

Lake Hamilton School District
Certified Personnel Policies
2011-12

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4.01 Personnel Goals and Objectives

The Board recognizes that a dynamic and efficient staff dedicated to education is necessary to maintain a constantly improving educational program. The Board is interested in its personnel as individuals, and it recognizes its responsibility for promoting the general welfare of the staff.

Duties of these personnel shall be outlined by the superintendent and approved by the Board.

Additionally, the Board's specific goals are:

- A. to conduct an employee appraisal program that will contribute to the continuous improvement of staff performance;
- B. to develop and manage a staff compensation program sufficient to attract and retain qualified employees;
- C. to provide a staff development program for all employees which will improve their rates of performance, retention, and promotion;
- D. to recruit, select, and employ the best qualified personnel to staff the school system;
- E. to develop the quality of human relationships necessary to obtain maximum staff performance and satisfaction;
- F. to deploy the available personnel and insure that they are utilized as effectively as possible within budgetary constraints.

Revised 2-16-04

4.02 Staff Involvement in Decision Making

It shall be the policy of the Board to encourage employee participation in decision making for the school district. The superintendent is authorized to establish such committees as necessary to recommend policies and rules for the proper functioning of the district.

All professional personnel shall be encouraged to assist in the formulation of recommended educational policy for the district.

In the development of rules, regulations, and arrangements for the operation of the school system, the superintendent shall include at the planning stage, whenever feasible, those employees who will be affected by such provisions.

The superintendent shall provide channels for the intercommunication of ideas and feelings regarding the operation of the schools. He/she shall weigh with care the counsel given by employees and shall inform the board of all such counsel in presenting reports of administrative action and in presenting recommendations for board action.

Personnel Policies Committee (§ 6-17-201 et seq. 1983, amended 1995, 2003)

6-17-201. Requirement.

(a) Each school district in the state shall have a set of written personnel policies, including the teacher salary schedule.

(b) "Personnel policies" means all school district policies, guidelines, regulations, and procedures that pertain to the terms and conditions of a teacher's employment.

(c) The personnel policies shall include, but are not limited to, the following terms and conditions of employment:

- (1) Benefits;
- (2) Compensation;
- (3) Designation of work days;
- (4) Holidays and non-instructional days;
- (5) The annual calendar;
- (6) Methods of evaluation;
- (7) Extra duties;
- (8) Leave;
- (9) Grievances;
- (10) Dismissal or non-renewal;
- (11) Reduction in force; and
- (12) Assignment of teacher aides.

(d)(1) No school district shall receive in any year any funds from the Public School Fund until such district has filed its current personnel policies, including any salary schedules, as required by this by this subchapter, signed by the president of the board.

(2) The policy and schedules shall be filed with the Department of Education no later than September 15 of each year.

(e) The department shall notify any district that has not filed such policies in accordance with this section.

6-17-202. Applicability.

(a) The provisions of this subchapter shall not apply in any district which chooses to officially recognize in its policies an organization representing the majority of the teachers of the district for the purpose of negotiation personnel policies, salaries, and educational matters of mutual concern under a written policy agreement.

(b) School boards or their representatives shall not take or threaten actions which interfere with, restrain, or coerce a teacher in the exercise of the teacher's right to have an organization represent a majority of the teachers as set forth in this section.

6-17-203. Committee for each school district.

(a) Each school district shall have a committee on personnel policies which shall consist of no fewer than five (5) classroom teachers, and no more than three (3) administrators, one of which may be the superintendent.

(b) The classroom teacher members of each district's committee on personnel policies shall be elected by a majority of the classroom teachers voting by secret ballot. The election shall be solely and exclusively conducted by the classroom teachers, including the distribution of ballots to all classroom teachers.

6-17-204. Incorporation into teachers' contracts.

(a) The personnel policies of each school district shall be considered to be incorporated as terms of the certified personnel contracts and shall be binding upon the certified personnel and the district.

(b)(1) Any changes or additions to the personnel policies shall not be considered a part of certified personnel contracts until the next fiscal year.

(2)(A) Any changes or additions to the personnel policies may take effect before the next fiscal year only if the changes or additions are approved by a majority of the certified personnel employed by the district voting by secret ballot.

(B) The voting and counting shall be conducted by the personnel policy committee.

(3) All changes or additions to the personnel policies or new personnel policies shall be made in accordance with this subchapter.

(c)(1)(A) A district may adopt a uniform policy, in accordance with this subchapter, limiting the number of past years' experience for which all newly employed certified personnel will receive credit on the salary schedule.

(B) The policy shall be written so that a prospective certified employee can determine his or her placement on the salary schedule.

(2) A school district shall adopt, in accordance with this subchapter, a supplement to the salary schedule for those certified staff employed longer than the period covered by the salary schedule and for duties in addition to certified employees' regular teaching assignments.

(3) Compensation policies approved by the personnel policy committee shall not apply to the chief administrator who is charged with administration of salary policy for all employees.

(4) No certified person may waive payment according to the salary schedule.

(d) Under the provisions of The Educator's Compensation Act of 2001, § 6-17-201 et seq., § 6-5-307(a), and 6-20-412, no school district shall be prohibited from paying certified staff additional salary increases as a supplement to the salary schedule even though the certified staff is not employed an additional time period longer than the period covered by the salary schedule or required to perform duties in addition to the certified employee's regular teaching assignments.

6-17-205. Organization and duties of committee.

(a)(1) Each school district's committee on personnel policies shall organize itself in the first quarter of each school year and elect a chairman and secretary.

(2) The committee shall develop a calendar of meetings throughout the year to review the district's personnel policies in order to determine if additional policies or amendments to existing policies are needed and to review any proposed distribution of a salary underpayment from previous years.

(3) Minutes of the committee meetings shall be promptly reported and distributed to members of the board and posted in all buildings of the district, including administrative offices.

(b)(1) Either the committee or the board of directors may propose new personnel policies or amendments to existing policies if the proposals by the board have been submitted to the committee at least ten (10) working days prior to presentation to the board.

(2) The superintendent may recommend any changes in personnel policies to the board of directors or to the personnel policies committee. The recommendations shall become proposals if adopted by either the board or the committee.

(c) The chair of the committee or a committee member designated by the chair will have the opportunity to orally present the committee's proposed policies or amendments to existing policies to the board of directors.

(d) After presentation to the board, action shall be taken no later than the next regular board meeting.

(e) The board of directors shall have the authority to adopt, reject, or refer back to the committee on personnel policies for further study and revision any proposed policies or amendments to existing policies that are submitted to the board for consideration.

6-17-206. Copies furnished teachers and administrators.

(a)(1) Each teacher or administrator being employed by a school district for the first time shall be given a copy of the district's personnel policies in effect at the time of his employment.

(2) A digital copy provided to an employee or an online copy that is accessible by internet or intranet will meet the requirements of subdivision (a)(1) of this section.

(3) A hard copy of all policies shall be available to review at each location.

(4) A hard copy shall be given to the individual employee upon request of the employee.

(b)(1) Each teacher or administrator shall be furnished a copy of any amendments to the personnel policies within thirty (30) days after approval of the amendments by the board of directors of the district.

(2) A digital copy provided to an employee or an online copy that is accessible by internet or intranet will meet the requirements of subdivision (b)(1) of this subsection.

(3) A hard copy of all amendments shall be available for review at each location.

(4) A hard copy shall be given to the individual employee upon request of the employee.

6-17-207. Accreditation of district.

No district which does not have written personnel policies shall be accredited by the Department of Education.

6-17-208. Grievance procedure.

(a)(1) It is the public policy of the State of Arkansas that:

(A) Each school district shall have a written grievance procedure which provides for an orderly method of resolving concerns raised by an employee at the lowest possible administrative level and in a clear manner for both parties; and

(B)(i) All school employees shall have the right to file grievances and have those grievances heard.

(ii) A group of employees who have the same grievance may file a group grievance.

(2) (A) "Grievance" means any concern related to personnel policies, salary, federal or state laws and regulations, or terms or conditions of employment raised by an employee.

(B) "Employee" shall mean a person employed by a school district under a written contract.

(b)(1) The grievance policy shall at least include the following provisions:

(A) A procedure for resolving the matter informally with the employee's immediate supervisor;

(B) A procedure to appeal, in writing, an unsatisfactorily resolved grievance from the immediate supervisor to the superintendent of schools, or his or her designee;

(C)(i) A procedure to appeal, in writing, an unsatisfactorily resolved grievance from the superintendent, or his or her designee, to the school board at the next regularly scheduled school board meeting unless both parties have agreed to a different date.

(ii) The hearing shall be open or closed at the discretion of the employee.

(iii) If the hearing is open, the parent or guardian of any student under the age of eighteen (18) who gives testimony may elect to have the student's testimony given in a closed session; and

(4D) The right of a party to be represented by a person of his or her own choosing, but not a member of the party's immediate family at any level of the procedure

(2)(A) The determination by the principal, superintendent, or their designees that the concern expressed by the employee is not a grievance may be appealed to the school board for a final decision.

(B) At the hearing, the employee shall have an adequate opportunity to present the grievance but no less than ninety (90) minutes, and both parties shall have the opportunity to present and question witnesses.

(c) The grievance policy shall be adopted in accordance with this subchapter and other applicable policies of the district.

(d) There shall be no reprisals of any kind against any individual who exercises his or her rights under this subsection.

(e) Nothing in this section shall be construed as requiring a school district to enter into an agreement recognizing an organization for the purpose of negotiating personnel policies, salaries, and educational matters of mutual concern.

§ 6-17-209 Interim personnel policy committees. (concerns consolidation of districts)

§ 6-17-210 Right to witness or representative.

A teacher shall be entitled to and shall be offered the opportunity to have a witness or representative of the teacher's choice present during any disciplinary or grievance matter with any administrator.

(History and Case Notes have been deleted from this printing. Otherwise, all component parts of 4.02 C. are direct excerpts from the Personnel Policies Law.)

Revised 5-18-09

Revised 11-15-04

Revised 2-16-04

Revised 5-19-03

Approved 5-19-97

4.03 Hiring of Professional Personnel

The superintendent and principals are responsible for the selection and recommendation for employment of all employees in the Lake Hamilton School District. The recommendation of a selection committee will be considered by the principals and superintendent. All professional personnel selected for employment must be approved by the superintendent and recommended to the board for approval. The board may disapprove any recommendation made by the superintendent, but it may employ personnel only on the recommendation of the superintendent.

Along with efforts of the principal to recruit the best possible applicants for teacher and staff positions, principals will post notices of all vacancies in the faculty rooms. Principals will post summer vacancies in their office and/or the Central Office bulletin board. No vacancy will be filled until it has been posted at least five (5) business days.

All prospective employees must fill out an application form provided by the District, official copies of transcripts of applicable college/university education, an official copy of teaching license, and any resume provided by the employee, all of which information is to be placed in the personnel file of those employed. Newly hired employees shall be required to have a criminal background check. Continued employment is contingent upon successfully passing the background check.

If the employee provides false or misleading information, or if he withholds information to the same effect, it may be grounds for dismissal.

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

Schedule of Re-employment – Each of the following groups shall be rehired upon recommendation of the superintendent in the regular monthly board meeting listed.

Superintendent – January

Central Office/District-Wide Administrators and Directors –February

Principals and Assistant Principals – March

All Other Certified Faculty – April

Approved 3-16-92

Revised 5-18-09

4.04 Assignment of Staff (also 3.11)

Transfer of instructional or administrative staff members is made by the superintendent whenever the best interest of the schools is served by such transfers. Current employees who desire to transfer to open positions shall follow the established selection process for all applicants.

Revised 5-18-09

4.05 Teacher

- A. The role of a teacher is to lead students toward the fulfillment of their potential for intellectual, emotional, and psychological growth and maturation.
- B. The teacher's performance responsibilities are as follows:
 - 1. Meet and instruct assigned classes in the locations and at the times designated.
 - 2. Develop and maintain a classroom environment conducive to effective learning within the limits of the resources provided by the district.
 - 3. Prepare for classes assigned, and show written evidence of preparation for one week in advance.
 - 4. Encourage students to set and maintain standards of classroom behavior.
 - 5. Employ a variety of instructional techniques and instructional media consistent with the physical limitations of the location provided and the needs and capabilities of the individuals or student groups involved.
 - 6. Strive to implement, by instruction and action, local, state, and federal instructional goals and objectives.
 - 7. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
 - 8. Evaluate student progress on a regular basis and provide feedback to students and parents..
 - 9. Maintain accurate and complete records as required by law, district policy, and administrative regulation.
 - 10. Assist in upholding and enforcing school rules, administrative regulations, and board policy.
 - 11. Make provision for being available to students and parents for education-related purposes outside the instructional day when requested to do so under reasonable terms.
 - 12. Attend and participate in faculty meetings.
 - 13. Cooperate with other members of the staff in planning instructional goals, objectives, and methods.

14. Assist in the selection of books, equipment, and other instructional material.
15. Accept a share of responsibility for extracurricular and co-curricular activities.
16. Work to establish and maintain open lines of communication with students and their parents concerning both the academic and behavioral progress of all assigned students.
17. Establish and maintain cooperative interpersonal relations with others.
18. Provide for his/her own professional growth through an ongoing program of reading, workshops, seminars, conferences, and/or advanced course work at institutions of higher learning.
19. Perform other reasonable duties assigned by the principal.

Revised 12-15-03
Revised 5-18-09

4.06 Guidance Counselor

Counseling is a process of helping people by assisting them in making decisions and changing behavior. School counselors work with all students, school staff, families, and members of the community as an integral part of the education program. School counseling programs promote school success through a focus on academic achievement, prevention and intervention activities, advocacy and social/emotional and career development.

The school counseling program is based upon the national standards for school counseling programs as well as Act 1275 of 1997, "The Public School Student Services Act."

Counselors provide: academic development, career development, and personal/social development.

The content standards for academic development guide the school counseling program to implement strategies and activities to support and maximize student learning.

The content standards for career development guide the school counseling program to provide the foundation for the acquisition of skills, attitudes, and knowledge that enable students to make a successful transition from school to the world of work, and from job to job across the life career span.

The content standards for personal/social development guide the school counseling program to provide the foundation for personal and social growth, as students progress through school and into adulthood.

Approved 4-19-99

4.07 Library Media Specialist

- A. The responsibility of the library media specialist is to provide the leadership and expertise necessary to ensure that the library media program is an integral part of the instructional program of the school. To carry out the mission of the program, the library media specialist performs the following roles: Leader, planner, and manager; Information specialist; Teacher; and Instructional consultant.

The Lake Hamilton School library media program is based upon the guidelines and basic principles as described in *Information Power: Building partnerships for Learning* (American Association of School Librarians 1988) as well as Act 1786 of 2003 (the Public School Library Media Services and Technology Act).

- B. Through these roles the library media specialist:
1. Directs, organizes and supervises the personnel and services essential to a unified library media program centered on student's needs and the instructional goals of the school.
 2. Initiates and maintains formal contacts with principals and teachers to evaluate programs, facilities, materials, equipment, and personnel.
 3. Develops a written long-range plan for library media services and integrates the activities designated in the plan into the total school curriculum.
 4. Establishes and maintains an environment in the library media center in which students and staff can work at productive levels.
 5. Communicates the philosophy and goals of the school library media program to the students, faculty, administration, and community.
 6. Establishes relationship with colleagues, students, parents, and community which reflect recognition of and respect for every individual.
 7. Develops and continually updates the professional expertise necessary to function effectively in the library media specialist role.
 8. Helps prepare and administer the library media center budget.
 9. Makes resources available to students and teachers through a systematically developed and organized collection of library media materials, supplemented with resources available outside the school.

10. Develops flexible circulation, loan, and use policies that ensure equity of access to all users.
11. Assures access to information resources by providing an accurate and efficient retrieval system.
12. Implements policies that respect the rights of users to confidentiality and unrestricted access to Information resources.
13. Assists all users in identifying, locating, and interpreting information.
14. Arranges for flexible scheduling of facilities, staff time, and collections to meet the needs of individuals, small groups, and large groups for research, browsing, recreational reading, viewing, or listening at the point of need.
15. Works to ensure the integration of information skills throughout the school's instructional program.
16. Plans, teaches, evaluates, and reinforces instruction designed to make students and staff effective users of information.
17. Assists teachers in promoting reading and provides reading experiences for students in groups and as individuals.
18. Promotes life-long learning by fostering positive attitudes towards libraries and by working to develop students' viewing, listening, and critical thinking skills.
19. Monitors rights and responsibilities of users relating to the generation and flow of information and ideas (e.g. copyright; confidentiality/privacy; intellectual freedom).
20. Provides staff development opportunities for school personnel in the selection, use, evaluation, and production of media and new and emerging technologies.
21. Participates in district, building, department, and grade-level curriculum design and assessment projects on a regular basis.
22. Translates curriculum needs into library media program goals and objectives.
23. Contributes to the development of complete instructional units with teachers, using a systematic instructional design process.

- 24. Assesses and promotes effective use of instructional technology.
- 26. Performs clearinghouse function for professional materials and opportunities available from education agencies outside the school.
- 26. Perform other reasonable duties assigned by administration.

Revised 2-16-04
Approved 3-16-92

4.08 Special Education Examiner

- A. The role of the Special Education Examiner shall be to participate in an accurate and appropriate assessment of any child referred for a special education evaluation, and to contribute in the development of a suitable program for that child, should special education services be appropriate.
- B. Performance Responsibilities: The Special Education Examiner shall
 - 1. Provide pre-referral intervention information to teachers, counselors, parents, and administrators.
 - 2. Review/assist in gathering data prior to initiating a referral.
 - 3. Assess each student referred for a special education evaluation by gathering, interpreting and/or administering all current appropriate evaluation components as identified in Special Education Eligibility Criteria and Program Guidelines for children with Disabilities, Ages 3-21, Arkansas Department of Education.
 - 4. Analyze all available data and provide information in a written report to the committee reflecting possible disabling condition(s).
 - 5. Conduct initial evaluation and/or reevaluation conferences and interpret the evaluation data for the committee.
 - 6. Act as a resource person for teachers, counselors, administrators, and parents.
 - 7. Provide staff development training as requested.
 - 8. Insure compliance with federal and state laws and regulations concerning special education.
 - 9. Maintain records of all student evaluations.
 - 10. Supervise storage of inactive and destruction of outdated student records
 - 11. Perform other reasonable duties assigned by administration.

Revised 1-26-04
Approved 4-18-94

4.09 Arrangements for Professional Staff Substitutes

Principals will be responsible for obtaining substitutes for absent teachers. They will be expected to supervise the services of substitute teachers.

Principals, or their designees, will call teachers on the substitute list for the subjects for which they are listed. When possible, certified substitutes will be selected. A substitute whose name does not appear on the approved list may be employed in case of emergency however, the substitute must complete the application process through the district central office in order to receive payment for services.

Teachers will prepare lesson plans for one week in advance. These plans will be followed by substitute teachers. In addition, teachers will establish a folder of review work, practice sheets, etc., to be used by substitutes in the event of an unexpected absence. This folder should be updated periodically throughout the year to reflect work currently under study. The folder shall contain class rosters, duty and pull-out schedules, and relevant student information.

The board will set the rate of pay for substitute teachers, including extended-term substitutes. The latter will be granted such additional benefits as approved by the board. In the event a certified substitute teacher will be knowingly hired for more than thirty (30) consecutive days to replace a teacher on leave, the substitute shall be hired at the daily rate of pay per certified salary schedule.

When it is known or determined that the regular teacher will be absent for more than ten (10) consecutive days, but less than thirty (30) consecutive days, a fully certified substitute will be appointed. However, if a certified substitute is not available, a qualified substitute may be employed.

Approved 11-22-99
Revised 5-18-09

4.10 Teachers Providing Homebound Instruction

Employment of Teachers Providing Homebound Instruction

The school district shall provide a certified teacher for the homebound student for at least three (3) hours per week on at least two different visits. Special education students receiving homebound instruction must receive instruction from a certified special education teacher.

Responsibilities of Teachers Providing Homebound Instruction

The job goal of a homebound teacher is to insure that homebound students be provided with an ongoing educational program.

The homebound teacher's performance responsibilities are as follows:

1. Meet with each assigned student on a regularly scheduled basis for the purpose of providing instruction.
2. Establish a personal acquaintanceship with the student's parents or guardians, and work to establish a relationship based on the student's individual needs.
3. Communicate with the student's parents or guardians.
4. Keep, maintain, and file such reports and records as the school's principal and/or teacher may require.
5. Assume responsibility for obtaining necessary textbooks and other teaching materials through the procedures established.
6. Perform other reasonable duties assigned by administration

Approved 11-22-99

Revised 5-18-09

4.11 Arrangements for Providing Homebound Instruction

Regular classroom teachers will provide assignments, tests, and other appropriate materials to the homebound instructor. Homebound services will be provided to students only under parent/guardian supervision unless the parent/guardian and the principal have granted prior written approval.

The instructor providing homebound services will submit a weekly log of instructional activities provided for the student to the building principal. The building principal will forward this log to the homebound coordinator who will then submit it to bookkeeping for payment.

Except for extenuating circumstances, regular classroom teachers will be responsible for assigning grades on unit/chapter tests and assigning grades for report cards. Instructors providing homebound services will be responsible for providing feedback to both student and teacher concerning progress made on daily assignments.

Revised 5-18-09

4.12 Professional Staff Extra Duty

The board expects its teaching staff to assume reasonable school related duties over and above their regular teaching responsibilities.

School activities will be supervised on a voluntary basis; however, if attempts to secure sufficient voluntary help fail, teachers will supervise after school activities.

Lake Hamilton School District will comply with Arkansas Statute § 6-17-116 regarding limitations on non-instructional duty time for certified personnel.

The Board directs that teachers who are regularly assigned to duties which require time or responsibilities over and above their basic contractual obligations will receive extra compensation in accordance with a supplementary salary schedule.

Revised 5-18-09

4.13 Retirement Pay for Certified Staff

To be eligible for unused sick leave pay upon retirement from Lake Hamilton School District, certified staff must meet the following requirements:

- A. Certified staff members employed prior to the 2000-2001 contract year must have been employed in the Lake Hamilton District for five years to be eligible. Those hired for initial employment effective for the 2000-2001 school year and there after must complete 15 consecutive years with the district to be eligible.
- B. Retirees with twenty-five to twenty-nine years of public school service will receive one-fourth pay per day of their regular daily salary for each unused sick leave day.
- C. Retirees with thirty years of public school service will receive one-half pay per day of their regular daily salary for each unused sick leave day.
- D. Retirees with thirty-five years of public school service will receive three-fourths pay per day of their regular daily salary for each unused sick leave day.
- E. Retiree years and accumulated sick leave days shall be calculated on public school service only.
- F. Any certified staff member retiring with at least 25 years of public school service, not having 15 consecutive years of employment with Lake Hamilton School District, will receive substitute pay for one-half of all unused sick leave days at retirement.

Revised 6-16-03
Approved 2-20-00

4.14 A

A. PRE-OBSERVATION DATA SHEET

| | | | |
|-------------|------|--------------------|--|
| _____ | | _____ | |
| Teacher | | Subject Area/Grade | |
| _____ | | _____ | |
| Period/Time | Date | Observer | |

Please complete the following information:

1. What is the objective of this lesson?
2. Where are you in the course?
3. What activities and materials are you planning to use to meet the objectives?
4. How are you going to know if the students have learned?
5. What particular teaching behavior, if any, do you want monitored?
6. Are there any special circumstances of which the evaluator should be aware?
7. Why did you choose to teach this lesson? How does it comply with the Arkansas State Standard

4.14 B.

EVALUATION CRITERIA FOR TEACHERS

I. PRODUCTIVE TEACHING TECHNIQUES

A. The teacher demonstrates effective planning skills.

- _____ 1. Selects objectives at the correct level of difficulty to assure successful learning experiences for each student according to state standards.
- _____ 2. Includes a variety of teaching methods and student activities relevant to the objective.
- _____ 3. Utilizes both guided and independent practice.
- _____ 4. Plans appropriate time allotments.
- _____ 5. Selects appropriate long-range goals.

B. The teacher implements the lesson plan.

- _____ 1. Reviews and previews; provides the structure for learning.
- _____ 2. States instructional objectives.
- _____ 3. Explains questions, uses relevant activities and responds to the learner.
- _____ 4. Models activities and provides guided practice to reinforce.
- _____ 5. Utilizes lesson summary techniques.
- _____ 6. Provides independent practice activities.
- _____ 7. Checks for understanding. (questions, guided and independent practice, providing active student participation)

C. The teacher motivates students.

- _____ 1. Responds positively to students.
- _____ 2. Stimulates students by choosing appropriate materials and techniques.
- _____ 3. Gives feedback to students.
- _____ 4. Promotes active participation during the lessons.
- _____ 5. Uses methods to stimulate creative expression and critical thinking.
- _____ 6. Communicates high expectations to students.

D. The teacher communicates effectively with students.

- _____ 1. Speaks clearly and expresses ideas logically.
- _____ 2. Responds to student questions before proceeding.
- _____ 3. Gives clear, explicit directions throughout the lesson.
- _____ 4. Provides comments which help the lesson proceed smoothly.

E. The teacher provides students with specific evaluative feedback.

- _____ 1. Returns graded tests as quickly as possible.
- _____ 2. Makes opportunities for one-to-one conferences.
- _____ 3. Provides corrective feedback in a constructive manner with verbal or written comments as well as a grade.
- _____ 4. Interprets test results to students and parents.

F. The teacher prepares appropriate evaluation activities

- _____ 1. Makes methods of evaluation clear and purposeful. (relevant to stated

- objectives.
- _____2. Monitors student progress through a series of guided and independent practice activities and evaluation techniques.
 - _____3. Prepares tests which reflect content taught.
 - _____4. Assigns grades in a fair and consistent manner.
 - _____5. Allows appropriate time allotment prior to evaluation.

G. The teacher displays a thorough knowledge of curriculum and subject matter.

- _____1. Explains topics or activities in relation to the curriculum.
- _____2. Uses appropriate and relevant examples and illustrations.
- _____3. Teaches accurate and up-to-date information.
- _____4. Ensures students are knowledgeable of skills necessary for accomplishing the objective.

H. The teacher selects learning content aligned with the prescribed curriculum.

- _____1. Develops lesson plans which reflect state standards and curriculum materials.
- _____2. Provides periodic reviews.
- _____3. Follows a course outline(s) which reflects the prescribed curriculum.

I. The teacher provides opportunities for individual differences.

- _____1. Provides instruction that is appropriate for varying abilities and individual learning styles of students.
- _____2. Provides extra help and/or enrichment activities as needed to students (G/T, ESL, 504, Special needs, etc.)
- _____3. Implements Individualized Educational programs (ISPs) Academic Achievement, and 504 plans.
- _____4. Paces learning according to students' mastery of content.
- _____5. Utilizes school and community resources to gain knowledge and understanding of students.

J. The teacher ensures student time on task.

- _____1. Begins class promptly.
- _____2. Minimizes management time.
- _____3. Minimizes transition time.
- _____4. Plans appropriate time for completing tasks.

K. The teacher sets high expectations for student achievement.

- _____1. Establishes ability level for students.
- _____2. Focuses on positive characteristics of students.
- _____3. Assesses student progress frequently.
- _____4. Requires students to meet the prerequisites for promotion

II. ORGANIZES, STRUCTURES CLASS MANAGEMENT

A. The teacher plans for and makes effective use of time, materials and resources.

- _____1. Organizes the physical setting, materials, and activities.

- _____2. Keeps students on task and makes efficient use of time.
- _____3. Identifies, creates, and utilizes materials and resources effectively.

B. The teacher demonstrates evidence of personal organization.

- _____1. Shows evidence of adequate organized lesson preparation with objectives clearly stated.
- _____2. Presents materials in an organized manner.
- _____3. Incorporates content which relates to past, present, or future learning into daily planning.
- _____4. Provides adequate plans and procedures for substitute teachers.
- _____5. Maintains classroom organization for efficient distribution and availability of learning materials.

C. The teacher sets high standards for student behavior.

- _____1. Manages discipline problems in accordance with administrative regulations, school board policies, and legal requirements.
- _____2. Establishes and clearly communicates expectations for student classroom behavior.
- _____3. Promotes self-discipline.
- _____4. Manages disruptive behavior.
- _____5. Demonstrates fairness and consistency in the handling of problems.

D. The teacher organizes students for effective instruction.

- _____1. Provides orientation for new students.
- _____2. Groups students according to their instructional needs and encourages a cooperative environment for learning.
- _____3. Creates a set of guidelines for students to follow when working individually or in groups.

III. POSITIVE INTERPERSONAL RELATIONS

A. The teacher demonstrates effective interpersonal relationships with others.

- _____1. Has positive relationships with students individually and in groups.
- _____2. Provides a climate which fosters communications and cooperation among teachers, students, and parents.
- _____3. Works well with teachers and other school personnel.
- _____4. Makes use of support services as needed.
- _____5. Works well with the administration.
- _____6. Enhances community involvement with the school.

B. The teacher demonstrates awareness of the needs of students.

- _____1. Shows awareness of students' individual needs.
- _____2. Is aware of special health needs of students and is sensitive to their physical development.
- _____3. Recognizes and deals properly with substance abuse by students.

- C. The teacher promotes positive self-concept.
- _____ 1. Provides opportunity for each student to meet success.
 - _____ 2. Promotes positive self-image in students.
 - _____ 3. Has realistic expectations of students.
 - _____ 4. Provides opportunities for all students to achieve recognition for constructive behavior.
- D. The teacher demonstrates sensitivity in relating to students.
- _____ 1. Makes an effort to know each student as an individual.
 - _____ 2. Is readily available to all students.
 - _____ 3. Uses discretion in handling confidential information and difficult situations.
 - _____ 4. Gives constructive criticism and praise when appropriate.
 - _____ 5. Communicates fairly and respectfully while acknowledging the rights of others to hold differing views or values.

IV. PROFESSIONAL RESPONSIBILITIES

- A. The teacher demonstrates employee responsibilities.
- _____ 1. Responds appropriately to parental concerns.
 - _____ 2. Provides accurate data to the school, area, and district as requested for management purposes.
 - _____ 3. Completes duties satisfactorily.
 - _____ 4. Keeps principal informed concerning physical needs of the classroom.
 - _____ 5. Displays a willingness to participate on building level and/or district committees.
- B. The teacher demonstrates a willingness to keep curriculum and instructional practices current.
- _____ 1. Assists in the selection of books, equipment, and other instructional materials.
 - _____ 2. Participates in curriculum review, revision, and/or developmental activities.
 - _____ 3. Attends appropriate workshops to meet district requirements.
- C. The teacher makes effective use of available technology.
- _____ 1. Uses required technology (attendance, grades where appropriate, e-mail, etc.)
 - _____ 2. Attends district required technology training (6 hours yearly).
 - _____ 3. Integrates technology into classroom instruction.
- D. The teacher supports district, state, and federal policies.
- _____ 1. Maintains records as required by law, district policy, and administrative regulations.
 - _____ 2. Adheres to authorized policies.
 - _____ 3. Strives to stay informed regarding policies and regulations applicable to his/her position.

- _____ 4. Selects appropriate channels for resolving concerns/problems.
- _____ 5. Aligns curriculum with state standards.

E. The teacher assumes responsibilities outside the classroom during the school day.

- _____ 1. Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- _____ 2. Upholds and enforces school rules while performing duties as assigned by the administration.
- _____ 3. Exercises reasonable responsibility for student management throughout the entire building.

F. The teacher demonstrates regular attendance and punctuality.

- _____ 1. Arrives at school at least 15 minutes before the beginning of the instructional day.
- _____ 2. Reports to classes on time.
- _____ 3. Arrives at assigned duty stations on time.
- _____ 4. Stays at school until the general population has left the campus.

G. The teacher demonstrates professional appearance.

H. The teacher attends building specific school-sponsored activities.

4.14 C.

TEACHER PERFORMANCE EVALUATION INSTRUMENT

NAME: _____ DATE: _____

| Standards | Below Standards - | 1 | 2 | 3 | 4 | Exceeds 5 - |
|--|----------------------|---|---|---|---|----------------|
| PRODUCTIVE TEACHING TECHNIQUES: | | | | | | |
| The Teacher . . . | | | | | | |
| A. demonstrates effective planning skills | 1 | 2 | 3 | 4 | 5 | |
| B. implements the lesson plan | 1 | 2 | 3 | 4 | 5 | |
| C. motivates students..... | 1 | 2 | 3 | 4 | 5 | |
| D. communicates effectively with students..... | 1 | 2 | 3 | 4 | 5 | |
| E. provides students with specific evaluative feedback | 1 | 2 | 3 | 4 | 5 | |
| F. prepares appropriate evaluation activities..... | 1 | 2 | 3 | 4 | 5 | |
| G. displays a thorough knowledge of curriculum and subject matter | 1 | 2 | 3 | 4 | 5 | |
| H. selects learning content congruent with the prescribed curriculum..... | 1 | 2 | 3 | 4 | 5 | |
| I. provides opportunities for individual differences | 1 | 2 | 3 | 4 | 5 | |
| J. ensures student time on task | 1 | 2 | 3 | 4 | 5 | |
| K. sets high expectations for student achievement..... | 1 | 2 | 3 | 4 | 5 | |
| ORGANIZED, STRUCTURED CLASS MANAGEMENT: | | | | | | |
| The Teacher . . . | | | | | | |
| A. plans for and makes effective use of time, materials and resources..... | 1 | 2 | 3 | 4 | 5 | |
| B. demonstrates evidence of personal organization | 1 | 2 | 3 | 4 | 5 | |
| C. sets high standards for student behavior | 1 | 2 | 3 | 4 | 5 | |
| D. organizes students for effective instruction | 1 | 2 | 3 | 4 | 5 | |
| POSITIVE INTERPERSONAL RELATIONS: | | | | | | |
| The Teacher | | | | | | |
| A. demonstrates effective interpersonal relationships with others | 1 | 2 | 3 | 4 | 5 | |
| B. demonstrates awareness of the needs of students | 1 | 2 | 3 | 4 | 5 | |
| C. promotes positive self-concepts | 1 | 2 | 3 | 4 | 5 | |
| D. demonstrates sensitivity in relating to students | 1 | 2 | 3 | 4 | 5 | |
| PROFESSIONAL RESPONSIBILITIES: | | | | | | |

4.14 D. EVALUATION FOR COUNSELORS

I. Interpersonal Relationships

- A. Demonstrates positive interpersonal relations with students.
 - 1. Promotes positive self-image in students.
 - 2. Promotes students' self-control.
 - 3. Makes an effort to know students.
 - 4. Interacts with students in a mutually respectful and friendly manner.
 - 5. Gives constructive criticism and praise when appropriate.
 - 6. Is reasonably available to all students.
 - 7. Acknowledges the rights of others to hold differing views or values.
 - 8. Demonstrates understanding and acceptance of different racial, ethnic, cultural and religious groups.

- B. Demonstrates positive interpersonal relations with educational staff.
 - 1. Works cooperatively with colleagues in counseling activities.
 - 2. Shares ideas, materials and methods with other staff members.
 - 3. Makes appropriate use of support staff.
 - 4. Works cooperatively with the school's administration to implement policies and regulations for which the school is responsible.
 - 5. Informs administrators and/or appropriate personnel of school-related matters

- C. Demonstrates positive interpersonal relations with parents/patrons.
 - 1. Cooperates with parents in the best interest of the students.
 - 2. Provides a climate which opens up communication between counselor and parent.
 - 3. Supports and participates in parent-teacher activities.
 - 4. Promotes patron involvement with school.
 - 5. Initiates communication with parents when appropriate.

II. Professional Responsibilities

- A. Participates in professional growth activities.
 - 1. Demonstrates commitment by participation in professional activities (e.g., professional organizations, course work, workshops, conference).
 - 2. Takes advantage of opportunities to learn from colleagues, students, parents and community.
 - 3. Keeps abreast of developments in the counseling profession.
 - 4. Establishes and pursues goals.

- B. Follows the policies and procedures of the school district.

1. Strives to stay informed about policies and regulations applicable to his/her position.
 2. Selects appropriate channels for resolving concerns/problems.
 3. Follows district policies.
 4. Maintains records as required by law, district policy, and administration.
 5. Participates in the development and review of school policies and regulations.
- C. Demonstrates employee responsibilities.
1. Completes duties promptly and accurately.
 2. Provides accurate data to the school and district as requested for management purposes.
 3. Assumes responsibilities as required away from the school campus.
 4. Exercises reasonable responsibility for student management throughout the entire campus.
 5. Performs related duties as assigned by the administration in accordance with district policies and practices.
- D. Assumes responsibilities outside the classroom during the school day.
1. Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
 2. Upholds and enforces school rules while performing duties as assigned by the administration.
 3. Exercises reasonable responsibility for student management throughout the entire building.
- E. Demonstrates regular attendance and punctuation.
1. Arrives at school at least 15 minutes before the beginning of the instructional day.
 2. Reports to classes on time.
 3. Arrives at assigned duty stations on time.
 4. Stays at school until students have left the campus
- F. Demonstrates professional appearance.
- G. Attends building specific school-sponsored activities.
- H. Makes effective use of technology.
1. Uses required technology (attendance, e-mail, etc.)
 2. Attends district required technology training (6 hours yearly).
 3. Integrates technology into classroom instruction.

III. The Guidance and Counseling Process

- A. Creates a climate conducive to counseling.

1. Displays non judgmental and accepting attitude.
 2. Shows respect for others through active listening.
 3. Maintains the confidentiality of student interviews.
 4. Provides opportunities for students to explore problems and weigh alternatives in decision-making.
 5. Encourages students to set goals and assume responsibility for meeting them.
- B. Employs a variety of effective guidance and counseling procedures.
1. Counsels with students individually and/or in small groups.
 2. Conducts class/large-group sessions on appropriate topics.
 3. Consults with parents and staff.
 4. Provides inservice workshops for interested staff and parents.
- C. Provides for individual differences effectively.
1. Responds positively to students' requests for help in a manner appropriate to age and level of understanding.
 2. Provides developmental activities emphasizing positive mental health.
 3. Uses and interprets cumulative data to assist students in an appropriate educational planning and placement.
 4. Systematically contacts students who need assistance.
- D. Displays competent knowledge of guidance and counseling.
1. Demonstrates knowledge of child/adolescent growth and development.
 2. Selects and administers appropriate test instruments and uses results appropriately.
 3. Displays knowledge of environmental factors and situations which affect students' behavior and development.
 4. Selects and uses guidance materials appropriate for the abilities and interests of students.
 5. Communicates knowledge of methods and techniques used to change student behavior.
- E. Uses guidance and counseling time effectively.
1. Allots a realistic amount of time for specified guidance activities.
 2. Is available to students at appointed times.
 3. Begins activities on time.
 4. Uses time effectively for each designated activity.
- F. Implements guidance programs effectively.
1. Implements activities related to career exploration and educational planning.
 2. Provides opportunities to enhance knowledge of self and others.
 3. Implements additional activities which meet the program when appropriate.
 4. Uses time effectively for each designated activity.
- G. Demonstrates the ability to communicate effectively with students.

1. Uses correct oral and written communication with appropriate vocabulary.
 2. Gives directions that are clear, concise and reasonable.
 3. Uses a variety of verbal and nonverbal techniques.
 4. Summarize effectively.
- H. Implements the scheduling process (Secondary only).
1. Assists students in the selection of their courses.
 2. Provides a linkage for students between career aspirations into course selections.
 3. Integrates student interests, aptitudes and aspirations into course selections.

IV. Guidance Program Management

- A. Organizes a systematic, developmental guidance program within each school.
1. Uses formal and informal methods to assess student needs and set priorities.
 2. Develops goals and objectives for a comprehensive guidance program.
 3. Determines desired student outcomes based on program goals and objectives.
 4. Develops a sequence of guidance program activities to meet stated goals and objectives.
 5. Communicates information concerning the objectives of the guidance program to student, staff and others.
 6. Designs and implements a system for the evaluation of the guidance goals and objectives.
- B. Develops a structure for implementing the guidance program.
1. Maintains an annual schedule of guidance events.
 2. Establishes a referral process for counseling services and disseminates the procedure to staff and students.
 3. Coordinates and maintains a file of pupil guidance information including cumulative data, referrals, plans and goals.
 4. Provides resources and guidance materials to meet program goals.
 5. Keeps up-to-date listing of referral sources available outside of the school system.
 6. Maintains an attractive and accessible office environment.
 7. Provides informative materials or activities designed to enhance the image of the guidance program.

4.14 E. COUNSELOR PERFORMANCE EVALUATION INSTRUMENT

NAME: _____ DATE: _____

| Standards | Below Standards - | 1 | 2 | 3 | 4 | Exceeds 5 - |
|---|----------------------|---|---|---|---|----------------|
| POSITIVE INTERPERSONAL RELATIONSHIPS: | | | | | | |
| The Counselor . . . | | | | | | |
| A. demonstrates positive interpersonal relations with students | | 1 | 2 | 3 | 4 | 5 |
| B. demonstrates positive interpersonal relations with educational staff | | 1 | 2 | 3 | 4 | 5 |
| C. motivates students..... | | 1 | 2 | 3 | 4 | 5 |
| PROFESSIONAL RESPONSIBILITIES: | | | | | | |
| The Counselor . . . | | | | | | |
| A. participates in professional growth activities | | 1 | 2 | 3 | 4 | 5 |
| B. supports school regulations and policies | | 1 | 2 | 3 | 4 | 5 |
| C. demonstrates employee responsibilities | | 1 | 2 | 3 | 4 | 5 |
| D. assumes responsibilities outside the classroom during the school day | | 1 | 2 | 3 | 4 | 5 |
| E. demonstrates regular attendance and punctuality | | 1 | 2 | 3 | 4 | 5 |
| F. demonstrates professional appearance | | 1 | 2 | 3 | 4 | 5 |
| G. attends building specific school-sponsored activities | | 1 | 2 | 3 | 4 | 5 |
| H. makes effective use of technology | | 1 | 2 | 3 | 4 | 5 |
| THE GUIDANCE AND COUNSELING PROCESS: | | | | | | |
| The Counselor . . . | | | | | | |
| A. creates a climate conducive to counseling | | 1 | 2 | 3 | 4 | 5 |
| B. employs a variety of effective guidance and counseling procedures | | 1 | 2 | 3 | 4 | 5 |
| C. provides for individual differences effectively | | 1 | 2 | 3 | 4 | 5 |
| D. displays competent knowledge of guidance and counseling | | 1 | 2 | 3 | 4 | 5 |
| E. uses guidance and counseling time effectively | | 1 | 2 | 3 | 4 | 5 |
| F. implements guidance programs effectively | | 1 | 2 | 3 | 4 | 5 |
| G. demonstrates the ability to communicate effectively with students | | 1 | 2 | 3 | 4 | 5 |
| H. (SECONDARY ONLY) implements the scheduling process | | 1 | 2 | 3 | 4 | 5 |
| GUIDANCE PROGRAM MANAGEMENT: | | | | | | |

The Counselor. . .

- A. organizes a systematic, developmental guidance program within the school 1 2 3 4 5
- B. develops a structure for implementing the guidance program 1 2 3 4 5

This evaluation has been discussed with me. ____ yes ____ no
I have attached a statement. ____ I have not attached a statement. ____

signature of evaluatee/date

signature of evaluator/date

COMMENTS:

4.14 F. EVALUATION CRITERIA FOR MEDIA SPECIALISTS

I. Positive Interpersonal Relations

- A. Demonstrates effective interpersonal relationships.
 - 1. Makes use of support and resource services as needed.
 - 2. Shares ideas and material with other staff.
 - 3. Supports community involvement with school.
 - 4. Works cooperatively with school district employees.
- B. Demonstrates awareness of students' needs.
 - 1. Demonstrates an understanding and acceptance of nonsexist, multi-cultural and multi-ethnic aspects of society.
 - 2. Makes an effort to know students.
- C. Provides positive self-concept.
 - 1. Promotes students' self-control.
 - 2. Promotes positive self-image in students.
 - 3. Promotes personal goal setting.

II. The Media Specialist Process

- A. Establishes and maintains an environment in which students and staff can work at productive levels.
 - 1. Develops and implements policies and procedures for the operation of the Library Media Center (LMC).
 - 2. Arranges and utilizes space and facilities in the LMC to support the objectives of the instructional program.
 - 3. Uses initiative to promote flexible use of the LMC by individuals, small groups, and large groups for research, browsing, recreational reading, viewing and listening.
 - 4. Communicates health and safety needs of the LMC to the proper authorities.
- B. Manages student behavior in a constructive manner.
 - 1. Maintains appropriate learner behavior.
 - 2. Encourages student self direction and responsibility for learning and maintaining a productive balance between freedom and control.
 - 3. Exercises consistency in discipline policies.
 - 4. Corrects disruptive behavior constructively.
- C. Demonstrates competence in selection, acquisition, circulation and maintenance of materials and equipment.
 - 1. Utilizes the Lake Hamilton School District's selection policy.
 - 2. Selects materials and equipment which support the curriculum and promote the school's educational philosophy.

3. Classifies, catalogs, processes, and organizes for circulation the educational media and equipment according to professional standards established by AASL, state, and local sources.
 4. Uses clearly stated circulation procedures.
 5. Informs staff and students of new materials and equipment.
 6. Establishes procedures for maintenance and repair of media.
 7. Periodically weeds and reevaluates the collection to insure its attractiveness, balance, and currency.
 8. Assists in the production of materials.
- D. Prepares statistical records and reports as needed to administer the LMC.
- E. Trains and supervises LMC personnel to perform library duties.
- F. Administers budget according to needs and objectives of the LMC within administrative guidelines.
- G. Evaluates the LMC programs, services, facilities, and materials to insure optimum use.
- H. Exercises a leadership role and serves as a catalyst in the instructional program.
1. Serves as instructional; resource consultant and media specialist to teachers and student.
 2. Provides inservice training and LMC orientation as needed.
 3. Uses appropriate variety of media and teaching techniques in instructional situations.
 4. Plans and/or participates in special projects or proposals.
 5. Administers resource sharing, inter-library loan, and/or networking.
- I. Plans and implements the LMC program of library media skills.
1. Demonstrates a knowledge of the general curriculum and observes recommended steps of teaching when in a formal instructional situation.
 2. Plans with teachers to identify and implement the LMC skills within the classroom curriculum.
 3. Considers long-range objectives when planning instruction appropriate to subject and grade levels.
 4. Develops sequential short-range objectives which facilitate progress toward defined long-range objectives.
 5. Continually instructs students and staff individually or in groups in the use of the LMC media and equipment.
 6. Encourages independent use of the facility, collection and equipment by students and staff.
 7. Guides students and staff in selecting appropriate media from a wide range of learning alternatives.

- 8. Guides and supervises students and staff in research activities and in the use of reference materials.
 - J. Promotes the development of reading skills and reading appreciation.
 - K. Supports classroom teachers in their instructional units.
 - L. Provides resources for professional growth of faculty and staff.
- III. Professional Responsibilities
- A. Demonstrates employee responsibilities.
 - 1. Provides accurate data as requested for management purposes.
 - 2. Is prompt and accurate in performance of duties.
 - 3. Uses discretion in handling confidential information and difficult situations.
 - 4. Assumes responsibilities as required away from the school campus.
 - 5. Maintains physical facilities.
 - B. Supports district regulations and policies
 - 1. Adheres to authorized policies.
 - 2. Selects appropriate channels for resolving concerns and problems.
 - 3. Strives to stay informed regarding policies and regulations applicable to his/her position.
 - 4. Maintains records as required by law, district policy, and administrative regulations.
 - 5. Participates in curriculum review, revision, and/or developmental activities.
 - C. Strives to improve performance.
 - 1. Establishes and pursues goals.
 - 2. Attends professional meetings and participates in professional activities.
 - 3. Takes advantage of opportunities to learn from colleagues, students, parents and community.
 - 4. Keeps abreast of developments in the field of library science.
 - D. Assumes responsibilities outside the classroom during the school day.
 - 1. Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
 - 2. Upholds and enforces school rules while performing duties as assigned by the administration.
 - 3. Exercises reasonable responsibility for student management throughout the entire building.
 - E. Demonstrates regular attendance and punctuality.
 - 1. Arrives at school at least 15 minutes before the beginning of the instructional day.
 - 2. Reports to classes on time.

3. Arrives at assigned duty stations on time.
 4. Stays at school until the general population has left the campus.
- F. Demonstrates professional appearance.
- G. Attends building specific school-sponsored activities.
- H. Makes effective use of technology.
1. Uses required technology (attendance, e-mail, etc.)
 2. Attends district required technology training (6 hours yearly).
 3. Integrates technology into classroom instruction.

4.14 G. MEDIA SPECIALIST PERFORMANCE EVALUATION INSTRUMENT

NAME: _____ DATE: _____

| Standards | Below Standards - | 1 | 2 | 3 | 4 | Exceeds 5 - |
|--|----------------------|---|---|---|---|----------------|
| POSITIVE INTERPERSONAL RELATIONS: | | | | | | |
| The Media Specialist. . . | | | | | | |
| A. demonstrates effective interpersonal relationships | 1 | 2 | 3 | 4 | 5 | |
| B. demonstrates awareness of students' needs | 1 | 2 | 3 | 4 | 5 | |
| C. provides positive self concepts | 1 | 2 | 3 | 4 | 5 | |
| THE MEDIA SPECIALIST PROCESS: | | | | | | |
| The Media Specialist . . . | | | | | | |
| A. establishes and maintains an environment in which students and staff can work at productive levels | 1 | 2 | 3 | 4 | 5 | |
| B. manages student behavior in a constructive manner | 1 | 2 | 3 | 4 | 5 | |
| C. demonstrates competence in selection, acquisition, circulation and maintenance of materials and equipment | 1 | 2 | 3 | 4 | 5 | |
| D. prepares statistical records and reports as needed to administer the Library/Media Center | 1 | 2 | 3 | 4 | 5 | |
| E. trains and supervises Library/Media Center personnel to perform library duties | 1 | 2 | 3 | 4 | 5 | |
| F. administers budget according to needs and objectives of the Library/Media Center within administrative guidelines | 1 | 2 | 3 | 4 | 5 | |
| G. evaluates the Library/Media Center programs, services, facilities, and materials to insure optimum use | 1 | 2 | 3 | 4 | 5 | |
| H. exercises a leadership role and serves as a catalyst in the instructional program | 1 | 2 | 3 | 4 | 5 | |
| I. plans and implements the Library/Media Center program of library/media skills | 1 | 2 | 3 | 4 | 5 | |
| J. promotes the development of reading skills and reading appreciation | 1 | 2 | 3 | 4 | 5 | |
| K. supports classroom teachers in their instructional units | 1 | 2 | 3 | 4 | 5 | |
| L. provides resources for professional growth of faculty and staff | 1 | 2 | 3 | 4 | 5 | |
| PROFESSIONAL RESPONSIBILITIES: | | | | | | |
| The Media Specialist . . . | | | | | | |

- A. demonstrates employee responsibilities 1 2 3 4 5
- B. supports school regulations and policies 1 2 3 4 5
- C. strives to improve performance 1 2 3 4 5
- D. assumes responsibilities outside the classroom during the school day 1 2 3 4 5
- E. demonstrates regular attendance and punctuality 1 2 3 4 5
- F. demonstrates professional appearance 1 2 3 4 5
- G. attends building specific school-sponsored activities 1 2 3 4 5
- H. makes effective use of technology 1 2 3 4 5

This evaluation has been discussed with me. yes no
 I have attached a statement. I have not attached a statement.

signature of evaluatee/date

signature of evaluator/date

COMMENTS:

Approved 4-16-2001

4.15 Reduction in Force

Section One

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.

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. In the event of a tie between two or more employees, the teacher(s) shall be retained whose name(s) appear first in the board's minutes of the date of hire. 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 certified 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. Working fewer than 150 days in a school year shall not constitute a year.
- Advanced study in any area of licensure in which the teacher will be ranked according to the educational increments based on the assignment on the salary schedule.
 - 1 point— Bachelor's degree +15 credit hours
 - 2 points—Master's degree
 - 3 points—Master's degree + 15 credit hours
 - 4 points—Master's degree + 30 credit hours
 - 5 points—Advanced degree beyond Master's
- National Board of Professional Teaching Standards certification—1 point
- Additional academic content areas of endorsement as identified by the state board—1 point per area
- Certification for teaching in a state board identified shortage area—2 points

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

All points awarded must be verified by documents on file with the District by October 1 of the current school year. Each teacher's points shall be totaled with teachers ranked by the total points from highest to lowest. All 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 with the superintendent whose decision shall be final.

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 a permanent, 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 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.³ 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 certified 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.

Section Two

The employees of any school district which annexes to, or consolidates with, the Lake Hamilton District will be subject to dismissal or retention at the discretion of the school board, on the recommendation of the superintendent, solely on the basis of need for such employees on the part of the Lake Hamilton District, if any, at the time of the annexation or consolidation, or within sixty (60) days after the effective date of the annexation or consolidation. The need for any employee of the annexed or consolidated school district shall be determined solely by the superintendent and school board of the Lake Hamilton District.

Such employees will not be considered as having any seniority within the Lake Hamilton District and may not claim an entitlement under a reduction in force to any position held by a Lake Hamilton District employee prior to, or at the time of, or prior to the expiration of

sixty (60) days after the consolidation or annexation, if the notification provision below is undertaken by the superintendent.

The superintendent shall mail or have hand-delivered the notification to such employee of his intention to recommend non-renewal or termination pursuant to a reduction in force within sixty (60) days of the effective date of the annexation or consolidation in order to effect the provisions of this section of the Lake Hamilton District's reduction-in-force policy. Any such employees who are non-renewed or terminated pursuant to Section Two are not subject to recall notwithstanding any language in any other section of this policy. Any such employees shall be paid at the rate for each person on the appropriate level on the salary schedule of the annexed or consolidated district during those sixty (60) days and/or through the completion of the reduction-in-force process.

This subsection of the reduction-in-force policy shall not be interpreted to provide that the superintendent must wait sixty (60) days from the effective date of the annexation or consolidation in order to issue notification of his intention to recommend dismissal through reduction-in-force, but merely that the superintendent has that period of time in which to issue notification so as to be able to invoke the provisions of this section.

The intention of this section is to ensure that those Lake Hamilton District employees who are employed prior to the annexation or consolidation shall not be displaced by employees of the annexed or consolidated district by application of the reduction-in-force policy.

Legal Reference: A.C.A. § 6-17-2407

Revised 12-15-03
Revised 5-18-09

4.16 Discipline and Grievances

- A. A teacher shall be entitled to and shall be offered the opportunity to have a witness or representative of the teacher's choice present during any disciplinary or grievance matter with any administrator.

Grievance means any concern related to personnel policy, salary, federal or state laws and regulations, or terms or conditions of employment, raised by an employee. Employee means a person employed under a written contract.

- B. It is the policy of the Lake Hamilton School District to provide grievance procedures which allow for an orderly method of resolving concerns raised by an employee at the lowest possible administrative level and in a clear and timely manner for both parties. All school employees shall have the right to file grievances and have those grievances heard. A group of employees who have the same grievance may file a group grievance.

With the ultimate goal of serving the educational welfare of students, the grievance procedure which follows provides for the prompt and equitable adjustment of differences. The grievance procedure may be terminated at any step should an agreement between parties be reached, and the entire grievance procedure shall be completed within 30 working days after the employee files a written grievance, unless an extension is agreed to by all parties involved.

Revised 6-16-03
Revised 6-19-00

4.17 Grievances Procedure

A. Step 1

Employees who feel they have a good faith grievance shall submit the matter in writing to their immediate supervisor. The grievance shall be expressed in reasonable terms, containing causes for the grievance*, corrective action desired and sufficient information upon which to base decisions. A meeting with the immediate supervisor shall take place within five (5) working days. After meeting with the immediate supervisor, if the problem is resolved or no further action is necessary, the matter is considered closed.

B. Step 2

If an employee feels his/her concern has not been resolved, he/she may present the grievance in writing to the next administrative level. A meeting shall occur within five (5) working days of the receipt of the request from the employee. A written account of the previous proceedings shall accompany the request. This meeting will normally be held between the employee and the administrator.

C. Step 3

If the grievance is unresolved after Step 2, the complainant may, within five (5) working days after the second meeting, make a written request for a meeting with the superintendent or his/her designee. A written account (update) of the previous proceedings shall accompany the request. Participants in this meeting will be in attendance as requested by the employee and/or administrator involved in Step 2. This meeting shall be held within five (5) working days after receipt of the request. A disposition of the matter shall be completed within five (5) working days from receipt of the request.

D. Step 4

If the grievance is unresolved after Step 3, the complainant will request in writing to the Superintendent a hearing before the school board at the next regularly scheduled school board meeting unless both parties have agreed to a different date. A written account (update) of the previous proceedings shall accompany the hearing request. Participants at this hearing will be in attendance as requested by the employee and/or Superintendent involved in the previous steps. The hearing shall be open or closed at the discretion of the employee. If the hearing is open, the parent or guardian of any student under the age of eighteen (18) years who gives testimony may elect to have the student's testimony given in a closed session. All parties have the right

to be represented by a person of his or her own choosing, but not by a member of a party's immediate family. At the hearing, the employee shall have an adequate opportunity to present the grievance, but no less than ninety (90) minutes, and both parties shall have the opportunity to present and question witnesses.

- E. The decision of the board shall be final.
- F. There shall be no reprisals of any kind against any individual who exercises his or her rights under this policy.

* If the complainant feels that a complaint or grievance falls within a category of non-compliance of Title VI of the Civil Rights Act of 1974 or Title IX of the Education Amendments of 1972, or Section 504 of the Rehabilitation Act of 1973, he/she may appeal directly to the Office for Civil Rights.

Arkansas Code § 6-17-208
Revised 6-16-03
Revised 6-1-00

4.18 Professional Staff Time Schedules

The board expects all teachers to arrive at their buildings no later than 7:45 a.m. and to remain at school until the buses have departed all campuses. If it becomes necessary for teachers to leave campus during the day for any reason, they are to notify their immediate supervisor or administrative designee.

Principals will ordinarily be in their buildings no later than 7:20 a.m. and remain in their building until 3:45 p.m. Principals who leave the campus for any purpose will notify the superintendent or his designee prior to leaving.

4.19 Dismissal and Non-Renewal of Contracts

For procedures relating to the termination and non-renewal of teachers, please refer to the Arkansas Teacher Fair Dismissal Act A.C.A. §§ 6-17-1501 through 1510. The Act specifically is not made a part of this policy by this reference.

A copy of the Act is available for review in the office of the principal of each school building.

Legal Reference: A.C.A. § 6-17-201

Approved 3-13-95
Revised 3-10-03
Revised 5-18-09

4.20 Liability for Debts

While it is the desire of the board that all employees pay their financial obligations, the board shall not become a collection agency by accepting orders to deduct certain amounts from monthly salary checks until their debts are liquidated, except by court order.

4.21 Staff Development Program

The District shall develop and implement a plan for the professional development of its certified employees. The district's plan shall, in part, align district resources to address the professional development activities identified in each school's ACSIP. Each certified employee shall receive a minimum of sixty (60) hours of professional development annually to be fulfilled between June 1 and May 31. Professional development hours earned in excess of sixty (60) in the designated year cannot be carried over to the next year. 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 criterion-referenced assessments and to close any achievement gaps. 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 the ADE Rules Governing Professional Development and current Arkansas code.

Teachers and administrators shall be involved in the design, implementation, and evaluation of the plan for their own professional development. The members of the staff development committee shall serve three year terms on a rotating basis. The committee will be comprised of one faculty representative from each school, one elementary administrator, one secondary administrator, and the staff development coordinator as chairperson. One teacher representative shall be elected from each school. Administrators shall be appointed by the superintendent. 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 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 qualified as 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 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.

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 for each professional development activity he/she attends. Documentation is to be submitted to the building principal or designee.

Teachers and administrators are required to obtain sixty (60) hours of approved professional development annually over a five-year period as part of licensure renewal requirements. 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.

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.

Principals, assistant principals, and guidance counselors who serve students in grades 7-12 shall receive annual training in the availability, eligibility and the process of applying for college scholarships as required by A.C.A. §6-5-405.

The superintendent and associate superintendent shall receive annual training in the availability, eligibility and the process of applying for college scholarships as required by A.C.A. §6-5-405.

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. Each administrator's professional development is required to also include training in data disaggregation, instructional leadership and fiscal management.

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.

Certified 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.

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.

The superintendent and associate superintendent shall complete Tier I training requirements as specified in A.C.A. §6-20-2204 including an initial 12 hours and 4 hours annually each year thereafter of approved training.

Personnel involved in fiscal management shall participate in Arkansas School Accounting Practices Tier II training for 4 hours annually as specified in A.C.A. §6-20-2204.

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 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; and building a collaborative learning community.

Legal References: Arkansas State Board of Education: Standards of Accreditation 15.04
 ADE Rules Governing Professional Development
 A.C.A. § 6-15-404(f)(2)
 A.C.A. § 6-5-405
 A.C.A. § 6-17-703
 A.C.A. § 6-17-704
 A.C.A. § 6-17-705
 A.C.A. § 6-15-1004(c)
 A.C.A. § 6-15-1703
 A.C.A. § 6-20-2303(14)
 A.C.A. § 6-20-2204

Approved 2-19-07
Revised 5-18-09
Revised 12-13-10

4.22 Instructional Materials

Lake Hamilton School District is committed to providing classroom teachers with the materials and supplies necessary to support and deliver quality instruction. Instructional materials are those supplies/materials that are directly related to classroom instruction and student achievement. Teachers will be provided or have access to \$500.00 per fiscal year or \$20.00 per student enrolled in the teacher's class more than 50% of the school day at the end of the first three months of the school year.

Grade-level teachers in grades K - 6 may choose:

- (1.) to be reimbursed up to \$500.00, or \$20.00 per student, whichever is greater, for approved supplies and materials. Teachers choosing this option must provide **all** resources for their classroom for that school year from the applicable reimbursement. A list of all requested materials to be purchased, including estimated costs, must be submitted to the building principal for approval prior to being purchased. Each building principal will maintain records reflecting all reimbursements made to teachers choosing this option.

OR

- (2.) to submit requests for supplies and materials (both bulk orders and catalogs/vendors orders) to the building principal to be ordered and paid by the school and/or purchase pre-approved classroom materials from retail establishments for which they may be reimbursed. The collective amount will not exceed \$500.00 or \$20.00 per students, whichever is greater. Each building principal will maintain records reflecting the cost of all orders and reimbursements.

The purpose of maintaining the cost records is to ensure that each classroom teacher has access to \$500.00 or \$20.00 per student, whichever is greater. The list will also provide documentation that the district is in compliance with Arkansas statute.

All receipts for pre-approved purchases must be submitted to the building principal no later than May 15th.

Approved 6-16-03
Revised 05-16-05
Revised 5-18-09

4.23A Sick Leave

Definitions

1. "Employee" is a full-time employee of the District.
2. "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.
3. "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. Sick leave will be earned in the following manner. Employees contracted for 190 to 199 days will be credited with 9.5 days of current sick leave. Employees contracted for 200 to 209 days will be credited with 10 days of current sick leave. Employees contracted for 210-219 days will be credited with 10.5 days of current sick leave. Employees contracted for 220-229 days will be credited with 11 days of current sick leave. Employees contracted for 230-239 days will be credited with 11.5 days of current sick leave. Employees contracted for 240 days or longer will be credited with 12 days of current sick leave.
4. "Accumulated Sick Leave" is the total of unused sick leave, up to a maximum of ninety (90) days accrued from previous contract, but not used. Certified staff will be paid a regular substitute teacher's daily rate of pay for each day of accumulated sick leave over 90 days by June 30 of any fiscal year.
5. "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

Sick leave may be taken in increments of no less than one-half day.

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 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.

Excessive absenteeism, whatever the cause, 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.

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 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.

Cross Reference: Policy 4.40—Family Medical Leave

Legal References: A.C.A. § 6-17-1201 et seq.
29 USC §§ 2601 et seq.
29 CFR 825.100 et seq.

4.23B Sick Leave Bank

1. Purpose: This Long-Term Disability Leave Bank is for the protection of participating employees during long-term disability of the employee, spouse, children, or parent causing absence from duties which extend fifteen (15) consecutive duty days or more. Use of this bank may begin after fifteen (15) consecutive days of absence, but not until after an employee's accumulated sick leave days have been exhausted.

Under certain circumstances, especially situations involving the long-term disability of a spouse or child, an employee may exhaust all available sick leave days but may be able to return to work intermittently, thereby not being absent from duties for fifteen consecutive days.

When situations involving long-term disabilities arise that do not meet the predetermined parameters under which grants may be awarded, the Long-Term Disability Leave Bank committee will review special requests and determine if a grant is merited. If it is so determined, the committee may award extensions congruent with the conditions set forth in this policy. The committee reserves the right to reject any request that does not involve a long-term disability.

2. Participation: Each staff member may voluntarily contribute one day of his/her sick leave allowance to a Long-Term Disability Leave Bank. Enrollment in the district's leave bank will be prior to September 15 of each school year for non-members and for new personnel in the District. Each person wishing to make a contribution shall do so on a Leave Bank form submitted to the Leave Bank Chairperson or to the Superintendent of Schools.
3. Governance: An eight (8) member committee shall, with the assistance of the Assistant Superintendent of Financial & Personnel Services, oversee the administration of the Leave Bank. The committee shall be comprised of six (6) classroom teachers, one representative from each school, two (2) administrators, and one (1) classified employee. Committee members will serve three (3) year terms.
4. Rules of Operation: The Long-Term Disability Leave Bank Committee shall administer the bank according to the following rules:
 - a. Personnel making contributions may request withdrawals from the bank.

- b. The Leave Bank days may be used only upon exhaustion of a Bank member's accumulated sick leave.
- c. Leave Bank days will be granted only upon approval of the Long-Term Disability Leave Bank Committee when personal illness or disability prevents an employee from returning to work for fifteen (15) consecutive days.
- d. Request for Leave Bank days will be made on a Leave Bank request form submitted to the Sick Leave Bank chairperson or to the Assistant Superintendent of Financial & Personnel Services.
- e. A member may be granted a maximum of twenty (20) days per contract year.
- f. The leave bank may solicit additional contributions if the balance drops below thirty (30) days.
- g. When the balance of days in the Long-Term Disability Leave Bank is 300 days or more, as of June 30, active members will not be assessed an additional day at the beginning of the following year in order to maintain active status. Nonmembers and any new staff persons must contribute one day of his/her sick leave allowance in order to become an active member.
- h. An individual who separates his/her employment from Lake Hamilton School District and who has a balance of sick leave days at the time of separation, may contribute those days, up to a maximum of ten (10) days, to the Long-Term Disability Leave Bank as long as the total balance in the bank is less than 1,000 days.
- i. Following a contract year in which an employee was granted more than 5 days from the sick leave bank, in order to be eligible for withdrawals for the succeeding year, he/she must contribute one additional day of current sick leave to the sick leave bank.
- j. Days from the sick leave bank shall not be granted to employees who are receiving Worker's Compensation, are

eligible for Social Security Disability, or the employee returns to work.

5. Reports: The Long-Term Disability Leave Bank Committee shall be responsible for the proper maintenance and development of records and report forms. The committee shall work closely with the administration in administering the leave bank.
6. Days left over at the end of the year in the Leave Bank will be carried over to succeeding years.

Approved 1-26-95
Revised 5-19-97
Revised 5-18-09
Revised 6-21-10

4.23C Personal and Professional Leave

Personal Leave

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 three days of personal leave per contract year. The leave may be taken in increments of no less than one-half day.

Employees shall take personal leave or leave without pay for those absences which are not due to attendance at school functions which are related to their job duties and do not qualify for other types of leave (see sick leave policy 4.23A, for professional leave see below).

School functions, for the purposes of this policy, means:

1. Athletic or academic events related to the school district; and
2. 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.

Personal leave does not accumulate from one contract year to the next.

Personal leave not taken by the conclusion of the contract year will be transferred to the employee's sick leave balance.

Personal leave may be denied at critical times.

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. 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.

CTA Business

Up to ten (10) days leave per year will be allowed for the CTA organization with the possibility of additional days to be approved by the superintendent. CTA business will be limited to no more than three absences per individual for that purpose. Substitutes hired for this purpose will be paid by the school district. The CTA will then reimburse the school district for the full amount paid.

Educational Leave

Any teacher, who has been employed by the Lake Hamilton School District for three years or more, may be granted one-year leave of absence without pay for advanced study. His/her position or its equivalent will be guaranteed upon returning provided the teacher notifies the Superintendent in writing before teachers are re-employed in April.

Legal Reference: A.C.A. § 6-17-211

Revised 5-18-09

4.24 Vacations

Employees contracted for 250 days will be credited with 10 days of vacation at the beginning of each fiscal year. This is based on the assumption that a full contract year will be worked. If an employee fails to finish the contract year due to resignation or termination, the employee's final check will be reduced at the rate of .833 days per month, or major portion of a month, for any days used but not earned.

Instructional employees may not generally take vacation days during instructional time. All vacation time must be approved by the superintendent or his designee.

No employee shall be entitled to more than 20 days of vacation as of the first day of each fiscal year. The permissible carry forward includes the 10 days credited upon the start of the fiscal year. Employees having accrued vacation totaling more than 20 days as of the date this policy is implemented shall not be eligible to increase the number of days carried forward during their employment with the district. Earned but unused vacation will be paid upon retirement, termination, or nonrenewal at the employee's current daily rate of pay.

Revised 5-18-09
Revised 3-14-11

4.25 Dress and Appearance

The dress and appearance of teachers have much to do with their acceptance as a professional person by both students and community. Teachers are encouraged to dress in a manner commensurate with their position as a professional educator. To assist teachers in determining proper dress, the following guidelines are submitted.

- A. The teachers of Lake Hamilton School District believe that students are very much aware of what a teacher wears. Teachers have an obligation to set certain patterns before children, dress being one of these important areas.
- B. Clothing (or actions) which may be classified as extreme will have an effect on children and should be avoided.
- C. Pictures, lettering, or writing on clothing may be distasteful and should be avoided. This is especially true if "hidden meanings" are implied.
- D. Low-cut dresses, sheer skirts and blouses, and extremely tight fitting garments are all unsuitable for daily school wear.
- E. Principals or supervisors will determine when jeans will be considered proper for school wear.
- F. It may be appropriate to alter regular school attire on special occasions such as pep days, field trips and work days.

Revised 5-18-09

4.26 Salary Schedule

| Step | Bachelors | B+15 | Masters | M+15 | M+30 |
|-------------|------------------|-------------|----------------|-------------|-------------|
| 0 | \$ 36,000 | \$ 37,550 | \$ 39,100 | \$ 40,650 | \$ 42,200 |
| 1 | \$ 36,700 | \$ 38,250 | \$ 39,800 | \$ 41,350 | \$ 42,900 |
| 2 | \$ 37,400 | \$ 38,950 | \$ 40,500 | \$ 42,050 | \$ 43,600 |
| 3 | \$ 38,100 | \$ 39,650 | \$ 41,200 | \$ 42,750 | \$ 44,300 |
| 4 | \$ 38,800 | \$ 40,350 | \$ 41,900 | \$ 43,450 | \$ 45,000 |
| 5 | \$ 39,500 | \$ 41,050 | \$ 42,600 | \$ 44,150 | \$ 45,700 |
| 6 | \$ 40,200 | \$ 41,750 | \$ 43,300 | \$ 44,850 | \$ 46,400 |
| 7 | \$ 40,900 | \$ 42,450 | \$ 44,000 | \$ 45,550 | \$ 47,100 |
| 8 | \$ 41,600 | \$ 43,150 | \$ 44,700 | \$ 46,250 | \$ 47,800 |
| 9 | \$ 42,300 | \$ 43,850 | \$ 45,400 | \$ 46,950 | \$ 48,500 |
| 10 | \$ 43,000 | \$ 44,550 | \$ 46,100 | \$ 47,650 | \$ 49,200 |
| 11 | \$ 43,700 | \$ 45,250 | \$ 46,800 | \$ 48,350 | \$ 49,900 |
| 12 | \$ 44,400 | \$ 45,950 | \$ 47,500 | \$ 49,050 | \$ 50,600 |
| 13 | \$ 45,100 | \$ 46,650 | \$ 48,200 | \$ 49,750 | \$ 51,300 |
| 14 | \$ 45,800 | \$ 47,350 | \$ 48,900 | \$ 50,450 | \$ 52,000 |
| 15 | \$ 46,500 | \$ 48,050 | \$ 49,600 | \$ 51,150 | \$ 52,700 |
| 16 | | \$ 48,750 | \$ 50,300 | \$ 51,850 | \$ 53,400 |
| 17 | | | \$ 51,000 | \$ 52,550 | \$ 54,100 |
| 18 | | | \$ 51,700 | \$ 53,250 | \$ 54,800 |
| 19 | | | | \$ 53,950 | \$ 55,500 |
| 20 | | | | | \$ 56,200 |

Approved 5-16-11

For the purposes of the salary schedule, only full years of credit will be applied provided that the employee was performing the duties of a teacher in a full-time position that requires that the teacher have an Arkansas teaching license. Annual compensation under the current contract between certified staff members and Lake Hamilton School district will be determined based on credentials of the individual obtained by the first student interaction day at the beginning of the school year. Graduate credits and degrees which are not relevant to the employee's position or not in a field of academic study directly related to an area of K-12 instruction in public schools shall not apply when determining his/her placement on the salary schedule.

Alternative Licensure Program, no prior teaching license

Each employee newly hired by the district to teach under the alternative licensure program (ALP) shall initially be placed on the salary schedule in the category of a bachelor's degree with no experience, unless the ALP employee has previous teaching experience which

requires a different placement on the schedule. Upon receiving his/her 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. Employee's degrees which are not relevant to the ALP's position shall not apply when determining his/her placement on the salary schedule. An alternative licensed teacher 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 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. Licensed employees who are working on an 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.

National Certification

Lake Hamilton School District will provide an incentive of 50% of the state National Board Certification Bonus to any eligible teacher for the life of the certificate. This bonus will apply only when the national certification is an area in which the employee is currently assigned. The district is not responsible for application or assessment dues and fees associated with the National Board for Professional Teaching Standards.

Legal References: A.C.A. § 6-17-201, 202, 2403
A.C.A. § 6-20-2305(f)(4)

Revised 4-15-96
Revised 6-16-03
Revised 5-16-05
Revised 5-18-09

4.26A Stipend Schedules

Administrative Stipend Schedule

Adopted 5-18-09

| Position | Months | Index |
|---|---------------|--------------|
| Associate Superintendent | 12 | 0.9493 |
| Director of Instruction | 12 | 0.6200 |
| Director of Special Services | 12 | 0.5605 |
| Director of Support Services | 12 | 0.6513 |
| Director of Technology | 12 | 0.5313 |
| High School Principal | 12 | 0.6600 |
| Junior High Principal | 12 | 0.5845 |
| Middle School Principal | 12 | 0.5710 |
| Elementary Principals | 12 | 0.5605 |
| High School Assistant Principal | 12 | 0.5583 |
| High School Assistant Principal | 10 | 0.3361 |
| Junior High Assistant Principal | 10 | 0.3286 |
| Middle School Assistant Principal | 10 | 0.3166 |
| Elementary Assistant Principals | 10 | 0.3091 |
| Stipends are calculated using the employee's placement on the Teacher Salary Schedule. Salary for additional days and duty are included in the total index. | | |

Athletic and Band Stipend Schedule

Revised 4-20-09

| Athletic | Months | Multiplier |
|-------------------------------|---------------|-------------------|
| High School Coaching | | |
| Athletic Director | 12 months | 0.530 |
| Head Football Coach | 12 months | 0.400 |
| Defensive Coordinator | 10 months | 0.130 |
| Head Boys Basketball Coach | 12 months | 0.400 |
| Head Girls Basketball Coach | 12 months | 0.400 |
| Head Track Coach | 10 months | 0.200 |
| Cross Country Coach | 10 months | 0.160 |
| Volleyball Coach | 10 months | 0.160 |
| Head Baseball Coach | 10 months | 0.200 |
| Head Softball Coach | 10 months | 0.200 |
| Golf Coach | 10 months | 0.125 |
| Tennis Coach | 10 months | 0.125 |
| Assistant Football Coach | 10 months | 0.125 |
| Assistant Basketball Coach | 10 months | 0.125 |
| Assistant Track Coach | 10 months | 0.125 |
| Assistant Baseball Coach | 10 months | 0.125 |
| Assistant Softball Coach | 10 months | 0.125 |
| Off- Season Football Coach | 10 months | 0.125 |
| Off-Season Basketball Coach | 10 months | 0.125 |
| Head Boys Soccer Coach | 10 months | 0.160 |
| Head Girls Soccer Coach | 10 months | 0.160 |
| Assistant Cross Country Coach | 10 months | 0.125 |
| Swimming Coach | 10 months | 0.022 |

| | | |
|-----------------------------|-------------|-------|
| Bowling Coach | 10 months | 0.022 |
| Cheerleading Coach | 9.25 months | 0.120 |
| Dance Coach (Steppinwolves) | 9.25 months | 0.100 |

| | Months | Multiplier |
|------------------------------------|-------------|------------|
| Junior High School Coaching | | |
| Head Football Coach | 10 months | 0.160 |
| Head Boys Basketball Coach | 10 months | 0.150 |
| Head Girls Basketball Coach | 10 months | 0.150 |
| Assistant Football Coach | 10 months | 0.100 |
| Assistant Boys Basketball Coach | 10 months | 0.100 |
| Assistant Girls Basketball Coach | 10 months | 0.100 |
| Head Track Coach | 10 months | 0.100 |
| Assistant Track Coach | 10 months | 0.050 |
| Tennis Coach | 10 months | 0.015 |
| Volleyball Coach | 10 months | 0.110 |
| Assistant Volleyball | 10 months | 0.100 |
| Head Cross Country | 10 months | 0.050 |
| Assistant Cross Country | 10 months | 0.025 |
| Cheerleading Coach | 9.25 months | 0.075 |
| Dance Coach (Dancin' Wolves) | 9.25 months | 0.075 |

| | | |
|-------------------------------|-----------|-------|
| Middle School Coaching | | |
| Middle School Athletics | 10 months | 0.150 |
| Football | 10 months | 0.020 |
| Basketball | 10 months | 0.020 |
| Track | 10 months | 0.020 |
| Volleyball | 10 months | 0.020 |

Band

| | | |
|---|-------------|-------|
| Director of Bands | 12 months | 0.500 |
| Jr. High/Asst. High School Band Director | 11 months | 0.350 |
| Asst. HS/Asst. JH/Asst MS | 11 months | 0.300 |
| Middle School/Asst. High School Band Director | 10.5 months | 0.250 |
| Flag Line Coach | | 0.015 |

Stipends are calculated using the employee's placement on the Teacher Salary Schedule. Salary for additional days and duty are included in the total index.

Activity Sponsor Stipend Schedule

Revised 6-21-10

| Activities and Miscellaneous Rates* | Index/Rate |
|--|--------------------|
| Classes and Organizations | |
| Senior Class (requires documentation by sponsor to principal) | 0.0100 |
| Junior Class (requires documentation by sponsor to principal) | 0.0120 |
| High School Student Council Sponsor | 0.0350 |
| Junior High Student Council Sponsor | 0.0150 |
| Middle School Student Council Sponsor | 0.0150 |
| Club Sponsor (requires documentation by sponsor to principal) | 0.0100 |
| Yearbook | |
| High School Sponsor | 0.0250 |
| High School Annual Photographer | 0.0100 |
| Jr. High/Middle School Sponsor | 0.0200 |
| Intermediate/Elementary/Primary Sponsor | 0.0200 |
| District/Miscellaneous | |
| Theatre Coordinator | 0.0250 |
| Building ACSIP Chair | 0.0200 |
| Department Chair (five or fewer faculty) | 0.0100 |
| Department Chair (between five and 10 faculty) | 0.0150 |
| Department Chair (more than 10 faculty) | 0.0200 |
| Building Parent Facilitator (per school) | 0.0100 |
| District ACSIP Data Manager/Analyst** | 0.1111 |
| K-3 Summer School Administrator | 0.1111 |
| K-12 Summer School Teacher | Hourly Rate on TSS |
| After-School Tutoring Coordinator (per school) | 0.0278 |
| Certified Tutor | Hourly Rate on TSS |
| Curriculum Writer (designated for specific content areas) | Hourly Rate on TSS |
| Homebound Teacher | Hourly Rate on TSS |
| CPEP Teacher | Hourly Rate on TSS |
| Career and Technical Education Coordinator | 0.0500 |
| Saturday School Supervisor | \$75/session |
| National Board Incentive (50% of state incentive pay) | \$2,500.00 |
| Speech Language Pathologist Certification of Clinical Competence | \$2,500.00 |
| Building Technology Coordinator Grades K-3 | 0.0250 |
| Building Technology Coordinator Grades 4-7 | 0.0300 |
| Building Technology Coordinator Grades 8-12 | 0.0350 |
| Pathwise Mentors | \$1,200.00 |
| Science Assessment Assistant (per semester) | \$1,000.00 |
| 200 Day Contract Multiplier (9.5 month)** | 0.0555 |
| 210 Day Contract Multiplier (10 month)** | 0.1111 |
| 220 Day Contract Multiplier (10.5 month)** | 0.1666 |
| 230 Day Contract Multiplier (11 month)** | 0.2222 |
| 250 Day Contract Multiplier (12 month)** | 0.3333 |
| *Activity Stipends will be calculated on the minimum base salary. | |
| Hourly rates are determined by placement on the Teacher Salary Schedule (TSS). | |
| **Based on employee's placement on the TSS | |

Revised 6-21-10
 Revised 5-18-09
 Revised 5-21-07

Revised 5-15-06
Revised 5-16-05
Revised 1-26-04
Revised 5-19-03
Revised 6-17-02

4.26B Department/Grade Chairpersons

Grades K - 1

| | |
|-------------------------|-----------|
| Kindergarten | (2 years) |
| First Grade | (2 years) |
| K - 1 Special Education | (2 years) |

Grades 2 - 3

| | |
|-------------------------|-----------|
| Second Grade | (2 years) |
| Third Grade | (2 years) |
| 2 - 3 Special Education | (2 years) |

Grades 4 - 5

- Science
- Social Studies
- English Language Arts/Reading
- Math
- 4 - 5 Special Education

Grades 6 -7

- Math
- English/Language Arts
- Science
- Social Studies
- 6 - 7 Special Education

Grades 8 - 9

- English/Language Arts
- Science
- Social Studies
- Math
- Vocational
- 8 - 9 Special Education

Grades 10-12

- English/Language Arts
- Math
- Science
- Social Studies
- Vocational
- AP/University Studies
- 10 - 12 Special Education

K-12 - Media Specialist

K-12 -Health/Physical Education

K-12 Gifted/Talented Education
9-12 Foreign Language
K-12 Counselors
K - 12 Fine Arts

Revised 6-16-03

4.26C Stipend for Participation in Staff Development Activities

The payment of stipends to LHSD personnel for participation in staff development opportunities shall be limited to work done outside the school day (non-contract time) with approved grant funds specifically designated for this purpose. Local district funds may only be used for working after hours as approved by the superintendent. The amount of the stipend will be determined by the availability of funds.

Approved 4-20-98

4.26D District Provided Fringe Benefits for Certified Employees

Lake Hamilton School District believes that its employees deserve to be compensated in addition to salaries. The district provides, at its discretion, a comprehensive benefits package. These benefits, other than those required by state statute, may be added to or revoked at any time depending on the financial situation of the district. The following benefits are currently provided to all full-time certified employees:

1. Sick Leave will be awarded in accordance with 4.23A.
2. Compensation for unused sick leave days will be paid in accordance with 4.23A.
3. Retiring staff members will be paid for unused sick leave days in accordance with 4.13.
4. Three days of paid leave is granted for personal business without cost to the employee (4.23C)
5. The district provides optional participation in a Long-Term Disability Leave Bank (4.23B).
6. Payroll deduction is provided for voluntary participation in credit union, professional organization dues, tax deferred annuity programs, and employee-purchased insurance products.
7. Lake Hamilton School District provides a Section 125 Cafeteria Plan program for its employees at no cost for participation.
8. The district sponsors Section 457 and Section 403b tax savings and retirement plans.
9. The district provides full coverage dental insurance to staff members and their immediate families.
10. Short-term and long-term disability income protection insurance is provided for district employees.
11. The district pays the premium for school business trip insurance for all employees, including bus drivers.
12. The district provides, at no cost to the employee, a hospital confinement plan.

13. A basic life and accidental death insurance policy is provided by the district without cost to eligible employees.
14. The district provides for optional participation in a group vision insurance plan. Employees are eligible for reduced premiums for this coverage as part of the district group.
15. Eligible employees who elect to participate in the public school employees' health insurance group will receive a state insurance contribution per month as well as \$30.00 per month contributed by the district to offset the cost of health insurance premiums.

Revised 5-18-09
Revised 2-21-05
Approved 4-19-99

4.27 Pay Period for Certified Personnel

Certified personnel shall be paid once monthly on the twentieth (20th) day of the month. When the 20th falls on a weekend or holiday, personnel will be paid on the Friday prior to the holiday or weekend.

4.28 Resignation of Professional Staff Members

The resignation of any professional staff members will be submitted to the principal or immediate supervisor. The resignation will subsequently be presented to the superintendent who will then submit it to the board for action.

Professional staff members who intend to resign are encouraged to indicate their plans in writing as early in the school year as possible. A resignation becomes effective at the end of the contract in which it is submitted.

Resignations to become effective earlier than the end of the school year require a release by the board.

Revised 5-18-09

4.29 Personnel Records

- A. It is the intent of the board that the district maintains complete and current files for all district employees.
- B. § 2-19-105 (amends the Freedom of Information Act) provides that employee evaluation records shall be open to public inspection only (1) upon final administrative resolution of any suspension or termination proceeding at which such records form a basis for the decision to suspend or terminate the employee, and (2) if there is a compelling public interest in their disclosure.
- C. Every employee, upon request to and in the presence of the superintendent or his/her designees (principals), will have the right during regular working hours to inspect his/her personnel file and receive copies at the established fee.
- D. Information other than required personnel documents will not be entered or filed in the employee's personnel folder until the employee is given notice and an opportunity to review the information and attach a reply.

Approved 3-13-95

4.30 Tobacco Free Campus

- A. Smoking or use of tobacco or products containing tobacco in any form in or on any property owned or leased by a public school district, including school buses, is prohibited.
- B. A copy of this statute shall be posted in a conspicuous location at every entrance to each building owned or leased by a public school district and every school bus used to transport public school students.

(§ 6-21-609)

Revised 12-16-02

4.31 Duty-Free Lunch

- A. (1) Each school district in this state shall provide at least a thirty-minute uninterrupted duty-free lunch period during each student instructional day for each certified school employee in its employment.
- (2) Any teacher not receiving a duty-free lunch period during each student instructional day shall be compensated at his or her hourly rate of pay for each missed lunch period.
- B. Lunchroom supervisors who have been in serviced may be volunteers, non-certified personnel, or aides.

(§ 6-17-111)

Revised 12-16-02

4.32 Drug-Free Workplace

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. Such services are available from the following sources.

StarEAP 1-866-378-1645 or www.corphealth.com
StarEAP, for employees and eligible family members covered by the ARHealth plans, is an employee assistance program which provides immediate, professional assistance with personal, work-related, or emotional issues.
Quapaw House Inc. Residential, and long term treatment facility.
812 Mt. Pine Rd., Hot Springs, 71913, 501-624-1360.

The Prevention Resource Center at the Family Service Center
1401 Malvern suite 100, Hot Springs, AR, 501-318-2648

Should any employee be found to have been under the influence of, or in illegal possession of, any illegal drug or controlled substance, 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. 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.

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.

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. Employees suspected of violating this policy will have the opportunity to present valid medical evidence that would appropriately explain and justify their physical condition that caused the allegation.

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 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.

Legal References: 41 USC § 702, 703, and 706

Revised 5-18-09

4.33 Certification Courses

The school district shall reimburse faculty members for the necessary course fees, required assessment fees and textbook expenditures required for certification to meet district needs.

The criteria for reimbursement are as follows:

1. Prior approval for course registration by the principal and director of instructional services.
2. Faculty members must be employed in the certification area in question for the ensuing school year.
3. Faculty members shall be reimbursed for said expenditures upon providing documentation of satisfactory course work (undergraduate "C" or better and graduate "B" or better), as well as fees and textbook expenditures.
4. Faculty members shall remain in the employment of the district for two (2) years after completion of said courses or reimburse the district for said expenditures within thirty (30) days of the last day of employment.

Approved 3-13-95
Revised 5-18-09

4.34 Grant Stipend

Certified teachers, who write an approved grant proposal, shall receive 5% of the grant in the form of administrative expenditure, provided the grant is funded and:

1. No school district matching funds are required; and
2. Preparation of the grant does not take place during the normal workday.
3. District administrators shall not participate in this policy as grant writing may be a normal part of their responsibility.

4.35 Immunity from Suit

- A. Teachers and other school personnel in this state shall be immune from liability and suit for damages for communicating information in good faith concerning drug abuse by any pupil to that pupil's parents, to law enforcement officers, or to health care providers.
- B. Teachers, school counselors, school health care providers, and other school personnel shall be immune from any civil liability for providing counseling, referral, emergency medical care, or other assistance offered in good faith to suicidal students or other suicidal youth
- C. This section shall not preclude liability for civil damages where the individual negligently performs professional counseling or nursing services which he or she is licensed under state law to perform.
- D. This section shall not preclude liability for civil damages as the result of gross negligence.

§ 6-17-107

Revised 2-21-05
Approved 3-16-92

4.36 Possession of a Firearm or other Deadly Weapon

It is unlawful for any person other than law enforcement officers, licensed security guards, or federal military personnel, acting in the scope of their duties, to carry or possess a firearm or any other dangerous object that reasonably might be considered a weapon on school property.

(§ 5-17-119)

(§ 5-73-120)

Revised 02-21-05
Revised 12-16-02

4.37 Sexual Harassment

The Lake Hamilton 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 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 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 employee's ability to perform their job duties or impacts adversely their employment and/or academic environment.

Within the educational or work environment, sexual harassment is prohibited between any of the following: 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 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 characteristics; 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)

Approved 4-26-93
Revised 5-18-09

4.38 Theft of Property by an Employee

Should there be reasonable suspicion by a supervisor that an employee has committed a theft, personal property (such as purses or pockets) may be searched.

Approved 1-18-93

4.39 Employee Personal Property

Personal property of an employee will not be covered under the school's insurance policy except in the case of damage by fire or vandalism up to \$500.00.

Employees should provide a list of personal property kept at school to the building principal. Personal property does not include employee's personal vehicles.

Approved 4-18-94

4.40 Family and Medical Leave

Definitions

Active Duty: is duty under a call or order to active duty under a provision of law referred to in 10 USC § 101(a)(13)(B).

Contingency Operation: has the same meaning given such term in 10 USC § 101(a)(13).

Covered Service Member: is 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.

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 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.

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.

Serious Injury or Illness: used in respect to 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 that may render the member unfit to perform the duties of the member's office, grade, rank, or rating.

Year: the twelve (12) month period of eligibility shall begin on the first duty day of the school year.

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 shall govern.

Leave Eligibility

The district will grant up to twelve (12) weeks of leave in a year accordance with the Family Medical Leave Act of 1993 (FMLA) 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. In order to care for the spouse, or a 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 (as the U.S. Secretary of Labor shall, by regulation, determine) arising out of the fact that the spouse, or a son, daughter, or parent of the employee is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation.

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. During the single 12-month period, the eligible employee is entitled to a combined total of 26 weeks of leave to care for the covered service member and for reasons 1 through 5 listed above. Leave taken, which does not include caring for a covered service member, is limited to 12 weeks in a year.

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. During the single 12-month period, the eligible husband and wife are entitled to a combined total of 26 weeks of leave to care for a covered service member and for reasons 1 or 2 listed above or to care for a parent with a serious health condition. Leave taken, which does not include caring for a covered service member, is limited to a combined total of twelve (12) weeks in a year when taken for reasons 1 or 2 listed above or to care for a parent with a serious health condition.

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 for the care of a covered service member 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 is for reason 5 listed above is foreseeable, whether because the spouse, son, daughter, or parent of the employee is on active duty, or because of notification of an impending call or order to active duty in support of a contingency operation, the employee shall provide such notice to the district as is reasonable and practicable.

When the need for leave is for reasons 3 or 4 or for the care of a covered service member 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 or 4 listed above or for the care of a covered service member, 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." 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 their 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 certified 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 and 4 listed above or to care for a covered service member 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

- 1) to take medical leave for periods of a particular duration, not to exceed the duration of the planned medical treatment; or
- 2) 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

- 1) Leave more than 5 weeks prior to end of term.

If the eligible, instructional employee begins leave, due to reasons 1 through 5 listed above or to care for a covered service member, 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.

- 2) Leave less than 5 weeks prior to end of term

If the eligible, instructional employee begins leave, due to reasons 1 through 3 listed above or to care for a covered service member, 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.

3) Leave less than 3 weeks prior to end of term

If the eligible, instructional employee begins leave, due to reasons 1 through 3 listed above or to care for a covered service member, 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.

Approved 4-17-95
Revised 5-18-09

4.41 Public Office

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 paid leave will be granted for the employee's participation in such public office. The employee may receive pay for 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 non-renewal or termination of his employment contract.

Legal Reference: A.C.A. § 6-17-115

Approved 5-19-97
Revised 5-18-09

4.42 Computer Use

The Lake Hamilton School District provides computers and/or computer Internet access for many employees to assist employees in performing work related tasks. Employees are advised that they enjoy no expectation of privacy in any aspect of their computer use, including email.

Passwords or security procedures are to be utilized as assigned, and confidentiality of student records relating to personnel is to be maintained at all times. Employees must not disable or bypass security procedures, disclose passwords to other staff members or students, or grant students access to any computer not designated for student use. It is the policy of this school district to equip each computer with Internet filtering designed to prevent users from accessing material that is harmful to minors. The designated District Technology Administrator or designee may authorize the disabling of the filter to enable access by an adult for a bona fide research or other lawful purpose. Employees who misuse district-owned computers including excessive personal use, for personal use during instructional time, to violate any other policy, knowingly or negligently allowing unauthorized access, or accessing or creating sexually explicit or pornographic text or graphics, will face disciplinary action, up to and including termination or non-renewal of the employment contract.

Legal References: 20 USC 6801 et seq. (Children's Internet Protection Act; PL 106-554) A.C.A. § 6-21-107 A.C.A. § 6-21-111

1. Conditional Privilege: The employee's use of the district's access to the Internet is a privilege conditioned on the employee's abiding by this agreement.
2. Acceptable Use: The employee agrees that in using the district's internet access he/she will obey all federal and state laws and regulations. Internet access is provided as an aid to employees to enable them to better perform their job responsibilities. Under no circumstances shall an employee's use of the district's internet access interfere with, or detract from, the performance of his/her job-related duties.
3. Penalties for Improper Use: If the employee violates this agreement and misuses the Internet, the employee shall be subject to disciplinary action up to and including termination.
4. "Misuse of the district's access to the computers/internet" includes, but is not limited to, the following:
 - a. using the Internet for any activities deemed lewd, obscene, vulgar, or pornographic as defined by prevailing community standards;

- b. using abusive or profane language in private messages on the system; or using the system to harass, insult, or verbally attack others;
- c. posting anonymous messages on the system;
- d. using encryption software;
- e. wasteful use of limited resources provided by the school including paper;
- f. causing congestion of the network through lengthy downloads of files or mass emails;
- g. vandalizing data of another user;
- h. obtaining or sending information which could be used to make destructive devices such as guns, weapons, bombs, explosives, or fireworks;
- i. gaining or attempting to gain unauthorized access to resources or files.
- j. identifying oneself with another person's name or password or using an account or password of another user without proper authorization;
- k. using the network for political, financial or commercial gain without district permission;
- l. theft or vandalism of data, equipment, or intellectual property;
- m. invading the privacy of individuals;
- n. using the Internet for any illegal activity, including computer hacking and copyright or intellectual property law violations;
- o. introducing a virus to, or otherwise improperly tampering with, the system;
- p. degrading or disrupting equipment or system performance;
- q. creating a web page or associating a web page with the school or school district without proper authorization;
- r. attempting to gain access or gaining access to student records, grades, or files of students not under their jurisdiction;
- s. providing access to the district's internet access to unauthorized individuals; or
- t. taking part in any activity related to Internet use which creates a clear and present danger of the substantial disruption of the orderly operation of the district or any of its schools;
- u. making unauthorized copies of computer software.
- v. personal use of computers during instructional time.
- w. students shall not use teacher workstations at any time.
- x. employees shall not post political opinions, religious opinions or advertisements to the district's email users.
- y. the network administrator will conduct random checks for computer or internet abuse and report results to the employee's immediate supervisor.
- z. computer or connectivity problems are to be addressed to the building level tech coordinator.

5. Liability for debts: Staff shall be liable for any and all costs (debts) incurred through their use of the district's computers or the Internet including penalties for copyright violations.

6. No Expectation of Privacy: The employee agrees that in using the internet through the district's access, he/she waives any right to privacy the employee may have for such use. The employee agrees that the district may monitor the employee's use of the district's internet access and may also examine all system activities the employee participates in, including but not limited to e-mail, voice, and video transmissions, to ensure proper use of the system.

Revised 6-16-03
Approved 10-15-01

4.43 Planning Time

A master schedule shall be created by the building level principal or designee indicating when each teacher's planning period and scheduled lunch period will be. 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)

Revised 5-18-09
Revised 5-16-05
Approved 6-16-03

4.44 Employment of Coaches, Band Directors, and Activity Sponsors

The board requires, as a condition of employment for any certified employee whose assigned duties include coaching athletics, directing band or sponsoring activities for which they receive a stipend or stipends of at least nine (9) percent of the beginning teacher salary (based on zero (0) years experience and BSE on the teacher salary schedule) to obtain and maintain an appropriate and valid Class "B" Commercial Drivers License (CDL) with Air Brake and School Bus Driver endorsements. The employees that qualify for this requirement have six (6) months from the date of their initial qualification or six (6) months from the effective date of this policy to obtain their CDL, whichever is later.

Approved 2-19-07

4.45 Responsibilities in Dealing with Sex Offenders on Campus

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 Board policy–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 References: A.C.A. § 12-12-913 (g) (2)
Arkansas Department of Education Guidelines for "Megan's Law"
A.C.A. § 5-14-132

Approved 5-18-09

4.46 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.

Employees shall receive their regular pay from the district while serving jury duty, and shall reimburse the district if a stipend is received for jury duty service, up to, but not to exceed, the cost of the substitute hired to replace the employee in his/her absence.

Legal Reference: A.C.A. § 16-31-106

Approved 5-18-09

4.47 Injury from Assault

Any teacher, while in the course of their employment, is injured by an assault or other violent act; while intervening in a student fight; while restraining a student; or while protecting a student from harm, shall be granted a leave of absence for up to one (1) year from the date of the injury, with full pay.

A leave of absence granted under this policy shall not be charged to the teacher's sick leave.

In order to obtain leave under this policy, the teacher must present documentation of the injury from a physician, with an estimate for time of recovery sufficient to enable the teacher to return to work, and written statements from witnesses (or other documentation as appropriate to a given incident) to prove that the incident occurred in the course of the teacher's employment.

Legal Reference: A.C.A. § 6-17-1209

Approved 5-18-09

4.48 Insult or Abuse of Certified Personnel

Employees are protected from abusive language and conduct by state law. An employee may report to the police any language which is calculated to:

1. Cause a breach of the peace;
2. Materially and substantially interfere with the operation of the school; and/or
3. Arouse the person to whom the language is addressed to anger, to the extent likely to cause imminent retaliation.

Legal Reference: A.C.A. § 6-17-106

Approved 5-18-09

4.49 School Calendar

The superintendent shall present to the PPC a school calendar for consideration. 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 superintendent recommends the calendar for adoption by the board.

The Lake Hamilton School District shall operate by the following calendar.

| <u>2011-12 Lake Hamilton School District Calendar</u> | |
|---|--|
| August 9, 10, 11 | ----- Professional Development (1- 3) (No Students) |
| August 15 | ----- First Day of School for Students |
| September 5 | ----- Labor Day Holiday (No School) |
| October 14 | ----- End 1st Quarter (44 Days) & End of 1st 9 Weeks |
| October 18 & 20 | ----- Parent/Teacher Conferences (3:05 – 6:05 p.m.) |
| October 21 | ----- No School |
| November 23, 24, 25 | ----- Thanksgiving Holiday (No School) |
| December 21 | ----- End 2nd Quarter (44 Days) |
| December 22 – Jan. 3 | ----- Christmas Holiday (No School) |
| January 4 | ----- Professional Development (4) (No Students) |
| January 5 | ----- Beginning of 2nd Semester (Students Return) |
| January 16 | ----- Martin Luther King Holiday (No School) |
| February 17 & 20 | ----- Inclement Weather Days |
| March 9 | ----- End 3rd Quarter (44 Days) |
| March 12 & 13 | ----- Parent/Teacher Conferences (3:05 – 6:05 p.m.) |
| March 16 | ----- Inclement Weather Day |
| March 19 - 23 | ----- Spring Break |
| March 30 | ----- Professional Development (5) |
| April 27 | ----- Inclement Weather Day |
| May 24 | ----- Last Day for Students |
| | End 4th Quarter (46 Days) |
| | District-wide Meeting @ 3:30 p.m. (High School Cafeteria) |
| May 25 | ----- Inclement Weather Day & *Professional Development Flex Day (6) |
| May 28 | ----- Memorial Day (No School) |
| May 29 – June 1 | ----- *Professional Development Flex Days (7-10) |

*Flex Days only required for those teachers who have not met the mandated 60 hours of staff development.

| | |
|-----|--------------------------------|
| 178 | Student Interaction Days |
| 2 | Parent/Teacher Conference Days |
| 10 | Professional Development Days |
| 190 | Total Contract Days |
| 5 | Inclement Weather Days |

Legal Reference: A.C.A. § 6-17-201
 Approved 5-15-10
 Revised 3-14-2011

4.50 Parent-Teacher Communication

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) or legal guardian(s) of their students to discuss their academic progress. 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.

Legal References: State Board of Education Standards of Accreditation 12.04.1, 12.04.2, and 12.04.3
A.C.A. § 6-15-1701(b)(3)(C)

Approved 5-18-09

4.51 Responsibilities Governing Bullying

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.

Definitions:

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 causes or creates a clear and present danger of:

- 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:

1. Sarcastic "compliments" about another student's personal appearance,
2. Pointed questions intended to embarrass or humiliate,
3. Mocking, taunting or belittling,
4. Non-verbal threats and/or intimidation such as "fronting" or "chesting" a person,
5. Demeaning humor relating to a student's race, gender, ethnicity or personal characteristics,
6. Blackmail, extortion, demands for protection money or other involuntary donations or loans,
7. Blocking access to school property or facilities,
8. Deliberate physical contact or injury to person or property,

9. Stealing or hiding books or belongings, and/or
10. Threats of harm to student(s), possessions, or others.

Notes: A school employee who has reported violations under the school district's policy shall be immune from any tort liability which may arise from the failure to remedy the reported incident.

Legal Reference: A.C.A. § 6-18-514

Approved 5-18-09

4.52 Duty to Report Child Abuse, Maltreatment or Neglect

It is the statutory duty of certified 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 belief. 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. § 12-12-504, 507, 517

Revised 5-18-09

4.53 Assignment of Teacher Aides

The assignment of teacher aides 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.

Legal Reference: A.C.A. § 6-17-201

Approved 5-18-09

4.54 Drug Testing

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 certified 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:

1. Random tests;
2. Testing in conjunction with an accident;
3. Receiving a citation for a moving traffic violation; and
4. 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 result for an alcohol test administered to a driver is 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 References: 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

Approved 5-18-09

4.55—Reimbursement of Travel Expenses

Employees shall be reimbursed for allowable personal and/or travel expenses incurred while performing duties or attending workshops or other employment-related functions, except for staff development flex time, 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/she must obtain approval.

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

The provisions of policy 9.12 Expense Reimbursement are incorporated by reference into this policy.

Approved 6-21-10

Revised 3-14-11

4.56—Political Activity

Employees are free to engage in political activity outside of work hours 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.

Approved 6-21-10

4.57—Video Surveillance

The board authorizes the use of video/audio surveillance cameras. 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 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 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 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 shall be subject to appropriate disciplinary action and referral to appropriate law enforcement authorities.

Video recordings may become a part of a staff member's personnel record.

Approved 6-21-10

4.58—Cell Phone Use

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

Approved 6-21-10

4.59 Depositing Collected Funds

From time to time, staff members may collect funds in the course of their employment. It is the responsibility of any staff member to deposit such funds they have collected at least weekly into the appropriate accounts for which they have been collected. The Superintendent or his/her designee shall be responsible for determining the need for receipts for funds collected and other record keeping requirements and of notifying staff of the requirements.

Staff that use any funds collected in the course of their employment for personal purposes, or who deposit such funds in a personal account, may be subject to discipline up to and including termination.

Approved 3-14-11