

DERMOTT SPECIAL SCHOOL DISTRICT

PERSONNEL POLICIES

SCHOOL BOARD MEMBERS

Walter Donald, President
Andy Brannon, Vice-President
Lexa McMickle, Secretary
Lawrence Thrower
Charles Branch
Tommie Robinson

PERSONNEL POLICY COMMITTEE

Patricia Hartley-Chair
Brittney Wells-Secretary
Lana Smith
Onnie Simpson
Wilma Newton
Uwanda Wright
Terry Swilley

SUPERINTENDENT

Kelvin Gragg

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Policy Name: GENERAL SECTION POLICIES

Policy Code: GA

Date Adopted: 8-8-2002

Amended: 2-11-2010

The Board of Education is required by law to establish personnel policies within the School District, including the teacher salary schedule. Said policies shall be filed, along with an affidavit signed by the President of the Board attesting compliance with State law requiring personnel policies, with the Department of Education no later than September 15th of each year.

Each teacher or administrator being employed for the first time shall be given a copy of the district's personnel policies in effect at the time of his/her employment. A digital copy provided to an employee or an online copy that is accessible by Internet or intranet will meet the requirements of this subsection. A hard copy of all policies shall be available to review at each location. A hard copy shall be given to the individual employee upon request of the employee. Any amendments to the personnel policies shall also be given to all personnel within thirty (30) days of approval by the Board.

The personnel policies of each School District in effect at the time a teacher's contract is entered into or renewed shall be binding upon both parties unless changed by mutual consent.

Any amendments to personnel policies adopted during the term of such contract shall become effective the following July 1. Provided such amendments may take place immediately with mutual consent.

The Board shall provide for a Committee on Personnel Policies, as composed by law, to annually review the personnel policies of the Board to determine if additional policies or amendments to existing policies are needed. The committee may propose new policies or amendments to existing policies.

The Board may adopt, reject, or refer back to the committee on personnel policies for further study and revisions of proposed policies or amendments to existing policies that are submitted to the Board for consideration by the committee.

The District shall have a personnel policies committee consisting of no fewer than five (5) classroom teachers and no more than three (3) administrators, provided that the classroom teacher members shall be elected by a majority of the classroom teachers employed in the district by secret ballot in an election conducted by the teachers.

The School District's committee on personnel policies shall organize itself in the first quarter of each school year, elect a chairman and secretary, and develop a calendar of meetings throughout the year to review the District's personnel policies 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.

Minutes of the committee meetings shall be promptly reported and distributed to members of the Board and posted in the buildings of the District including administrative offices.

Either the committee or the Board of Directors may propose new personnel policies or amendments to existing policies. New personnel policies or amendments to existing policies proposed by the board of directors may not be voted on by the Board as school district policy unless the final form of the policy to be voted on has been submitted as a proposed policy to the committee

for consideration at least ten (10) working days before the vote of the Board.

The Chair of the committee or a member of the committee designated by the Chair shall be placed on the Board's agenda and shall have the opportunity to orally present to the Board the committee's comments, positions, or proposals on the final form of any proposed policies or amendments to existing policies to the board of directors, whether proposed by the committee or the board of directors, before they are voted on by the board of directors as school district policies.

After the oral presentation to the Board, the Board may take final action immediately, but final action shall be taken no later than the next regular Board meeting.

The Board of Directors may 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 by the committee.

The superintendent may recommend any changes in personnel policies to the board of directors or to the personnel policies committee. The recommendations may then become proposals at the discretion of either the Board or the committee.

The school district shall file personnel policies and salary schedules with the State Board of Education as required by Act 170 of 1991.

REVISIONS TO ARKANSAS CODE 6-17-204

The personnel policies of all school districts shall be considered to be incorporated as terms of the certified personnel contracts and shall be binding upon the certified personnel and the school district.

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

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 school district voting by secret ballot. The voting and counting shall be conducted by the personnel policy committee.

Any change or addition to the personnel policies adopted by the school board of directors on or before June 30 each year to ensure compliance with state or federal law or regulation shall be considered a part of certified personnel contracts on July 1 of the same calendar year.

Any changes or additions to the personnel policies adopted by the school board of directors between May 1 and June 30 each year that are not required to ensure compliance with state or federal law or regulation shall be considered a part of certified personnel contracts on July 1 of the same calendar year if:

- A. A notice of the change is sent, no later than five (5) working days after final board action, by first class letter to the address on record in the personnel file of each affected employee; and
- B. The notice of changes includes:
 - a. The new or modified policy.
 - b. A modified policy shall be provided in a form that clearly shows additions underlined and deletions stricken; and
 - c. A provision that states that due to the power to unilaterally exercise the power of rescission within a period of thirty (30) days after the

school board of directors takes final action, by providing to the school board of directors a notice of rescission, in the form of a letter of resignation, during the period of thirty (30) days.

- d. For continuing contract employees covered under the Teacher Fair Dismissal Act of 1983, the power of rescission in this section shall be in addition to the power of rescission provided under Arkansas code 6-17-1506.

Legal References:

Revisions to 6-17-205: Act 1493 Approved 4/10/09

Revisions to 6-17-204: Act 1108 Approved 4/7/2009

Ark.Stat.Ann. §§80-1256 to -1260; Ark. Act 840 of 1979; Act 224 of 1983; Act 687 of 1987; Act 170 of 1991; Act 902 of 1993; Act 1108 of 1993; Act 1187 of 1993; Act 1334 of 2003.

**Policy Name: GOALS AND OBJECTIVES-
PERSONNEL**

Policy Code: GAA

Date Adopted: 8-8-2002

The primary purposes for the employment of personnel in the District include the following:

1. To provide a school atmosphere that is conducive to developing each student to his/her fullest potential i.e., to base the educational program on the needs of the student with a program which acknowledges individual differences and provides opportunities for each student to develop his/her physical, emotional, mental and social capabilities to their maximum.
2. To provide a sound educational program for all groups, stressing basic subject matter areas, through innovative programs, extension courses, and special education courses on all levels.
3. To provide opportunity for the student to study the culture and heritage of American Democracy, achieving understanding of its tenets and pride in its attainments and appreciation of the privileges and duties of citizenship.
4. To help each student achieve his/her own vocational and career objectives; to help become informed as a consumer and develop basic economic understanding, all consistent with the resources of the school community.
5. To continue development of a respect of the rules of health and safety.
6. To help each student develop and cherish high moral, ethical, and aesthetic values, and to foster an appreciation of the fine arts.
7. To encourage creativity.

Legal References:

None.

**Policy Name: EQUAL OPPORTUNITY
EMPLOYMENT PERSONNEL**

Policy code: GAAA

Date Adopted: 8-8-2002

It shall be the policy of the Dermott Board of Education to be fully committed to foster, maintain, promote, and afford an employment opportunity to all applicants and employees in regard to training, promotions/transfers, compensation and terminations, regardless of the applicant's or employee's race, religion, color, creed, national origin, sex, age or physical handicaps.

The Superintendent and/or his/her representative shall investigate any and all complaints which may be brought against any individual school in the School District in regard to any alleged discriminatory action for appropriate treatment by the Board.

Legal References:

U.S. Const. Amend XIV. §1: 42 U.S.C. §§2000e-1 to -17; 20 U.S. §1681. et seq. See: Massachusetts Board of Retirement v. Murgia, 96 S.Ct. 2562 (1976); International Brotherhood of Teamsters v. United States. 97 S.Ct. 1843 (1977); Griggs v. Duke Power Company, 91 S.Ct. 849 (1979); Singleton v. Jackson Municipal Separate School district, 419 F. 2d 1211 (5th Cir. 1969).

Policy Name: NONDISCRIMINATION

Policy Code: GAAAA

Date Adopted: 8-8-2002

The Dermott School District #16 is committed to a policy of educating children for living by helping them to develop an awareness and appreciation for the achievements, problems, and aspirations of all people in our society.

The Dermott Schools shall help children from all walks of life to gain the knowledge, skills, and determination of what will enable them to reach their highest potential and to contribute to the welfare of all people.

The Dermott School Shall establishes and maintains an atmosphere, in which all persons can develop attitudes and skills for effective, cooperative living, including:

- A. Respect for the individual regardless of economic status, intellectual ability, race, creed, color, religion, sex or age.
- B. Respect for cultural differences.
- C. Respect for economic, political, and social rights of others.
- D. Respect for the rights of others to seek and maintain their own identities.

The Dermott Schools shall continue to promote good human relations by removing all vestiges of prejudice and discrimination in employment, assignment, and promotion of personnel.

In keeping with the guidelines of Title VI, Section 601, Civil Rights Act of 1964; Title IX, Section 901, Education amendments of 1972; and Section 504 of the Rehabilitation Act of 1973; Dermott School District assures that no person in the United States shall, on the basis of race, color, national origin, age, sex, or handicap be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

Any person having inquiries concerning compliance with Title VI (Race), Title IX (Sex), or Section 504 (Handicap) is directed to contact the District Equity Coordinator.

Legal References:

Title VI, Section 601, Civil Rights Act of 1964; Title IX, Section 901; Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973.

Policy Name: BUDGET PLANNING
INVOLVEMENT FINANCE

Policy Code: GAB

Date Adopted: 8-8-2002

A. Budget

The Board will annually adopt a budget to meet school expenditures and to limit expenditures for the year to items provided for in the budget.

B. Budgetary Procedure

1. Each year, as soon as possible, the Superintendent of Schools shall formulate a tentative budget for the school year. In the preparation of this budget, the Superintendent shall, to the extent feasible, confer with employed personnel and with parents and other public groups in order to make the tentative budget as nearly as possible as expression of the interests of all concerned.

2. The Board shall consider, modify, and adopt the budget in time for it to be published 60 days prior to the annual school election, which occurs on the third Tuesday in September. This budget shall list the expected sources of revenue and the allotment of funds to various educational services. It shall also state the amount of local tax needed, and the millage required to support the budget.

3. The budget, so modified and adopted, shall be considered as controlled spending plan for the ensuing year, subject to revisions from time to time. The Superintendent of Schools is authorized to make expenditures and commitments in accordance with the adopted budget and in harmony with the specifications of the Board and administrative plans which have been approved by the Board.

4. No change shall be made in the allocation of funds to the items in the budget except by the Board action.

5. Payments of bills shall be made by the Superintendent. The President may review all expenditures monthly.

6. A recapitulation of expenditures shall be made monthly (or as directed by the Board. This recapitulation must include the amount budgeted, spent, and the balance in each category of the budget for each monthly period.

7. All financial records are audited by the State auditors each year. This audit will be presented and explained to the Board by the Superintendent.

C. Purchasing

1. No debt may be contracted in the name of the School District without action by the Board of Education except for those items which are provided for in the regular budget. No obligations may be incurred except those approved by the Superintendent of Schools or an authorized agent.

2. The best interests of the School District shall be given first consideration of all transaction.

3. Purchases shall be made at the lowest possible cost to the School District consistent with District specifications of quality and service.

4. Authority to obligate District: No obligation may be incurred in the name of or on behalf of the District other than those incurred by the Superintendent of Schools or an authorized representative.

5. Quality: Purchases shall be made at the lowest possible cost to the District consistent with District specifications of quality and service.
6. Written Order Required: Purchases shall be made on written order from the Superintendent's office by keeping with properly approved requisition. Exceptions may be made on as provided for by administrative directive.

D. Activity Funds

1. These funds are kept in separate accounts in the Superintendent's office and subject to monthly review by the board of Education. Most of these funds are raised by the students, from their club activities. All expenditures will be properly approved by the teacher-sponsor, and the Principal on the request for payment from the Superintendent's office will be mailed unless requested otherwise.
2. All fund raising activities done in the name of the schools shall be recommended by the building principal and approved by the Superintendent. All funds must be accounted for through the appropriate activity fund account.
3. Fund raising will be coordinated in such a way that an undue hardship will not be caused on the students and patrons of the District.

E. Athletic Funds (gate receipts, season tickets sales, etc.)

These funds are kept in separate accounts in the Superintendent's office and are subject to monthly review by the Board of Education. All purchases and expenditures will be subject to the approval of Superintendent of Schools and the recommendation of athletic director.

F. Fund Raising, Fees, and Miscellaneous Monies

1. All school funds are to be handled through the Superintendent's office. All monies collected should be deposited immediately with the building principal. Then the activity report form is turned in to the Superintendent's office with the proper direction for credit.
2. Care of Funds - School employees are advised that they assume complete responsibility for funds in their care. Certified personnel should deposit funds with principal who may arrange for them to be safeguarded. Even small sums of money should not be left in classrooms or school buildings overnight.
3. Fees - Students fees are not allowed in schools with the exception of tuition charges of Summer School and Driver's Education.
4. Ticket Sales - The selling of tickets in any school building for any activity other than in the building concerned must have the approval of the Superintendent of Schools. All outside organization programs shall be referred to the Principal for consideration and for final approval by the Superintendent of Schools. All outside organization programs shall be referred to the Principal for consideration and for final approval by the Superintendent of Schools. No student attending the public schools shall be embarrassed in the schools due to either inability or lack of desire to pay for something that is voluntary.
5. Collection of Money or Other Items - No collection for any purpose will be made in any school except on approval of the administration.
6. Pay Programs within the School - It is the policy of the Board to reduce to a minimum the number of pay programs or fund raising activities given for students within a school. Any such approved programs given must not be given at a time when it will not interfere with the regular school work of students. This does not include programs of an educational nature, the purpose of which is to expand and enlarge the regular curriculum.

The Board of Education adheres to the policy that the selection, transfer, promotion, demotion, and dismissal of professional personnel in the School District shall be made without regard to race, creed, color, national origin, religion, sex, age, handicap or other similar personal distinction. The following objective criteria shall be used in selecting new professional personnel and in transferring, promotion, demoting and professional personnel;

1. Objective Considerations

I. Instructional Personnel

1. Type of certificate
2. Number of years of experience:
 - a. In the teaching profession
 - b. In the grade, subject or position which he/she currently teaches or occupies, or for which he/she is applying.
 - c. In the system
3. Degree or degrees held (transcript required)
4. Endorsement in subject area
5. Number of hours beyond degree
6. Number of hours of voluntary participation in in-service training, workshops, seminars, etc.

II. Administrative Personnel

In addition to the criteria listed in A. above, the following criteria shall apply to selection of administrative personnel

1. Number of years of administrative experience:
 - a. In this District
 - b. In any other District
2. Classification of school in which experience was attained.

The Board of Education shall establish procedures by which subjective criteria will be implemented.

Legal References:

U.S. Const. Amend. XIV, &1; 42 U.S.C. &&2000e-3 to -17; U.S.C. &1681 29
U.S.C. &794; 29 U.S.C. &621

**Policy Name: TEACHER EMPLOYMENT
AND QUALIFICATIONS**

Policy Code: GAAC

Date Adopted: 8-8-2002

All teaching personnel employed by this School District must possess those qualifications set forth by the State Department of Education that the above qualifications are set up to promote minimum standards; therefore, it is the policy of Dermott School District to employ persons who exceed these minimum requirements whenever possible. Employment will be based on the following considerations:

1. Certification requirements
2. Experience and past performance
3. Health qualifications
4. Personal interview

The Board recognizes the Superintendent of Schools as the chief executive officer of the Board, and places upon him the responsibility for recommending the appointment of personnel. Although the Superintendent will assign to the review board consisting of administrators, teachers, and school board members certain duties respecting the appraisal of the qualifications of candidates. The final decision concerning the recommendation of candidates shall be the responsibility of the Superintendent. All recruitment and hiring practices shall adhere strictly to applicable equal employment opportunity policies and regulations.

In cases of emergencies, where hiring needs to be done immediately as many of the review board as possible will be present at the interview. The final decision concerning the recommendation of candidates shall be the responsibility of the Superintendent.

All instructional personnel must maintain on file in the Superintendent's office the following information:

1. Signed contract
2. Arkansas Teacher's Certificate
3. Health Certificate
4. Statement of number of dependents
5. Transcript of college work
6. Social Security number

In regard to the selection of teachers, the staff will be guided by the following;

1. The Board recommends that the Superintendent consider the current staff members for vacancies when vacancies exist within the school district, provided such vacancy would be a promotion for staff member consideration and further provided that said staff member wishes to be considered except that of superintendent. Should a vacancy occur for the position of Superintendent, the Board will consider current staff members for the position. The final decision for the selection of the Superintendent is the responsibility of the board.
2. All employees of the school system, except the Superintendent, shall be elected on nomination of the Superintendent. If a person nominated by the Superintendent is rejected by the Board of Directors, it shall be the duty of the Superintendent to make another nomination.

If the Superintendent of schools fails or refuses to make another nomination after the original nomination has been rejected, then it shall be the responsibility of the Board to fill the position.

3. An application form which reveals the essential personal and professional characteristics a teacher must have in order to be considered for employment will be used in the selection of teachers. Information received from the candidate's references and/or in a personal interview will also be considered.
4. Funds will be budgeted for making through search for teaching talent, and for devising an adequate system of evaluation of teachers whose employment is being considered.
5. All professional personnel shall meet legal requirements as well as requirements of the State Department of Education.

I. EMPLOYMENT

A. Procedures

1. The Board of Education shall be responsible for selecting and employing a Superintendent of Schools who meets all the qualifications established by law, the State Department of Education, and the North Central Association of Colleges and Secondary Schools.
2. The election of the Superintendent shall be considered at the December meeting of the Board of Education.
3. The Superintendent of Schools shall be responsible to the Board of Education in seeing that all candidates meet the qualifications established by law, the board of Education, and involved accrediting agencies.
4. All Assistant Superintendents and Division Directors shall be considered for employment at the January meeting of the Board of Education.
5. Other Directors, Coordinators, and Principals shall be considered for employment at the February meeting of the Board of Education.
6. All Special Service Personnel, Assistant Principals, and Classroom Teachers shall be considered for employment at the March meeting of the Board of Education and in conformance with Arkansas Laws 80-1245, 80-1246 and 80-1304. Teachers desiring to return should submit to the Principal a letter of intent by March 1. Building Principal will notify personnel after being rehired. All certified personnel will be notified in writing within 5 days after the school board approves their contract.
7. Except for unforeseen circumstances, all classroom teachers and administrators will be given in writing, their assignments and locations for the upcoming school year no later than ten (10) working days after the end of the school term.

Additionally, all classroom teachers and administrators must commit to the district by signing a legal contract ten (10) working days after the end of the school term when such contract is presented to the employee. Employees who fail to make such commitment will forfeit their contract with the Dermott School District.

1. Appropriate Certification - Refers to minimum standards set by the State Department of Education and/or North Central Association, plus any higher standards that might be set locally. While we desire high certification standards, this does not mean that we would never recommend a candidate for employment who was not completely certified if he/she showed exceptional potential and was willing to remove the certification deficiencies promptly.
2. Quality of Credentials - Refers to the quality of the candidate's application, transcripts and references (both written and oral).
3. Appropriate successful experiences - Experiences are appropriate when they can be related in a reasonably direct manner to the responsibilities of the vacancy that exists. The candidate's experiences should have been successful.
4. Knowledge of and insight into curriculum issues - Refers to the candidate's understanding of subject matter, methods, interpersonal communication skills, the people involved in the process of schooling and other responsibilities of the job.
5. Correct English usage - Proper use of English language in both oral and written forms.
6. Quality of Personal Interview - Refers to the candidate's interpersonal communication skills as well as the substance and accuracy of his/her comments.
7. Potential Contribution to the Program - Refers to the probability that the candidate will be successful in view of the previous eight criteria and relation to responsibilities of the vacancy.
8. Desire of Work in a Multicultural Environment - Refers to helping children and adults learn to appreciate the individual differences, similarities, and perspectives of other persons (See Policy IGAB)

Legal References:

U. S. Const. Amend. XIV. SS1; 42 U.S.C. #20003-1 to -17; U.S.C. &&1681 29 U.S.C. &&794; 29 U.S.C. &&621. Ark. Stat. Ann. &80-509. Ark. Stat. Ann. 80-509, 80-1304.

**Policy Name: CRIMINAL BACKGROUND
CHECKS OF PERSONS APPLYING FOR
A LICENSE ISSUED BY THE STATE
BOARD OF EDUCATION**

Policy Code: GAAD

Date Adopted: 8-8-2002

The Board of Directors of the Dermott School District shall report to the State Board of Education the name of any person holding a license issued by the State Board of Education and currently employed, or employed during the two (2) previous school years, by the district who has pleaded guilty, nolo contendere, or has been found guilty of a felony, who holds such license obtained by fraudulent means, who has had a similar license revoked in another state, who has intentionally compromised the validity or security of any student test or testing program administered or required by the State Department of Education, or who has knowingly submitted falsified information requested or required by the State Department of Education.

Willful failure of the district to report such information as required by this policy may result in sanctions imposed by the State Board of Education.

SECTION 1: On and after July, 1996, each first time applicant for a license issued by the State Board of Education shall be required to apply to the Identification Bureau of the Arkansas State Policy for a state nationwide criminal records check, to be conducted by the Federal Bureau of Investigation. The check shall conform to the applicable federal standards and shall include the taking of fingerprints. Such applicant shall sign a release of information to the State Department of Education and shall be responsible to the Arkansas State Policy for the payment of any fee associated with the criminal records check.

No person shall be eligible to receive or hold a license issued by the State Board of Education if that person has pleaded guilty, nolo contendere, or been found guilty of any of the following offenses by any court in the State of Arkansas or of any similar offense by the court in another state:

1. Capital murder as prohibited in 5-10-101.
2. Murder in the first and second degrees as prohibited in 5-10-102 and 5-10-103.
3. Manslaughter as prohibited in 5-10-104.
4. Battery in the first and second degrees as prohibited in 5-13-201 and 5-13-202.
 5. Aggravated assault as prohibited in 5-13-104.
 6. Terroristic threatening in the first degree as prohibited in 5-13-301.
 7. Kidnapping as prohibited in 5-11-102.
 8. Rape and carnal abuse in the first and second degree as prohibited in 5-14-1-3 and 5-14-105.
 9. Sexual abuse in the first and second degree as prohibited in 5-14-108 and 5-14-109.
 10. Violation of a minor in the first and second degrees as prohibited in 5-14-120 and 5-14-121.
 11. Incest as prohibited in 5-26-202.
 12. Engaging children in sexually explicit conduct for use in visual or print media, transportation of minors for prohibited sexual conduct, or use of a child or consent to the use of a child in a sexual performance by producing,

directing or promoting a sexual performance by a child as prohibited in 5-27-303, 5-27-402, and 5-27-403.

13. Criminal attempt, criminal solicitation, or criminal conspiracy as prohibited in 5-3-201, 5-3-202, 5-3-301, and 5-3-401 to commit any of the offenses listed in this policy.
14. Distribution to minors as prohibited in 5-64-406.
15. Manufacture, deliver or possess with intent to deliver any controlled substance as prohibited in 5-64-401.

Legal References: Act 1310 of 1995.

**Policy Name: STAFF INVOLVEMENT IN
DECISION MAKING**

**Policy Code: GAC
(Cf.BOBB-GA)**

Date Adopted: 8-8-2002

Personnel Policies Committee

1. It shall be the policy of the Dermott School District to establish and maintain a Personnel Policies Committee as established by Act 400 of 1975.
2. The Personnel Policy Committee will be elected and appointed in October and will meet at least monthly.
3. Teachers through the Personnel Policy Committee will have input in the design of the school calendar for the following year. (Passed June 1985)
4. The local president will be provided with the agenda, minutes, and financial report identical to those sent to school board members each month prior to monthly school board meetings.

Legal References:

Act 687 of 1978; Revised June 14, 1993, Ark. State. Ann. Act 714 of 1971 as amended by Act 400, 1975: 80-1258; Act 687 of 1987, Act 170 of 1991, Act 902 of 1983, Act 1108 of 1993, Act 1187 of 1993.

**Policy Name: SCHOOL BOARD POLICY
CONCERNING STAFF DEVELOPMENT**

Policy Code: GAD

Date Adopted: 8-8-2002

The Dermott School District Philosophy says that the school system shall serve the educational needs of the students and the community by providing an environment that is conducive to learning and to the operation of programs designed and implemented to enable and encourage students to develop physically, socially, vocationally and academically.

One of our district wide goals is to develop a planning process that will provide ongoing community, faculty, and student involvement and support in areas of physical plant needs, curriculum development and coordination, and instructional improvement.

In accordance with the district philosophy and goals of meeting and continuing needs of our student the Dermott Board of Education supports the need for a high quality ongoing staff development for approved programs; the board will provide essential resources as well as released time. This program would make available to teachers and administrators the opportunity to participate in in-service training which will help meet these established goals and objectives.

Legal Reference:

None.

**Policy Name: Certified Personnel Employee
Training**

Policy Code: GADA
Date adopted: 9-8-2004
Last Revised: 6-9-2011

All employees shall attend all local in-service training sessions as directed by a supervisor.

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. The plan shall describe how the districts categorical funds will be used to address deficiencies in student performance and any identified academic achievement gaps between groups of students. At the end of each school year, the district shall evaluate the professional development activities' effectiveness in improving student performance and closing achievement gaps.

Each 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. Certified employees who are prevented from obtaining the required professional development hours due to their illness or the illness of an immediate family member as defined in A.C.A. 6-17-1202 have until the end of the following school year to make up the deficient hours. Missed hours of professional development that is substantially similar to that which was missed. This time does not absolve the employee from also obtaining the following year's required 60 hours of professional development.

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. 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 ADE Rules and/or current Arkansas code.

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

Flexible professional development hours (flex hours) are those hours which an employee is allowed to substitute professional development activities, different than those offered by the district, but which still meet criteria of either the employee's Individual Improvement Plan or the school's ACSIP, or both. The district shall determine on an annual basis how many, if any, flex hours of professional development it will allow to be substituted for district scheduled professional development offerings. The determination may be made at an individual building, a grade, or by subject basis. The district administration and the building principal have the authority to require attendance at specific professional development activities. Employees must receive advance approval from the building principal for activities they wish to have qualified for flex professional

development hours. To the fullest extent possible, professional development activities are to be scheduled and attended outside of the regular school day. 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 employee². Hours earned that count toward the required sixty (60) also count toward the required number of contract days for that employee. Employees shall be paid their daily rate of pay for professional development hours earned at the request of the district that necessitates the employee work more than the number of days required by their contract.

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

To receive credit for his/her professional development activity each employee is responsible for obtaining and submitting documents of attendance, or completion for each professional 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 the 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.

Personnel who are likely to use automated external defibrillators shall receive the training required by Rule. Such training shall count toward the required annual hours of professional development.

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

All licensed personnel shall receive training related to child maltreatment within twelve (12) months of their initial licensure and/or the renewal of their license. The training curriculum shall be approved by the Arkansas Child Abuse/Rape/Domestic Violence Commission and may be substituted for the required hours of parental involvement on an hour-for hour basis. For the purpose of this training, licensed personnel includes school social workers, psychologists, and nurses.

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

Administrators are required to receive at least three hours annually of their sixty (60) required hours of professional development designed to enhance their understanding of effective parental involvement strategies and the importance of administrative leadership in setting expectations and creating a climate conducive to parental participation. Each administrator's professional development is required to also include training in the 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 advanced 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 spent in accordance with state law and current ADE rules that deal with professional development. The hours may be earned through online professional development approved by the ADE provided the professional development relates to the district's ASCIP and the teacher's professional growth plan.

Teacher's are eligible to receive fifteen (15) professional development hours for 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) such hours may be applied toward the sixty (60) hours of professional development required annually.

Employees who do not receive or furnish documentation of the required annual professional development jeopardize the accreditation of their school and academic achievement of their students. Failure of an employee to receive sixty (60) hours of professional development in any given year, unless due to illness as permitted by law, 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.

Notes: 1. The Rules Governing Professional Development require the district to choose the option it will follow and "document" its choice. The documentation may be noted by the selection chosen for this policy and also in the districts "plan" for professional development required by A.C.A. §6-17-704(c)(1)

2. The number of contract days may vary between employees, but the concern here is with the number of contract days specified in each individual employee's contract.

Legal References: Arkansas State Board of Education: Standards of Accreditation 15.04
ADE Rules Governing Professional Development

A.C.A. §6-10-122, 123	A.C.A. §6-15-404(f) (2)
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. §6-17-1202	

**Policy Name: TO INCREASE THE RACIAL
AND ETHNIC SENSITIVITY OF K-12
TEACHERS AND ADMINISTRATORS**

Policy Code: GADAA

Date Adopted: 8-8-2002

The School District shall participate in an inclusive state wide program to increase the racial and ethnic sensitivity of teachers and administrators. The State Board of Education is authorized and directed to develop the program.

The program shall be implemented during the 1993-94 school year, contingent upon the availability of state staff development funds for this purpose, and shall serve to assist teachers and administrators in developing a greater awareness of ethnic and racial differences, and improving interpersonal skills, and enhancing racial harmony.

The School District shall permit the teachers and administrators who have received training in the program to assist in training other teachers and administrators.

Legal References:

Act 197 of 1993.

STAFF DEVELOPMENT SESSIONS
PROFESSIONAL DEVELOPMENT CREDIT

Policy code: GADAB
Date Adopted: 2-11-2010

Up to twelve (12) hours of professional development credit may be earned by certified licensed personnel for time required at the beginning of each school year to plan and prepare a curriculum and other instructional material for their assigned classes if the time is:

- (1) Spent in their classrooms, offices, or media centers at the public school; and
- (2) Prior to Before the first student-teacher interaction day of the school year, but a school district shall not require certified licensed personnel to work additional days that are not included in their contracts unless the certified licensed personnel are paid their daily rate of pay.

Certified Licensed personnel shall earn one (1) hour of professional development credit for each hour of planning and preparation that meets the requirements of subsection (a) of this section.

Licensed personnel may earn the twelve (12) hours of professional development credit required under subsection (a) of this section through online professional development credit approved by the Department of

Education and related to the:

- (1) School district's Arkansas Comprehensive School Improvement Plan; or
- (2) Teacher's professional growth plan.

If illness of a teacher or a teacher's immediate family under §6-17-1202 prevents a teacher from obtaining the required professional development hours, the teacher shall be allowed to make up the hours missed during the:

- (A) Remainder of the current school year; or
- (B) Succeeding school year.

The teacher may earn the professional development hours through online professional development.

The State Board of Education shall promulgate the rules necessary for the proper implementation of this section.

SECTION 2. Arkansas Code § 6-17-705 is amended to read as follows:
§6-17-705. Professional development credit.

Legal Reference:
Act 1309 approved 4/9/2009

Policy Name: AEA STAFF DEVELOPMENT

Policy Code: GADAC

SESSIONS

Date Adopted: 8-8-2002

Date Revised: 2-11-2010

It shall be the policy of the Board of Directors that:

A school district shall not deny licensed personnel the opportunity to attend certified instructional staff development sessions conducted by bona fide professional organizations within the state. Licensed personnel may count up to two (2) days of six (6) hours each of attendances at instructional professional development sessions by bona fide professional organizations toward fulfillment of the ten(10) days of staff development required by the Standards for accreditation of Arkansas Public Schools and School Districts, provided that the sessions have been certified by the State Department of Education, and notification has been made in writing to the building Principal thirty (30) days before the AEA convention.

This policy does not authorize a school district employee to refrain from attending meetings and workshops designed to implement restructuring mandated by §6-15-1001 et seq.

Legal References:

Act 1151 of 1993.

Amended: Act 1309 4/9/2009

Policy Name: CERIFIED PERSONNEL GREIVANCE

Policy Code: GAE

Date Adopted: 9-8-04

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

Definitions

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

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

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

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

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

Working day: Any weekday other than a holiday whether or not the employee under the provisions of their contract is scheduled to work or whether they are currently under contract.

Process

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

If the grievance cannot be resolved by the immediate supervisor, the employee can advance the

grievance to Level Two. To do this, the employee must complete the top half of the Level Two Grievance Form within five working days of the discussion with the immediate supervisor, citing the manner in which the specific personnel policy was violated that has given rise to the grievance, and submit the Grievance Form to his/her immediate supervisor. The supervisor will have ten working days to respond to the grievance using the bottom half of the Level Two Grievance Form which he/she will submit to the building principal or, in the event that the employee's immediate supervisor is the building principal, the superintendent.

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

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

Appeal to the Board of Directors: An employee who remains unsatisfied by the written response of the superintendent may appeal the superintendent's decision to the Board of Education within five working days of his/her receipt of the Superintendent's written response by submitting a written for a board hearing to the superintendent¹. If the grievance is not appealed to the Board of Directors within five working days of his/her receipts of the superintendent's response, the matter will be considered resolved and the employee shall have no further right with respect to said grievance.

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

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

Records

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

Reprisals

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

Note: ¹ it is suggested that you date stamp the request for a board hearing upon receipt.

Legal Reference: ACA ' 6-17-208

Date Adopted: September 9, 2004

Last Revised: September 16, 2004

Policy Name: STAFF PROTECTION

Policy Code: GAEA

Date Adopted: 8-8-2002

A. WORKER'S COMPENSATION

Certified personnel are covered for work related injuries or illnesses by the Arkansas Worker's Compensation Law. If an employee has a claim, it is necessary to file the required form and reports in the Superintendent's office as soon as possible after the injury/illness. The law allows in aggregate up to \$10,000.00 for all authorized medical, hospital and other services, such as work time, as a result of the injury/illness.

B. DEFENSE AND INSURANCE

Liability insurance is provided by the State Board of Education to each public school employee being classified as follows: All persons requiring certification by the Department of Education, school nurses, student teachers, teacher aides, substitute teachers, authorized volunteers, and school boards. Act 612 of 1987 established a limit of \$250,000.00 per incident for this coverage. Coverage is PRIMARY to any group policy furnished by any teacher organization. The coverage is EXCESS to any coverage purchased by a local school district.

The state policy DOES NOT provide automobile coverage. The District has liability coverage for all school-owned vehicles used for school activities.

The defense of any criminal charges arising from CORPORAL PUNISHMENT applies to certified personnel ONLY.

The defense of any other criminal charge (school boards excluded) will be covered up to \$5,000 attorney's fees for incidents arising out of the injured's activities within the scope of his/her employment, provided the insured is exonerated by a court of law or law charges are subsequently withdrawn or dismissed.

Employees should report immediately any incident which could cause a claim to their immediate supervisor or principal, who will in turn report to the Superintendent. The Superintendent will make appropriate reports to the State Department of Education.

C. INSULT OR ABUSE OF TEACHERS

Any person who shall abuse or insult public school teachers who is performing school responsibilities shall be guilty of a misdemeanor and, when convicted, is liable for a fine of \$50-\$1000.

Staff members confronted with such abuse of insult shall report the incident to the principal of the school; and after consultation with the Superintendent, principal should take appropriate and necessary action in regard to the matter.

Voluntary participation in school accident, group hospital, dental, and life insurance plans is available at special rates.

Legal References:

Act 175 of 1979; Act 741 of 1987; Act 612 of 1987; Ark. Stat. Ann. &6-17-106.

**Policy Name: IMMUNITY FROM CIVIL
LIABILITY**

Policy Code: GAEA

Date Adopted: 8-8-2002

- A. Teachers and other school personnel in this state shall be immune from much civil liability for communicating information in good faith concerning drug abuse by any pupil to that pupil's parents, to law enforcement officers, or to health 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. "Suicidal" refers to a person who poses a substantial risk of physical harm to himself/herself as manifested by evidence of, threats of , or attempts at suicide or self-inflicted bodily harm, or by evidence of other behavior or thoughts that create a grave and imminent risk to his/her physical condition.

Legal References:

Act 587 of 1991.

**Policy Name: CERTIFIED PERSONNEL
SEXUAL HARASSMENT**

Policy Code: GAEAB
(Also GCRAA)
Date Adopted: 6-9-2011

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

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

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

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

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

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

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

Actionable sexual harassment is generally established when an individual is exposed to a pattern of objectionable behaviors or when a single, serious act is committed. What is, or is not, sexual harassment will depend upon all of the surrounding circumstances.

Depending upon such circumstances, examples of sexual harassment include, but are not 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 or the belief or perception that an individual is not conforming to expected gender roles or conduct or is homosexual, regardless of whether or not the individual self-identifies as homosexual; 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)

Date Adopted: 6-9-2011

Last Revised:

**Policy Name: TEACHER-PUPIL
RELATIONSHIP**

Policy Code: GAF

Date Adopted: 8-8-2002

1. The welfare of the pupil should be the first concern of the teacher.
2. Withhold confidential information about a pupil or his/her home unless its release serves professional purposes, benefits the pupil, or is required by law.
3. Swearing or cursing on the part of a teacher before pupils is intolerable.
4. Teachers should be impartial and just in all dealings with pupils.
5. Employ friendliness, patience, sympathy, courtesy, firmness, and sincerity in dealing with pupils, problems and attitudes.
6. Avoid religious and political indoctrination of pupils.
7. Make discreet use of available information about the pupil.
8. Refrain from commenting unprofessionally about a pupil or his/her home.
9. Encourage the pupil to study varying points of view and respect his/her right to form his/her own judgment.
10. Allow time for pupil and parent consultation in an appropriate place and manner.
11. Keep accurate and adequate account of grades and examination papers for the purpose of answering reasonable questions by the pupil or his/her parents about tests and marks received.
12. Pupils should not be given a failing mark in scholarship because of behavior problems.
13. Teachers are directed to give five (5) or more grades in each subject area taught during each 9 week period.

Policy Name: Certified Personnel
Responsibilities Governing Bullying

Policy Code: GAFA
Date Adopted: 6-9-2011

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

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

District staff is 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 it occurs on school grounds; off school grounds at a school sponsored or 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 continuing would constitute bullying, to their teacher or the building principal. The report may be made anonymously.

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

Definitions:

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

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

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

- Substantial disruption of the orderly operation of the school or educational environment;

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

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

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

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

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

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

1. Sarcastic comments “compliments” about another student’s personal appearance or actual perceived attributes,
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 actual or perceived attributes,
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.
11. Sexual harassment, as governed by policy GAEAB, is also a form of bullying.
12. Teasing or name-calling based on the belief or perception that an individual is not conforming to expected gender roles (Example: "Slut") or conduct or is homosexual, regardless of whether the student self-identifies as homosexual (Examples: "You are so gay." "Fag" "Queer").

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 References: A.C.A. ' 6-18-514

Date Adopted: June 9, 2011

Last Revised: May 2011

Policy Name: Parent Teacher Conferences B
Elementary School

Policy Code: GAFAA
Date Adopted: 9-9-04

All elementary teachers are required to communicate with the parents or guardians of each student at least once a semester through a parent-teacher conference, telephone conference, or a home visit. Teachers shall communicate more often with parents/guardians of students performing below grade level.

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. Conferences shall be scheduled at a time and place to best accommodate those participating in the conference.

Legal Reference: State Board of Education Standards of Accreditation 12.04.2, 12.04.3

Date Adopted: September 9, 2004

Last Revised: September 16, 2004

Policy Name: Parent Teacher Conferences B
Secondary Schools

Policy Code: GAFAB
Date Adopted: 9-9-04

Teachers shall attempt to communicate personally with the parents or guardians of each student at least twice during the school year to discuss the student's academic progress. Teachers shall communicate more often with parents/guardians of students performing below the level expected for their grade.

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. Conferences shall be scheduled at a time and place to best accommodate those participating in the conference.

Legal Reference: State Board of Education Standards of Accreditation 12.04.1
A.C.A ' 6-15-1601(b) (3) (C)

Date Adopted: September 9, 2004
Last Revised: September 16, 2004

Policy Name: CONFLICT OF INTEREST

Policy Code: GAG
(Cf. GBO)
Date Adopted: 8-8-2002

The Board of Education prohibits personnel from engaging in additional employment or any personal pursuits that would affect their efficiency or usefulness as employees in the District, that would make time and/or energy demands upon such individuals which would interface with their effectiveness in performing their contractual obligations to the Board, that would compromise or embarrass the School District, that would adversely affect their School District status or professional standing, or that would in any way conflict with or violate professional ethics.

Employees shall not engage in any other employment or in any private business during the hours required to fulfill assigned educational duties.

The Superintendent or Board may require from any full-time employee a written description of other employment, hours, and number of days involved.

- A. Certified personnel may be approved by the Superintendent of Schools to operate a bus within the school district on a substitute basis. Full-time bus driver-teacher must be approved by the Board. Other employment during school hours is prohibited.
- B. All certified personnel of the Board of Education are expected to devote full time to their assigned duties. No outside employment or activities during the work day of the employee shall be allowed by the Board of Education.
- C. The time referred to during the work day refers to the time covered by the contract of the employee.

Legal References:

Ark. Stat. Ann. §§80-213, 80-509, Ark. Stat. Ann 80-213, 80-509.

**Policy Name: STAFF PARTICIPATION IN
COMMUNITY ACTIVITIES**

Policy Code: GAH

Date Adopted: 8-8-2002

The Board urges the staff to participate constructively in community activities that have as their objectives the improvement of the general welfare of the community, state, and nation.

In their relationships with community groups, a conscientious effort should be made by staff members to make school life a part of community life, and to bring the community close to the schools. Teachers should endeavor to know the community and its influences on and opportunities for students.

Staff members are reminded that they may be viewed by the community as representatives of the school system. However, staff members will not claim to be official District representatives unless they have been so designated by the Board or Superintendent.

Legal References:

Art. Stat. Ann. &&80-213, 80-509.

Policy Name: Certified Personnel Public Office

Policy Code: GAHA

Date Adopted: 8-8-2002

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

Date Adopted: September 9, 2004

Last Revised: September 15, 2004

**Policy name: PROHIBITED PUBLIC
ACTIVITIES**

Policy Code: GAHAA

Date Adopted: 8-8-2002

The following activities are specifically prohibited:

1. Posting of political circulars or petitions on bulletin boards.
2. The distribution to employees, whether by placing in their school mail boxes or otherwise, of political circulars or petitions, United States mail being accepting.
3. The collection of and/or solicitation for campaign funds.
4. Solicitation for campaign workers.
5. The use of pupils for writing or addressing political materials, or the distribution of such material to pupils.

Legal Reference:

None.

Policy Name: PUBLIC APPEARANCE

Policy Code: GAMB

Date Adopted: 8-8-2002

The Board of Education recognizes that an informed public can become an involved public in education. Certified personnel may be granted leave time to present educational issues to civic or community organization.

Certified personnel who request this leave time will not receive a deduction in pay if prior arrangements have been made with and have been approved by the building principal.

Legal References:

None.

**Policy Name: SOLICITATIONS BY STAFF
MEMBERS AND OF STAFF MEMBERS**

Policy Code: GAIA

Date Adopted: 8-8-2002

The Board of Education prohibits any employee of the School District from directly or indirectly reaping personal profit or reward from the sale or purchase of goods or services to students in the School District or to parents of such students, except as provided by law.

- A. No employee of the public schools shall act as a salesperson for any type of school supplies or books which are used in a school or by pupils of any school.
- B. Employees who represent any particular company must refrain from recommending the product they sell during the school work day.
- C. The time referred to during the work day refers to the time covered by the contract of the employee.
- D. Employees of the public schools are not permitted to use their positions in soliciting students or parents in projects which involve the collection of money for goods, services, summer camp attendance, etc., without administrative authorization.
- E. Commercial solicitation of school employees or students during school hours is prohibited

Legal References:

Ark. Stat. Ann. §§80-509, 80-1909

**Policy Name: SOLICITATIONS OF STAFF
MEMBERS AND STUDENTS**

Policy Code: GAIB

Date Adopted: 8-8-2002

Commercial solicitation of school employees or pupils during school hours by agents, solicitors, or salesmen is prohibited; however, individual teachers may confer with them on business at times when they are not engaged in school duties, provided they have the approval of their principals.

All salesmen will have to contact employees after school hours for the purpose of negotiating insurance or other business.

Legal References:
None.

Policy Name: VENDOR RELATIONS

Policy Code: GAJ
(Cf: DJEI; Also GCAA)

Date Adopted: 8-8-2002

The Board of Education prohibits any board member or employee from accepting gifts from any person, agency, or company doing, or desiring to do, business with the School District. All business related gratuities are prohibited except nominal-value advertising items which are widely distributed.

The Board of Education, in accordance with state law, prohibits the Superintendent or member of the board, or any employee or agent of the board to be interested directly or indirectly in any contract or purchase for an amount in excess of five hundred dollars (\$500.00). This includes any person, firm, or corporation with which or with whom any member of the board shall, directly or indirectly, be associated, become interested in, or receive any pecuniary enumeration there from: Provided, such prohibition shall not apply to contracts for materials bought on open competitive bid and let to the lowest bidder.

Legal References:

Ark. Stat. Ann. &80-136, 80-1909; Act 368 of 1983; Act 80 of 1987.

Policy Name: PERSONNEL RECORDS

Policy Code: GAK

Date Adopted: 8-8-2002

The Dermott School District shall maintain one official personnel file at the District Central Office for each teacher. Teacher evaluation files will be kept at the teacher's school for the current year to be transferred to the Superintendent's Office at the end of each year.

It shall be the responsibility of each employee to insure that the central office and local school personnel files are complete and current in compliance with established board policies.

A. All certified personnel must file with the administrative offices, before the first pay period, the following credentials as required by the State law and by the policies of the school district. (Maintenance of up-to-date credentials and records shall be the responsibility of the employee).

1. Income tax withholding form (exemption authorization)
2. Certificate of tuberculin skin test, chest x-ray, or health department screening.
3. Social Security Number.
4. Up-to-date mailing address and telephone number.
5. Arkansas teaching certificate.
6. Teacher Retirement number (birth certificate and Xerox copy of Social Security Card must be files with initial application).
7. Up-to-date transcript of college training (complete and official).
8. Any other documents required by law or State Department regulation.

Failure to meet these requirements will result in withholding of paychecks, and, if not corrected, would be considered an inability to meet legal and certification requirements.

B. It shall be the responsibility of the certified personnel to establish proof of teaching experience outside this school district.

C. It shall be the responsibility of the certified personnel to establish proof of accrued sick leave outside this school district.

D. Contents of the official personnel files:

1. Materials pertaining to employment: Teacher's certification, application, transcripts, Arkansas Teacher Retirement information, evaluations; (three-year compilation), continuing education, and other materials of like nature.
2. Materials of a positive nature may be placed in the file at the initiation of the teacher, administrator, or supervisor. The materials will be kept for a three year period.
3. Materials of a negative nature will not be placed in the personnel file unless

the teacher has received a copy and has had an opportunity to review the material. The teacher shall have the right to submit a written answer to the file copy. The material may then be placed in the personnel file and stamped and dated. If such material has not been used as a basis for action against the teacher within three (3) school years of having been placed in the file, the material will be removed from the file and destroyed either at the teacher's request or upon a decision made by the Superintendent.

E. Access to a teacher's personnel file during normal circumstances shall be limited to the Superintendent, Assistant Superintendent, or building level principal and/or supervisor. In case of a transfer, within the district, access will be allowed to other appropriate administrators or supervisors.

F. A teacher or his/her designee, shall have access to the official personnel file during regular working hours, and such authorization of a designee shall be in writing.

1. A teacher may duplicate any material contained in the file without charge.
2. A log shall be maintained showing the names of persons who examine the contents of the file, and the dates on which the file was examined.
3. The teacher may submit for inclusion in the file written information in response to any of the matter contained.

G. Individual personnel files shall be confidential and not open to public inspection unless required to open pursuant to the terms of the Arkansas Freedom of Information Act or Federal Privacy Act. If a teacher's personnel file or any of its contents is subpoenaed in accordance with a legal proceeding, examined as part of a law enforcement inquiry or governmental agency investigation, the teacher shall be notified in writing.

H. Materials will not be placed in the official personnel or evaluation files unless the teacher has received a copy and has had an opportunity to review the material. (See D-3 above).

Legal References:

Ark. Stat. Ann 12-2803, 80-225, 80-509; Act 936 of 1983. Act 936 of 1983; Act 468 of 1985; Act 49 of 1987. Arkansas Freedom of Information Act, Federal Privacy Act

**Policy Name: RETALIATION AGAINST
PUBLIC EMPLOYEES FOR REQUESTING RECORDS
UNDER THE FREEDOM OF INFORMATION
ACT OF 1967.**

Policy Code: GAKA

Approved: 2-11-2010

BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF ARKANSAS:

SECTION 1. Arkansas Code § 21-1-503 is amended to read as follows:

21-1-503. Employer not to penalize employee's political activity.

(a) A public employee shall not be prohibited from communicating with an elected public official concerning a matter related to the public employee's job, except for a matter exempted under § 25-19-105.

(b) A public employee shall not be prohibited from exercising a right or privilege under the Freedom of Information Act of 1967, § 25-19-101 et seq.

(c) (1) It shall be unlawful for any public employer to discipline, to threaten to discipline, to reprimand either orally or in writing, to place any notation in a public employee's personnel file disciplining or reprimanding the public employee, or to otherwise discriminate against a public employee because the public employee exercised the right to communicate with an elected public official as granted under this subchapter.

(2) A public employer shall not be prohibited from disciplining a public employee who has intentionally made an untrue allegation to an elected public official concerning a matter related to the public employee's job.

d) Any person willfully violating a provision of this subchapter shall be guilty of a Class A misdemeanor.

APPROVED: 4/3/2009

As Engrossed: H3/9/09 HB1052

Legal Reference: Act 771 of 2009

Policy Name: SALARY DEDUCTIONS

Policy Code: GAL
(Cf: DJCB)
Date Adopted: 8-8-2002

Salary deductions which are considered statutory shall be deducted in accordance with applicable laws and regulations.

The Board of Education may authorize voluntary deductions. Certified personnel shall sign a form authorizing all voluntary continuous payroll deductions and verifying knowledge of all Board regulations governing these deductions.

G. COMPULSORY DEDUCTIONS - adjusted as required by law.

1. State Income Tax - deducted monthly.
2. Federal Income Tax - deducted monthly.
3. Teacher Retirement - deducted monthly.
4. Social Security - deducted monthly.

H. PAYROLL DEDUCTIONS

1. Professional dues: It is the policy of the school district to provide payroll deduction of membership dues for professional organizations as provided by Act 108 of 1969 in the following manner:
Any person holding a certificate issued by the State of Arkansas and employed in this school district in a teaching, instructional, supervisory, administrative, or educational and scientific capacity may file a written request for payroll deduction of dues in a professional organization. Such request or authorization, once file, shall continue from year to year unless the certified personnel files a written request to cancel the withholding authorization. A withholding authorization may be cancelled only by filing a written request for cancellation with the payroll clerk, and with the head of the local professional organization and request meets the other conditions of this policy. Authorized deductions shall be made in ten equal installments beginning in September or each year for those with authorizations on file by October 1. The Dermott Education Association dues will be deducted through an escrow account in ten (10) equal installments. Employees hired after October 1 who choose to join a professional organization may have the dues deducted in the same amount for the balance of the year as other employees. The school district shall transmit dues upon deduction to the proper professional organization. The head of the local professional organization agrees to provide the professional organization to whose dues are to be transmitted, the amount of the dues to be deducted, and a list of those individuals who have authorized continuing payroll deductions.

2. State Health and Life Insurance: The state provides for a basic health, life and accidental death insurance policy for all state certified personnel who desire such coverage. The cost of the individual plan varies, based on the state's contribution. Family coverage is also available at an additional premium. Certified personnel who are currently enrolled in the state health insurance program and need to make a change in their coverage must do so on April 1 and October 1st of each year. Personnel who are not members and desire to join the program may do so at this time (April-October 1st). Personnel who are employed during the school year may join the program by making application. All personnel who are first time employees to this district will be given an opportunity to join the program during preschool workshop. Personnel who transfer to the district and are members of the program must notify the central office to insure continuous coverage.
3. Tax annuity: Tax annuity deductions are available for certified personnel. Tax annuity services are available from specified companies via payroll deductions.

C. SECTION 125 AND 457

The school district has implemented a Section 125 and 457 programs for all eligible employees. This program enables the employee to exempt from taxable income the following kinds of expenses:

1. BC/BS Medical Premiums.
2. Group Life Premiums.
3. Cancer Insurance Premiums.
4. Day Care Expenses.
5. Medical Expenses (Un-reimbursed by insurance).

Participation in the section 125 and 457 programs is optional. Participation will not affect future teacher retirement benefits, but may reduce total Social Security Benefits at retirement.

D. THE PERSONNEL POLICY COMMITTEE

The Personnel Policy Committee, bookkeeper, and Superintendent will review the section 125 program each year by the end of the school year or before August 1, and make a recommendation to the board on who will be the carrier for the coming year

Legal References:

Ark. Stat. Ann 80-1234, 80-1333, 80-1443, Act 108 of 1969.
Revised: May 1988

Policy Name: LIABILITY FOR TEACHER'S DEBTS

Policy Code: GALA

Date Adopted: 8-8-2002

LIABILITY FOR TEACHER'S DEBTS

While it is the desire of the board that all employees should pay their financial obligations, the board shall not become a collection agency by accepting orders from employees to deduct certain amounts from their monthly salary until debts are liquidated, except by court order. All legal expenses incurred by the school district for processing garnishments, bankruptcies, etc., for an employee may be deducted from that employee's salary.

Legal References:

The Teachers Fair Employment Act of 1983; Act 936 of 1983; Act 625 of 1989.

**Policy Name: STAFF RIGHTS AND
RESPONSIBILITIES-PERSONNEL**

Policy Code: GAM

Date Adopted: 8-8-2002

The Board of Education recognizes that each employee has the same civil and constitutional rights as any other citizen, as long as it does not interfere with the education process. No other rights and responsibilities shall be accorded staff members unless specifically incorporated in the contracts of employment into between the Board of Education and the employee.

Instructional personnel shall be expected at all times to conduct themselves in a manner befitting the teaching profession. They will be expected to exhibit social, personal, and professional qualities both at school and in the community.

Legal References:

U. S. Const. amend. I; U. S. Const. amend. XVI, &1; Curtis Publishing Company v. Butts Associated Press v. Walker, 875 S. Ct. 1975 (1967); Time, Inc. v. Hill, 875 S. Ct. 534, (1967); Pickering v. Board of Education, 391 U. S. 563, (1968); Givhan v. Western Line Consolidated School, 99 S. Ct. 693 (1979); Keyishan v. Board of Regents, 385 U. S. 589 (1967); Board of Regents of State Colleges v. Roth, 498 U. S. 564 (1972); Perry v. Sniderman, 408 U. S. 593 (1972); Ark. Stat. Ann. &&80-213, 80-509, 80-1304.

**Policy Name: GRIEVANCE PROCEDURES
FOR FILING, PROCESSING AND RESOLVING
ALLEGED TITLE VI (RACE) AND RELIGION;
TITLE I (SEX); 504 (HANDICAP)
DISCRIMINATION COMPLAINTS
(STUDENTS AND EMPLOYEES)**

**Policy Code: GAMA
(Also GCRAB)**

Date Adopted: 8-8-2002

III. DEFINITIONS

- A. Discrimination Complaint: A written complaint alleging any policy, procedure or practice which discriminates on the basis of race, color, national origin, sex, religion, qualified handicap or age.
- B. Student Grievant: A student of the Dermott Schools who submits a complaint alleging discrimination based on race, color, national origin, religion, sex, age or qualified handicap.
- C. Employee Grievant: An employee of the Dermott Schools who submits a complaint alleging discrimination based on race, color, national origin, religion, sex, age, qualified handicap or veteran.
- D. Equity Coordinator: The person(s) designated to coordinate efforts to comply with and carry out responsibilities under the Civil Rights Laws and other State and Federal laws addressing equal educational opportunity. The Coordinator is responsible for processing complaints and serves as moderator and recorder during hearings.
- E. Respondent: The person alleged to be responsible for the violation alleged in a complaint. The term may be used to designate person with responsibility for a particular action or those persons with supervisor responsibility for procedures and policies in those area covered in the complaint.
- F. Day: Day means a working day. The calculation of days in complaint processing shall exclude Saturdays, Sundays and holidays.

II. PRE-FILING PROCEDURES

- A. Prior to the filing of a written complaint, the student or employee is encouraged to visit with the Equity coordinator and reasonable effort should be made to resolve the problem or complaint.

III. FILING AND PROCESSING DISCRIMINATION COMPLAINTS

- A. GRIEVANT Submits written complaint to Equity Coordinator stating name,

nature and date of alleged violation; names of persons responsible (Where Known); and requested action. Complaint must be submitted within 30 days of alleged violation with signature and date of filing.

- B. EQUITY COORDINATOR Notifies respondent within 10 days and ask respondent to:
 - I. Confirm or deny facts.
 - II. Indicate acceptance or rejection of student or employee's requested action.
 - III. Outline alternatives.
- C. RESPONDENT Submits answer within 10 days to equity coordinator.
- D. EQUITY Within 10 days after receiving respondent's answer, Equity Coordinator refers the written complaint and respondent's answer to the (principal or other designee.) The Equity Coordinator also schedules a hearing with the grievant, the respondent, and the (principal or other designee.)
- E. PRINCIPAL GRIEVANT RESPONDENT, AND EQUITY COORDINATOR Hearing is conducted.
- F. PRINCIPAL Issues within 10 days after the hearing a written decision to the student or employee, respondent, and Equity Coordinator.
- G. GRIEVANT OR If the grievant or respondent is satisfied with the decision; they must notify the Equity Coordinator within 10 days and request a hearing with the Superintendent.
- H. EQUITY COORDINATOR Schedules within 10 days of request a hearing with the grievant, respondent, and Superintendent.
- I. SUPERINTENDENT GRIEVANT RESPONDENT AND EQUITY COORDINATOR Hearing is conducted.
- J. SUPERINTENDENT Issues a decision within 10 days following the hearing.
- K. GRIEVANT if the grievant or respondent is not satisfied with the decision, they must notify the Equity Coordinator within 10 days and

request a hearing with the governing board.

- L. EQUITY Notifies governing board within 10 days after receiving request. Equity Coordinator schedules hearing with the governing board. Hearing is to be conducted within 30 days from the date of notification to the governing board.
- M. GOVERNING BOARD OF HEARING PANEL ESTABLISHED BY THE BOARD, GRIEVANT AND EQUITY COORDINATOR Hearing is conducted.
- N. GOVERNING BOARD Issues a final written decision 10 days after the hearing regarding the validity of the grievance and action to be taken.

IV. GENERAL PROVISIONS

- A. Extension of Time: any time limits set by these procedures may be extended by mutual consent of parties involved. The total number of days from date that complaint is filed until complaint is resolved shall be no more than 180 days.
- B. Appeal: The grievant shall have the right to appeal the governing board's decision within 30 days after the receipt of the decision to the Equity Assistance Center, # 4 Capitol Mall, Room 402-A, Little Rock, Arkansas 72201, Phone Number 682-4213. The appeal should be in writing, signed and dated.
- C. Access to Regulations: The Dermott Schools shall provide copies of all regulations prohibiting discrimination on the basis of race, color, national origin, religion, sex, age, qualified handicap, or veteran upon request.
- D. Confidentiality of Records: Complaint records will remain confidential unless permission is given by both parties involved to release such information. No complaint record shall be entered in the personnel file. Complaint records shall be maintained on file for three years after complaint resolution.

Legal References:

Civil Rights Act of 1964; Educational Amendments of 1972; Rehabilitation Act of 1973

**Policy Name: Certified Personnel Employee
Internet Use Agreement**

**Policy Code: GMAAA
Date Revised: 9-11-2008**

The Dermott 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, and that under Arkansas law both email and computer use records maintained by the district are subject to disclosure under the Freedom of Information Act.

Passwords or security procedures are to be used as assigned, and confidentiality of student records are to be maintained at all times. Employees must not disable or bypass security procedures, compromise, attempt to compromise, or defeat the district's technology network security, alter data without authorization, 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 software 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 in any way, including excessive personal use, using computers for personal use during instructional time, using computers to violate any other policy, knowingly or negligently allowing unauthorized access, or using the computers to access or create 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. § 6-21-11

CERTIFIED PERSONNEL EMPLOYEE INTERNET USE AGREEMENT

Name (Please Print)_____

School_____Date_____

The Dermott School District agrees to allow the employee identified above (“Employee”) to use the district’s technology to access the Internet under the following terms and conditions:

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 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;
 - 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 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; or
- w. Installing software on district computers without prior approval of technology director or his/her designee.

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 signing below 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.

7. Signature: The Employee, who has signed below, has read this agreement and agrees to be bound by its terms and conditions.

Employee's Signature: _____ Date _____

Date Adopted:

Last Revised:

Policy Name: SALARIES COMPENSATION
GUIDES AND CONTRACTS

Policy Code: GBA
(Cf. EGA)
Date Adopted: 8-8-2002
Updated: 2-11-2010

A. Salaries

1. All employees' salaries will correspond to an adopted salary schedule according to preparation, experience, and position. A salary schedule is an index scale whereby both experience and professional training are recognized. The certified employees of the Dermott School District are classified for salary purposes as follows:

Salary Schedule: See Addendum #1 at end of policies.

- a. The number of sick days that each employee has left will be placed on the June check stub.
 - b. Additional hours for pay purposes will be job related or toward a Masters Degree. The administration will be the sole judge as to what qualifies.
 - c. Adjustment in contracts/salary due to the increase in training shall be made at the beginning of the teaching year following the completion of the semester hours required for the next pay scale, upon receipt of transcript, or verification from the college, reflecting the additional work in the personnel office.
1. Substitute pay in the Dermott School District will be \$55.00 per day. Long term substitute pay will be \$85.00 per day.
 2. Salary for the individual teacher is determined on the basis of training and experience. Evaluation of experience is a responsibility reserved by the Administration. For the purposes of the salary schedule, a teacher will have worked a "year" if he/she works at least 120 days.
 3. A teacher is eligible for placement on the master's degree salary schedule when he/she has a master's degree in an area that is considered relevant to the employee's position. For the purposes of this policy, a master's degree or higher is considered "relevant to the employee's position" if it is related to education, guidance counseling, or the teacher's content area and has been awarded for successful completion of a program at the master's level or higher.
 4. Teachers who have earned a master's degree in an area that is considered relevant to the employee's position as defined in this policy are responsible for reporting and supplying a transcript to the administration office. The appropriate salary increase will be reflected in the next paycheck provided it is at least two weeks from the time the notice and documentation is delivered. All salary changes will be on a "go forward" basis, and no back pay will be

awarded.

Note: No change to pay will be made until the addendum has been issued and signed by all parties; the board president, secretary and the employee.

5. Teachers who have earned sufficient college hours toward a degree relevant to the teacher's employment to warrant a salary change on the district's salary schedule are responsible for reporting and supplying a transcript to the administration office. The appropriate salary increase will be reflected in the next paycheck provided it is at least two weeks from the time the notice and documentation is delivered. All salary changes will be on a "go forward" basis, and no back pay will be awarded.
6. Salaries of off-schedule staff members shall be determined by the Superintendent and approved by the Board of Education.
7. Day-by-day substitute teaching within and outside the Dermott School District shall not count in evaluating experience for salary.
8. It shall be the responsibility of the teacher to establish proof of teaching experience outside of the Dermott School District.

B. Compulsory Deductions - adjusted as required by law for certified employees of the Dermott School District are as follows:

1. State Income Tax.....deducted monthly.
2. Federal Income Tax.....deducted monthly.
3. Teacher Retirement (Optional).....deducted monthly.
4. Social Security.....deducted monthly.

C. Payment of Salary

1. All certified staff members may elect to be paid in 12 equal payments of the contract salary on the designated dates as set by business office.
2. All employees are paid monthly on the 20th of each month.

D. Increments

1. The Dermott Special School District maintains a teacher salary schedule that may be changed from year to year at the discretion of the school board. A copy of this is on file in the office of the Superintendent and in the office of each principal.

2. Experience Increments - either the base salary schedule or the experience (allowable) increments can be increased by the Board from year to year to make salary adjustments as a result of changing revenue and Arkansas State School Laws.
3. Training Increments - adjustment in contracts/salary due to the increase in training shall be made at the beginning of the teaching period following the completion of the semester hours required for the next pay scale, upon receipt of transcripts reflecting the additional work in the personnel office.
4. Salary of administrators and special teachers: Salaries of principals, supervisors, athletic directors, coaches, band directors, guidance counselors, vocational, and other special teachers in the Dermott Special School District shall be subject to the salary schedule index. Additionally, the school board may allow salary supplements to certain classroom teachers who assume special extra duties.
5. Any remaining increase of funds will be distributed equally among all certified personnel according to Section 9, Act 401 of 1991 or unequally as agreed to by the board and a majority of the teachers in the District.

E. 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.

F. 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. Degrees which are not relevant to the employee's position shall not apply when determining his/her placement on the salary schedule.

Legal References:

A.C.A. §6-17-201, 202, 2402, 2403

A.C.A. §6-18-708

A.C.A. §6-20-2305(f)(4)

Art. Stat. Ann. &80-1208, 80-1209, 80-1304, 80-1235; 80-1306; Act 3, 1981;
Act 936, 1983.

Date Revised: May 2011

Dermott School District
2012-2012 Certified Salary Schedule
Adopted May 12, 2011

YEARS EXPERIENCE	BA	BA+12	BA+24	MA	MA+15
0	29745	30070	30395	34131	34456
1	30195	30520	30845	34631	34956
2	30645	30970	31295	35131	35456
3	31095	31420	31745	35631	35956
4	31545	31870	32195	36131	36456
5	31995	32320	32645	36631	36956
6	32445	32770	33095	37131	37456
7	32895	33220	33545	37631	37956
8	33345	33670	33995	38131	38456
9	33795	34120	34445	38631	38956
10	34245	34570	34895	39131	39456
11	34695	35020	35345	39631	39956
12	35145	35470	35795	40131	40456
13	35595	35920	36245	40631	40956
14	36045	36370	36695	41131	41456
15	36495	36820	37145	41631	41956
16	36945	37270	37595	42131	42456
17	37395	37720	38045	42631	42956
18	37845	38170	38495	43131	43456

SPEECH THERAPIST Revised June 9, 2011

	SALARY
0	52874
1	53374
2	53874
3	54374
4	54874
5	55374
6	55874
7	56374
8	56874
9	57374
10	57874
11	58374
12	58874
13	59374
14	59874
15	60374
16	60874
17	61374
18	61874

SP. ED. TEACHER/SP.ED LEA Revised June 9, 2011

	SALARY
0	46500
1	47000
2	47500
3	48000
4	48500
5	49000
6	49500
7	50000
8	50500
9	51000
10	51500
11	52000
12	52500
13	53000
14	53500
15	54000
16	54500
17	55000
18	55500

INDEXES

EXTENDED CONTRACTS

(Base + experience + education + multiplier)

SUPERINTENDENT	2.0
ADULT EDUCATION SUPERVISOR	1.55
HIGH SCHOOL PRINCIPAL	1.65
ELEMENTARY SCHOOL PRINCIPAL	1.46666
FEDERAL PROGRAMS	1.42083
CURRICULUM COORDINATOR	1.2329

240 = 1.3 Multiplier – 12 month contract

220 = 1.2 Multiplier – 11 month contract

200 = 1.1 Multiplier – 10 month contract

190 = 1.0 Multiplier – 9 month contract

Approved 06-09-11

SALARY SCHEDULE FOR SUPPLEMENTAL INSTRUCTION PROGRAM (SIP)

Certified teacher \$20.00 per hour

SALARY FOR PART TIME ADULT EDUCATION STAFF

Certified teacher \$25.00 per hour

Paraprofessional with Bachelors Degree \$16.00 per hour

Paraprofessional with Associates Degree \$12.00 per hour

Paraprofessional with High School Diploma or GED \$10.00 per hour

The above salary schedule was taken from the ADE ADM manual Revised Date 11/15/08

DERMOTT SCHOOL DISTRICT STIPENDS

Athletic Director	\$1200.	12 MO	
Head Senior Boys Basketball	\$2000.	12 MO	
Head Senior Girls Basketball	\$2000.	10 MO	
Head Jr. Boys Basketball	\$1000.	10 MO	
Head Jr. Girls Basketball	\$1000.	10 MO	
Band Director (For extra out of school activities)	\$1000.	11 MO	
Head Track Coach (This is for the coordination of 7-12 track)	\$1500.	10 MO Pd. In Spring	
Cheerleading Sponsor	\$ 750.	NA	Pd. in Spring
Choir Director (Extra out of school day activities)	\$1000.	NA	Pd. in Spring
Asst. Spring Sports	\$ 700.	NA	Pd. in Spring
7th Grade Basketball	\$ 750.	NA	Pd. in Spring
Annual Staff	\$1000.	NA	Pd. in Spring
Literacy Coach (Approved May 12, 2009)	\$3000.		Pd. In Spring
Parent Facilitators	\$ 600.		
Asst. Accounts Payable	\$3500.		
Fixed Assets	\$1500.		
Accounts Payable	\$6000.		
Quiz Bowl	\$2000.		

Approved: 05-13-03

Revised: 04-10-12

Policy Name: PROFESSIONAL STAFF

Policy Code: GBB

Date Adopted: 8-8-2002

All certified staff positions are created only with the approval of the Board. It is the board's intent to activate a sufficient of positions to accomplish the School District's goals and objectives.

Before any new positions established, the Superintendent will present for the Board's approval, a job description for the position which specifies the job holder's qualifications, the job performance responsibilities, and the method by which the performance of these responsibilities will be evaluated.

The Board also instructs the Superintendent to maintain a comprehensive and up-to-date set of job descriptions of all positions in the school system.

Legal References:

None.

JOB DESCRIPTION - SUPERINTENDENT

TITLE: SUPERINTENDENT

QUALIFICATIONS:

1. Certification - The Superintendent must hold a valid Arkansas Administrators Certificate.
2. The Superintendent must possess and demonstrate the professional competencies that are established and contained herein that are considered essential to the successful performance of the job.

REPORTS TO: The Dermott Board of Education

JOB GOAL: To effectively coordinate the over all operations of the Dermott School District as outlined by Board Policies.

DUTIES AND RESPONSIBILITIES:

1. The superintendent shall devote sufficient time to the respective position including the faithful performance of such duties as may be delegated to him.
2. The superintendent shall coordinate the school curriculum which most appropriately meets the needs of the student population.
3. The superintendent shall coordinate the employment process and shall recommend all personnel for employment with the Dermott School District.
4. The superintendent shall recommend when necessary the discharge of employees.
5. The superintendent shall provide necessary information to the Board concerning the overall operation of the schools.
6. The superintendent shall prepare and present to the Board for approval, a comprehensive budge of all proposed income and expenditures for each fiscal year and shall be responsible for seeing that any such proposed budget meets all legal requirements of the laws of Arkansas.
7. The superintendent shall keep adequate records, both financial and those relating to school personnel.
8. The superintendent shall act as ex-officio financial secretary of the Board, keep a true record

of all Board proceedings, and sign all warrants issued by the District.

9. The superintendent shall coordinate the care and maintenance of the school facilities.
10. The superintendent shall coordinate the school transportation program.
11. The superintendent shall act as the purchasing agent for the District.
12. The superintendent shall provide the leadership necessary to lead the school community in developing school vision and focus.

JOB DESCRIPTION - ASSISTANT SUPERINTENDENT

TITLE: Assistant Superintendent

QUALIFICATIONS:

1. Certification - Must meet minimum requirements as established by the State Board of Education for their specific job duties.
2. Administrators must possess and demonstrate the professional and instructional leadership competencies that are established and contained herein that are considered essential to the successful performance of their job assignment.

REPORTS TO:

1. Superintendent.

PERFORMANCE RESPONSIBILITIES:

Special Education:

1. Legal Issues. Provide all Administrators with information concerning changing legal issues affecting Special Education students and delivery of Educational services.
2. Due Process. Assure compliance with due process procedures according to Federal and State guidelines.
3. Ancillary Services. Secure and monitor Speech therapy, Physical therapy, and Occupational Therapy as required by psychological and other evaluations.
4. Special Education Budget. Prepare in cooperation with LEA Supervisor. Monitor and assure compliance with budget.
5. Special Education Teachers. Monitor special education teachers and make recommendations to Principals as needed.
6. Homebound and Other Special Placements. Work in conjunction with Principals to establish Homebound Services when needed and monitor accordingly.
7. Severe and Profound Placements Outside the district.
 - A. Assure placement of Severe and Profound in the Least Restrictive Environment.
 - B. Attend Conferences when district interest or commitments are in question.

- C. Secure necessary equipment.
 - D. Monitor Ancillary services as appropriate.
8. Advocacy conferences. Represent the district in special conferences with Advocacy members. Report to the Superintendent on results of conferences.
 9. 6-B budget. Prepare in cooperation with the LEA Supervisor. Assure compliance with the budget.
 10. Annual School Budget. Special Education section of the Annual School Budget. Provide recommendations for the budget to the Superintendent and Bookkeeper.
 11. Suspension of special Education Students. Monitor suspensions - out of school and in-school suspensions as reported by principals for change in placement and manifestation of disability.

DISTRICT TESTING COORDINATOR

1. Regulations. Assure compliance with state guidelines required for testing.
2. Scheduling. Schedule test dates with other administrators and counselors.
3. Test materials. Secure testing materials. Arrange for test scoring.
4. Test results. Distribute test results to appropriate staff.
5. Correlation. Correlate test data with district goals and objective.

ESL COORDINATOR

1. Identification. Monitor in coordination with counselors, registration of students that come from homes where English is not the primary language spoken in the home.
2. Evaluation. Secure testing materials and monitor evaluation of ESL students.
3. Educational Materials. Secure educational materials as appropriate. Provide support materials for classroom teacher.
4. Tutoring. Secure and monitor personnel as appropriate for students that are classified as non English speaking students.
5. Evaluation. Evaluation of successful completion of goals and objectives of the program.

OTHER DUTIES AS ASSIGNED BY THE SUPERINTENDENT

1. Public relations. Work in conjunction with Principals to publicize positive events and positive aspects of the school.
2. Supervision of Staff. Supervise teachers and staff members as assigned by the Superintendent.
3. Medicaid Reimbursement:
 - A. Cross reference student Social Security numbers with Medicaid Provider numbers.
 - B. Secure personnel to assist with Medicaid billing.
 - C. Determine services allowable for Medicaid billing.
 - D. Supervise actual billing of services and monitor reimbursements.
4. Curriculum Development. Meet with grade level teachers and subject area teachers to determine areas of strength and weakness and use this information to standards.
5. COE. Monitor compliance with COE goals and objectives.
6. Educational trips. Work in conjunction with principals to arrange field trips.
7. Conferences. Attend meetings and conferences as a school representative as assigned by the Superintendent.

JOB DESCRIPTION - PRINCIPAL

TITLE: PRINCIPAL

QUALIFICATIONS:

1. Certification - The Principal must hold the appropriate State Certification for the administrative job assignment.
2. The Principal must possess and demonstrate the professional competencies that are established and contained herein that are considered essential to the successful performance of the job.

REPORTS TO: Superintendent

JOB GOAL: To effectively manage all aspects of their particular school.

DUTIES AND RESPONSIBILITIES:

1. The principals shall devote sufficient time to the respective positions including the faithful performance to such duties as may be delegated to them.
2. The principals shall provide the leadership necessary to coordinate all aspects of the curriculum in their respective schools.
3. The principals shall provide the leadership necessary to coordinate all aspects of instructional programs in their respective schools.
4. The principals shall assist the superintendent in the selection process for all job openings within their respective schools.
5. The principals shall effectively coordinate the evaluation of all employees within their school and shall adhere to all legal requirements of the evaluation process.
6. The principals shall provide the superintendent with essential information related to the operation of the school.
7. The principals shall coordinate a process designed to involve the parents and community in a positive manner which will improve the overall effectiveness of their respective schools.
8. The principals shall prepare, present for approval to the superintendent, and supervise a comprehensive budget for their respective schools.

9. The principals shall maintain all essential and required personal and student records for the effective operation of their respective schools.
10. The principals shall supervise the care and maintenance of their school facilities.
11. The principals shall coordinate student discipline on school provided transportation.
12. The principals shall coordinate all duty assignments of certified personnel.
13. The principals shall attend all Board meetings and shall be prepared to answer questions related to their respective schools.
14. The principals shall provide information to the proper places to adequately publicize special activities and events within their school.
15. The principals shall make necessary recommendations to the superintendent for the improvement of their schools.
16. The principals will perform all reasonable duties and assignments as given by the superintendent.
17. The principals shall work with other administrators so that a team effort may be utilized to improve the overall productiveness of their respective schools.
18. The principals shall be responsible to stay abreast of all required state standards and shall keep the superintendent informed of such requirements.
19. The principals shall supervise all federal programs within their respective schools and shall work cooperatively with the federal programs coordinator to ensure that all required regulations are followed.

JOB DESCRIPTION - COUNSELOR

TITLE: COUNSELOR

QUALIFICATIONS:

1. Certification - The counselor shall hold a valid Arkansas counseling certificate.
2. The counselor must possess and demonstrate the professional competencies that are established and contained herein that are considered essential to the successful performance of the job.

REPORTS TO:

1. The principal.
2. The superintendent.

JOB GOAL:

The counselors shall provide the leadership necessary to coordinate comprehensive effective school counseling programs. This shall include the coordination of academic and personal advising. Additionally, the counselor shall work closely with the school principals to develop effective curriculum which meets the needs of the students. The counselor shall stay abreast of all required regulations and shall keep the principal informed of such requirements.

COUNSELOR COMPETENCIES:

1. The counselor communicates effectively and maintains a professional rapport with students.
2. The counselor obtains feedback from and communicates with students in a manner which promotes student achievement.
3. The counselor encourages the development of student involvement, responsibility, and critical thinking skills.
4. The counselor keeps appropriate and accurate records.
5. The counselor helps promote an atmosphere conducive to learning, self-discipline and the development of realistic and positive self-concepts.
6. The counselor demonstrated appropriate instructional techniques when teaching.
7. The counselor assists in curricular planning.
8. The counselor adequately coordinates student advising.

9. The counselor demonstrates appropriate professional qualities as outlined in school policies.
10. The counselor coordinates all procedures related to college admission for all graduating seniors.
11. The counselor appropriately administers school achievement testing program.

JOB DESCRIPTION - TEACHER

TITLE: Teacher

QUALIFICATIONS:

1. Certification - Teachers must meet minimum requirements as established by the State Board of Education and the local Board of Education for their specific job duties.
2. Teachers must possess and demonstrate the professional and instructional competencies that are established and contained herein that are considered essential to the successful performance of their job assignment.

REPORTS TO:

1. Immediate Supervisor.
2. Principal.
3. Superintendent.

JOB GOAL:

To promote the educational and personal growth and development of their students through instructional activities as well as through the association and relationship afforded by the school setting.

PROFESSIONAL COMPETENCIES:

1. The teacher will demonstrate a willingness to follow state and locally established regulations, directives and assignments.
2. The teacher's professional conduct will enhance and support the realization of state and locally established regulations, directives and assignments.
3. The teacher's professional conduct will in all cases reflect a sincere interest in the personal and educational development of their students.
4. The teacher's professional conduct will promote a positive school-community, school-parent and co-worker relationship.

TEACHING COMPETENCIES:

1. The teacher communicates accurately and effectively in the content area and maintains a professional rapport with students.
2. The teacher obtains feedback from and communicates with students, parents and other appropriate persons in a manner which enhances student learning and understanding.
3. The teacher encourages the development of student involvement, responsibility and critical thinking skills.
4. The teacher manages the classroom to ensure the best use of instructional time.
5. The teacher creates an atmosphere conducive to learning, self-discipline, and the development of realistic and positive self-concepts.
6. The teacher uses a variety of instructional techniques, methods, and media related to the objectives.
7. The teacher organizes instruction to take into account individual and cultural differences among learners.
8. The teacher plans instruction to achieve selected objectives.
9. The teacher actively participates in computer lab instruction.
10. The teacher will utilize multiple assessment strategies including student portfolios.

JOB DESCRIPTION-SPECIAL EDUCATION TEACHER

TITLE: SPECIAL EDUCATION TEACHER

QUALIFICATIONS:

1. Certification - Teachers must meet minimum requirements as established by the State Board of Education and the local Board of Education for their specific job duties.
2. Teachers must possess and demonstrate the professional and instructional competencies that are established and contained herein that are considered essential to the successful performance of their job.

REPORTS TO:

1. Immediate Supervisor.
2. Principal.
3. Superintendent

JOB GOAL:

To promote the educational and personal growth and development of their students through instructional activities as well as through the association and relationship afforded by the school setting.

PROFESSIONAL COMPETENCIES:

1. The special education teacher will demonstrate a willingness to follow state and locally established regulations, directives and assignments.
2. The special education teacher's professional conduct will enhance and support the realization of state and locally established goals and objectives.
3. The special education teacher's professional conduct will in all cases reflect a sincere interest in the personal and educational development of their students.
4. The special education teacher's professional conduct will promote a positive school-community, school-parent, and co-worker relationship.

TEACHING COMPETENCIES:

1. The special education teacher communicates accurately and effectively in the content area and maintains a professional rapport with students.
2. The special education teacher obtains feedback from and communicates with students, parents, and other appropriate persons in a manner which enhances student learning and understanding.
3. The special education teacher encourages the development of student involvement, responsibility, and critical thinking skills.
4. The special education teacher manages the classroom to ensure the best use of instructional time.
5. The special education teacher creates an atmosphere conducive to learning, self-discipline, and the development of realistic and positive self-concepts.
6. The special education teacher uses a variety of instructional techniques, methods, and media related to the objectives.
7. The special education teacher organizes instruction to take into account individual and cultural differences among learners.
8. The special education teachers plan instruction to achieve selected objectives.
9. The special education teacher will utilize multiple assessment strategies including student portfolios.
10. The special education teacher is responsible for compliance with Due Process Laws and Procedures.
11. The special education teacher is responsible for holding conferences with parents and other educational professionals and specialists as required by Due Process Procedures.
12. The special education teacher is responsible for maintaining records in accordance with State Department guidelines in a secure manner.
13. The special education teacher is responsible for writing, implementing, and data collection necessary for the special education student's IEP.

JOB DESCRIPTION - GIFTED/TALENTED TEACHER/COORDINATOR

TITLE: TEACHER OF GIFTED AND TALENTED STUDENTS/COORDINATOR

QUALIFICATIONS:

1. A valid Arkansas teaching certificate, and
2. Eighteen hours in Gifted/Talented Education (accumulation of six semester hours each school year until the eighteen hours is completed).

REPORTS TO:

1. Director of Gifted/Talented
2. Principal
3. Superintendent

PERSONAL QUALITIES:

Intelligent, enthusiastic, possesses a sense of humor, has versatility of interests, abundant physical energy and/or unusual proficiency in teaching subjects.

JOB GOAL:

To provide an enriching and accelerated curriculum for each gifted/talented student such that he/she may derive the greatest academic and personal benefit from the learning experience.

PERFORMANCE RESPONSIBILITIES:

1. Demonstrates understanding of the educational implications of giftedness in the classroom operation, selection of materials, teaching/learning techniques utilized, and student support.
2. Keeps accurate records of attendance of students in the gifted and talented classes.
3. Assists the Director of Gifted and Talented Education in developing and utilizing a scope and sequence plan of curriculum for the Gifted and Talented Program.
4. Provides for student participation in competitions that further academic And creative endeavors in the students (i.e. Quiz Bowl, Odyssey of the Mind...).
5. Develops a plan to publicize, display, print, or exhibit student projects which provide

opportunities for appropriate culmination experiences of unit studies.

6. Provides instruction that is multi-disciplinary and multi-cultural in scope.
7. Utilizes multi-sensory modalities in instructional design to motivate learners.
8. Introduces and utilizes all major media or presentation styles and models its appropriate use (i.e. maps, charts, TV, video, computer...).
9. Provides for evaluation of student products.
10. Assists students in establishing self or peer evaluation skills.
11. Encourage independent thinking, comparing, and contrasting different issues, and/or using objective evidence, and
12. Interacts with class room teachers as a resource to provide as much opportunity as possible for optimum enrichment and acceleration of all gifted and talented students.

JOB DESCRIPTION-FEDERAL PROGRAMS COORDINATOR

TITLE: Federal Programs Coordinator

QUALIFICATIONS:

1. Master's Degree
2. Certification
3. The Federal Programs Coordinator must possess and demonstrate the professional and instructional competencies that are established and contained here in that are considered essential to the successful performance of their job assignment.

REPORTS TO:

Superintendent

JOB GOAL:

To coordinate funds and programs that will assist teachers and provide opportunities for all children to be effective learners.

PROFESSIONAL COMPETENCIES:

1. The Federal Programs Coordinator will demonstrate a willingness to follow state and local established regulations, directives and assignments.
2. The Federal Programs Coordinator's professional conduct will enhance and support the realization of state and locally established goals/objectives.
3. The Federal Programs Coordinator's professional conduct will in all cases reflect a sincere interest in the personal and educational development of their students.
4. The Federal Programs Coordinator's professional conduct will promote a positive school-community, school-parent, and co-worker relationship.

JOB COMPETENCIES:

1. Manages and supervises the districts federal and state projects.
2. Consults with principals, staff, subject supervisor, parents, and students for assistance in planning and implementation of projects.

3. Writes projects and amendments in accordance with guidelines.
4. Conducts adequate needs assessment for the determination of priorities for Title 1 programs.
5. Organizes and budgets federal and state projects, giving consideration to curricular needs.
6. Develops in-service training programs and coordinates the activities with all personnel utilizing federal and state programs.
7. Supervises federal and state program personnel.
8. Directs the activities of parent-advisory committee for the district.
9. Provides a liaison with school staff, parents, students, and community.
10. Disseminates state and federal policies and procedures for staff.
11. Completes all local, state and federal forms concerning Title 1.
12. Completes evaluation forms.
13. Will have other duties as assigned/deemed necessary by the Superintendent.

JOB DESCRIPTION CURRICULUM SUPERVISOR

TITLE: Curriculum Supervisor

QUALIFICATIONS:

1. Master's Degree
2. Arkansas Certification
3. The Curriculum Supervisor must possess and demonstrate the professional and instructional competencies that are established and contained herein that are considered essential to the successful performance of their job assignment.

REPORTS TO:

1. Principal and/or Federal Programs Coordinator.
2. Superintendent.

JOB GOAL:

To promote the educational growth and development of the students and to work with the teachers to help improve academic achievement and school attendance.

PROFESSIONAL COMPETENCIES:

1. The Curriculum Supervisor will demonstrate a willingness to follow state and local established regulations, directives and assignments.
2. The Curriculum Supervisor's professional conduct will enhance and support the realization of state and locally established goals/objectives.
3. The Curriculum Supervisor's professional conduct will in all cases reflect a sincere interest in the personal and educational development of their students.
4. The Curriculum Supervisor's professional conduct will promote a positive school-community, school - parent, and co-worker relationship.

CURRICULUM COMPETENCIES:

1. Implement incentive program for student achievement.

2. Work with principal and federal programs coordinator to develop in-service.
3. Participate in Title 1 planning and writing projects.
4. Monitors each Title 1 project periodically to assure that the program is being followed.
5. Participates in all meetings (local-state) that will assist in enhancing or extending existing programs.
6. Monitors equipment, materials, and supplies to assure proper implementation of the program.
7. Provides documentation for all Title 1 activities and events.
8. Directs the ordering of materials required to implement Title 1 activities and/or programs.
9. Will have other duties as assigned/deemed necessary by the Title 1 Coordinator.

JOB DESCRIPTION - TECHNOLOGY COORDINATOR

TITLE: Technology Coordinator

QUALIFICATIONS:

1. Certification - The technology coordinator must have a bachelor's degree from a fully accredited college or university.
2. Expertise - The technology coordinator must possess, or be willing to develop, a basic knowledge of computers, and demonstrate a wide range of computer skills: programming, data base management, graphics, spreadsheet applications, word processing, computerized accounting, and networking. This person must also have expertise in utilizing the World Wide Web. Additionally, the technology coordinator must possess, or be willing to develop, expertise in the area of computer maintenance.
3. Other - The technology coordinator will possess, or be willing to develop, expertise in the Arkansas Public School Computer Network System. This person will serve as the Dermott District System Operator.

REPORTS TO:

1. Principals
2. Curriculum Coordinators
3. Superintendent

JOB GOAL:

The technology coordinator will be responsible to coordinate all areas of the Dermott School District technology programs which will enable all appropriate personnel to effectively utilize merging technologies for the enhancement of the school.

TECHNOLOGY COORDINATOR COMPETENCIES:

1. The technology coordinator maintains a professional rapport with the faculty of the Dermott School District.
2. The technology coordinator obtains feedback from and communicates with teachers and instructional aides in a manner which enables the instructional staff to develop the expertise to utilize merging technologies as an effective instructional tool.
3. The technology coordinator possesses the necessary organizational skills essential to coordinating the overall district technology plan.

4. The technology coordinator possesses the ability to illustrate to school personnel how technology can be utilized to increase job performance.
5. The technology coordinator will assist in technology curricular planning to enable the Dermott School District to offer a wide range of technology programs essential for future employment opportunities.
6. The technology coordinator will assist with student advising when students express a desire to develop a professional expertise in technology.
7. The technology coordinator will provide expertise in utilizing technology for statistical data which will provide immediate access to essential information.
8. The technology coordinator will provide expertise in coordinating district printing needs.
9. The technology coordinator will provide expertise in designing district programming needs.
10. The technology coordinator will provide expertise in helping teachers develop skills necessary to utilize the computer for classroom records.
11. The technology coordinator will provide the expertise to allow for efficient record maintenance etc.
12. The technology coordinator will coordinate district networking which will include e-mail, internet usage, and software utilization.
13. The technology coordinator will coordinate routine maintenance on all district computers and will coordinate all maintenance contracts.
14. The technology coordinator will coordinate all appropriate Arkansas Public School Network Training and will assign all appropriate personnel network passwords. All communication through the Arkansas Computer Network will be coordinated by the technology coordinator.
15. The technology coordinator demonstrates appropriate professional qualities as outline in school policies.
16. The technology coordinator will stay abreast of new and emerging technologies and will coordinate necessary updates for all appropriate staff at the Dermott School District.

JOB DESCRIPTION - LAB MANAGER

TITLE: COMPUTER LAB MANAGER

QUALIFICATIONS:

1. Certification
2. Professional & Instructional Competencies
3. Technology

REPORTS TO:

1. Immediate Supervisor
2. Principal
3. Superintendent

JOB GOAL:

To correlate instruction between classroom teachers and computer labs as to enhance, magnify and extend instruction in math, reading, social studies and science.

PROFESSIONAL COMPETENCIES:

1. Attends all training that would enhance her existing program.
2. When equipment fails, immediate contact to the appropriate technology consultant as to the problem. Notify federal program's coordinator regarding action. Provide necessary documentation.
3. Will file all computer generated reports.

TEACHING COMPETENCIES:

1. Prepare assignments for students that correlate with their units of study so that the activities provide enrichment.
2. Have TDA activities for each unit of study.
3. Provides teachers with class assessment data on a weekly basis.

4. Organize in-service for the teachers to provide them with knowledge of the computers as well as the software programs utilized.
5. Participation in the scheduling of students so that every child has ample time in the lab, but is not over-scheduled.
6. Monitors assessment so that students work on their instructional level.
7. Will have other duties as assigned/deemed necessary by the Title 1 Coordinator

JOB DESCRIPTION - SCHOOL NURSE

TITLE: SCHOOL NURSE

QUALIFICATIONS:

1. The school nurse must hold a Registered Nurse degree.
2. The school nurse must possess and demonstrate the professional competencies that are established and contained herein that are considered essential to the successful performance of the job.

REPORTS TO:

1. Principal
2. Superintendent

JOB GOAL:

To promote the general health and well being of student by doing well child evaluations or physicals, vision and hearing screenings, and other health screenings.

PROFESSIONAL COMPETENCIES:

1. The school nurse is responsible for the health records of each student of the school.
2. The school nurse is responsible for monitoring the immunization records of the students of the school and for making referrals to appropriate agencies for immunizations.
3. The school nurse is responsible for periodic spot checks for health related problems.
4. The school nurse will participate in the kindergarten registration.
5. The school nurse will respond to emergency medical situations anywhere on the campus.
6. The school nurse will make referrals to appropriate health and other professional agencies in the event of abuse cases.
7. The school nurse is responsible for securing transportation for sick and/or injured students.
8. The school nurse will prepare records for Medicaid billing.
9. The school nurse will provide and/or secure programs relating to good health practices.

JOB DESCRIPTION - DEAN OF STUDENTS

TITLE: DEAN OF STUDENTS (D S)

QUALIFICATIONS:

1. Certification - The Dean of Students must hold a valid Arkansas Teaching Certificate.
2. The Dean of Students must possess and demonstrate the professional competencies that are established and contained herein that are considered essential to the successful performance of the job.

REPORTS TO:

1. Principal
2. Superintendent

JOB GOAL:

To promote the educational and personal growth and development of the students by maintaining a safe and well disciplined environment.

PROFESSIONAL COMPETENCIES:

1. The D. S. maintains a professional rapport with the students which is conducive to setting a disciplinary tone for the school.
2. The D. S. adequately communicates with the faculty about student discipline.
3. The D. S. effectively communicates and demonstrates interpersonal skills with the community.
4. The D. S. encourages the development of student responsibility.
5. The D. S. possesses the necessary organizational skills.
6. The D. S. appropriately helps coordinate the cafeteria records.
7. The D. S. coordinates the fire safety program and complies with all program requirements.
8. The D. S. effectively coordinates all aspects of student attendance.
9. The D. S. coordinates safety procedures to maintain a good school environment.
10. The D. S. is responsible for student supervision at all extracurricular activities.
11. The D. S. is responsible for the maintenance and security of his/her school.
12. The D. S. demonstrates appropriate professional qualities as outlined in school policies.

JOB DESCRIPTION - ISS SUPERVISOR

TITLE: IN-SCHOOL SUPERVISOR

QUALIFICATIONS: This position can be filled by a certified or non-certified person.

REPORTS TO: The School Principal

JOB GOAL: To effectively coordinate this component of the Alternative School.

RESPONSIBILITIES:

1. The supervisor communicates accurately and effectively and maintains a professional rapport with students.
2. The supervisor obtains feedback from and communicates with students in a manner which enhances student learning and understanding.
3. The supervisor encourages the development of student involvement, responsibility, and critical thinking skills.
4. The supervisor manages the classroom to ensure the best use of instructional time.
5. The teacher creates an atmosphere conducive to learning, self-discipline, and the development of realistic and positive self-concepts.
6. The supervisor effectively attends to administrative responsibilities.
7. The supervisor appropriately oversees the student center.
8. The supervisor effectively coordinates the after school detention program.
9. The supervisor provides effective supervision for the care and maintenance of the school facilities.
10. The supervisor effectively communicates with the regular classroom teachers to ensure that adequate instructional services are being provided to all students in ISS.
11. The supervisor keeps parents informed and involved as much as possible to improve the instructional process for ISS students.
12. The supervisor demonstrates appropriate professional qualities as outlined in school policies.

**Policy Name: RECRUITMENT-CERTIFIED
PERSONNEL**

Policy Code: GBC

Date Adopted: 8-8-2002

The Board recognizes the Superintendent of Schools as the chief executive officer of the Board, and places upon him/her the responsibility for recommending the appointment of personnel. Although the Superintendent will assign to the review board consisting of administrators, teachers, and school board members certain duties respecting the appraisal of the qualifications of candidates. The final decision concerning the recommendation of candidates shall be the responsibility of the Superintendent. All recruitment and hiring practices shall adhere strictly to applicable equal employment opportunity policies and regulations.

Legal References:

Ark. State. Ann. &80-509.

Policy Name: RESIDENCE

Policy Code: GBDA

Date Adopted: 8-8-2002

All employees of the Dermott School District must reside near enough to their place of employment so that their place of residence shall not interfere with their job performance during or outside of school hours.

The Superintendent, Assistant Superintendent, Dear of Students, and Principals must establish their bonafide domicile within the boundaries of the Dermott School District.

Administrator's residence: All administrators are required to furnish information to verify that the following requirements are being met:

Legal mailing address is established in the district. (The address where a person gets his/her mail).

Legal voting place, if an administrator chooses to register to vote, is established in the district. (The place where a person votes).

Personal property is assessed in the district. (Provide proof of payment in district).

Personal taxes are being paid in the district. (Provide proof of payment in district).

Telephone service is established in the district, (Provide proof of service).

Administrators must furnish the requested information to the Board prior to contract renewals. New employees must furnish legal mailing address, verification of voter registration within the district, and verification of telephone service within the district. This process is to be completed prior to the start of the school year, or a request for a time extension must be approved by the Board within this time frame. Personal assessment and personal tax verification is to be furnished immediately after the transaction occurs.

Legal References:

None.

Policy Name: NEPOTISM

Policy Code: GBDAB

opted: 8-8-2002

Two or more members of the same immediate family will not work in the same administrative unit except by special permission of the Board.

Legal References:

None.

**Policy Name: CERTIFIED PERSONNEL
ASSIGNMENT**

Policy Code: GBE

Date Adopted: 8-8-2002

Insofar as possible, teachers shall be assigned to positions for which they are best qualified. Also, while keeping in mind the needs of students and the need to have a balanced faculty (race, sex, experience, etc.), effort shall be made to honor teacher preference in assignment.

When a tentative decision has been made to transfer a teacher to another building, he/she will be so notified in writing by the Superintendent. When the tentative transfer involves changes within a building, the teacher will be notified orally by the principal. In all transfer cases, every effort will be made to advise the teacher involved at the earliest possible time.

District school boards shall have authority to assign and reassign or transfer all teachers in schools within their jurisdiction upon the recommendation of the Superintendent.

Policy Name: ASSIGNMENT OF TEACHER AIDES

Policy Code: GBEA

Date Adopted: 12- 12-2005

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 References: A.C.A. 6-17-201

Legal References:

Ark. Stat. Ann. &80-1234; Act 712 of 1989.

(Page 1 of 1)

**Policy Name: ORIENTATION - CERTIFIED
PERSONNEL**

Policy Code: GBF

Date Adopted: 8-8-2002

The Board of Education recognizes the importance of an organized system-wide orientation program for all teachers new to the School District each school year and directs the Superintendent to plan and implement an orientation program in accordance with legal and other requirements. The teachers will be given copies of the Personnel Policies, Student-handbook, evaluation procedures and evaluation tool, and all other information that they will be accountable for during the coming school year.

Legal References:

Ark. Stat. Ann. &80-509.

**Policy Name: SUPERVISION-CERTIFIED
PERSONNEL**

**Policy Code: GBG
(Also GCH)**

Date Adopted: 8-8-2002

The Board of Education is vested with general administration and supervision of the School District. Actual supervision, administration and maintenance of the District are delegated to the Superintendent of Schools as the executive officer of the Board. At the discretion of the Superintendent, appropriate supervisory duties may be delegated to the district staff members as required.

Teacher Liability

Each teacher is directly responsible for all students within his/her classroom and student(s) he/she may have been assigned to supervise outside of the classroom. The courts have imposed a liability upon teachers who failed to exercise adequate supervision. Any hazard to safety which can be guarded against by appropriate supervision is the duty of the teacher. A teacher who leaves a class unsupervised may be considered negligent if some injury to a pupil results from lack of supervision.

Teachers should refer all medications to the Principal.

When a life threatening accident or a serious injury occurs to a student, first aid will be administered by the teacher. All other first aid may be administered at the discretion of the teacher.

Legal References:

Ark. Stat. Ann. &80-213, 80-509.

Policy Name: LINE OF AUTHORITY

Policy Code: GBH

Date Adopted: 8-8-2002

All teachers and certified personnel in the Dermott Schools are directly responsible to the Principal; the Principal is directly responsible to the Superintendent; the Superintendent is directly responsible to the School Board; the School Board is directly responsible to the community. In order to have an effective working relationship with all members of the school system, teachers should always observe this line of authority and go through the proper channels.

Legal References:

None.

**Policy Name: CERTIFIED PERSONNEL
EVALUATION PLAN FOR DERMOTT
PUBLIC SCHOOLS**

Policy Code: GBI

Date Adopted: 8-8-2002

BOARD POLICY:

All certified personnel of the Dermott School District will adhere to the precepts included in this evaluation plan. The Board of Education will provide the necessary leadership, resources and time to ensure the successful development and implementation of this plan in accordance with the State plan for Evaluation.

EVALUATION PROCEDURES:

Evaluation criteria included in this plan encompasses two areas, professional competencies and instructional competencies. The professional competencies focus on those traits that are considered essential in the necessary performance of one's duties with staff, students and community. The instructional competencies are the essential teaching and administrative competencies as identified by the State Plan for Evaluation and those deemed important by the committee.

Staff evaluation will consist of two types of observation: formal (announced) and informal (unannounced). All observations will be long enough to permit the evaluator to observe a complete teaching performance by the faculty member and will be a minimum of 30 minutes. Faculty members will be notified at least 24 hours before a formal observation. Faculty members will not be notified before an informal evaluation. Probationary teachers (as defined in Appendix A), will have at least two formal and one informal observation per year. The district retains the right to conduct as many formal and informal observations as it desires. Upon request, the teacher will be granted an additional formal observation.

Data collection, with regard to the professional competencies, will be based on daily activities of the teacher in complying with district policy.

All observations, professional or instructional, will be thoroughly documented. The evaluator will be responsible for the documentation of all observations within his/her responsibility.

EVALUATION CONFERENCES:

Evaluation of conferences is a vital part of a good evaluation system. Carefully planned conferences can foster good communication necessary for cooperative educational efforts. The conference should focus on goals and objectives, recognition of good work, suggestions for improvement, selection of improvement skills, responsibilities of both parties and other relevant topics.

All formal observations will be preceded by a conference between the faculty member to be observed and the evaluator. The purpose of the conference is to apprise the evaluator of lesson objectives, methods, and any other factors that might affect the teaching/learning situation.

After all data has been collected, a post conference will be held (within ten days after required evaluations) to confirm data collected, provide feedback, and provide assistance to the faculty member. At the conclusion of each post conference for each formal observation, time will, if necessary, be provided for a pre-conference for the next required observation. Each faculty member who disagrees with which shall be attached to the file copy of the evaluation in question. Also, in

situations involving a questionable evaluation, the evaluatee will follow the procedures established in the grievance policy. Each faculty member will be provided with a copy of his/her evaluation.

INDIVIDUAL IMPROVEMENT PLAN:

If an evaluator concludes a faculty member is doing unsatisfactory work, supporting reasons will be set forth in specific terms to include:

1. A statement of what is unacceptable.
2. An identification of the specific ways in which the teacher is to improve.
3. The assistance to be given to the faculty member by the evaluator and the school district as set forth in an individual improvement plan.

The Individual Improvement Plan (IIP) will be developed cooperatively by the evaluator and the faculty member and will be limited in scope, focusing on the most important area(s) of professional growth. The IIP will be used to provide a basis for focusing the evaluation and assistance efforts of the evaluator in subsequent evaluation periods. There should be a clear and logical link between the identified weakness and the remedy recommended.

Interim conferences will be held to determine the status of the plan. If, in the opinion of the evaluator, modification is needed, it will be granted. The approval for modification will be based on the deficiency and corrective action needed to successfully complete the plan. The amount of progress toward completion of the plan will also be considered.

PROFESSIONAL GROWTH PLAN:

Each faculty member will be required to develop and maintain a Professional Growth Plan (PGP). When no significant areas of weakness are identified, the PGP will be used to provide general guidance for continued professional development.

A PGP should focus primarily on staff development programs which use local resources in order to ensure easy access to assistance and to enhance the relevance of staff development to the need of the faculty.

All Professional Growth Plans shall be monitored at least once during the school year by the appropriate evaluator to assure that adequate progress is being made.

TRAINING:

The school district will provide the necessary talent and commitment to provide for successful implementation of the evaluation plan. Training for evaluators will focus on the following skills:

- A. Clinical Supervision Skills
 - Observation Skills
 1. Lesson Analysis Skills
 2. Conference Skills
 3. Evaluation Writing Skills
 4. Instructional Skills
- A. Human Relations Skills
 1. Communications Skills
 2. Self-awareness
 3. Team Building
 4. Conflict Management
- B. Management and Leadership Skills

1. Goal Setting
2. Time Management
3. Conducting Meetings
4. Problem Solving
5. Decision Making
6. Grievance Handling
7. Contract Management

D. Local Competencies/Descriptors/Indicators/Procedures

This training will be provided by the State, local school district, cooperatives and other providers.

CONFERENCES:

Evaluation conferences are a vital part of a good evaluation system. Carefully planned conferences can foster good communication necessary for cooperative education efforts. The conference should focus on goals and objectives, recognition of good work, suggestions for improvement, selection of improvement skills, responsibilities of both parties and other relevant topics.

PRE-OBSERVATION CONFERENCE:

All formal observations will be preceded by a conference between the faculty member to be observed and the evaluator. The purpose of the conference is to apprise the evaluator of lesson objectives, methods, and any other facts that might affect the teaching/learning situation. The faculty member will supply the evaluator with a completed pre-observation conference. (See Sample Worksheet)

PROCEDURES GUIDELINES:

1. Faculty member completes a pre-observation worksheet.
2. The formal observation date is scheduled with the evaluator.
3. A pre-observation conference is held if regarded as necessary. Otherwise, pre-observation conference information will be discussed during staff development at the beginning of the school year and this will serve as the pre-observation conference.
4. The evaluator observes the class during the scheduled time.
5. The evaluator will schedule a post-observation conference (within ten working days after required evaluations) provide the faculty member with a copy of his/her evaluation.
6. Faculty members may submit a written answer to his/her evaluation within ten (10) working days to be attached to the file copy of the evaluation.

POST-OBSERVATION CONFERENCE:

After all data has been collected, a post conference will be held (within ten working days after required evaluation) to confirm data collected, provide feedback, and provide assistance to the faculty member. At the conclusion of each post conference for each formal observation, time will, if necessary, be provided for a pre conference for the next required observation. Each faculty member who disagrees with an observation or recommendation may submit a written answer which shall be attached to the file copy of the evaluation in question. Also, in situations involving a questionable evaluation, the evaluatee will follow the procedures established in the grievance policy. Each faculty member will be provided with a copy of his/her evaluation.

Legal References:

Act 400 of 1975; Act 936 of 1983.

Professional

Evaluation

Plan

Dermott Special School District
P.O. Box 380
Dermott, Arkansas 71638

ADOPTED: DECEMBER 13, 2001

Professional Evaluation Plan

PHILOSOPHY

The Dermott Special School District shares the philosophy of the Arkansas Department of Education that evaluation is a collaborative process and not simply an event. In the Operation of the evaluation process and procedures, administrators, principals, and teachers shall work together and cooperate with each other in an ongoing manner. This process must be positive, constructive and take place in an atmosphere of mutual trust support and respect. The district recognizes that each staff member is a unique individual and this process recognizes the individual differences of each person and utilizes an approach that provides maximum opportunities for growth and improvement.

The Dermott Special School District like the Arkansas Department of Education, also, believes that evaluation shall facilitate and support system-wide change. Administrators, principals, and teachers recognize and accept the fact that the successful implementation of this policy will require a willingness and commitment to make changes in the school and the district as a whole.

To this end, the Arkansas Department of Education and the Dermott Special School District promote a teacher evaluation system that:

- * supports the induction of probationary teacher into the teaching profession;
- * promotes the professional growth of teachers and administrators;
- * prompts an improvement in unsatisfactory performance; and
- * provides criteria for making responsible personnel decisions.

VISION

The purpose of the teacher evaluation system is to promote the professional growth of all teachers and to enhance the learning of all students.

MISSION

The mission of Dermott Special School District is based on core expectations and basic competencies for performance which provides for continuing improvement through interactive communication, collaborative effort and a supportive staff development program, thus insuring success for all staff and students.

KEY PRINCIPLES AND RECOMMENDATIONS

The principles and recommendations intended in the Professional Evaluation Plan follows:

1. The evaluation process should reflect the following major components:
 - a. Significant interaction (discussion, observation) between the evaluator and the evaluatee.
 - b. Multiple and varied opportunities for promoting growth, change, or improvement.
 - c. Three categories with specific purposes for placement, clearly detailed, expectations
 - d. Evaluation of Core Competencies.
 - e. Staff development opportunities to support the needs of and provide the resources for individuals in each category.
2. All teachers should be familiar with the Core Competencies of the District. The checklist will be used as a part of the overall evaluation for all employees. For beginning teachers and teachers needing assistance, the Core Competencies checklist should be completed at least once during the first semester.
3. Evaluation should be done in such a positive manner. Those evaluated should view the process as helpful, valuable, and useful to them in their growth and development. Teachers should see that the process enables them to improve their performance; administrators should see the procedure can better enable them to fulfill their instructional leadership role.
4. Evaluation should build upon the significance of teaching skills as the key to successful learning.
5. All board members, administrators, teachers, and patrons in the Dermott Special School District should understand the purpose, the design, and the expected outcomes of the evaluation system.
6. The term teacher refers to classroom teachers, counselors, librarians, or any certified staff who work under the supervision of the building principals.
7. The term administrator in this document refers to principals, assistant principals, directors, and supervisors or coordinators of specific areas in the District that have been certified by the Arkansas State Department of Education to evaluate.

CATEGORIES

The Professional Evaluation Plan of the Dermott Special School District parallels the evaluation of teachers in a three-category plan as follows:

- I. Initial Track
- II. Professional

III. Assistance Track

The Initial Track shall include all teachers in the district with fewer than three years of public school experience, experienced teachers new to the district.

The Professional Track shall include all non-probationary, experienced faculties who have met and are maintaining core competencies and expectations.

The Assistance Track shall include staff members who are determined deficient in meeting the core competencies.

CORE COMPETENCIES

The Professional Evaluation Plan of the Dermott Special School District contains Core Competencies necessary for all teachers that are descriptive of the District's expectations and aligned with teacher licensure principles.

Following are the four categories of the Core Competencies for the Dermott Special School District.

CORE COMPETENCIES FOR TEACHERS

Four Categories of Core Competencies for Teachers of the Dermott Special School District.

- IV. Personal/Professional Responsibility
- V. Classroom Management Responsibility
- VI. Classroom Learning Atmosphere
- VII. Instructional and Assessment

I. PERSONAL/PROFESSIONAL RESPONSIBILITY

Established effective relationship with parents

- X Maintains communication throughout the year
- X Conducts conferences skillfully
- X Initiates conferences as needed
- X Addresses parental concerns
- X Is courteous and diplomatic when dealing with parents
- X Maintains focus on child's problem
- X Skillfully responds to parent inquiries about school programs and policies

Presents self as a Positive Role-Model

- X Reflects positive, enthusiastic, and imaginative attitude toward teaching/learning
- X Is considerate, employs good judgment and shows an understanding of students developmental needs
- X Avoids inappropriate language and inappropriate mannerisms which distract from teaching and administrative duties
- X Open minded toward the ideas and suggestions of colleagues

Exhibits Positive Rapport with Students and Staff

- X Treats co-workers with respect and dignity

- X Encourages student/staff to express themselves
- X Respects student/staff opinions
- X Maintains confidentiality

II. CLASSROOM MANAGEMENT RESPONSIBILITY

Managing Classroom Procedures

- X Management of instructional groups
- X Management of materials, supplies and the use of technology
- X Goals/objectives based instruction
- X Effective discipline techniques to maximize instruction

- X Materials organized and arranged for easy use and distribution
- X Utilizes Positive Re-enforcement
- X Provides standards for acceptable student/staff work
- X Willing to provide help to students and staff in and out of class time
- X Recognizes efforts of all
- X Gives immediate positive feedback

Uses Technology Appropriately

- X Uses media or additional materials to enhance learning
- X Knowledge in use of media-technology
- X Encourages student involvement with available resources

Demonstrates Fair and Consistent Handling of Student's Behavior

- X Shows consistency and fairness in dealing with students
- X Promotes constructive behavior on the part of all students
- X Maintains a balance of freedom and security in the classroom
- X Keeps parents and administration informed of discipline problems and Procedures
- X Utilizes positive reinforcement

Uses Time Effectively

- X Punctuality in arriving to scheduled meetings and class on time
- X Constantly complies with district work day schedule
- X Uses conference/planning time for professional purposes
- X Uses time management in developing classroom procedures and routines

Demonstrates Planning/Organizational Skills

- X Has lesson plans available
- X Has materials/resources/media ready for teaching
- X Uses time management skills
- X Develops teaching objectives
- X Prepares for Substitutes

III. CLASSROOM LEARNING ATMOSPHERE

Creating an Environment of Respect and Rapport

- X Teacher interaction with students
- X Student interaction
- X Teacher's relation to diverse students

Maintains Physical Space in an Organized, Clean and Attractive State

- X Safety in arrangement of furniture
- X Accessibility to learning resources and use of physical resources
- X Appearance of room being neat and evidence of instruction

Creates an Environment Conducive to Learning

- X Students know what behavior expectations exist in classroom
- X Students involved in developing rules for classroom behavior
- X Seating arrangement suitable for on task learning.

Provision for Cheerful Classroom

- X Effective bulletin boards and teaching area
- X Holds high standards of ethical conduct
- X Fosters a "we" spirit in classroom

XI. INSTRUCTION AND ASSESSMENT

Exhibits Knowledge of Content

- X Instructional planned and flowing
- X Continuity with lesson plans
- X Objectives established
- X Communicates with students

Shows Ability to Communicate in Subject Matter Effectively

- X Directions and procedures
- X Effective oral communication
- X Effective written language

Establishes Clear Goals or Objectives

- X Appropriate knowledge of curriculum
- X Lessons/Activities designed to meet specific goals
- X Measurable goals and objectives
- X Conveys clear expectation of students

Provides Active Learner Involvement

- X Representation of content
- X Activities and assignments
- X Cooperative learning activities
- X Instructional materials and resources
- X Structure and Pacing

Uses a Variety of Teaching Techniques

- X Lesson plans
- X Teaching to meet individual needs
- X Media and Material to enhance instruction
- X Student interaction (class participate)

Provides for Individual Instruction Needs

- X Various levels of student work provided
- X Methods to check understanding
- X Involvement of inattentive students

Responds Effectively and Appropriately to Learners

- X Provides for learner involvement
- X Response to students' efforts
- X Clear directions and procedures
- X Assessments clarify purpose and instruction

Exhibits Clear Questioning and Discussion Techniques

- X Quality of questions
- X Discussion techniques
- X Student participation

Uses Technology Appropriately

- X Appropriate use
- X Appropriate student engagement

Alignment of teaching Curriculum According to District and State

- X State frameworks utilized
- X SAT 9 Objectives identified and relative
- X Established testing standards

Provides for Individual Needs, Including Multi-cultural Where Appropriate

- X Lesson adjustments
- X Diversity in Instruction

Uses State Mandated Grading Scale

- X Understanding and use

PROFESSIONAL PORTFOLIOS

Because the teacher licensure will, in all likelihood, eventually require a portfolio, all teachers will begin a Professional Portfolio in 2001-2002. These portfolios are intended to support teachers in the license renewal process and not to be a time-consuming activity. A Professional Portfolio will include, but not be limited to,

the following:

- X Current Teaching Certificate
- X Observation (or other evaluation material) copies
- X Staff Development Documentation
- X Individual or Team Professional Growth Plan or other papers required in the staff Member's evaluation process (lesson plans, etc.)

The proposal for license renewal currently being made to the State Board of Education includes submission of a portfolio, by which a teacher can be evaluated, rather than by just course work. Requirement of a portfolio by the Dermott Special School District is a way of introducing staff to the idea of a portfolio.

At this time, a portfolio should contain the items you think appropriate. There is not set table of contents. The above mentioned items should be included plus articles the teacher/administrator would like to include about personal participation in community, professional organizations, special training, presentation, etc.

DERMOTT SPECIAL SCHOOL DISTRICT

Evaluation Plan

The Dermott Special School District Evaluation Committee has sought to address the need for an evaluation document that takes into account the active involvement of students, complex instructional strategies, and professional growth.

INITIAL TRACK

All teachers in the district with fewer than three (3) years of public school experience will begin in the initial track, Year One Experienced teachers new to the district with three (3) years or more public school experience will begin in the initial track, Year Two.

The purposes of this level are:

1. Provide training and support for staff new to teaching and to the district.
2. To enhance attitudes of new staff toward the value of evaluation and professional development.
3. To collect reliable data for making employment decisions.

Levels of evaluation:

1. Year One - Will consist of assignment of a mentor, and a minimum of three evaluations.
The evaluations will consist of:
 - a. Informal evaluations.
 - b. One formal during the first semester.
 - c. One formal evaluation during the second semester before April 1.
2. Year Two - Evaluations consisting of:
 - a. Informal evaluations.
 - b. One formal during the first semester.
 - c. One formal evaluation during the second semester before April 1.
3. Year Three - Same as Year Two.

PROFESSIONAL GROWTH TRACK

All non-probationary, experienced faculty who have met and are maintaining core competencies and expectations are expected to be in the Professional Growth Program.

This track will enable participants to engage in collaborative goal setting for the purpose of promoting and enhancing professional growth. It will allow for differentiation based upon the ability and experience level of the person being evaluated.

Goals will be developed collaboratively which should be attainable, assessable, and have a positive impact on student learning.

Level of evaluation:

1. Fourth Year - Consisting of the following:
 - a. One informal evaluation during the first semester.
 - b. One formal evaluation during the second semester by April 1.

THE ASSISTANCE AWARENESS PHASE

Purpose

This phase is to assist staff members who are determined deficient in meeting the core competencies. If a supervisor determines that a teacher be placed in the assistance phase, he/she must notify and make the teacher aware of this fact in writing. This notice shall include the specific areas of the core competencies in which the teacher's performance is unsatisfactory and specific suggestions for improvement. The supervisor shall meet with the teacher to discuss the determination no sooner than five nor later than ten working days following the teacher's receipt of the written notice.

Professional Assistance Phase

If the teacher disagrees with the decision of the supervisor, he/she can request a review of all documentation by a mutually agreed upon third party or, at the teacher's option, a new evaluation by the mutually agreed upon third party. If following the third party review or a new evaluation the decision of the supervisor is affirmed, the supervisor shall meet with the teacher to mutually develop an improvement plan. If the decision of the supervisor is not affirmed by the third party, the teachers shall be placed into the professional growth track.

Assistance Awareness Phase: the supervisor shall meet with the teacher to mutually develop a plan to remedy the concern(s) of the supervisor. The teacher shall be given eight (8) weeks to implement the plan. At the end of following the Assistance Awareness Phase, if the supervisor determines that the teacher has resolved the concern(s), the teacher will remain in the professional growth track. If the supervisor determines that the teacher has not resolved the concern(s), the teacher will be offered the following three options.

- a. To elect an early retirement option,
- b. To submit a letter of resignation from the district, or
- c. To participate in the next level of the professional assistance phase.

If the teacher chooses to participate in the next level of the professional assistance phase, the supervisor and the teacher shall mutually design an intensive assistance plan to prompt improvement in the teacher's performance. The intensive assistance plan shall include:

- a. A date for reviewing implementation of the plan,
- b. A list of the deficient core competencies,
- c. Strategies for overcoming the deficiencies,
- d. The assistance and support to be provided by the supervisor, the school district and outside sources,
- e. The indicators of success, and
- f. A reasonable time-line for completing the plan.

If at the conclusion of the period set forth for completion of the intensive assistance plan, the teacher is determined to have corrected the deficiencies, the teacher shall be placed back in the professional growth track. If it is determined that the teacher has not successfully corrected the deficiencies, the teacher may be continued in the professional assistance track for an additional period of time and a modified assistance plan may be adopted. If at the conclusion of that time, the teacher is determined to have failed to successfully correct the deficiencies, a recommendation may be made for the non-renewal of his/her contract.

DERMOTT SPECIAL SCHOOL DISTRICT
ADMINISTRATOR/TEACHER ASSISTANCE PHASE SUMMARY

Teacher,

- Meets Core Competencies
Recommend Professional Growth Plan for next year
- Continued Concern with Core Competencies
Recommend continuation in Administrator/Teacher
Assistance Phase
- Continued Concern with Core Competencies
Meeting will be held with Central Office Administrator

Comments:

Administrative Comments:

Administrator/Teacher Comments:

Administrator's Signature

Teacher's Signature

Date of Post Conference: -----

Copy: Personnel File
Principal
Teacher

WRITTEN ANNUAL APPRAISAL OF PERFORMANCE

1. Requirement For Written Evaluations

- a. All probationary teachers shall receive annually a written evaluation completed by the employee's supervisor, and reflecting whether the employee is progressing satisfactorily toward or is meeting the core competencies.
- b. For all non-probationary teachers on annual professional growth plans, and at the completion of the professional growth plan and/or a self-directed program of reflection and refinement, non-probationary teachers in the professional growth track will receive a written evaluation completed by the teacher/administrator's supervisor and reflecting whether the employee is continuing to meet the core competencies and the goals set forth in the professional growth plan.
- c. For individuals on multi-year professional growth plans, and/or a self-directed program of reflection and refinement, the annual appraisal shall be based upon annual progress toward meeting the goals set forth in the professional growth Plan and the core competency levels.
- d. The findings on the evaluation forms shall be based upon interaction between the teacher and supervisor. The interaction between supervisors and employees shall be a collaborative process. To be effective, there must be a strong base of trust between the parties. Teachers being evaluated should see that the process enables them to improve their performance. Supervisors should perceive their role as one of a coach and facilitator, rather than a monitor. They should perceive that the process can better enable them to fulfill their instructional leadership role.

2. Due Process

All rights of due process shall be followed. No teacher shall be disciplined, reprimanded, reduced in rank or compensation, suspended, demoted, transferred, terminated, adversely evaluated or otherwise deprived of any professional advantage with just cause.

All elements of the evaluation system must be conducted openly and with the full knowledge of the teacher. The employee must be proved with a copy of his/her evaluation and all documents used in formulating the evaluation. The employee can submit written responses to any documents, including the supervisor's written notes, used in the evaluation process.

These must be placed in the personnel file attached to any documents the teacher feels are inaccurate, incomplete and/or unjust.

The employee has the right to have a representative of his/her choice present at any meeting with an evaluator where the documentation and/or results of the evaluation are disputed by the employee.

If the employee disagrees with the finding of an evaluation at any level, he/she may request a review of the evaluation or a new evaluation conducted by a mutually agreed upon third party. If the employee believes that the evaluation process has not been followed in any particular, he/she may file a grievance under the district's grievance procedure.

Teachers shall not be assigned outside the scope of their teaching license and/or major and minor field of study. If a teacher is involuntarily so assigned, his/her evaluation shall reflect the fact that he/she is being required to teach outside the scope of the teaching license and/or major or minor fields of study.

ANNUAL REVIEW AND REVISION

At least once each year, the committee on personnel policies shall review the recommendations for changes in the evaluation system and its characteristics and components from the site-based committees and the district-wide council on teaching and learning. After reviewing the recommendations, the committee shall take the necessary and appropriate action(s). In the event that neither a site-based committee nor the district-wide council has any suggestions for change, the committee on personnel policies shall be free to make proposals for modification in the evaluation system.

REFERENCE IN THE DISTRICT'S SCHOOL IMPROVEMENT PLAN

Upon adoption of this policy, the school district's improvement plan is amended to include this evaluation system.

EFFECTIVE DATE OF THE EVALUATION SYSTEM

When this policy becomes effective, all teachers with less than three years public school experience shall be placed in the probationary track at the appropriate level. Any teacher or administrator new to the district but having three or more years of public school experience in another district shall be placed in the third year of the probationary track, if the school board voted at the time of hiring to place the employee in a probationary period for one year.

All non-probationary teachers shall be placed in the professional growth track.

DERMOTT TEACHER EVALUATION FORM

Teacher -----

Date/Time-----

Grade/Subject-----

Formal Evaluation-----

Observer -----

Informal Evaluation-----

Rating Scale:	1	2	3	4
	-----	-----	-----	-----
	Satisfactory	Needs Improvement	Unsatisfactory	Not Applicable

I. PERSONAL/PROFESSIONAL RESPONSIBILITY

A. Establishes effective relationship with parents

- 1. Maintains communication throughout the year
- 2. Conducts conferences skillfully
- 3. Initiates conferences as needed
- 4. Addresses parental concerns
- 5. Is courteous and diplomatic when dealing with parents
- 6. Maintains focus on child's problems
- 7. Skillfully responds to parent inquiries about school programs and policies

B. Presents self as Positive Role-Model

- 1. Reflects positive, enthusiastic, and imaginative attitude toward teaching/learning
- 2. Is considerate, employs good judgment and shows an understanding of students developmental needs
- 3. Avoids inappropriate language and inappropriate mannerisms which detract from teaching and administrative duties
- 4. Open minded toward the ideas and suggestions of colleagues

C. Exhibits Positive Rapport with Students and Staff

- 1. Treats co-workers with respect and dignity
- 2. Encourages student/staff to express themselves
- 3. Respects student staff opinions
- 4. Maintains confidentiality

Comments: _____

II. CLASSROOM MANAGEMENT RESPONSIBILITY

A. Managing Classroom Procedures

- 1. Management of instructional groups
- 2. Management of materials, supplies and the use of technology
- 3. Goals/objectives based instruction
- 4. Effective discipline techniques to maximize instruction
- 5. Materials organized and arranged for easy use and distribution

- B. Utilizes Positive Re-enforcement
- 1. Provides standards for acceptable student/staff work
 - 2. Willing to provide help to students and staff in and out of class time
 - 3. Recognizes efforts of all
 - 4. Give immediate positive feedback
- C. Uses Technology Appropriately
- 1. Uses media or additional materials to enhance learning
 - 2. Knowledge in use of media-technology
 - 3. Encourages student involvement with available resources
- D. Demonstrates Fair and Consistent Handling of Student's Behavior
- 1. Shows consistency and fairness in dealing with students
 - 2. Promotes constructive behavior on the part of all students
 - 3. Maintains a balance of freedom and security in the classroom
 - 4. Keeps parents and administration informed of discipline problems and procedures
 - 5. Utilizes positive reinforcement
- E. Uses Time Effectively
- 1. Punctuality in arriving to scheduled meetings and class on time
 - 2. Constantly complies with district work day schedule
 - 3. Uses Conference/planning time for professional purposes
 - 4. Uses time management in developing classroom procedures and routines
- F. Demonstrates Planning/Organizational Skills
- 1. Has lesson plans available
 - 2. Has materials/resources/media ready for teaching
 - 3. Uses time management skills
 - 4. Develops teaching objectives
 - 5. Prepares for substitutes

Comments:

III. CLASSROOM LEARNING ATMOSPHERE

- A. Creating an Environment of Respect and Rapport
- 1. Teacher interaction with students
 - 2. Student interaction
 - 3. Teacher's relation to diverse students
- B. Maintains Physical Space in an Organized, Clean and Attractive State
- 1. Safety in arrangement of furniture
 - 2. Accessibility to learning resources and use of physical resources
 - 3. Appearance of room being neat and evidence of instruction

- C. Creates Environment Conducive to Learning
 - 1. Students know what behavior expectations exist in classroom
 - 2. Students involved in developing rules for classroom behavior
 - 3. Seating arrangement suitable for on task learning
- D. Provision for Cheerful Classroom
 - 1. Effective bulletin boards and teaching area
 - 2. Holds high standards of ethical conduct
 - 3. Fosters a “we” spirit in classroom

Comments:

IV. INSTRUCTION AND ASSESSMENT

- A. Exhibits Knowledge of Content
 - 1. Instruction planned and flowing
 - 2. Continuity with lesson plans
 - 3. Objectives established
 - 4. Communicates with students
- B. Shows Ability to Communicate in Subject Mater Effectively
 - 1. Directions and procedures
 - 2. Effective oral communication
 - 3. Effective written language
- C. Establishes Clear Goals or Objectives
 - 1. Appropriate knowledge of curriculum
 - 2. Lessons/Activities designed to meet specific goals
 - 3. Measurable goals and objectives
 - 4. Conveys clear expectation of students
- D. Provides Active Learner Involvement
 - 1. Representation of content
 - 2. Activities and assignments
 - 3. Cooperative learning activities
 - 4. Instructional materials and resources
 - 5. Structure and Pacing

Uses a Variety of Teaching Techniques

 - 1. Lesson plans
 - 2. Teaching to meet individual needs
 - 3. Media and material to enhance instruction
- E. Provides for Individual Instruction Needs
 - 1. Various levels of student work provided

- 2. Methods to check understanding
- 3. Involvement of inattentive students

- F. Responds Effectively and Appropriately to Learners
 - 1. Provides for learner involvement
 - 2. Response to student's efforts
 - 3. Clear directions and procedures
 - 4. Assessments clarify purpose and instruction

- G. Exhibits Clear Questioning and Discussion Techniques
 - 1. Appropriate Use
 - 2. Discussion techniques
 - 3. Student participation

- I. Uses technology Appropriately
 - 1. Appropriate use
 - 2. Appropriate student engagement

- J. Alignment of teaching Curriculum According to District and State
 - 1. State frameworks utilized
 - 2. SAT 9 Objectives identified and relative
 - 3. Established testing standards

- K Provides for Individual Needs, Including Multi-cultural Where Appropriate
 - 1. Lesson adjustments
 - 2. Diversity in Instruction

- I. Uses State Mandated Grading Scale
 - 1. Understanding and use

Comments: -----

DERMOTT SPECIAL SCHOOL DISTRICT
Teacher Pre-Observation

Please complete the following information and return it to the observer at least one day before the scheduled date of the observation.

TEACHER -----

SUBJECT----- GRADE LEVEL-----

PERIOD/TIME AND DATE OF LESSON-----

OBSERVER-----

10. List the objectives for the lesson (include the skills, attitudes and knowledge that will be taught:

11. Briefly describe content of the lesson to be taught and major activities the students will be involved in:

12. State how you will measure the student's progress toward achieving the objective:

13. Identify the general characteristics of the class and any atypical students that the observers should be aware of:

14. List any particular teaching behaviors you wish feedback from the observer on: (optional)

DERMOTT SPECIAL SCHOOL DISTRICT
Teacher Post-Conference Information

TEACHER-----

SUBJECT----- GRADE LEVEL-----

PERIOD/TIME AND DATE OF LESSON-----

OBSERVER-----

1. Evaluator's Comments:

2. Suggestions or recommended area(s) of improvement: (if needed)

Signature of Evaluator Date

Evaluatee's Statement:

----- I have participated in a conference after an observation and have reviewed the Evaluator's report.

----- I have the following comments. (Use an attached page if necessary)

Signature of Person Evaluated Date

DERMOTT SCHOOL DISTRICT
INFORMAL TEACHER EVALUATION FORM

School Year: ----- Date: -----

TEACHER: ----- EVALUATOR: -----

-

SCHOOL: ----- ASSIGNMENT: -----

-

DATES OF OBSERVATION----- - ----- - -----

(Teaching competencies selected by the State and school District as those demonstrating good education practices.)

COMPETENCIES	YES	NO	COMMENTS
1. The teacher communicates accurately and effectively in the content area and maintains a professional rapport with the students.			
2. The teacher obtains feedback from and communicates with the students, parents, and other appropriate persons in a manner which enhances student learning and understanding.			
3. The teacher encourages the development of student involvement, responsibility, and critical thinking skills.			
4. The teacher manages the classroom to ensure the best use of instructional time.			
5. The teacher creates an atmosphere conducive to learning, self-discipline, and the development of realistic and positive self concepts.			
6. The teachers use a variety of instructional techniques, methods and media related to the objective.			
7. The teacher organizes instruction to take into account individual and cultural differences among students.			
8. The teacher plans instruction to achieve selected objectives.			
9. The teacher demonstrates generally accepted professional qualities.			

EVALUATOR COMMENTS:

TEACHER'S COMMENTS:

Signatures: ----- Teacher: -----

(Signature acknowledges awareness of this document, but does not necessarily constitute concurrence with it)

Policy Name: PROMOTION

Policy Code: GBJ

Date Adopted: 8-8-2002

The Board of Education shall consider and determine all promotions of employees based upon the recommendations of the Superintendent. All employees considered for promotion must possess the appropriate certification issued by the State Board of Education for said position.

When positions become vacant, presently-employed members of this school district will, if qualified, receive due consideration. As personnel positions become officially open, the vacancies are to be posted on the hall bulletin board in the central office building of each school. Teachers as well as general public are welcome to inspect bulletin boards at any time during office hours. A position is not officially vacant until the person holding that position submits a written resignation to the superintendent. A position is not officially filled until the superintendent recommends a person, and the Board approves that person to fill that position.

Legal References:

Ark. Stat. Ann. §§80-213, 80-509, 80-1234.

**Policy Name: SUSPENSIONS AND
ADMINISTRATIVE ACTIONS-CERTIFIED
PERSONNEL**

Policy Code: GBK

Date Adopted: 8-8-2002

The Superintendent has authority to temporarily suspend school personnel for up to thirty (30) days, when, in his/her opinion, the circumstances necessitate immediate action. The salary of a suspended employee shall cease as the date of the Board sustains the suspension. If sufficient grounds for termination or suspension are not found, the employee shall be reinstated without loss of compensation.

The Superintendent shall notify the employee in writing within two (2) school days of the suspension. Such written notice shall include a simple but complete statement of the grounds for suspension and/or recommended termination, and shall state that a hearing before the Board of Directors is available to the employee upon request provided such request is made in writing within 30 days of notice of termination or suspension.

Notice of the charges against such an employee and the opportunity for a hearing shall be sent by registered or certified mail to the employee, by the Superintendent. The hearing shall be held not less than 5 days nor more than 10 days after the receipt of request by the Board, unless mutually agreed upon by the Board and employee for some other date.

Legal References:

Ark. Act. 766 of 1979; Fullerton v. Southside School District, 272 Ark. 288 (April 13, 1981); Maxwell v. Southside School District, 273 Ark. 89 (June 8, 1981); McElroy v. Jasper School District, 273 Ark. 143 (June 15, 1981); Act 936, 1983.

Policy Name: TENURE

Policy Code: GBL

Date Adopted: 8-8-2002

See Act of 1983. Teacher Fair Dismissal Act of 1983 (GBN).

Legal References:

Ark. Act 936 of 1983.

Policy Name: TRANSFER PERSONNEL

Policy Code: GBM

Date Adopted: 8-8-2002

The Board of Education may transfer certified personnel upon the recommendation of the Superintendent when it is in the best interest of the school district to do so. Such transfer shall not be arbitrary, capricious, or discriminatory.

Whenever a teacher vacancy or new position exists in the district, that vacant position will be posted in all buildings during the school year and Central Administrative Office during summer months for minimum of five (5) days. Existing contracted certified staff of the district who have appropriate certification and who make applications for the position will be interviewed before any outside applicants are granted an interview.

A posted position will remain open five (5) working days from the date of the announcement. Openings which occur without two weeks written notice will be considered emergencies. Such an opening may be filled without regard to the time lines of this policy.

Teachers desiring a transfer to fill a vacancy must fill out a District Transfer Request and submit it to the Assistant Superintendent for instruction. Such application shall remain effective until withdrawn.

After the position has been filled, the teacher(s) requesting to transfer who interviewed for the position shall be advised in writing as soon as possible that the position has been filled.

Legal References:

Ark. Stat. Ann. &80-1234; Ark. Stat. Act 654 (1991).

TRANSFER REQUEST

DIRECTIONS: SUBMIT REQUEST TO: SUPERINTENDENT IN CHARGE OF INSTRUCTION

NAME: _____ DATE: _____

PRESENT POSITION: _____ SCHOOL: _____

REQUEST MOVE TO POSITION: _____

SCHOOL: _____

PROFESSIONAL QUALIFICATIONS TO SUPPORT REQUEST:

Policy Name: FORMAT FOR ACT 766
NON-RENEWAL HEARING

Policy Code: GBNA

Date Adopted: 8-8-2002

PRESIDING OFFICER:

The Board meeting is called for the purpose of hearing the recommendation of Superintendent _____. That the contract of (_____) not be renewed for the _____ school year. Mr. /Ms. (_____) has been furnished a copy of the recommendation and supporting documents. At this time, I would like to ask Mr. /Ms. (_____) if he/she has an attorney or other representation here to assist in his/her presentation. (Recognize and identify teacher's representative.) The Board will be represented by (identify Board representative). Prior to presentation of the evidence, I would like to move that the Board conduct this hearing in closed session unless Mr. /Ms. (teacher) wishes it to be open to the public. Mr. /Ms. (teacher), do you oppose holding this meeting in closed session? (If the teacher opposes a closed meeting, it must be held in public. (If the teacher so requests, that request should be included in the record of the meeting.)

The following documents submitted by the Superintendent and Mr. /Ms. _____ will be formally made a part of the transcript of this hearing:

From the Superintendent:

Exhibit A: (Briefly identify each document by date,
author, etc.)

Exhibit B:

Exhibit C:

Etc.

From Mr. /Ms. (teacher):

Exhibit A:

Exhibit B:

Exhibit C:

Etc.

The procedures for hearing the evidence will be for Superintendent _____ to state his/her recommendation and fully explain the reasons. He/she may also ask others to make statements of relevant information which he/she believes supports his/her recommendation. Following the statement of Superintendent and each of the persons offering evidence in support of his/her recommendation, Mr. /Mrs. _____ or his/her representative will be permitted to ask them questions. Since the law makes no provision for formal cross-examination, I suggest that any questioning be done in an informal and conversational manner. Board members may also ask questions of the witnesses.

After the Superintendent and his/her witnesses have concluded their statements and questioning by Superintendent _____ or someone designated by him to do so.

Superintendent _____, will you commence by stating your recommendation and the basis for it.

***** After all evidence is presented; the Board may retire into executive session to discuss the evidence. However, no persons other than Board members should be allowed to sit in with the Board. The Board should make its decision (any vote must be conducted in public session) after the conclusion of all the evidence or within ten days after the hearing date. A copy of the Board's decision must be furnished the teacher by personal delivery or registered or certified mail.

Legal References:

None

CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT-EMPLOYEE ELIGIBILITY FOR CONTINUED HEALTH COVERAGE BENEFITS

All employees, spouses, and dependent children may be eligible under certain conditions for continued health coverage if elected at the employee's expense, if that employee or their beneficiaries would otherwise lose coverage as a result of one of the following:

- A. Termination of a covered employee for reasons other than gross misconduct or reduction in hours of employment.
- B. Death of a covered employee.
- C. Divorce or legal separation of the covered employee.
- D. Cessation of a dependent child's status as a dependent.

Coverage may be continued for up to 18 months for the terminated employee, for up to 36 months under any of the other applicable circumstance above.

The District will notify any eligible employee or the spouse of deceased employee within 11 days of termination or death of their right to remain in the group insurance coverage. The employee or surviving spouse has 60 days to elect coverage and 45 days after electing coverage to pay the full premium.

In the event of a divorce or a dependent becoming ineligible due to age, the employee must notify the central office within 30 days in order to continue coverage in the group.

An employee is ineligible for this continued coverage if they can be covered under Medicare, other group insurance programs, or if they fail to pay the premiums. The District has the right to charge up to 102% of the premium rate to cover administrative expenses.

Legal References:

Consolidated Omnibus Budget Reconciliation Act.

During the period of the employment contract or within ten (10) days after the end of the school year, a teacher may deliver or mail by registered mail to the board, a letter of resignation as a teacher.

If a teacher resigns and accepts employment in another district in a position requiring a teaching certificate, the Board may request that the State Board of Education revoke or suspend the certificate of the teacher for remainder of the contract period.

An employee may offer a resignation upon written notice, with the acceptance of the resignation being at the discretion of the Board of Education. A teacher who resigns shall furnish the principal with evidence of satisfactory completion of all records to the date on which the resignation becomes effective; otherwise, final payroll warrant will be held until all reports have been completed. A teacher who resigns shall furnish the principal with a summary of work completed and a summary of pupil progress to date. The teacher shall also furnish classroom plans for the ensuing days as requested by the principal, but not to exceed one week.

Legal References:

Act 766 of 1979, Act 936 of 1983, Teacher Fair Dismissal Act of 1983.

Every contract of employment here after made between a teacher and the Board of Directors of said School District shall be renewed in writing on the same terms and for the same salary, unless increased or decreased by law, for the next school year succeeding the date of termination fixed therein, which renewal may be made by an endorsement on the existing contract instrument, unless by May 1st of the contract year, the teacher is notified by the school Superintendent that the Superintendent is recommending that the teacher's contract not be renewed or unless during the period of the contract or within ten (10) days after the end of the school year, the teacher shall deliver or mail by registered mail to the Board of Directors his or her resignation as a teacher, or unless such contract is superseded by another contract between the parties. Termination, non-renewal or suspension shall be only upon recommendation of the Superintendent.

Legal References:

Ark. Stat. Ann. &80-1304; Ark. Act 766 of 1979, Act 936 of 1983.

(Page 1 of 1)

**Policy Name: PROFESSIONAL PERSONNEL
RETIREMENT**

Policy Code: GBQ

Date Adopted: 8-8-2002

COMPULSORY RETIREMENT

A teacher who has reached the maximum permissible age for teaching in the public schools of Arkansas will be retired according to such age as is established by the Arkansas school laws. If no compulsory age limit exists, the teacher will be allowed to teach as long as he/she show satisfactory work in his/her position and is physically and mentally capable of carrying out the responsibilities of his/her position.

Legal Reference:

Ark. Stat. Ann. §§80-1401 to 1411; Ark. Act 25 of 1979.

All employees of the Dermott School District shall be members of the Arkansas Teacher Retirement System.

- A. The membership of the system shall include the following persons:
- (1) All teachers who last began service before July 1, 1971, in accordance with provisions in force before July 1, 1971;
 - (2) All teachers who last began service on or after July 1, 1989, and whose non-teaching service is not covered by another retirement plan similar in purpose to the system, except social security; and
 - (3)
 - (a) All non-teachers who began non-teaching service on or after July 1, 1989, and whose non-teaching service is not covered by another retirement plan similar in purpose to the system, except social security.
 - (b) All non-teachers who began non-teaching service before July 1, 1989, whose non-teaching service is covered or coverable by the Arkansas Public Employees' Retirement System shall continue to be covered by the Arkansas Public Employees' Retirement System for all non-teaching service, both past and future.
 - (c) These non-teachers who began service before July 1, 1989, shall be considered members of a closed system to be administered by the Arkansas Public Employees' Retirement System.
 - (d) The employer contribution rate for this closed system shall be established at a rate necessary to fund all present and future liabilities until such time as there are no longer members, retirants, or deferred annuitants.
- B.
- (1) A person who has excluded himself from membership before July 1, 1991, may rescind the exclusion by filing with the system a membership date form.
 - (2) The rescission shall be effective July of the fiscal year in which it is exercised.
 - (3) At the direction of the person, the membership may be prospective only, or both prospective and retroactive.
 - (4) For the membership to be retroactive, the member must pay the system both the member contributions and the employer contributions which would have been paid to the system had there been no exclusion, plus regular interest from the dates the contributions would normally have been received by the system to the date of actual payment.
- C. In any case of question as to the system membership status of any person, the Board shall have the final power to decide the question.
- D. Membership in the system shall be a condition of employment in accordance with the subsections (a) through (c) of this section and shall not be subject to election by individual employees.

Legal References:

Act 314 of 1978; Amended 1989, No. 652 & 4; 1989, No. 653 & 2; 1991, No. 43 & 3.

It shall be the policy of the School Board that:

A special effort shall be made to protect the school buildings and equipment. Each teacher and pupil should take pride in keeping the buildings and equipment in good condition. A spirit should be built up on the part of the students to protect school property.

Because of the many requests for use of school buildings during the evening hours, teachers should secure the approval of the principal before scheduling such an activity. The principal will in turn clear all requests through the office where a calendar of assignments of school buildings is kept. The teacher in charge of a group having been given permission to use a school building should assume responsibility for the care of the building during the time it is being used by the group.

Teachers who find it necessary to remain in a school building after working hours or custodians should assume responsibility for seeing that windows are closed and locked, electric lights turned off, and all exterior doors securely locked.

Keys needed by teachers are to be checked out at the principal's office and are for the use only of the teacher to whom they are issued. Teachers shall not have duplicates made of keys to school locks, and in no case should a key be loaned to a student.

1. Use of Conference Periods:

Conference periods are to be used for preparation of instructional materials, parent conferences, administrative conferences, and to fulfill school related responsibilities. Teachers are not to use conference periods to conduct personal business except in cases of extreme emergency. Extreme emergencies shall be determined by the principal.

2. Use of Telephone for personal use:

Teachers are to use school business phones for personal calls with discretion.

Legal References:

None.

**Policy Name: HEALTH EXAMINATIONS-
PERSONNEL**

Policy Code: GBRA

Date Adopted: 8-8-2002

All school employees (i.e., teachers, administrators, food service workers, school bus drivers, etc.) shall, prior to beginning employment each school year, furnish evidence dated not more than ninety (90) days prior to the date of its presentation that the employee is free from tuberculosis. In case of an emergency, a three (3) month period will be allowed for compliance with this policy.

Act 59, 1979, repeals this requirement for food handlers; however, it will continue to be a requirement for all employees of the Dermott Public Schools.

This certification may be obtained from a licensed physician or without charge from a county health department. Certification no longer requires a statement of freedom from all infectious diseases.

The keystone of this determination is the tuberculin skin test. If this test is negative the certificate may be signed by the local public health nurse or physician and renewed annually if no exposure to tuberculosis has occurred and answers to a TB questionnaire are satisfactory. If the tuberculin skin test is positive, a chest x-ray must be made annually and interpreted by a radiologist or a physician with experience in tuberculosis. Renewal annually for skin test reactors requires an annual chest x-ray with similar interpretation.

In the event of known recent exposure to tuberculosis, a change from negative to positive or the finding of x-ray evidence of active tuberculosis, certification requires clearance by the Director of the Tuberculosis Program of the State Health Department or a physician designated by the Director (e.g., the Chest Clinician in the county health department Chest Clinic.)

Requiring presentation of this certificate is the responsibility of school administrators. While the health department is willing to perform the necessary tests, it is not their responsibility to see to it that a health certificate is obtained.

Legal References:

&80-1210; Act 640 of 1989, Ark. Stat. Ann. 80-1210; 80-1211, 1973; Act 97, 1977; Act 59, 1979; Act 640 of 1989.

**Policy Name: SEX DISCRIMINATION/
HARASSMENT OF STUDENTS**

**Policy Code: GBRAA
(Also GCR)**

Date Adopted: 8-8-2002

Sexual harassment and other forms of sex discrimination, is a form of employee misconduct that undermines the integrity of the employee-student relationship. All students must be allowed to pursue their education in an environment free from unsolicited and unwelcome sexual overtures.

Sexual harassment does not refer to occasional compliments. It refers to behavior that is not welcome, that is personally offensive, that debilitates student morale, and that therefore interferes with the study habits of its victims and their fellow students. Sexual harassment may include actions such as:

1. Verbal sex-oriented “kidding”, insults, or subtle pressure for sexual activity.
2. Physical contact such as patting, pinching, or constant brushing against another’s body.
3. Demands for sexual favors, accompanied by implied or overt promises of preferential treatment or threats.

Sexual harassment is a prohibited personnel practice when it results in discrimination for or against a student on the basis of conduct not related to class performance, such as the taking or refusal to take student action, including passing of students who submit to sexual advances or refusal to pass students who resist or protest sexual overtures.

In fulfilling our obligation to maintain a positive and productive educational environment, the Board and District officials will make every attempt to halt any harassment of which they become aware by calling attention to this policy or by direct disciplinary action, if necessary.

Act 265 of 1993 makes it a Class C felony for a school employee to commit sexual abuse of a minor on school property, on property adjacent to the school or any other property used for school purposes, or during the time the minor is under the care and supervision of the person.

Legal References

U.S. Supreme Court, Title IX of the Education Amendment of 1972, Act 265 of 1993.

**Policy Name: GUIDELINES FOR COMPLIANCE
WITH THE DRUG-FREE WORKPLACE ACT OF 1988**

**Policy Code: GBRAB
(Also GCRAD)**

Date Adopted: 8-8-2002

1. Personnel Affected: All Employees.
2. The Dermott Special School District is strongly committed to providing a drug-free workplace both for health and safety of its employees and as an example of its students.
3. The illegal manufacture, distribution, dispensation, possession or use of narcotics, drugs, or controlled substances during working hours or on District property constitutes conduct unbecoming an employee and is prohibited. An employee shall not report to work or work after having used any prohibited drug. Compliance with this regulation is a condition of employment and any employee in violation will be subject to disciplinary action, up to and including discharge.
4. Employees are encouraged to seek treatment and/or counseling for drug problems. The District will assist its employees in obtaining treatment and/or counseling. Employees voluntarily requesting assistance will not have their employment jeopardized by the request. However, a request for assistance by an employee after violating this regulation will not affect the imposition of disciplinary action.
5. An employee charged with a violation of any state or federal criminal drug statute in the workplace or while performing job related duties must, as a condition of employment, notify the District of that fact not later than five (5) days after being charged.
6. Nothing in this regulation shall limit the District's right to discipline up to and including discharge of an employee for off duty, off premises illegal activity.

Legal References:

Drug Free Schools and Communities Act, Section 5145; Drug Free and Schools and Committee Act Amendments, 1989. (P.L. 101-226.) 2 USCA, Section 702, Et al 21 USCA, Section 812.

CERIFIED PERSONNEL DRUG FREE WORKPLACE**Policy Code: GBRABA****Approved: 3-15-2010**

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 the district employees are prohibited from the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances, illegal drugs, inhalants, alcohol, as well as inappropriate of illegal use of prescription drugs. Such actions are prohibited both while at work of in the performance of official duties while off district property; violations of the 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. (See Policy Code: GBRAB for a complete list of guidelines)

Should any employee be found to have been under the influence of, or 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 a school-sponsored function, including athletic events.

An employee living on campus or on school property is permitted to possess alcohol in his/her residence. The employee is bound by the restrictions stated in this policy while at work or performing his/her official duties.

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 in 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 the employee be tested, and the expense for such a voluntary testing shall be borne by the employee.

Any employee who is charged with a violation of any state or federal law relating to the possession, use or distribution of illegal drugs, other controlled substances or alcohol, or of drug paraphernalia, must notify his immediate supervisor within five (5) week days (i.e., Monday through Friday, inclusive, excluding holidays) of being so charged. The supervisor who is notified of such a charge shall notify the Superintendent immediately.

If the supervisor is not available to the employee, the employee shall notify the Superintendent within

the five (5) day period.

Any employee so charged is subject to discipline, up to and including termination. However, the failure of an employee to notify his supervisor or the Superintendent of having been so charged shall result in that employee being recommended for termination by the Superintendent.

Any employee convicted of any state or federal law relating to the possession, use or distribution of illegal drugs, other controlled substance, 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

**Policy Name: VIOLATION OF A MINOR IN
FIRST AND SECOND DEGREE**

Policy Code: GBRAC

Date Adopted: 8-8-2002

A. Violation of a minor in the first degree.

1. A person commits the offense of violation of a minor in the first degree if he/she engages in sexual intercourse or deviate sexual activity with another person not his/her spouse, who is more than thirteen (13) years of age and less than eighteen (18) years of age, and the actor is the minor's guardian, employee in the minor's school or School District, temporary caretaker or person in a position of trust or authority of the minor.
2. Violation of a minor in the first degree is a Class C Felony.

B. Violation of a minor in the second degree.

1. A person commits the offense of violation of a minor in the second degree if he/she engages in sexual contact with another person not his/her spouse, who is more than thirteen (13) years of age and less than eighteen (18) years of age, and the actor is the minor's guardian, employee in the minor's school or School District, temporary caretaker or person in a position of trust or authority of the minor.
2. Violation of a minor in the second degree is a Class D Felony.

Legal References:

Act 265 of 1993.

For purposes of this section:

- (1) A sexual offense is one described in § 5-14-101 et seq.; and
- (2) "Conviction" means having pled guilty or nolo contendere to or having been found guilty of committing a sexual offense against a minor or student.

Any public school district employee who commits a sexual offense against a minor shall upon conviction be dismissed from employment and shall not thereafter be eligible for employment by any school in this state.

Any public school teacher who commits a sexual offense under shall upon conviction be dismissed from employment and shall not thereafter be eligible for employment by any school in this state.

Legal Reference:

AR code §6-17-116. Protection from sex offenders.

SEXUAL ASSAULT
IN FIRST AND SECOND DEGREE

Policy: GBRACB
Adopted: 2-11-2010

Sexual Assault in the first degree:

A person commits sexual assault in the first degree if the person engages in sexual intercourse or deviate sexual activity with a minor who is not the actor's spouse and the actor is an employee in the victim's school or school district, or a person in a position of trust and authority over the victim. Sexual assault in the first degree is a Class A felony

Sexual assault in the second degree:

A person commits sexual assault in the second degree if the person;

- (1) Engages in sexual contact with the sex organs of another person by forcible compulsion;
- (2) Engages in sexual contact of genitalia with another person who is incapable of consent because the person is helpless, mentally defective, or mentally incapacitated;
- (3) Being eighteen (18) years of age or older, engages in sexual contact with the sex organs of another person, not the person's spouse, who is less than fourteen (14) year of age;
- (4) Engages in sexual contact with another person who is less than eighteen (18) years of age and the person is (ii) a professional under §12-12-507(b) or is a position of trust or authority over the minor or (iii) is the minor's guardian, an employee in the minor's school or school district, or a temporary caretaker;
- (5) Is a teacher in a public school in a grades kindergarten through twelve (K-12) and engages in sexual contact with another person who is a student enrolled in the school and who is less than twenty one (21) years of age.

Sexual assault in the second degree is a Class B felony.

Legal Reference:

AR code §5-14-124,& §5-14-125; Act 1720 of 2003

**Policy Name: STAFF HEALTH AND SAFETY
AND SMOKING**

**Policy Code: GBRAD
(Also GCRKA)**

Date Adopted: 8-8-2002

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.

Any person violating the provisions of this Act shall be guilty of a misdemeanor, and upon conviction thereof, shall be punished by a fine of not less than ten dollars (\$10.00), nor more than one hundred dollars (\$100.00)

Legal References:

Act 854 of 1987, && 1, 2; 1997, No. 779, & 1; 1999, No. 1555, & 1

Policy Name: MISCELLANEOUS ITEMS

Policy Code: GBRAE

Date Adopted: 8-8-2002

1. Daily lesson plans that are updated, current, specific should be in the classroom at all times. Additional requirements may be placed into effect by the local building principal.
2. When the student policies handbook is to be revised, the principals will seek input from the teachers, students, and parents.

Legal References:

None.

Each employee who has school equipment or supplies in his/her possession is expected to provide proper care and maintenance of such. Records should be adequately kept to demonstrate repairs, service, etc. The school district is required to keep an official inventory for auditing purposes for all equipment and supplies with a value of \$500 or more. A group of supplies or equipment which forms a unit of which the combined value is \$500 or more must also be listed as inventory items.

An official form will be supplied by the central office for inventory purposes. Each appropriate supervisor will be responsible to secure these forms along with appropriate property stickers and dispense to all employees under their supervision. The supervisor will instruct all staff on proper procedure, etc. A copy of the inventory will be maintained at each level and a master copy will be turned in to the central office. The physical inventory will be done at the beginning of each school year and at the end of each school year. Changes in the inventory will be made when items are lost, stolen, or no longer of such value that an inventory is needed. Additionally, inventory items may be moved from area to area and assigned to another inventory list. In each of these cases the supervisor must have approved of the change and send written notification to the central office of such changes. Additions or deletions to all lists must be properly documented.

School property can be sold with board approval. Such requests to sell school property shall be made in writing and presented for approval to the Board. If approval is granted, then the equipment to be sold shall be advertised for sale in the county paper and sealed bids will be accepted for 7 calendar days after the final running of the ad. The central office will be responsible for opening the sealed bids and awarding the sole.

All inventory items which are thought to be stolen must be reported to the local police and an appropriate police report shall be turned in to the central office. The superintendent will then determine if an insurance claim should be filed.

Legal References:

None

A. TEACHING HOURS AND ATTENDANCE

Teachers will be subject to an eight hour work day. Teachers are expected to observe the following rules regarding attendance at school:

1. Teachers are expected to attend promptly all meetings designed for them.
2. Teachers are expected to report to school and be in their rooms at a time designated by the principal. Leaving time after school will also be set by the principal.

B. SUMMER EMPLOYMENT

1. Workers hours and attendance in the summer will be equal to a forty (40) hour week. This will include all work related hours.
2. The employee, with the approval of the supervisor, may take time off for extra time during evening hours related to the employee work assignment, etc.

Legal References:

None.

Policy Name: DAILY SCHEDULE

Policy Code: GBRBA

Date Adopted: 5-13-2003

THE SCHOOL DAY - All teachers are expected to be on the campus fifteen (15) minutes before the opening of school. Teachers shall be expected to be in the classroom before the arrival of their students and remain at the end of the day a reasonable length of time as to allow a student to check with the teacher if the need arises.

The school day officially begins at 7:45 a.m. and ends at 3:30 p.m.

Legal References

None.

BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF ARKANSAS:

SECTION 1. Arkansas Code § 6-17-114(a), concerning teacher's daily planning period, is amended to read as follows:

- (a) (1) Effective beginning the 2003-2004 school year, each school district in this state shall provide a minimum of two hundred (200) minutes each week for each teacher to schedule time for conferences, instructional planning, and preparation for all classroom teachers employed by the district.
- (b) (2) The planning time shall be in increments of no less than forty (40) minutes.

APPROVED: 3/18/2003

Legal Reference: Act 462 of 2003

Policy Name: DUTY FREE LUNCH PERIOD

Policy Code: GBRC

Date Adopted: 8-8-2002

All teachers shall have thirty-minute, uninterrupted, duty-free lunch periods for a minimum of eighty (80) percent of the contract days on which both students and teachers are present.

Legal References:

Act 558 of 1987.

Policy Name: CERTIFIED STAFF MEETINGS

Policy Code: GBRD

Date Adopted: 8-8-2002

The board considers it part of a teacher's and administrator's professional responsibility to attend such staff meetings as may be required for the proper functioning of the schools, to serve on committees involved in curriculum development and textbook selection, and to participate in parent-teacher organizations and functions.

School Administrators will seek to give sufficient notice of staff meetings, hold them to reasonable frequency and length, and make committee assignments equitably.

Teachers will be given an agenda for staff meetings one (1) day in advance of meetings when possible.

Legal References:

None.

Policy Name: EXTRA-CURRICULAR DUTIES

Policy Code: GBRE
(Also GBAB)

Date Adopted: 8-8-2002

A. EXTRA-CURRICULAR DUTIES

Extra-curricular duties shall be divided as equally and fairly as possible. Assignments will be made by principals in their respective schools. These duties are considered to be a normal part of the teacher's work, and it will be necessary for all teachers to share them.

B. EXTRA PAY

Extra pay for teacher's additional duty outside of school hours must be approved by the Superintendent of Schools. Such duty shall be on a volunteer basis. If there are not enough volunteers, teachers will be assigned necessary duties.

Legal References

None

Name: NON-INSTRUCTIONAL DUTY

Policy Code: GBREA
Date Adopted: 2-11-2010

NON-INSTRUCTIONAL DUTY

Any teacher assigned more than sixty (60) minutes of non-instructional duties per week shall be contracted with in accordance with Arkansas Code 6-17-807(g).

“Non-instructional duty” means the supervision of students before or after the instructional day begins or ends for students or for the supervision of students during breakfast, lunches, recesses, or scheduled breaks.

Legal Reference: Act 1398 of 2003

Policy Name: CERTIFIED PERSONNEL REIMBURSEMENT Policy Code: GBRF
OF TRAVEL EXPENSES

Date Revised: 6-20-2012

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

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

Reimbursement claims must be made on forms provided by the District. An Agenda for overnight meetings is required for meal reimbursement. If overnight stay is not required, meals may be reimbursed when a copy of meal receipt is submitted. Receipts with tips or alcoholic beverages included will not be accepted for reimbursement.

Employees of the Dermott School District will be reimbursed for expenses incurred in pursuit of their official duties in the following manner:

I. Mileage reimbursement will be made at \$.37 per mile from your official work station or your home (whichever route is the shorter) to the destination and return. No allowance will be paid for travel from the employee's home to the workstation. Mileage will be paid according to map mileage. (Adopted 9-8-05)

II. Actual expenses of lodging will be reimbursed when overnight accommodations are necessary. A hotel/motel receipt will be attached to the request for reimbursement. Reimbursement for lodging expense will be made only in instances that have prior approval from the Superintendent.

III. Reimbursement for meals will be at the following rate and only when the employee has an overnight stay:

A Daily amounts are limited to \$30.00 per day without receipts required. For days when lodging for only one night is required, allowable meal reimbursement may be claimed at 75% of the day of departure and 75% of the day of return.

Example: Full Day-	Breakfast- \$ 6.00	Travel Day-	Breakfast- \$ 4.50
	Lunch - \$ 9.00		Lunch - \$ 6.75
	Supper - <u>\$15.00</u>		Supper - <u>\$11.25</u>
	\$30.00		\$22.50

B. IRS higher rates may be allowed for higher standard cities such as Little Rock, which has a rate of \$34.00 per day.

Example: Full Day -	Breakfast – \$6.80	Travel Day -	Breakfast - \$ 5.10
	Lunch - \$10.20		Lunch - \$ 7.65
	Supper - <u>\$17.00</u>		Supper - <u>\$12.75</u>
	\$34.00		\$25.50

C. If overnight stay is not required, meals may be reimbursed at the rate of \$7.00 per meal if receipts are submitted. Receipts submitted for payment cannot include tips or alcoholic beverages. Without overnight stay, all meal reimbursements are taxable.

D. Agenda's are required for meal reimbursements. When meals are provided at meetings, the meal reimbursement will be adjusted accordingly.

Breakfast = 20% of Per Diem

Lunch = 30% of Per Diem

Supper = 50% of Per Diem

IV. Extended or out of state travel will require approval of the Superintendent. Out of state travel reimbursement will be made on the same basis as above.

V. Items not eligible for reimbursement:

- A. Tips
- B. Personal phone calls
- C. Entertainment expenses
- D. Alcoholic beverages
- E. Room Service

VI. All requests for expense reimbursement will be made on standard Dermott School District "TRAVEL EXPENSE REIMBURSEMENT FORMS" and must be approved by the Superintendent.

Cross Reference: Policy ASBA 7.12 - EXPENSE REIMBURSEMENT

DERMOTT SCHOOL DISTRICT
MILEAGE CHART

	<u>One Way</u>	<u>Round trip</u>
Altheimer	89	178
Arkadelphia	117	234
Bearden	83	166
Camden	91	182
Conway	147	294
Crossett	52	104
DeWitt	63	126
Drew Central	23	46
Dumas	29	58
El Dorado	96	192
Eudora	36	72
Fayetteville	303	606
Fordyce	68	136
Gillett	49	98
Grady	49	98
Greenville, Mississippi	41	82
Hamburg	37	74
Hampton	68	136
Helena	115	230
Hermitage	54	108
Hot Springs	165	330
Jonesboro	186	372
Kingsland	64	128
Lake Village	20	40
Little Rock	118	236
Magnolia	131	262
McGehee	9	18
Monticello	24	48
North Little Rock	118	236
Pine Bluff	74	148
Rison	58	116
Russellville	189	378
Strong	76	152
Texarkana	183	366
Warren	40	80
West Helena	111	222
West Memphis	164	328
Woodlawn	61	122

*Any other city mileage will be computed using the computer.

Approved: April 15, 2004

To assure all students reasonable assistance without charge from their own teachers and to avoid placing a teacher in a position where he/she may have a conflict of interest, teachers will not be permitted to receive money for tutoring any student they have in class or upon whose evaluation or assignments they will be called upon to advise.

A teacher may not tutor any student for pay during regular District working hours or on school premises.

Further, during summer recess, paid tutoring may be given only to a student who was not a member of the teacher's class (es) in the preceding semester.

In all cases, teachers are requested to advise the appropriate principal of any tutoring for pay under taken.

Legal References:

None.

PROCEDURES

2. In case of absence from duty, the teacher is to telephone the principal or head teacher at the earliest possible time, preferably the day before the expected absence. The principal or head teacher of the school should be notified on the day preceding the return to duty, if at all possible.
3.
 - a. Selection of a substitute for temporary replacement of an absent teacher will be made and called by the principal or head teacher of the school in which he/she is to work.
 - b. All substitutes shall be paid by the district.
 - c. Certified teachers will be provided as substitute teachers when there is a known prolonged absence. This will be done provided certified teachers are available.
4. The principal will complete a monthly report of teacher absences and transmit it to the Superintendent's office.
5. Condition of Leave:
 - a. With the approval of the Board, leaves of absence may be granted for not less than one semester nor more than two semesters at any one time with the privilege of being re-contracted and reassigned.
 - b. A minimum of three years of approved service in the Dermott School System must have been completed and the employee selected for the fourth year before he/she is eligible for such a leave of absence.
 - c. Applications for leave of absence must be filed in writing with the Superintendent and must state clearly all details under which leave is connected.

Legal References:

Ark. Stat. Ann. §§80-213, 80-509, 80-1218.

Policy Name: EDUCATIONAL LEAVE

Policy Code: GBRHA
(C f: GBRF, DJD)

Date Adopted: 8-8-2002

1. Requests for educational leave of absence must be submitted in writing to the Director of Personnel sixty (60) days in advance.
2. All educational leave requests must identify courses and hours to be earned.
3. Educational leave without pay may be granted, not to exceed one (1) year.
4. An employee on extended contract may be permitted a summer educational leave with pay for professional growth purposes subject to approval of the Superintendent and the Board.
5. An employee on extended contract (more than 9 months) who desires to do additional work towards qualification and/or work on Master's Degree or any other degree may be granted educational leave with extended contract pay subject to approval of the Board.
6. Local summer course participation by employees on extended contract must be approved. Guidelines necessary as to daily job responsibility must be determined by immediate supervisor, division head, and Director of Personnel.

Legal References:

Ark. Stat. Ann. §§80-213, 80-509, 80-1218.

Policy Name: CERTIFIED PERSONNEL
LEAVES FOR CONFERENCES AND VISITATIONS

Policy Code: GBRHB

Date Adopted: 8-8-2002

A. Travel - Professional Leave

Certified staff of the Dermott Public Schools is encouraged to participate in - service activities through attendance at conferences and visitations relating to their teaching assignments.

1. A teacher wishing to be excused from school to attend a professional activity directly relating to their teaching assignment may make such request to the school principal at least two (2) weeks in advance.

Travel and/or other expenses may be born by the District subject to budget limitations for employing substitutes and reimbursement for travel, meals, and lodging.

2. Teachers wishing to be excused from school to serve on State Department of Education committees or committees of professional organizations should receive approval from the principal prior to accepting such committee responsibility. Out-of-pocket expenses related to these activities will not be borne by the District.

B. Travel - Non-Professional Leave

A teacher wishing to be excused from school for the primary purpose of accompanying another person on a trip or to take a pleasure trip may make such request to the school principal at least two (2) weeks in advance. Approval may be given if preparations can be made to insure the continuity of the school's program.

1. The excused teacher may use his/her personal leave for up to two (2) days absence. Additional absences will result in salary deductions as follows: Three days deduction per year equal to that of a substitute teacher, followed by the deduction of a day's pay for each absence.

These regulations do not pertain to teachers attending contests or conventions when accompanied to students.

Legal References:

None

Policy Name: EXCHANGE TEACHING

Policy Code: GBRHC

Date Adopted: 8-8-2002

The term “exchange teacher” applies both to teachers from foreign countries and to teachers from other American communities who come to our community on a direct exchange formally approved by the Superintendent. Official arrangements will include assurances that the teacher is properly certified and qualified for work in the District schools.

Teachers may apply for and be granted a twelve (12) month leave of absence to permit them to teach in school in foreign countries. Teachers on leave for this purpose may also request and be granted a twelve (12) month extension in time to permit a second year in such assignment. Upon returning to the District school system, the teacher will not ordinarily be granted another leave of absence for this same purpose until five additional years of teaching in the District schools is completed.

Legal References:

None.

**Policy Name: PERSONAL LEAVES AND
ABSENCES PERSONNEL**

Policy Code: GBRI
Date Adopted: 5-13-2003
Date Revised: 9-06-2008

The School District recognizes that emergencies occur making it necessary for a teacher to have time off from work to conduct personal matters. The Principal is authorized to grant up to two (2) full days to meet these needs if the following conditions are met:

1. Prior arrangements must be made 2 days in advance with the Principal.
2. Requests will not be honored for time off on the days before or after holidays or during semester exams.
3. In the event all sick leave is used, personal leave can be used for sick leave.
4. Personal leave can be accumulated up to six (6) days. Any unused personal days over six, not used in the course of the year they are received, will not be accumulated and carried to the next year.
5. 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. Personal leave may be taken in increments of no less than one half day.

Legal References:
A.C.A.

§6-17-211

Policy Name: JURY DUTY

Policy Code: GBRIA
(Also GCRGA)

Date Adopted: 8-8-2002

Revised: 3-15-2010

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 employees immediate supervisor.

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

School employees serving jury duty will keep money from jury duty. Documentation should be provided by the 15th of the following month, or full substitute pay will be deducted. Sick days will not be affected.

Legal References:

A.C.A. §16-31-106

**Policy Name: ABSENCE DUE TO
AUTHORIZED SCHOOL BUSINESS**

Policy Code: GBRIAA

Date Adopted: 8-8-2002

The Superintendent for Administration may grant permission to teachers to attend educational meetings without loss of pay. Budget limits must be taken into consideration on all requests. If a substitute is needed during such absences, the district shall pay the substitute's salary. No deductions shall be made in salary when the employee is absent due to authorized school business, or educational meetings.

Any certified employee of the Dermott School District who is selected to either the Board of Directors or an office of a professional organization shall be entitled to leave with pay for association business, as long as it does not interfere with the educational process. Such leave shall be approved upon 48 hours notification to the building principal or superintendent.

Legal References:

Ark. Stat. Ann. §§80-213, 80-509, 80-1218.

All employees who participate in the teacher salary fund are eligible for sick leave in accordance with the following policy adopted by the Dermott School District Board of Education:

1. For the purpose of this policy the following definitions shall apply:
 - a. Teacher - term teacher shall include any full-time employee of the Dermott School District, who is compelled by law to secure a license from the State Board of Education as a condition precedent to employment.
 - b. Sick Leave - shall mean absence with full pay of one's duties in a public school for the reason of personal illness or illness in the employee's immediate family.
 - c. Immediate Family - shall include the teacher's spouse, children, grandchildren, and parents and any other relative living in the same household.
 - d. Accumulated Sick Leave - shall mean the total number of days of unused sick leave that the teacher has to his/her credit. The Dermott School District shall provide sick leave for each of its teachers at a minimum rate of one (1) day per month or major portion thereof that the teacher is contracted at full pay. After the effective date of this policy, such leave shall be in force beginning with the first day of the first school term for which each teacher is employed. If a teacher resigns or leaves his/her teaching position for any reason before the end of the school term, the district may deduct from his/her last pay check full compensation for any days of sick leave used in excess of the number of days earned. A teacher shall be entitled to such leave only for reasons of personal illness or illness in his/her immediate family.

A record of sick leave used and accumulated shall be established and maintained by the school district for each of its teachers. Sick leave that is unused by a teacher during any school year shall be accumulated in such teacher's sick leave account at a rate of one (1) day per month or major portion thereof employed until one hundred twenty (120) days have been accumulated. A teacher who qualifies for sick leave may use any amount up to his/her total number of accumulated days. Accumulated days of sick leave that are used up may be restored up to one hundred twenty (120) days in the same manner they were first accumulated.

Any employee who accumulates one hundred twenty (120) days will be compensated for the number of days above one hundred twenty (120) at the daily rate of the current substitute pay. (This will be paid in the last payment of the contract year.)

The Dermott School District will pay for accumulated unused sick leave days when a certified person, who has been employed in a certified position, retires through the Arkansas Teacher Retirement System and is no longer employed with the district. The rate of pay will be calculated by multiplying the number of accumulated unused sick leave days times the current rate of pay for a short term substitute.

2. If a principal or Superintendent has reason to believe that a teacher has violated or misused this sick leave policy he/she may require a certificate signed by a duly licensed physician for subsequent absences. The teacher shall be notified of this requirement in writing. When a teacher is absent for three (3) or more consecutive days, her/she shall present a certificate signed by a duly licensed physician to his/her principal.
3. A teacher who is unable to teach because of personal illness or disability and who has exhausted all sick leave available may be granted, at the request of the teacher or principal, leave of absence without pay for the remainder of the school year. At that time the teacher's health condition will be reviewed, and a decision shall be made by the Board to return the teacher to active duty, to extend the leave of absence, or to take appropriate action.
4. If a teacher is out for more than one (1) period up to and including four (4) periods, or more than one hour (1) up to and including four (4) hours it will be counted as one-half (1/2) day of sick leave, and if more than four (4) periods or four (4) hours, the teacher will be charged a full day of sick leave.
5. Employees who are adopting or seeking to adopt a minor child or minor children may use up to 15 sick leave days in any school year for absences relating to the adoption, including time needed for travel, time needed for home visits, time needed for document translation, submission or preparation, time spent with legal or adoption agency representatives, time spent in court and bonding time. Except for bonding time, documentation shall be provided by the employee upon request.
6. Sick Leave and 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 GBRIBAC – FAMILY AND MEDICAL LEAVE

Legal References:

Act 177 of 1975; Act 386 of 1975; Act 391 of 1979; Act 259 of 1987.

DESCRIPTION OF SICK LEAVE BANK

The Sick Leave Bank is set up to help members in extreme emergencies, such as open heart surgery, terminal cancer, extensive cancer treatment, organ transplants, or when other catastrophic illnesses or disabilities occur to the member or to a member's family as defined in Policy GRIB (Sick Leave Policy). Routine parental leave does not qualify for borrowing.

A member shall not be granted any days from the Sick Leave Bank until all his/her own sick leave is depleted. The member must use all personal days before requesting days from the Sick Leave Bank. All twelve (12) month employees must also use all their vacation days before making a request. A member may not request more than a maximum of twenty (20) days per contract year.

A. ELIGIBILITY

1. The Sick Leave Bank is to be set up for certified employees of the Dermott School District.
2. To participate, the employee must contribute one (1) day of sick leave to the Sick Leave Bank when he/she becomes a member.
3. An employee has the opportunity to become a member by enrolling before October 1. An employee may become a member in subsequent years by enrolling between August 25 and September 10. At such time, he/she will be assessed one (1) day. New employees, hired during the year, may become a member at the time of employment. He/she will be assessed one (1) day at this time.

B. MAINTENANCE

1. Members will be assessed for days when the Sick Leave Bank has reached a point of near depletion.
 2. Members will donate only one (1) day at a time.
 3. Days assessed cannot be returned to employees and will be carried forward in the Sick Leave Bank.
 4. A member utilizing sick leave days from the bank shall not have to replace those days except as a regular contributing member.
1. If the bank falls below 30 days, assessment will be made at the beginning of the year. All Members will be notified each time when they are assessed a sick day. After the first assessment, further assessments in that same year will be on a volunteer basis by members.
 2. If a member elects not to participate during any given year, they must resign in writing before a day is assessed or they will lose that day. If that member wishes to rejoin Sick Bank, they will be considered a new member and will not be eligible to request days from

the sick bank until their second consecutive year of membership in the bank.

3. If a member is not able to contribute a day when the assessment is made at the beginning of the year, the member will become ineligible for the rest of the year and will need to rejoin at the beginning of the next year.
4. Members of the sick bank shall remain members unless at the time of an assessment:
 1. They decline to give to the sick bank.
 2. They are unable to give a day to the bank.
9. If a member has been granted two consecutive years sick bank days, they will not be allowed to request sick days the third year. This applies to continuing (uninterrupted) membership. They would again be eligible after that year.

C. ADMINISTRATION

1. Personnel Policy Committee shall oversee the administration of the Sick Leave Bank with the assistance of the Superintendent.
2. The district central office will keep the records of the Sick Leave Bank.
3. The Personnel Policy Committee will determine the need for activation of the Sick Leave Bank, upon receipt of a Sick Leave request form. This form is to be submitted to the Personnel policy Committee chairperson or the Central office by the employee or his/her representative, if the employee is unable to do so. The application must be accompanied by a physician's statement. (Request form should be submitted at or near depletion of accumulated sick leave and before payroll deduction is made.)
4. Upon receipt of application, the Committee will call a meeting as soon as possible.
5. If the Personnel Policy Committee has questions concerning an application, the person submitting the application may be asked to meet with the Committee before a decision is made.

Legal References:

Act 791 of 1989.

Policy Name: EDUCATIONAL
IMPLICATIONS OF HEALTH NEED OF
STUDENTS INCLUDING AIDES
(ACQUIRED IMMUNE DEFICIENCY SYNDROME)

Policy Code: GBRIBAA

Date Adopted: 8-8-2002

I. PERSONNEL

- A. All employees who are infected with AIDS will continue their employment and regular assignment in conformance with the Americans with Disabilities Act.
- B. Information about AIDS and other Communicable Diseases to School Personnel.
 - 1. In-service to all personnel will be provided by appropriate HIV-Aids trained personnel who may seek information and resources from community, public and private health providers. Such in-service may include a discussion of local District policies, etiology of the disease, prevention, and community resources for referral and information. Periodic updates will be provided through additional in-service or memoranda.
 - 2. School personnel will have specific instruction about the risks of communicable diseases, such as AIDS and hepatitis, incorporated into instruction on substance abuse and use.
- C. Substance Use and Abuse:
Students will receive age appropriate instruction on how HIV may be transmitted through the sharing of drug needles and syringes. Also, instruction will be provided as to how drugs may decrease inhibitions and lower the effectiveness of the immune system.

II. STUDENTS

- A. Privacy Rights
The District protects the privacy rights of learners of all ages. Therefore, knowledge that a student has a communicable disease, but does not pose a risk to other students or the educational staff in the school setting, such as being infected with the AIDS virus, will be confined to those persons with a direct need to know (e.g., principal, school nurse, primary teacher.)
- B. Student Health and Welfare
 - 1. Communicable Diseases. The Infectious Disease Guidelines which were adopted by the Arkansas Department of Education will be followed. When Dermott School District has an HIV positive student enrolled, the following guidelines will be followed:
 - a. The School Superintendent will notify the Director of the Arkansas Department of Education before any action is taken by local school district.
 - b. The Director of the Arkansas Department of Education notifies the chair of the Arkansas AIDS Advisory Board. The Director will give all pertinent information to the chair.
 - c. The chair of the AIDS Advisory Board will convene the Board which consists of members from the Arkansas Department Health medical representatives.
 - d. The Advisory will interact directly with the local school administrators to develop a plan of action which maintains confidentiality.

2. Students with special health problems may be considered handicapped under Section 504 of the Rehabilitation Act of 1973. As such they are protected against discrimination and entitled to a free public education which would include identification of health problems which impact learning, implementation of an individualized education plan and primary health care provider.

Legal References:

Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973.

Policy Name: Certified Personnel Leave
Injury from Assault

Policy Code: GBRIBAB
Date Adopted: 9-9-04

Any teacher, who, 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

Date Adopted: September 9, 2004
Last Revised: September 16, 2004

**Policy Name: FAMILY AND MEDICAL
LEAVE ACT OF 1993**

Policy Code: GBRIBAC
(Also: GCRCG)
Revised: 3-15-2010

Definitions:

Covered active duty means

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

Covered Service Member is

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

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

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

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

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

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

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

Qualifying Exigency: Issues that arise due to covered active duty of a call to covered active duty of an employee’s spouse, son, daughter, or parent. Examples include issues involved with short-notice

deployment, military events and related activities, childcare and school activities, the need for financial and legal arrangements, counseling, rest and recuperation, post-deployment activities, and other activities as defined by federal regulations.

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

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

Serious Injury or Illness:

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

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

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

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

Policy

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

Leave Eligibility

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

1. Because of the birth of a son or daughter of the employee and in order to care for such son or daughter;
2. Because of the placement of a son or daughter with the employee for adoption or foster care;
3. To care for the spouse, son, daughter, or parent, of the employee, if such spouse, son, daughter, or parent has a serious health condition; and

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

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

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

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

District Notice to Employees

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

Employee Notice to District

Foreseeable:

When the need for leave is foreseeable for reasons 1 through 4 or 6 listed above, the employee shall provide the district with not less than 30 days' notice, before the date of the treatment requires leave to begin in less than 3 days, the employee shall provide such notice as is practicable. As soon as practicable means as soon as, 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 covered active duty, or because of notification of an impending

call or order to covered active duty, the employee shall provide such notice to the district as is reasonable and practicable regardless of how far in advance the leave is foreseeable.

When the need for leave is for reasons 3, 4, or 6 listed above, the employee shall make a reasonable effort to schedule the treatment so as not to disrupt unduly the operations of the district subject to the approval of the health 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 not foreseeable, an employee shall provide the district notice of the need for leave as soon as practicable given the facts and circumstances of the particular case. Ordinarily, the employee shall notify the district within two (2) working days of learning of the need for leave, except in extraordinary circumstances where such notice is not feasible. Notice may be provided in person, by telephone, telegraph, fax, or other electronic means.

Medical Certification

When the need for leave is for reasons 3, 4, or 6 listed above, the employee should provide a medical certification from a licensed, practicing health care provider supporting the need for leave at the time the notice for leave is given, but must provide certification at least fifteen (15) days prior to the date the leave is to begin. The certification shall include the date on which the serious health condition began, the probable duration of the condition, and the appropriate medical facts within the knowledge of the health care provider regarding the condition. Leave taken for reason 3 listed above, must include certification that the eligible employee is needed to care for the son, daughter, spouse, or parent and an estimate of the amount of time the employee is needed to provide the care. For reason 4 listed above, the certification must include a statement that the employee is unable to perform the required functions of hi/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 I 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 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 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 his/her portion of the cost of the group health plan coverage to the district's business office on or before it would be made by payroll deduction.

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

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

- a. The employee fails to return to work due to the continuation, reoccurrence, or onset of a

serious health condition that entitles the employee to leave under reasons 3 or 4 listed above; and/or

b. Other circumstances exist beyond the employee's control.

Circumstances under "a" listed above shall be 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, 4, and 6 listed above if they have

(A) made a reasonable effort to schedule the treatment so as not to disrupt unduly the operation 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) provide 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 employees intermittent or reduced schedule

leave.

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

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

Leave Taken by Eligible Instructional employees near the end of the academic term

Leave more than 5 weeks prior to end of term.

If the eligible, instructional employee begins leave, due to reasons 1 through 6 listed above, more than 5 weeks prior to the end of the academic term, the district may require the employee to continue taking leave until the end of such term, if

- (A) The leave is of at least 3 weeks duration; and
- (B) The return to employment would occur during the 3-week period before the end of such term.

Leave less than 5 weeks prior to end of term

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

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

Leave less than 3 weeks prior to end of term

If the eligible, instructional employee begins leave, due to reasons 1,2,3, or 6 listed above, during the period that commences 3 weeks prior to the end of the academic term and 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.

Cross Reference: GBRIB Sick Leave

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

Family and Medical Leave Act of 1993.

All school districts are covered under the Family Medical Leave Act and are required to keep certain payroll and employee identification records and post pertinent notices regarding FMLA for its employees. Employees, however, are only eligible for FMLA benefits if the district has 50 or more employees with a 75-mile radius of the district's offices. Your district may choose to offer FMLA benefits to you employees even though they are not technically eligible. If your district has less than 50 employees and chooses not to offer FMLA benefits, the following policy serves to inform your employees of why FMLA benefits do not apply to them and could help to avoid possible confusion resulting from the posting of FMLA notices. Dermott School District has more than 50 employees.

**CERIFIED PERSONNEL WORKPLACE INJURIES and
WORKERS COMPENSATION**

Policy Code: GBRIBAD
Adopted: 3-15-2010

The district provides Worker's Compensation Insurance, as required by law. Employees who sustain **any** injury at work must immediately notify their immediate supervisor, or in the absence of their immediate supervisor notify the Superintendent. An injured employee must fill out a Form N and the employee's supervisor will determine whether to report the claim or to file the paperwork if the injury requires neither medical treatment of lost work time. While many injuries will require no medical treatment of time lost at work, should the need for treatment arise later, it is important that there be a record that the injury occurred. All employees have a duty to provide information and make statements as requested for the purpose of the claim assessment and investigation.

For injuries requiring medical attention, the district will exercise its right to designate the initial treating physician and as injured employee will be directed to seek medical attention, if necessary, from a specific physician or clinic.

Workers' Compensation absences may be designated as FMLA absences when the criteria are met under FMLA for a serious health condition.

An employee who is absent from work due to a workplace injury or receiving temporary disability benefits due to a Worker's Compensation claim will utilize any sick leave accumulation he/she may have at the rate of 1/3 of a sick leave day for day of absence to bring the total amount combined income up to 100% of usual contracted pay, unless the employee gives the school district written notice to not use sick leave days in this manner. No employee may realize a net compensation gain from a combination of Workers' Compensation benefits and sick leave in excess of contracted pay. Sick leave days used for workplace injuries will not be restored to the employee.

Legal Reference: Ark. Workers Compensation Commission
RULE 099.33 – MANAGED CARE
A.C.A. §11-9-508(d)(5)(A)
A.C.A. §11-9-514(a)(3)(A)(i)

Policy Name: MATERNITY LEAVE

Policy Code: GBRIC
(Also: GCRGC)

Date Adopted: 8-8-2002

Maternity leave will be treated the same as sick leave with the following provisions:

1. The teacher should remain in the classroom as long as her performance is satisfactory and her physician deems advisable.
2. Sick leave will be terminated on the day the doctor certifies the teacher is able to report for work. Written certification will be presented to the principal as soon as possible after delivery.

When claiming sick leave, a teacher must complete a sick leave form upon his/her return to school and file with the principal.

Legal References:

None.

**Policy Name: CERTIFIED PERSONNEL-
MILITARY LEAVE**

Policy Code: GBRID

Date Adopted: 8-8-2002

Section 1

- B. All teachers and administrators employed by any public school in this state who desires to take a leave of absence for the purpose of participating in the military training programs made available by the National Guard or the reserve branches of the armed forces and all teachers and administrators employed by a public school who desire to take a leave of absence for the purpose of participating in the civil defense and public health training programs made available by the United States Public Health Services shall be entitled to such a leave of absence for a period of fifteen (15) days, plus necessary travel time in any fiscal year. For the purpose of this act, fiscal year shall be the fiscal year now established for the United States Government.
- C. Whenever any teacher or administrator is granted a leave of absence under the provision of this section, he/she shall be entitled to his/her regular salary during the time he/she is away from his/her duties during such leave of absence. The teacher or administrator will be responsible for paying for the cost of any substitute employed in the teacher's or administrator's absence.
- D. Such leave of absence shall be in addition to the regular vacation time allowed the employee.

Section 2

- A. An employee having one full year of employment in the Dermott School District who is called in to the armed service shall be granted a leave of absence for the length of his/her tour of duty. If this person desires to return to his/her position of employment with the school district, he/she must notify the superintendent of schools ninety (90) days prior to his/her being separated from the armed service. Upon receiving an honorable discharge, and being able to carry out his/her duties, he/she shall be reinstated, with all benefits, in his/her previous position of equal status and pay scale.

Legal References:

Act 586 of 1989; REVISED; June 27, 1989; Act 673 of 1991.

Policy Name: BEREAVEMENT LEAVE

Policy Code: GBRI

Date Adopted: 8-8-2002

Leave for bereavement of up to two (2) days will be granted when members of the immediate family are involved (as defined under Sick Leave and including grandparents and grandchildren). If extenuating circumstances arise, additional days may be taken from Sick Leave or Personal Leave, as approved by the principal.

Legal References:

None.

**Policy Name: ARRANGEMENTS FOR
SUBSTITUTES PROFESSIONAL STAFF
EMPLOYMENT**

Policy Code: GBRJ

Date Adopted: 8-8-2002

Employees who are unable to report for work for any reason should notify the principal involved at the earliest possible time so that suitable substitute arrangements may be made. Teachers are expected to have available to the substitute those materials necessary to conduct the activities of the day.

The contracting and paying of substitutes shall be a responsibility of the school district.

The Superintendent of Schools or his/her designee shall maintain a list of qualified substitute teachers who may be called on to replace regular teachers when they are absent. Such a list shall be filed with the principal of each school. Insofar as possible, principals will call persons on this list to substitute in subjects or area for which they are listed. A person whose name does not appear on the substitute list may not be employed in the Dermott School District except when specifically approved by the Superintendent.

Principals will be responsible for seeing that the work of the substitute is as effective as possible. They will also be responsible for reporting monthly to the Superintendent on the use of substitutes in their school.

The pay of the substitute teacher shall be at a per day rate established by the Board. However, if someone substitutes for more than two weeks in the same position, the substitute may be paid at a regular teacher's salary based on the certification and experience of the substitute, beginning with the first day of the third week. Non certified substitutes would continue to receive the regular substitute salary.

Legal Reference:
None.

Policy Name: STUDENT TEACHERS

Policy Code: GBRJA

Date Adopted: 8-8-2002

The Dermott School System cooperates with the University and other colleges in their teacher-training program by accepting the responsibility of supervising student's teachers on a limited basis.

No teacher is required to take on this responsibility. Those who are willing to participate in this program familiarize themselves with the following suggestions.

1. The university prefers to use as supervising teachers those who have had at least two years of successful teaching experience.
2. Remember that your first responsibility is always to your students. You remain responsible from the learning that goes on in the classroom. If you feel that your students are not profiting from the use of a student teacher, it is up to you and your building principal to correct the situation.
3. Give your student teacher an opportunity to become acquainted with the over-all school program. Supervise and observe him/her in many situations. Help him/her overcome weaknesses of which he/she may not be aware. Encourage him/her whenever you can. Confer with him/her often. Let him/her do his/her own planning, but know what he/she is planning at all times.
4. In the event you should have two student teachers in one school term, the same classes should not be taught by a practice teacher both semesters.

Legal References:

None.

Policy Name: VACATIONS

Policy Code: GBRK

(Also: GCRH)

Date Adopted: 8-8-2002

Date Revised: 6-9-2011

240 day contracted employees are 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 during instructional time. All vacation time must be approved by the superintendent.

No employee shall be entitled to more than 15 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 15 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.

Twelve (12) month employees who perform duties in times of need to fill in vacated positions may be granted additional compensation or release time for their unused vacation time.

Legal References:

None.

The Dermott School District provides its certified personnel benefits consisting of the following.

- I. The priceless reward of helping shape the life and future of our children;
- II. Health insurance assistance;
- III. Contribution to the teacher retirement system;
- IV. One sick leave day per contract calendar month, or greater portion thereof;
- V. Two Bereavement Days; and
- VI. Two Personal days per year that can accumulate up to six.

Legal Reference: A.C.A. § 6-17-201

Date Adopted: 6-9-11
Last Revised:

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.

Date adopted: 6-9-11

Last Revised:

Policy Name: PROFESSIONAL ORGANIZATIONS

Policy Code: GBS

Date Adopted: 8-8-2002

Teachers are encouraged to join and support their professional organizations and attend the meetings.

Legal References:

None.

**Policy Name: PROFESSIONAL RESEARCH
AND PUBLISHING**

Policy Code: GBT

Date Adopted: 8-8-2002

The Board considers that the school district has proprietary rights to publications, instructional materials, and devices prepared by district employees during their paid work time. However, the board also recognizes that importance of encouraging its professionals' writing, research, and other creative endeavors.

When original materials are developed by employees or staff committees during working time or as part of regular or special assignments for which they are paid, the district will have sole rights in matters of publication or reproduction. However, the district will clearly recognize and note the identity of the employee(s) who created the materials.

In situations where the proprietary rights to material is in doubt as for example, when original instructional materials have been developed partially during working time or as part of a paid assignment and partially during the staff member's own time, arrangements will be made for the appropriate assignment of rights and any profits.

However, a staff member may use his/her background of knowledge of District programs and operations in professional writing of any type, without the Board claiming any rights to the materials or authority to approve them prior to publication, except that articles purporting to represent district policy will be cleared by the Superintendent who may, if the subject warrants, see Board clearance.

All staff members need to be aware that they should not allow their students to make offensive or derogatory remarks about other staff members that may be published or become public knowledge.

Legal References:

None.

An effective educational program requires the services of men and women of integrity, high ideals, and human understanding. All district employees are expected to maintain high standard in their school relationships. These standards include the following:

1. The maintenance of just and courteous relationships with students, parents staff members, and others.
2. The maintenance of their own efficiency and knowledge of the developments in their fields of work.
3. The transaction of all official business with the properly designated authorities of the school system.
4. The establishment of friendly and intelligent cooperation between the community and the school system.
5. Restraint from using school contacts and privileges to promote partisan politics, sectarian religious views, or selfish propaganda of any kind.
6. Directing any criticism of other staff members or of any department of the school system toward the improvement of the school system. Such constructive criticism is to be made directly to the particular school administrator who has the administrative authority to improve the situation and then to the Superintendent, if necessary.
7. The proper use and protection of all school properties, equipment, and materials:
In order to protect the health, welfare, and safety of students, no school employee will dispense or in any way transfer possessions of alcohol or any drug while on school premises, including school vehicles, or at any school-planned activity. Further, no school employee will be under the influence of alcohol or possess or be under the influence of any illegal drug while on school premises, including school vehicles, or at any school-planned activity. Violation of this policy provision will result in suspension or dismissal of the employee.

Legal References:

None.

Policy Name: DRESS CODE

Policy Code: GBUA

Date Adopted: 8-8-2002

Because of the significant influence of teachers as role models for their students, and the tendency of the latter to emulate teachers in such matters as dress and attire, the Dermott School District has a strong interest, rooted in its educational concerns, about the grooming and dress of teachers. Teachers should refrain from dress or attire which tends to distraction, or which materially and substantially impedes or interferes with the educational process. School personnel shall dress in a manner appropriate to their profession. Extremes in clothing should be brought to the attention of the individual by the Building Principal.

Legal References:

None.

CERTIFIED PERSONNEL REDUCTION IN FORCE

Policy Code: GBV

Date Adopted: 6-9-11

Date Revised: 5-10-12

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, the RIF shall be 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.

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 120 days in a school year shall not constitute a year.

Teaching Experience outside the District:

One (1) point for each year for a maximum of five (5)

- Graduate degree in any area of licensure in which the teacher will be ranked (only the highest level of points apply)
 - 1 point - Bachelor's Degree
 - 2 points - Bachelor's Degree plus 12 additional hours
 - 3 points - Bachelor's Degree plus 24 additional hours
 - 4 points - Master's degree
 - 5 points - Master's degree plus 15 additional hours
 - 6 points - Master's Degree plus Educational specialist degree
 - 7 points - Doctoral degree
- National Board of Professional Teaching Standards certification—3 points
- 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. For example, a P-4 license or a 5-8 social studies license are each worth one point.

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 added and teacher's ranked by total points from highest to lowest in their certification areas. All teachers have the right to view a listing of personnel and point totals. Those documents are available in the superintendent's office.

Each teacher will receive a list of his/her points by November 1. Upon receipt of the list, each teacher has ten (10) days within which to file a grievance directly with the superintendent. The superintendent shall have ten (10) days from the receipt of the grievance to make a decision. If the teacher is not satisfied with the decision, he/she shall have ten (10) days from the receipt of the decision to file an appeal with the school board. The local school board shall set a hearing as soon as possible where all parties can attend.

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. 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.

Recall:

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 required to hold a license as a condition of employment and for which he or she is qualified by virtue of education, license, or experience, as determined by the job requirements developed by the superintendent or designee, for a period of up to two (2) years. A teacher shall have the right to be recalled to a licensed position that is less than a 1.0 full time equivalent (FTE) has less authority or responsibility, or that has a lower compensation level, index or stipend. No teacher shall have any right to be recalled to any position that is for a longer contract period, has greater authority or responsibility, is for greater than the former FTE, or that is at a higher compensation level, index or stipend.

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

In the event the district is involved in an annexation or consolidation, teachers from all the districts involved will be ranked according to years of service, licensure, degrees, and training. A year of teaching at an annexed or consolidated district will be counted the same as a year at the receiving or resulting district. No credit for years of service will be given at other public or private schools, or for higher education or Educational Service Cooperative employment.

Legal Reference: A.C.A. § 6-17-2407

Date Adopted: June 9, 2011

Last Revised: May 10, 2012

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

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

Legal Reference: A.C.A. § 6-17-1506(c)(1)

Date Adopted: 6-9-11

Last Revised:

Dermott Schools 2013/2014 School CalendarJuly

July 15 1/2 day Professional Development
July 16-18 Professional Development

August

Aug 7-8 Professional Development
Aug 13-15 Professional Development
Aug 19 First Day of School

September

Sep 2 Labor Day
Sep 19 1st Quarter Halfway Reports
P/T Conferences (3:30—6:30)

October

Oct 18 End of 1st Quarter – 44 Days
Oct 22 Prof Dev (3:30—6:30)
Oct 25 Report Cards

November

Oct 31-Nov. 1 AEA Conf. (No school)
Nov 14 2nd Quarter Halfway Reports
P/T Conferences (3:30—6:30)
Nov 25-29 Thanksgiving Break

December

Dec 20 End of 2nd Quarter – 38 Days
Dec 23-Jan 3 Christmas Break

January

Jan 6 3rd Nine-Weeks Begins
Jan 7 Prof Dev (3:30—6:30)
Jan 10 Report Cards
Jan 20 Martin Luther King Jr. Day

February

Feb 13 3rd Quarter Halfway Reports
P/T Conferences (3:30—6:30)
Feb 17 Presidents' Day

March

Mar 14 End of 3rd Quarter – 48 days
Mar 18 Prof Dev (3:30—6:30)
Mar 21 Report Cards
Mar 24-28 Spring Break

April

Apr. 18 Good Friday
Apr. 24 4th Quarter Halfway Reports
P/T Conferences (3:30—6:30)

May

May 26 Memorial Day
May 30 End of 4th Quarter – 48 Days
June 2-6 Inclement Weather Days

**Policy Name: PERSONNEL POLICY
COMMITTEE DUTIES**

Policy Code: GCA

Date Adopted: 8-8-2002

All new educational legislation is to be reviewed by the Personnel Policy Committee and appropriate recommendations made before school starts in August.

Local References:

None.

**Policy Name: Certified Personnel Responsibilities in
Dealing with Sex Offenders on Campus**

Policy Code: GCB
Dated Adopted: 9-11-2008

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 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 Arkansas Code Annotated § 12-12-901 et. seq. "Megan's Law" and it is the responsibility of district staff to know and understand the policy and, to the extent requested, aid school administrators in enforcing the restrictions placed on campus access to Level 3 and Level 4 sex offenders.

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

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

**Policy Name: Certified Personnel Duty to
Report Child Abuse, Maltreatment, or Neglect**

Policy Code: GCC
Date Adopted: 9-11-2008

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, and 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. § 12-18-107
 A.C.A. § 12-18-201 et seq.
 A.C.A. § 12-18-402

**Policy Name: CERTIFIED PERSONNEL
VIDEO SURVEILLANCE**

Policy Code: GCD
Date Adopted: 9-11-2008
Date Revised: 6-9-2011

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

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

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

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

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

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

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

Legal References: