeopardize the employee's employment with the district.

The Arkansas Department of Education *Rules Governing the Code of Ethics for Arkansas Educators* requires District staff to maintain a professional relationship with each student, both in and outside the classroom. The School Board of Directors encourages all staff to read and become familiar with the Rules. Conduct in violation of the *Rules Governing the Code of Ethics for Arkansas Educators*, including, but not limited to conduct relating to the inappropriate use of technology or online resources, may be reported to the Professional License Standards Board (PLSB) and may form the basis for disciplinary action up to and including termination.

Definitions:

Social networking websites are online groups of Internet users allowing communication between multiple individuals. The fundamental purpose of social networking websites is to socialize. Examples include, but are not limited to, Facebook, MySpace, and Twitter. Staff members are discouraged from creating personal social networking sites to which they invite students to be friends or followers.¹ Employees taking such action do so at their own risk and are advised to monitor the site's privacy settings regularly.

Professional/education social networks are education oriented websites designed to allow and encourage teachers and students to communicate and collaborate around school subjects and projects. District employees may set up blogs and other professional/education social networking accounts using District resources and following District guidelines¹ to promote communications with students, parents, and the community concerning school-related activities and for the purpose of supplementing classroom instruction. Accessing professional/education social networks during school hours is permitted.

Blogs are a type of networking and can be either social or professional in their orientation. Professional blogs are encouraged and can provide a place for teachers to post homework, keep parents up-to-date, and

interact with students concerning school related activities. Social blogs are discouraged to the extent they involve teachers and students in a non-education oriented format.

Staff are reminded that the same relationship, exchange, interaction, information, or behavior that would be unacceptable in a non-technological medium, is unacceptable when done through the use of technology. In fact, due to the vastly increased potential audience digital dissemination presents, extra caution must be exercised by staff to ensure they don't cross the line of acceptability. A good rule of thumb for staff to use is, "if you wouldn't say it in class, don't say it online."

Whether permitted or not specifically forbidden by policy, or when expressed in an adult-to-adult, face-to-face context, what in other mediums of expression could remain private opinions, when expressed by staff on a social networking website, have the potential to be disseminated far beyond the speaker's desire or intention. This could undermine the public's perception of the individual's fitness to educate students, thus undermining the teacher's effectiveness. In this way, the expression and publication of such opinions could potentially lead to disciplinary action being taken against the staff member, up to and including termination or nonrenewal of the contract of employment.

Accessing social networking websites for personal use during school hours is prohibited, except during breaks or preparation periods. Staff are discouraged from accessing social networking websites on personal equipment during their breaks and/or preparation periods because, while this is not prohibited, it may give the public appearance that such access is occurring during instructional time. Staff shall not access social networking websites using district equipment at any time, including during breaks or preparation periods, except in an emergency situation or with the express prior permission of administration. All school district employees who participate in social networking websites shall not post any school district data, documents, photographs, logos, or other district owned or created information on any website. Further, the posting of any private or confidential school district material on such websites is strictly prohibited.

The following forms of technology based interactivity or connectivity are not acceptable:

- Sharing personal landline or cell phone numbers with students;
- Text messaging students;
- Emailing students other than through and to school controlled and monitored accounts;
- Soliciting students as friends or contacts on social networking websites;
- Accepting the solicitation of students as friends or contacts on social networking websites;
- Sharing personal websites or other media access information with students through which the staff member would share personal information and occurrences.

3.37 Length of School Year

There shall be at least the minimum number of days as required by State Department regulations.

3.38 Use of School Facilities

1. Before any building is used the sponsoring organization must agree to maintain order and be responsible for any damage to the building or equipment.
2. Requests for uses of school facilities must be made to the administrative head of the school at least one week in advance.
3. Exceptions will be made upon approval of the administration.

3.39 Library Media Center

1. Philosophy - School library media centers function as a basic requirement for quality education through provision of materials and services to implement all parts of the teaching and learning process. The media center reflects the philosophy of the school and shares its aims and objectives. It also has as its goal making teachers and students effective users of ideas and information.
2. Objectives -
 - A. To work with teachers, administrators, and other instructional personnel in the selection of materials geared toward curriculum needs and student abilities, interests, and learning styles.
 - B. To plan cooperatively with the teaching staff in the development of media services appropriate to the instructional program needs.
 - C. To expose students to a variety of literature and to develop lifelong reading habits.
 - D. To teach students to use a variety of media and equipment independently and to develop discrimination in the selection of information.
 - E. To develop an overall program of media services that will become a part of the instructional program.

3.40—Licensed Personnel Responsibilities Governing Bullying

Last Revised: June 30, 2011

Teachers and other school employees who have witnessed, or are reliably informed that, a student has been a victim of bullying as defined in this policy, including a single action which if allowed to continue would constitute bullying, shall report the incident(s) to the principal. The principal or his/her designee shall be responsible for investigating the incident(s) to determine if disciplinary action is warranted.

The person or persons reporting behavior they consider to be bullying shall not be subject to retaliation or reprisal in any form.

District staff are required to help enforce implementation of the district's anti-bullying policy. The district's definition of bullying is included below. Students who bully another person are to be held accountable for their actions whether they occur on school equipment or property off school property at a school-sponsored or school-approved function, activity, or event; or going to or from school or a school activity. Students are encouraged to report behavior they consider to be bullying, including a single action which if allowed to continue would constitute bullying, to their teacher or the building principal. The report may be made anonymously.

A school principal or his/her designee who receives a credible report or complaint of bullying shall promptly investigate the complaint or report and make a record of the investigation and any action taken as a result of the investigation.

Definitions:

Attribute means an actual or perceived personal characteristic including, without limitation, race, color, religion, ancestry, national origin, socioeconomic status, academic status, disability, gender, gender identity, physical appearance, health condition, or sexual orientation:

Bullying means the intentional harassment, intimidation, humiliation, ridicule, defamation, or threat or incitement of violence by a student against another student or public school employee by a written, verbal, electronic, or physical act that may address an attitude of the other student, public school employee, or person with whom the other student or public school employee is associated and that causes or creates actual or reasonable foreseeable:

- Physical harm to a public school employee or student or damage to the public school employee's or student's property;
- Substantial interference with a student's education or with a public school employee's role in education;
- A hostile educational environment for one (1) or more students or public school employees due to the severity, persistence, or pervasiveness of the act; or
- Substantial disruption of the orderly operation of the school or educational environment;

Electronic act means without limitation a communication or image transmitted by means of an electronic device, including without limitation a telephone, wireless phone or other wireless communications device, computer, or pager that results in the substantial disruption of the orderly operation of the school or educational environment.

Electronic acts of bullying are prohibited whether or not the electronic act originated on school property or with school equipment, if the electronic act is directed specifically at students or school personnel and maliciously intended for the purpose of disrupting school, and has a high likelihood of succeeding in that purpose;

Harassment means a pattern of unwelcome verbal or physical conduct relating to another person's constitutionally or statutorily protected status that causes, or reasonably should be expected to cause, substantial interference with the other's performance in the school environment; and

Substantial disruption means without limitation that any one or more of the following occur as a result of the bullying:

- Necessary cessation of instruction or educational activities;
- Inability of students or educational staff to focus on learning or function as an educational unit because of a hostile environment;
- Severe or repetitive disciplinary measures are needed in the classroom or during educational activities; or
- Exhibition of other behaviors by students or educational staff that substantially interfere with the learning environment.

Examples of "Bullying" may include but are not limited to a pattern of behavior involving one or more of the following:

- Sarcastic comments "compliments" about another student's personal appearance or actual or perceived attributes,
- Pointed questions intended to embarrass or humiliate,
- Mocking, taunting or belittling,
- Non-verbal threats and/or intimidation such as "fronting" or "chesting" a person,
- Demeaning humor relating to a student's race, gender, ethnicity or actual or perceived attributes,
- Blackmail, extortion, demands for protection money or other involuntary donations or loans,
- Blocking access to school property or facilities,
- Deliberate physical contact or injury to person or property,
- Stealing or hiding books or belongings, and/or
- Threats of harm to student(s), possessions, or others.
- Sexual harassment, as governed by policy 3.40.1 is also a form of bullying.

Legal Reference: A.C.A. § 6-18-514

3.40.1—Licensed Personnel Sexual Harassment

Date Adopted: June 30, 2011

The Southside School District is committed to having an academic and work environment in which all students and employees are treated with respect and dignity. Student achievement and amicable working relationships are best attained in an atmosphere of equal educational and employment opportunity that is free of discrimination. Sexual harassment is a form of discrimination that undermines the integrity of the educational environment and will not be tolerated.

Believing that prevention is the best policy, the district will periodically inform students and employees about the nature of sexual harassment, the procedures for registering a complaint, and the possible redress that is available. The information will stress that the district does not tolerate sexual harassment and that students and employees can report inappropriate behavior of a sexual nature without fear of adverse consequences.

It shall be a violation of this policy for any student or employee to be subjected to, or to subject another person to, sexual harassment as defined in this policy. Any employee found, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action up to, and including, termination.

Sexual harassment refers to unwelcome sexual advances, requests for sexual favors, or other personally offensive verbal, visual, or physical conduct of a sexual nature made by someone under any of the following conditions:

1. Submission to the conduct is made, either explicitly or implicitly, a term or condition of an individual's education or employment;
2. Submission to, or rejection of, such conduct by an individual is used as the basis for academic or employment decisions affecting that individual; and/or
3. Such conduct has the purpose or effect of substantially interfering with an individual's academic or work performance or creates an intimidating, hostile, or offensive academic or work environment.

The terms "intimidating," "hostile," and "offensive" include conduct of a sexual nature which has the effect of humiliation or embarrassment and is sufficiently severe, persistent, or pervasive that it limits the student's or employee's ability to participate in, or benefit from, an educational program or activity or their employment environment.

Within the educational or work environment, sexual harassment is prohibited between any of the following: students; employees and students; non-employees and students; employees; employees and non-employees.

Actionable sexual harassment is generally established when an individual is exposed to a pattern of objectionable behaviors or when a single, serious act is committed. What is, or is not, sexual harassment will depend upon all of the surrounding circumstances. Depending upon such circumstances, examples of sexual harassment include, but are not are not limited to: unwelcome

touching; crude jokes or pictures; discussions of sexual experiences; pressure for sexual activity; intimidation by words, actions, insults, or name calling; teasing related to sexual orientation; and spreading rumors related to a person's alleged sexual activities.

Employees who believe they have been subjected to sexual harassment are encouraged to file a complaint by contacting their immediate supervisor, administrator, or Title IX coordinator who will assist them in the complaint process. Under no circumstances shall an employee be required to first report allegations of sexual harassment to a school contact person if that person is the individual who is accused of the harassment. To the extent possible, complaints will be treated in a confidential manner. Limited disclosure may be necessary in order to complete a thorough investigation.

Employees who file a complaint of sexual harassment will not be subject to retaliation or reprisal in any form.

Employees who knowingly fabricate allegations of sexual harassment shall be subject to disciplinary action up to and including termination.

Individuals who withhold information, purposely provide inaccurate facts, or otherwise hinder an investigation of sexual harassment shall be subject to disciplinary action up to and including termination.

Legal References: Title IX of the Education Amendments of 1972, 20 USC 1681, et seq.
Title VII of the Civil Rights Act of 1964, 42 USC 2000-e, et seq.
A.C.A. § 6-15-1005 (b) (1)

3.41—Licensed Personnel Reimbursement of Travel Expenses

Adopted: June 11, 2007

Employees shall be reimbursed for personal and/or travel expenses incurred while performing duties or attending workshops or other employment-related functions, provided that prior written approval for the activity for which the employee seeks reimbursement has been received from the Superintendent, principal (or other immediate supervisor with the authority to make school approvals), or the appropriate designee of the Superintendent and that the teacher's attendance/travel was at the request of the district.

It is the responsibility of the employee to determine the appropriate supervisor from which he must obtain approval.

Reimbursement claims must be made on forms provided by the District and must be supported by appropriate, original receipts. Copies of receipts or other documentation are not acceptable, except in extraordinary circumstances.

3.42— Licensed Personnel Records and Reports

Date Adopted: June 11, 2007

The superintendent or his/her designee shall determine, by individual or by position, those records a teacher is responsible to keep and those reports he/she is required to maintain. It is a requirement of employment that all required records and reports be completed, submitted, or otherwise tendered, and be accepted by the principal or superintendent as complete and satisfactory, before the last month's pay will be released to the licensed employee.

It is the responsibility of each teacher, and not the district, to keep his/her teaching license continuously renewed with no lapses in licensure, and in good standing with the State Board of Education. Failure of a teacher to do so will be grounds for termination.

Legal Reference: A.C.A. § 6-17-104
A.C.A. § 6-17-401

3.43—EMPLOYEE LUNCHES/DEBTS TO DISTRICT

Adopted: June 11, 2007

In some situations, employees of the district may have need to delay payment for meals they eat in our cafeterias until a later time. To insure such debt is cleared, all employees who wish to charge in our cafeteria program must sign an agreement prior to the initial charge that the amount of any outstanding balances against their accounts will be deducted from the employee's final paycheck of the contract school year.

**Southside School District
Employee Cafeteria
Credit Agreement**

I, _____, in order to be allowed to charge meals in Southside School's cafeterias, agree to have any outstanding balances at the end of each current school year deducted from my final paycheck from the district. I understand that my ability to charge such meals is contingent upon this agreement.

Teacher's Signature _____

Cafeteria Manager _____

Date of Agreement _____

3.44 BEREAVEMENT POLICY

Adopted: May 14, 2007

A maximum of five (5) days leave, with full pay, per event, is allowed employees who have death in the immediate family. Immediate family shall be defined to include husband, wife, child, father, and mother. Two (2) days leave with full pay is allowed employees who have deaths including sisters, brothers, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandchildren, and grandparents. One (1) day leave, with full pay, is allowed employees who have death in the family, which includes aunts, uncles, first cousins, grandparent-in-laws, nieces and nephews. Such days cannot be accumulated. Bereavement leave may begin only upon the death of a family member if instate or upon the arrival of the deceased in this state if that individual lived out of state. Should extenuating circumstances occur where the intent of this policy not be in effect, the superintendent has the authorization to allow the implementation of the intent of the policy.

This allowance will not be paid for any day for which the employee is otherwise compensated or for any day for which the employee would otherwise not have been at work.

A maximum of one-half day leave, with full pay, is allowed for a representative from a school to attend the funeral of a school student.

A maximum of one-half day leave, with full pay, is allowed for a representative from a school to attend the funeral of a faculty member's spouse or child.

Documentation of attendance at funerals may be required to verify such leave.

3.45—Licensed Personnel Video Surveillance and Other Monitoring

Date Adopted: June 30, 2011

The Board of Directors has a responsibility to maintain discipline, protect the safety, security, and welfare of its students, staff, and visitors while at the same time safeguarding district facilities, vehicles, and equipment. As part of fulfilling this responsibility, the board authorizes the use of video/audio surveillance cameras, automatic identification, data compilation devices, and technology capable of tracking the physical location of district equipment, students, and/or personnel.

The placement of video/audio surveillance cameras shall be based on the presumption and belief that students, staff and visitors have no reasonable expectation of privacy anywhere on or near school property, facilities, vehicles, or equipment, with the exception of places such as rest rooms or dressing areas where an expectation of bodily privacy is reasonable and customary.

Signs shall be posted on district property and in or on district vehicles to notify students, staff, and visitors that video cameras may be in use. Violations of school personnel policies or laws caught by the cameras and other technologies authorized in this policy may result in disciplinary action.

The district shall retain copies of video recordings until they are erased which may be accomplished by either deletion or copying over with a new recording.

Videos, automatic identification, or data **compilations** containing evidence of a violation of district personnel policies and/or state or federal law shall be retained until the issue of the misconduct is no longer subject to review or appeal as determined by board policy or staff handbook; any release or viewing of such records shall be in accordance with current law.

Staff who vandalize, damage, defeat, disable, or render inoperable (temporarily or permanently) surveillance cameras and equipment, automatic identification, or data compilation devices shall be subject to appropriate disciplinary action and referral to appropriate law enforcement authorities.

Video recordings and automatic identification or data compilation records may become a part of a staff member's personnel record.

4.1 Student Discipline, Suspension and Expulsion

1. A principal has authority to suspend any pupil from school. Expulsion may be determined only by the Board of Education, upon recommendation of the superintendent and principal.
2. Suspension will be used normally when a student refuses to cooperate. The student will be suspended until the student and the parents have met with the principal to work out a solution to the problem. When a satisfactory solution to the problem cannot be reached, the student will be suspended until the student and parents can meet with the School Board to discuss a solution.
3. The parent shall be notified immediately in cases of suspension.
4. Any student who is a chronic discipline problem will be barred from holding student offices.
5. "Every teacher shall seek to exercise wholesome discipline in his or her school and endeavor by precept and otherwise instill and cultivate in the pupils good morale and gentle manners." (Acts 169 of 1931, Sec. 171, Section 80-1629)
6. Corporal punishment shall be used after other means have failed, or it is deemed necessary to gain the cooperation of the student. When it is deemed necessary it shall be administered with a reasonable paddle and to a reasonable degree of severity and on the seat of the pants only. Another teacher or principal shall witness the punishment.
7. The superintendent shall be informed promptly of any serious discipline problem, paddling, or suspension.

4.2 Corporal Punishment

Corporal punishment may be administered by any licensed employee of the district to any pupil for disruptive or unmanageable conduct; insubordination; profanity, violence, vulgar or insulting language or other conduct that would tend to disrupt the educational process.

The board directs that corporal (physical) punishment, when deemed necessary, will be administered according to the following requirements:

1. Except for those acts of misconduct which are so anti-social or disruptive in nature as to shock the conscience, corporal punishment shall not be administered unless an attempt has been made to modify the pupil's behavior by some means other than corporal punishment and unless the pupil has been told that a continuation of repetition of his behavior may lead to corporal punishment.
2. It will be administered in the presence of at least one other school official as a witness who shall be advised in the presence of the student the reason for the punishment.
3. It will not be administered in the presence of other students, nor in a spirit of malice or anger, nor will it be excessive.
4. It will be administered to the lower posterior only.
5. A written report signed by the employee administering the corporal punishment stating the reason for the punishment and the name of the witness will be filed in the office of the principal.
6. On request, the parent shall be informed in writing of the reasons for the punishment and the name of the witness.

4.3 Head Lice/Nits Procedure Policy

Purpose:

To ensure that students are free from head lice and nits.

Procedures:

1. The school nurse shall conduct training programs in each school so that all staff members will be knowledgeable in the identification of head lice and nits.
2. The principal shall designate certain individuals to conduct head lice screening on suspected or referred students.
3. Children suspected of having head lice and/or nits shall be isolated and the child's parent/legal guardian shall be notified of the suspected head lice and/or nits. When the parent/legal guardian picks up the child, they shall be furnished directions for the treatment of head lice and/or nits and the care of personal effects.
4. The parent shall be required to submit proof of treatment or medical certification of treatment and the child shall be free of head lice and nits before returning to school.
5. The school nurse or principal's designee shall examine the child to verify that the child is free of head lice and nits before permitting the child to return to school.
6. The principal shall ensure that the classrooms with carpeting are vacuumed daily and that each classroom has space for coats and sweaters to be hung singularly.

4.4 **Anti-Bullying Policy**

Adopted: 8-8-05

As mandated by **Act 1437** of 2005, the Southside School District will abide by the anti-bullying policies set forth by the State Legislature. The following is included in the policy: Respect for the dignity of others is a cornerstone of civil society. Bullying creates an atmosphere of fear and intimidation, robs a person of their dignity, detracts from the safe environment necessary to promote student learning, and will not be tolerated by the Board of Directors. Students who bully another person shall be held accountable for their actions whether it occurs on the school grounds; off school grounds at a school sponsored or approved function, activity, or event; going to or from school or a school activity in a school vehicle or school bus; or at designated school bus stops. Bullying is any pattern of behavior by a student, or a group of students, that is intended to harass, intimidate, ridicule, humiliate, or instill fear in another child or group of children. Bullying behavior can be a threat of, or actual physical harm or it can be verbal abuse of a child. Bullying is a series of recurring actions committed over a period of time directed toward one student, or successive, separate actions directed against multiple students. Students are encouraged to report behavior they consider to be bullying, including a single action which if allowed to continue would constitute bullying, to their teacher or the building principal. The report may be made anonymously. Teachers and other school employees who have witnessed, or are reliably informed that, a student has been a victim of behavior they consider to be bullying, including a single action which if allowed to continue would constitute bullying, shall report the incident(s) to the principal. Parents or legal guardians may submit written reports of incidents they feel constitute bullying, or if allowed to continue would constitute bullying, to the principal. The principal shall be responsible for investigating the incident(s) to determine if disciplinary action is warranted. The person or persons reporting behavior they consider to be bullying shall not be subject to retaliation or reprisal in any form. Students found to be in violation of this policy shall be subject to disciplinary action up to and including expulsion. In determining the appropriate disciplinary action, consideration may be given to other violations of the student handbook which may have simultaneously occurred. Notice of what constitutes bullying, the District's prohibition against bullying, and the consequences for student who bully shall be conspicuously posted in every classroom, cafeteria, restroom, gymnasium, auditorium, and school bus. Parents, students, school volunteers, and employees shall be given copies of the notice.

4.5 Homework Policy

Revised June 11, 2007

Homework is considered to be part of the educational program of the District. Assignments shall be an extension of the teaching/learning experience that promotes the student's educational development. As an extension of the classroom, homework must be planned and organized and should be viewed by the students as purposeful.

Teachers should be aware of the potential problem students may have completing assignments from multiple teachers and vary the amount of homework they give from day to day.

Parents shall be notified of this policy at the beginning of each school year.

The Southside School District maintains the following policy regarding homework.

Definition

Homework is a specific activity or series of activities designed for the reinforcement or extension of school activities. Study of this variety occurs outside of regularly scheduled class periods.

Philosophy

Homework assignments are an integral part of the teaching-learning process. Teachers within the district are expected to use homework assignments as a means of enhancing student learning experiences. Homework assignments must be educationally relevant and be acceptable as a means of complementing in-class learning experiences.

A homework assignment is educationally relevant if it:

1. Reinforces a topic introduced during class by providing additional background information or promotes skill development through prescribed practice.
2. Introduces a topic which will be covered more extensively during class.
3. Meets the learning needs of individual students by encouraging the investigation of topics in which student interest has been expressed.
4. Provides opportunities for independent and shared research efforts.
5. Provides experiences utilizing varied instructional materials as a response to the differences in ability existing among individual learners.

Goals

Homework should be directed toward attainment of the following goals:

1. It should encourage development of independent study habits, skills, and responsibilities.
2. It should reinforce, enrich, and extend learning by providing additional educational opportunities outside the classroom.
3. It should provide for students a smooth gradual transition in the required amounts of homework necessary for academic success between elementary and intermediate grades and between intermediate and high school grades.

4.5.1 Grading of Homework

Homework assignments shall be evaluated in a manner similar to the evaluation of in-class assignments. Students are expected to complete all homework assignments and submit them for evaluation as they become due. At the discretion of the teacher, a student's homework assignment grade may be lowered proportionately for each assignment turned in after the specified due date. Provisions, without grading penalties, shall be made for students who, because of documented illnesses or extenuating circumstances (1) fail to complete homework assignments, or (2) submit such assignments after the specified due dates.

Roles and Responsibilities

1. The school principal has the responsibility to coordinate a homework plan among staff members which implements this district policy. The principal shall communicate this plan to all parents at the beginning of each school year.
2. The teacher has the responsibility to define and communicate expectancies regarding homework to students and parents.
3. Parents have the responsibility to cooperatively support this portion of the educational process by encouraging and becoming involved in the student's learning experiences.
4. Each student has the responsibility to complete assigned tasks upon the specified due dates.

4.5.2 Recommendations for Homework by Grade Level

Level	Minutes Per Day	Days Per Week	Study Skills
K	Minimal Use	Minimal Use	Recite names of letter & numbers, draw pictures, discuss new words.
1-2	15-20	2-3	Read to parents, practice writing, arithmetic skills, vocabulary words, spelling, and drawing.
3-4	20-30	4	Drill and practice on basic skills in reading, language, and arithmetic. Work with less parental assistance.
5-6	40-60	4	Maintain basic skills in reading, language, and mathematics. Read independently to acquire new concepts and facts.
7-8	60-90	4	Reinforce basic skills. Read independently for concepts and facts. Can identify main ideas and outline them in written form. Can express self creatively in writing.
9-12	90-110	4	Ability to apply, analyze, synthesize, and evaluate facts and concepts. Can gain comprehension of complex subject matter independently. Sustains acceptable academic performance.

Limitations

The following limitations shall be followed regarding homework assignments:

1. Homework assignments shall not be used as a means of punishing inappropriate student behavior.
2. Homework assignments shall not require more time than specified for each grade level.
3. "Busywork" is not an acceptable class of homework assignments and shall not be required by any teacher.

4.6 COMPLAINTS

Adopted: June 11, 2007

It is a goal of the Board and the District to be responsive to the community it serves and to continuously improve the educational program offered in its schools. The Board or the District welcomes constructive criticism when it is offered with the intent of improving the quality of the system's educational program or the delivery of the District's services.

The Board formulates and adopts policies to achieve the District's vision and elects a Superintendent to implement its policies. The administrative functions of the District are delegated to the Superintendent who is responsible for the effective administration and supervision of the District. Individuals with complaints concerning personnel, curriculum, discipline (including specific discipline policies), coaching, or the day to day management of the schools need to address those complaints according to the following sequence:

1. Teacher, coach, or other staff member against whom the complaint is directed
2. Principal
3. Superintendent

Other than in the few instances where statutorily allowed or required, student discipline and personnel matters may not be discussed in Board meetings. Individuals with complaints regarding such matters need to follow the sequence outlined above.

Unless authorized by the Board as a whole for a specific purpose, no individual Board member has any authority when acting alone. District constituents are reminded that the Board serves as jury in matters regarding student suspensions initiated by the Superintendent, expulsions, and personnel discipline.

4.7 WELLNESS POLICY

Adopted: June 11, 2007

The health and physical well-being of our students directly affects their ability to learn. Childhood obesity increases the incidence of adult diseases occurring in children and adolescents such as heart disease, high blood pressure and diabetes. The increased risk carries forward into their adulthood. Research indicates that a healthy diet and regular physical activity can help prevent obesity and the diseases resulting from it. It is understood that the eating habits and exercise patterns of students cannot be magically changed overnight, but at the same time, the board of directors believes it is necessary to strive to create a culture in our schools that consistently promotes good nutrition and physical activity.

The problem of obesity and inactivity is a public health issue. The board is keenly aware that it has taken years for this problem to reach its present level and will similarly take years to correct. The responsibility for addressing the problem lies not only with the schools and the Department of Education, but with the community and its residents, organizations and agencies. Therefore, the district shall enlist the support of the larger community to find solutions which improve the health and physical activity of our students.

Goals

In its efforts to improve the school nutrition environment, promote student health, and reduce childhood obesity, the district will adhere to the Arkansas Rules Governing Nutrition and Physical Activity Standards in Arkansas Public Schools. Adhering to these Rules will include, but is not limited to district efforts to

1. Appoint a district school health coordinator who shall be responsible for ensuring that each school fulfills the requirements of this policy;
2. Implement a grade appropriate nutrition education program that will develop an awareness of and appreciation for nutrition and physical activity throughout the curriculum;
3. Enforce existing physical education requirements and engage students in healthy levels of vigorous physical activity;
4. Strive to improve the quality of physical education curricula and increase the training of physical education teachers;
5. Follow the Arkansas Physical Education and Health Education Frameworks in grades K-12;
6. Not use food or beverages as rewards for academic, classroom, or sports performances;
7. Ensure that drinking water is available without charge to all students;
8. Establish class schedules, and bus routes that don't directly or indirectly restrict meal access;
9. Provide students with ample time to eat their meals in pleasant cafeteria and dining areas;
10. Establish no more than nine (9) school wide events which permit exceptions to the food and beverage limitations established by Rule. The schedule of the events shall be by school, approved by the principal, and shall be part of the annual school calendar;
11. Abide by the current allowable food and beverage portion standards;
12. Meet or exceed the more stringent of Arkansas' or the U.S. Department of Agriculture's Nutrition Standards for reimbursable meals and a la' carte foods served in the cafeteria;
13. Restrict access to vended foods, competitive foods, and foods of minimal nutritional value (FMNV) as required by law and Rule;

14. Conform new and/or renewed vending contracts to the content restrictions contained in the Rules and reduce district dependence on profits from the sale of FMNV.
15. Provide professional development to all district staff on the topics of nutrition and/or physical activity;
16. Utilize the School Health Index available from the Center for Disease Control (CDC) to assess how well the district is doing at implementing this wellness policy and at promoting a healthy environment for its students;

Advisory Committee

To enhance the district's efforts to improve the health of our students, a School Nutrition and Physical Activity Advisory Committee (SNPAAC) shall be formed. It shall be structured in a way that ensures age-appropriate recommendations are made which correlate to our district's grade configurations.

Legal References: Richard B. Russell National School Lunch Act 42 U.S.C. § 1751 et seq.
 Child Nutrition Act of 1966 42 U.S.C. § 1771 et seq.
 A.C.A. §§ 20-17-133, 134, and 135
 ADE Rules Governing Nutrition and Physical Activity Standards in
 Arkansas Public Schools
 Allowable Competitive Foods/Beverages - Maximum Portion Size List for
 Middle, Junior High, and High School
 Nutrition Standards for Arkansas Public Schools (Commissioner's Memo
 FIN-06-106)

5.1 PURCHASES OF COMMODITIES

Adopted: June 11, 2007

Purchases shall be made in accordance with State laws and procurement procedures governing school purchases that are deemed to be in the best interest of the District and are the result of fair and open competition between qualified bidders and suppliers.

DEFINITIONS

“Commodities” are all supplies, goods, material, equipment, computers, software, machinery, facilities, personal property, and services, other than personal and professional services, purchased on behalf of the District.

“Specifications” means a technical description or other description of the physical and/or functional characteristics of a commodity.

Purchases of commodities with a purchase price of more than \$10,000.00 require prior Board approval, unless an emergency exists in which case the Superintendent may waive this requirement.

The district shall notify in writing all actual or prospective bidders, offerors, or contractors who make a written request to the district for notification of opportunities to bid. The notification shall be made in sufficient time to allow actual or prospective bidders, offerors, or contractors to submit a bid or other appropriate response.

All purchases of commodities in which the estimated purchase price equals or exceeds ten thousand dollars (\$10,000) shall be procured by soliciting bids. Specifications shall be devised for all commodities to be bid that are specific enough to ensure uniformity of the bid and yet not so restrictive that it would prevent competitive bidding. The bid specifications shall not include the name or identity of any specific vendor. The Board reserves the right to reject all bids and to purchase the commodity by negotiating a contract. In such an instance, each responsible bidder who submitted a bid shall be notified and given a reasonable opportunity to negotiate.

Bids shall be awarded after careful examination of the details of the bid to determine the best overall value to the District. In instances where the low bid was not accepted a statement of the reasons shall be attached to the bid. Bidders submitting written bids shall be notified in writing of the bid award.

The following commodities may be purchased without soliciting bids provided that the purchasing official determines in writing that it is not practicable to use other than the required or designated commodity or service, and a copy of this statement is attached to the purchase order:

1. Commodities in instances of an unforeseen and unavoidable emergency;
2. Commodities available only from the federal government;
3. Utility services;
4. Used equipment and machinery; and
5. Commodities available only from a single source.

Prospective bidders, offerors, or contractors may appeal to the district's superintendent if they believe the district failed follow district bidding and purchasing policy or state law.

Any award of a contract shall be subject to revocation for ten working days or, if an appeal is received, after resolution of the appeal. This shall give prospective bidders, offerors, or contractors the opportunity to appeal the bid award if they believe the facts warrant an appeal. Any appeal shall be **in writing by certified mail** and received by the district office, "attention to the superintendent" within seven calendar days following the initial and revocable award of the contract.

If the district receives an appeal of a bid award, they shall notify, in writing, those prospective bidders, offerors, or contractors who have made a written request to the district for notification of opportunities to bid that an appeal has been submitted. The notification shall state:

- that the contract award has been halted pending resolution of the appeal and could be revoked;
- the reasons for the appeal;
- that the recipient of the letter may respond to the protested issues identified in the appeal;
- the date the decision on the appeal will be made and notification sent;
- that if the appeal is upheld, the bidding process will start all over again;
- that if the bidding is re-opened, changes will be made to the request for bids as necessary to satisfy the reasons for upholding the appeal.

The sole authority to resolve any appeal made relating to this policy shall rest with the superintendent. The superintendent's decision shall be final and conclusive. In the event the district upholds an appeal, the sole responsibility of the district to the aggrieved bidder(s) shall be the re-opening of the bidding process.

Legal References: A.C.A. § 6-21-301, 303, 304, 305, 306~~(b)~~
 A.C.A. § 6-24-101 et seq.

Appendix

APPENDIX I

Emergency Dismissal Prodecures

1. When a decision is made to make an early emergency dismissal of schools, the first step will be to inform at minimum the following individuals: Building Principals, transportation department employees, cafeteria staff members, appropriate broadcast press (local radio stations), major employers in area

In the announcement to each school, the following information will be included:

- A. Time bus students from each school will be dismissed from their classrooms to load buses. Elementary students will be held in their classrooms until an announcement made for them to go to bus loading zones.
 - B. If there are to be early buses out (i.e. Brock Mtn., Jamestown Mtn, Oak Grove Rd, Stone Co. Line), the order by which schools are loaded, the bus numbers (regular route and bus of the day) and bus drivers' names will be announced.
 - C. A time for student drivers to be dismissed for announcement at the high school.
 - D. A time that all other students are dismissed.
2. Teachers will be released by their building principals at the principal's discretion. Principals will remain on campus to deal with additional problems which may occur as a result of the early dismissal.
 3. To insure students are transported to the designations requested by their parents/guardians, middle school and elementary teachers should have on record the correct bus students ride (by number and driver) and emergency drop-off locations to insure students get on the correct buses.
 4. Communications between the central office and building principals will be by walkie-talkies at the receipt of the emergency release notice.

SOUTHSIDE SCHOOL DISTRICT

70 Scott Drive
Batesville, AR 72501
Roger Rich, Superintendent

EMERGENCY EARLY DISMISSAL

DATE _____

“Southside Schools will be dismissed due to _____
as of _____ today.”

Dismissal Time For Regular Bus Students To Load & Locations

	Time	Location
Elementary	_____	_____
Middle School	_____	_____
High School	_____	_____

Dismissal Time/Times For Early Buses Out

Bus # _____	Driver _____	Route _____	Animal _____
Bus # _____	Driver _____	Route _____	Animal _____
Bus # _____	Driver _____	Route _____	Animal _____
Bus # _____	Driver _____	Route _____	Animal _____
Bus # _____	Driver _____	Route _____	Animal _____

Elem. Time _____ Location _____

MS Time _____ Location _____

HS Time _____ Location _____

Dismiss Student Drivers At _____

****Principals--Turn on hand-held radios!**

APPENDIX II

Southside Schools Crisis Response Plan

Mr. Roger Rich, Superintendent

Phone (870) 251-2341

Fax (870) 251-3316

Preface

Unanticipated tragic events can quickly escalate into a school-wide catastrophe if not dealt with immediately and effectively. Knowing what to do when a crisis occurs can minimize the chaos, rumors, and the impact of the event on students and community.

When a disaster strikes, teachers and school staff members are torn between the need to deal with student reactions at the same time they are coping with their own reactions. This time often proves to be a time that they are least prepared to think quickly. With some advance planning, this process can be much smoother than when tragedy takes a school by surprise and no pre-formulated plan is in effect.

Definitions

Crisis: A sudden, generally unanticipated event that profoundly and negatively affects a significant segment of the school population and often involves serious injury or death. A large number of students and staff will be affected. The psychological and emotional impact will be moderate to severe. Outside assistance will be needed.

Crisis Team: A group consisting of administrators, school psychologist, counselors, and other designated persons to handle media, traffic, logistics and information. The Superintendent will make the determination to activate the Crisis Team.

Note: Classroom teachers who have regular charge of students should **not** be on this team.

Auxiliary Team: This pre-established and trained group includes representatives from law enforcement, mental health agencies, medical, clergy, Arkansas Department of Education, Attorney General's Office, Parents, Patrons and school personnel from other districts.

Calling Tree: This mechanism allows the team to be notified immediately. The list of numbers will be located in the Superintendent's office as well as in all Principals' offices. The Administrative Staff will provide training for secretaries to ensure that all necessary communications are planned. This also includes a plan for internal communications among staff.

Crisis Kit: Each Principal's office will have a container which will have name tags, a list of student names, notebooks, pens, markers, hand radios, batteries, first aid supplies, and tape. Separate placards with directional words as Parents, Counselors, Media, Clergy, Volunteers. Keep out, caution tape, etc. should be in the kit. Also, have ready to send to the hospital a copy of student records especially health and identification. (Send a current yearbook also.) Fanny packs are useful to replace purses. A laptop computer, printer and access to a copier need to be available for immediate use.

Training

All staff members will be trained concerning the crisis plan. This includes teachers, clerical staff, aides, bus drivers, custodians and maintenance staff. The school nurse will be trained to deal with trauma. They, in turn, will provide training for the staff. Ministers who are providing counseling need to be trained in dealing with trauma. The entire staff needs training in emergency first aid. All secretaries will be trained in information management.

Authorized Crisis Team for Southside Public School

Director of Crisis Team:	Mr. Roger Rich	251-2341 ext. 222
Assistant Director:	Ms. Novella Humphrey	251-2341 ext 226
Counseling Director:	Mrs. Lisa Rich	251-2262 ext. 231
North Arkansas Human Services	Mr. Jim West	793-8900
Media Director:	Mrs. Jinger Massey	251-2662 ext 264
National Media Advisor:	Kevin Myatt	793-2383

Auxiliary Team Members

Ministry Assignments:	Mr. Jim West	793-8900
Child Care:	Mrs. Dawn Jeffrey	251-4025
Food/etc:	Mrs. Rhonda Fowler	251-2332 ext. 258
Maintenance	Mr. Shawn Hastings	251-4021

Important Phone Numbers

Independence County EMS:	793-5708
Attorney General	501-682-2007
Arkansas Department of Education	501-682-4204
Department of Human Services	698-1876
Independence County Sheriff's Office	793-8838
National Guard	793-5188
Southwestern Bell:	1-800-464-7928

(Call to get two dedicated lines to a designated school site)

**It Could Happen!
What Do We Do First?**

Protect students.

Get them out of harm's way.

If sniper is outside, use all care getting students out of line of fire.

Keep covered and keep students covered until all is clear.

If hostage situation, do a lockdown.

1. Have someone call 911 and continue providing First Aid to the victims.
2. Have someone ready the Crisis Kit and notify the superintendent and principal.
3. Continue First Aid for victims until EMS is on the scene IF possible, identify students by using name tags or markers to put name on wrist or ankle. Be careful not to make alterations to surroundings, since it will be later investigated as a crime scene. Clear unhurt students out of the immediate area to a pre-designated gathering area of safety.
4. Have the central office begin the calling tree before the lines get overloaded.
5. Principal may need the rest of the students to go to a pre-designated location. It may be back to classrooms or cafeteria; the principal will make that determination based on the situation. Principal will notify each building verbally that all is safe. Teachers and staff not tending to victims need to be with and give support to the rest of the students. One staff member from each school will be at the hospital to help with identification and support parents. They will need to take the information notebook from the **Crisis Kit**.
6. Set up tables and placards to give information and directions.
7. Set up pre-designated rooms for the media at Dowdy Trucking Co.
8. Set up pre-designated room on campus for families of victims.
9. Arrange for a responsible adult/or teacher to ride buses that afternoon in the vacant victim's seats. For the rest of the week, the volunteer counselors will fill those bus seats. The Assistant Crisis Director and Principal will make the seating assignments.
10. Request that a police car be put at the disposal of the Crisis Team Director. This will expedite transportation of people and material.

Roles and Expectations

Crisis Team Director: Mr. Roger Rich 251-2341 ext. 222
Assistant Director: Ms. Novella Humphrey 251-2341 ext. 226

Directs and coordinates all activities dealing with the crisis at hand.
Has authority to make decisions on the use of facilities, staff, and equipment.

Crisis Team: Immediate Decisions for the Crisis Team

- 1. Decide about scheduling changes.** Decide, after consultation with the Superintendent, whether or not to maintain normal schedules or set aside regular scheduling in an all-out effort to deal with crisis. This decision will depend on the extent of the crisis and may vary from class to class, or school to school. Note: An important step in any disaster plan is reopening the school and returning to normal as soon as possible.
- 2. Formulate plans if school is to be dismissed early.** Typically, keeping children in school for the regular school day is best when dealing with disaster. However, if early dismissal is required, parent notification becomes an item of priority. In that case activate previously prepared dismissal plan. If this plan is put into effect, a) call superintendent, b) make arrangements for transportation of special needs students, c) keep media informed of dismissal/relocation so parents will have accurate information. Inform media to assist spreading information on early dismissal.

KAIT TV	931-8888
Cable News 6	698-0929
KAAB	251-4196
KBTA	251-4196
KWOZ	251-4196
KZLE	251-4196
- 3. Be available for and keep in contact with school counselors.**
- 4. Identify high risk students, staff, and parents** likely to be most affected by the news (e.g. due to relationship with deceased/injured, personal history with similar crisis, recent confrontations with affected students). These persons are targeted for extra support. Don't forget spouses of staff members. Consider using Interview Intervention Process. (See Attachment)
- 5. Gather and inform closest friends** of the victims. Provide support and information to them before the general announcement is made. If certain close friends are absent, assure that a supportive adult gives the news to them. This ensures that they do not get initial information from the media.
- 6. Prepare a formal statement** for initial announcement to students and teachers in classrooms. Include minimum details and note additional information will be forthcoming. Also prepare statements for telephone inquiries.

7. **Use the public announcement system.** The Crisis Team will assist the administration in the formation of the first public announcement. Note: Carefully plan and rehearse what will be said. Choice of words, voice tone, and inflection are very important and will set the tone for management of the tragedy.
8. **Hand deliver a memo to all teachers.** Give all teachers the facts about the tragedy and instructions on how to share the information with the students, as well as suggestions for assisting the students. This memo may also invite the staff to a faculty meeting after school. Also have a mechanism for the teachers to share their insights, concerns and other pertinent information. During the following moments of a tragedy, the majority of students should stay in their classrooms. Only those closest to the victim or those with tragic life situations of their own should be identified and accompanied to the school's support personnel.
9. **Send letter home to parents.** Send home the prepared crisis letter. Include specific factual information about the event; information about how the district is handling the crisis, phone numbers for contact people within the district, information about community resources including phone numbers, titles of books pertinent to the subject available in the library. Some parents will need to be contacted by phone, particularly if their child's reaction is severe.
10. **Determine if additional district/community resources** are needed to be on "standby" to effectively manage the crisis. The team is to notify them if appropriate. It is essential to minimize the number of "strangers" who may just seem to be standing around.

Facilitate staff meeting to provide information related to the crisis.

Assist teachers with students' processing information dealing with the crisis.

Direct counselors to work with students/staff individually or in groups in a variety of locations.

Provide support and counseling for students. Regular instruction will likely need to be altered while the crisis is discussed.

Provide trained workers to be available for contact with parents.

Provide helpful, factual information to parents.

Coordinate individuals to assist providing information and answering (non-media) inquiries.

Maintain a record of offers of assistance and ensure that proper personnel respond.

Provide awareness training on dealing with rage (hate) mail.

Deal with the "empty desk" problem. Example: Counselor provides therapy while sitting in the desk - the desk may then be moved to the back of the row and all other desks moved forward - finally remove the desk. Students need to be part of entire process.

Other considerations for the Crisis Team:

Work with local police to ensure traffic control:	793-8838
See that childcare operation is in place immediately:	251-4005
Call to inform the:	
Arkansas Department of Education	870-682-4204
Department of Human Services	698-1876
Attorney General Office	501-682-2007
Call for buses Bus Shop	251-4021
Consult with Director of Crisis Team concerning a special board meeting	
Call to get maintenance personnel to assist in cleanup.	
Call telephone company and get two dedicated lines put in place at the central office.	800-499-7928

School Counselor's Role:

- Stay in close contact with the Counseling Director of the Crisis Team.
- Be available by canceling other activities.
- Locate counseling assistance (check community resources).
- Provide individual and group counseling.
- Coordinate and greet support staff members and then take them to their assigned location.
- Contact parents of affected students with suggestions for support and further referrals.
- Follow the schedule of the deceased and visit classrooms of close friends.
- Support the faculty (provide counseling as needed).
- Keep records of affected students and provide follow-up services.
- Establish a self-referral procedure. Make referral forms available.
- Review and distribute open-ended questions to assist teachers with classroom discussion.
- Assign a counselor or responsible adult to follow the deceased student's schedule for the remainder of the day.
- Monitor grounds for students leaving the building without permission.
- Arrange routing for the masses of parents who will pick up their children early.
- Ensure that students who are closest to the victims are picked up by parents at school.
- Notify bus drivers of the victims in order for them to adjust and be aware of student emotions.
- Notify other school offices so they can prepare siblings and other students regarding the crisis.

Principal's Role:

- Support response efforts, be available for consultation and defer to decisions of Team Director.
- Be visible, available, and supportive to empower staff.
- Provide direction for teachers to alter the curriculum. (Consider testing, if postponement is necessary).
- Communicate with central administration and other affected schools.
- Contact family of the deceased and inform staff and students about funeral arrangements.
- Vary areas in the building to avoid during routine fire drills.
- Consider an area on campus to land an emergency helicopter.

Teacher's Role:

- Provide accurate information to students which may dispel rumors.
- Lead classroom discussions, when warranted, that focus on helping students to cope with loss.
- Answer questions without providing unnecessary details.
- Recognize and honor the various religious beliefs that may help the students to cope.
- Be understanding and receptive to students' expressions of various emotions.
- Be careful of the use of TV broadcasts in the classroom.** Live newscasts can be traumatizing; especially if the students are still at school.
- Identify students who need counseling and refer to building support personnel.
- Provide activities to reduce trauma, such as artwork, music, and writing
- Alter the curriculum as needed.
- Discuss funeral procedures when appropriate.
- Need to know how to get assistance from other professionals should the need arise.

School Nurse Role:

- Monitor reaction of traumatized children.
- Keep a record of frequency of visits and complaints.
- Inform teachers and children about physical manifestations of grief.

Considerations

(Organizational Considerations that Need to be in Place)

- Southside school campuses are closed; this provides for much more control in the event of an emergency.
- Principals will have posted an emergency evacuation plan which will also include a manner to evacuate the playground.
- Principals will keep a packet that includes Building Information. This will have facts on number and names of faculty and staff. The packet will include a map of each building. A copy of the map should be on file with law enforcement agencies, fire department, & EMS.
- Principals will have locations identified for the use of media, family, friends and workers. Alternate locations will be made available.
- The transportation director will have copies of a county/city map highlighting the bus route.
- A predetermined team of parents and patrons will be assigned to bring meals for a people who work late into the evening. This will be coordinated by the Food Service Director.
- The Director of the Southside Child Care Program will arrange childcare services *on the Southside campus* for the workers' children. Young members of the victim's family will also be cared for if necessary.
- Teacher/parent handouts of typical reactions to various disasters appropriate for different grade levels will be available through the building counselor's office.
- Librarians will have a list of relevant books and materials available to provide for information and healing.
- Make available a Hot Line for students to call with anonymous tips.
- It is not unusual for old issues to resurface. Each student should be given permission to feel a range of emotions. There is no right or wrong way to feel. Typically, individuals go through a sequence of emotional reactions following a crisis: 1) high anxiety, 2) denial, 3) anger, 4) remorse, 5) grief, and 6) reconciliation.

Long-term / On-going Disaster Intervention:

Provide for on-going opportunities to deal with the crisis. This might include:

Continue to have additional support staff and outside professionals available to students.
Make additional resources available to teachers who will be dealing with students' reactions daily.

Provide list of suggested readings to teachers, parents, and students.

Amend crisis response procedures as necessary.

Write thank-you notes to out-of-building district and community resource people who provided (or are still providing) support during the crisis.

Be alert on crisis anniversaries and holidays. Often students will experience an "anniversary" grief reaction the following month or year on the date of the crisis, or when similar crises occur that reminds them of the original crisis. Holidays are often difficult for students who have experienced loss.

Support hospital's request of visitation to victim's rooms.

After one week, consider raising the flag back to full mast. Remove the flowers, cards, displays, etc. to get the building back to normal.

Determining the Facts of the Crisis

The person with a first hand source of providing information about the crisis is **not to repeat it elsewhere in the school**. This information needs to be verified and converted into a single announcement which is to come from designated school administrator. If there is concern regarding likelihood of compliance with request, it may be useful to keep the reporting person in the office (or have them come into the office) until appropriate steps are taken.

Office staff members are not to repeat or give any information within or outside the school unless instructed to do so. They are to direct inquiries to an administrator or designee. In schools using student office help, only adults will answer the phone for the remainder of the day.

Verification is very important. In case of reported student death, verify the reported incident by calling the police liaison or coroner. **DO NOT DISTURB THE VICTIM'S FAMILY.** Give everyone the facts as quickly as possible to dispel rumors.

NOTE: The timing of the notification of a crisis may alter the order of the initial steps taken.

The following questions will help the administrator anticipate the amount of emotional trauma:

Who was the person and were they a long-time popular member of the school?

What happened? Murder and suicide are unexpected and violent, and thus more difficult to deal with than, for example, a death from a serious illness.

Where did the death occur? A death that occurs on school grounds is more difficult to deal with.

It is important to find out who witnessed the death and provide them with counseling.

Students may also express concerns with personal safety.

What other tragedies have impacted this school recently? The latest death will cause other unresolved issues to surface for both staff and students.

Who was the perpetrator? If the person believed to be responsible for the death is also a member of your school community, it adds to the emotionality.

GUIDELINES FOR MEDIA RELATIONS

1. The print and broadcast media have the responsibility to report, accurately and fairly, noteworthy events, including those that occur in your school district. This includes any event that significantly impacts the schools and the communities that the school serves. These events will include such “crises” as the violent death of a teacher or student, a shooting on or near the campus, or a man-made or natural disaster. You must prepare for the media before a crisis strikes.
2. Your cooperation with the press is both desirable and necessary to ensure the story gets told as completely and accurately as possible.
3. If you, or your designated spokesperson, do not help media representatives, they will turn to less reliable sources who do not have all of the facts. Your goal is to ally the media as an education and informational tool in communicating the situation and the efforts of the district.
4. The overall accuracy and completeness of media coverage depends in a large degree upon getting the maximum amount of information out to the media - and thus to the public - as rapidly as possible.
5. Emphasize and strongly encourage parents, students and staff that they can say “NO” to interviews.
6. If media makes reporting errors, the spokesperson should name the specific reporting agency in correcting the facts.

General principles that can positively affect your actions and communication in a crisis situation:

1. Bring the situation under control, if possible. Always protect people first and property second.
2. Analyze the situation to judge its newsworthiness. Don’t create a crisis by jumping the gun. Many times the situation doesn’t warrant media attention.
3. Act quickly to distribute the information you determine the media and others should have.
4. Before the crisis, prepare a one-page handout with basic information about each building and about the school district in general.
5. Set the ground rules for the media.
 - a. Have a pre-assigned place for the media to meet when an event erupts.
 - b. If space is limited, consider asking the media to arrange pool coverage.
6. Appoint someone to be spokesperson for the district who has these attributes:
 - a. Comfortable before the camera
 - b. Knowledgeable with subject matter
 - c. Smart enough to know when to refer a question
 - d. Ability to think on his/her feet
 - e. Familiar with the district
7. Areas for school spokespersons to avoid
 - a. Speculation as to the cause of the incident
 - b. Allocation of blame
8. Gather the facts - who, what, where, when, why, how, what next.
9. Give the media as much information as possible; they’ll get the information (perhaps inaccurately) from other sources.
10. Be truthful.

11. Never answer “No comment.”
 - a. “No comment” can imply a lack of cooperation, a lack of concern, or an attempt to hide something.
 - b. If you won’t comment on the situation, you can be sure someone else will.
 - c. More appropriate responses are:
 - i. “I’m not the authority on that subject. Let me have our Mr. Jones to call you back.
 - ii. “All our efforts are directed at bringing the situation under control, so I’m not going to speculate on the cause.
12. Never go “Off the record.”
 - a. Most reporters respect an “off the record” comment and will not quote you. But they will get the information from someone else.
 - b. A reporter’s job is to get the story and to provide reliable information to their audiences.
 - c. They will get that information whether or not you cooperate.
13. Remain open and accessible.
14. Keep no secrets from the public.
15. Report your own bad news. Don’t allow another source to inform the media first.
16. Conduct frequent news conferences with media representatives.
17. Remember that trust is the bedrock of the relationship between the press and the community.

MEMORIALS AND FUNERALS

A monetary donation to a general scholarship fund may be accepted in place of a memorial. Planting of trees is acceptable.

Staff Meeting 1

The Crisis Team will do the following at the first staff meeting during a crisis:

Review **facts** of crisis and dispel rumors.

Help staff members process their responses to the situation.

Describe the feelings that students may experience and suggest how teachers might handle specific situations.

Provide guidelines for helping students who are upset.

Encourage teachers to allow for expressions of grief, anger, etc. in the home room or class in which announcement is received or in other classes throughout the day. Emphasize the acceptability/normalcy of a range of expressions. The guiding principle is to return to normal as soon as possible within each class and within the school. The structure of routine provides security and comfort to all members of the school community.

Encourage staff to dispel rumors whenever possible and discourage any glorification of the event (especially in suicidal death).

Request staff to meet 30 minutes early the next school day to review procedures planned for the day.

Staff Meeting 2

Assign a strong team in the class where the tragedy occurred, or in the classes where the students(s) are in attendance.

Determine the need for law enforcement personnel, if any, and their location for that day.

Questions to be considered in classroom discussion include: are students sleeping? eating? - this may determine the level of stress they are experiencing.

Provide stress reduction techniques to the teachers to share with the students.

Prepare the students for the injured visiting or returning to school.

Encourage the teachers to put structure back in the classroom.

Identify "high risk" students and staff having substantial difficulties with the crisis.

Set up regular meetings with the teachers and staff.

Stick to the program schedule that will be provided; have the teachers offer grief activities

In case of death, provide funeral/visitation information/procedures.

Debriefing Format For Teachers & Staff

Review intervention process and events of the day. This should be daily.
Ensure that key school personnel attend debriefing.
Review status of referred students and staff that needed follow up attention.
Identify and prioritize needs for following day.
Provide opportunities for the staff to express feelings and request support.

Debriefing/Wrap-up for Crisis Team

Brainstorm ways to meet identified needs.
Provide mutual support.
Identify who will contact victim's family.
Write a detailed summary report of events of the day to present to administrators.

The Interview Intervention

The goal of the interview is not only to identify the immediate effects of the trauma but also to assist the student in the *mastery of the traumatic experience* and help the student with general solutions to the problem.

In some cases, a single interview may be the only intervention needed. In other cases, further services may be warranted, i.e., counseling, referral to community agencies.

Children have different skills for dealing with information and reacting to events, depending on their age and developmental level. Counseling with younger children requires involvement and use of nonverbal material and very directive ways to elicit and reflect feelings. Frequently, facts and fantasy are intermingled and young children have difficulty acknowledging a crisis. With adolescents, however, a discussion format can be possible as a means to focus on problem-solving and crisis-coping skills.

The Interview Risk Screening form provides a “mental check list” on essential information to obtain during the student interview.

Students who need further assessment or more in-depth intervention should be referred to school personnel who hold credentials and/or licenses to provide counseling services to students or should be referred to a community agency. It is District policy to obtain written parental consent prior to the delivery of ongoing counseling services.

**Southside School District
Student Support Services**

Interview Risk Screening

Name _____ M _____ F _____ Date _____

Referred

by: _____

Interviewed by: _____

INTERVIEW OUTLINE (Ask for details, clarifications of thoughts and feelings)

A Degree of Risk?

1. Where were you when the event occurred?
Direct _____ On-site _____ In neighborhood _____ Out of area _____
2. What did you see (or hear about)? _____
3. How do you feel now? _____

B. Other Factors

1. How well do you know the victim(s)? _____
2. Have you or any of you family had a similar experience? _____

C. Is Response in Proportion to Degree of Risk? _____

D. Reaction to Event

1. Do you think your life will be different now? _____
In what way? _____
2. Do you think you could have done anything to prevent this incident? _____

3. What are you angry/guilty about? _____
4. Do you want to “get even” or seek revenge? _____

E. Concerns/Problems

1. What is bothering you now? _____
2. Have there been any changes in your life or routine because of the event? _____

3. What is the most pressing problem? _____

F. Plan of Action

1. What has worked for you in the past when there has been a problem? _____

2. What is the problem you would like to work on now? _____

3. What is the first step you can take? _____

G. Support

1. Who would you like to help you? _____
2. To whom can you talk to in your family? _____
3. What will you do when you leave school today? _____
4. Would you like to talk again? _____

APPENDIX 3
INTRUDER IN THE BUILDING

First person to notice intruder (person with a weapon or person who is upset or acting out of control) will notify principal.

Principal or his/her representative will sound a preplanned alarm, for example: (1) in building with intercom system, "each building would use appropriate code word" Code: "Mr. Smith and Mr. Wesson have entered the building." (2) If an incident should happen and students are on the play ground the duty teacher will need to direct students to a safe place. (Duty teacher should know that help would be coming.)

After the code is sounded teachers should do the following: lock the classroom door, do not allow students to leave the class, turn off all lights in classroom, and be seated on the floor next to an interior wall away from windows and doors until a school official or sheriff department official unlocks the door.

Teachers take an accurate count by name of students.

Staff communicates to office any information regarding intruder.

APPENDIX 4
HOSTAGE SITUATION

Call 911

Avoid confrontation with the intruder before the police arrive.

Principal or his/her representative will sound a preplanned alarm, for example: (1) in building with intercom system, "each building will use their code for this situation."

Teachers should not allow students to leave the classroom and should direct them to be seated on the floor next to an interior wall away from windows and doors. Students should only be allowed to leave the classroom when directed to move to another location by school official or the police.

Teachers take an accurate count (by name) of students

Designate personnel to monitor hallways and other areas of the building and to direct students in class to a safe area.

Notify Superintendent's office (870-251-2341)

Inform office staff as to appropriate information to give to callers.

Make a list of those being held hostage.

Refer media contacts to Superintendent's office.

APPENDIX 5
TERRORIST RESPONSE PLAN

In event of attempted takeover of building by terrorist, follow “Intruder in the building” Plan.

In event of biological/chemical attack, execute the following:

1. Call 911 in order to contact proper authorities, such as HAZ-MAT team.
2. If hazard is judged to be outside of building, close windows, doors and turn off air-conditioning systems to prevent contamination inside building. Await additional instruction under lockdown procedures.
3. If hazard is judged to be inside building, evacuate building following fire drill procedures, but teacher-student groups should remain ready to move from their designated exterior locations to one more safe from wind-shift of hazard as instructed by officials.
4. HAZ-MAT team will seal off building with assistance from local emergency authorities.
5. Every individual will undergo decon. If deemed necessary by HAZ-MAT officials. No one will be allowed to leave area until checked by HAZ-MAT officials.
6. Decontaminated students will be allowed to leave grounds under district checkout procedures only. Teachers will keep accurate records of checkouts in plan book. Traffic flow will be controlled by local authorities.

APPENDIX 6
2012-2013 LICENSED SALARY SCHEDULE

Experience	B	B + 15	M	M with=>45
0	30,900.00	31,400.00	35,025.00	35,525.00
1	31,500.00	32,000.00	35,625.00	36,125.00
2	32,100.00	32,600.00	36,225.00	36,725.00
3	32,700.00	33,200.00	36,825.00	37,325.00
4	33,300.00	33,800.00	37,425.00	37,925.00
5	33,900.00	34,400.00	38,025.00	38,525.00
6	34,500.00	35,000.00	38,625.00	39,125.00
7	35,100.00	35,600.00	39,225.00	39,725.00
8	35,700.00	36,200.00	39,825.00	40,325.00
9	36,300.00	36,800.00	40,425.00	40,925.00
10	36,900.00	37,400.00	41,025.00	41,525.00
11	37,500.00	38,000.00	41,625.00	42,125.00
12	38,100.00	38,600.00	42,225.00	42,725.00
13	38,700.00	39,200.00	42,825.00	43,325.00
14	39,300.00	39,800.00	43,425.00	43,925.00
15	39,900.00	40,400.00	44,025.00	44,525.00
16	40,500.00	41,000.00	44,625.00	45,125.00
17	41,100.00	41,600.00	45,225.00	45,725.00
18	41,700.00	42,200.00	45,825.00	46,325.00
19	42,300.00	42,800.00	46,425.00	46,925.00

ADMINISTRATIVE SALARIES

Administrative Salaries are indexed at highest point on salary schedule

Position	Index	Salary
Superintendent	2.08357	97,772.00
Asst. Supt.	1.58966	74,595.00
Principal	1.45832	68,432.00
Asst. Principal	1.20452	56,522.00
Fed. Program Coor	1.31656	61,780.00

EXTENDED CONTRACTS

5 additional days	102.63%
10 additional days	105.26%
20 additional days	110.53%
30 additional days	115.79%
40 additional days	121.05%
55 additional days	128.95%

Approved by board on June 11, 2012

Vonda Crowl, Board President

Fringe benefits, which are not included in the above salary schedule, that are paid for all contracted certified personnel working a minimum of 25 hrs/week include:

Dental Insurance - \$270.96 per year

Long Term Disability Insurance - \$0.29 per \$100.00 of salary

Health Insurance - Southside School District contributes \$181.00 (\$131.00 state man-dated plus an additional \$50.00) monthly for each person who participates in the health insurance provided through Employee

Benefits Division (EBD).

Additional Duty Salary Schedule

<u>Additional Duty</u>	<u>Amount</u>
7TH BKB COACH	650.00
7TH FB COACH	650.00
ASST 7TH BB	500.00
ATHLETIC DIR	2,000.00
ASST..JR FTBALL COACH	1,200.00
ASST JR BB	1,200.00
ASST. MUSIC	1,200.00
ASST MINR SPORT	750.00
APSCN COOR	5,000.00
ASST SR BB	1,500.00
ASST SR FB	1,500.00
BASEBALL AST CH	750.00
BASEBALL COACH	2,000.00
BETA CLUB	300.00
JR BKB COACH	1,800.00
BAND DIRECTOR	2,200.00
SR BKB COACH	3,000.00
BOYS TRK COACH	2,000.00
CROSS C TRACK	2,000.00
HS DRILL TEAM	1,750.00
ELEM INTR BB	1,000.00
FUTURE BUS LDRS	450.00
FTB HEAD FOOTBALL	3,000.00
G JR BKB COACH	1,800.00
GOLF COACH	2,000.00
G SR BKB COACH	3,000.00
GIRLS TRKCOACH	2,000.00
JR. CHOIR DIR	950.00
JR. CHEERLEADER	1,000.00
JR. FB COACH	1,800.00
JR. VOLLEYBALL	1,200.00
KEY CLUB	500.00

<u>Additional Duty</u>	<u>Amount</u>
K-KIDS	400.00
MADRIGAL CHOIR	500.00
MS BUILDERS CLB	400.00
MS BETA CLUB	400.00
MS STUDENT COUN	400.00
MAINT TECH COR	1,500.00
NEWSPAPER	400.00
BLD PARENT FAC	600.00
PW SPORTS	650.00
PCA/SEMESTER	250.00
PD/PLC FACILATOR	7,500.00
MUSICAL PLAY	700.00
PROM DIRECTOR	600.00
PRE-K DIRECTOR	5,000.00
QUIZ BOWL	400.00
HS STUDENT COUNCIL	600.00
SOFTBALL COACH	2,000.00
SR. CHOIR DIR	1,000.00
SCIENCE	600.00
SOCCER COACH	2,000.00
SPANISH CLUB	700.00
CLASS SPONSOR	400.00
SR. CHEERLEADER	1,750.00
LEAD TEACHERS	300.00
TENNIS COACH	2,000.00
TESTING COORD	700.00
TRACKS/CC FACILATOR	2,500.00
VOLLEYBALL COAC	2,000.00
VIDEO YEARBOOK	500.00
SCH LVL WEB MGR	400.00
YEARBOOK	1,800.00