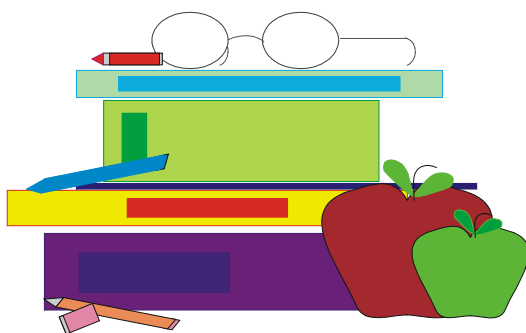


Sloan-Hendrix Public School



School Board and Classified / Certified Personnel Policy Handbook 2021-2022

Adopted September 2021

Preston Clark, President of the Sloan-Hendrix School Board

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INTRODUCTION

This handbook is printed to help the employees of the Sloan-Hendrix Public Schools perform their assigned duties with a better understanding of the rules and policies that have been established by the administration.

The policies and regulations contained in this guide have been an attempt to set the patterns for the program of education in our district.

Due to the nature of some of these items, they cannot be changed. Others will be revised from time to time, as the need arises. We feel that this handbook is an important tool in helping you to do your job well, and we ask all members of the staff to study the handbook carefully and keep it available for reference at all times.

This book is printed and distributed with the approval of the Superintendent and the Sloan-Hendrix Board of Education.

Clifford Rorex, Superintendent

Marty Moore, High School Principal

Ligie Waddell, Elementary School Principal

** 2007 Revised Edition

**Any new state or federal laws or regulations will be added and enforced as of their effective dates.

TITLE VI, TITLE IX, AND SECTION 504

In keeping with guidelines on Title VI, Section 601 Civil Rights Act of 1964, Title IX, Section 901 Educational Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, Sloan-Hendrix School assures that no person in the United States shall, on the basis of race, color, national origin, 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.

Sloan-Hendrix Public Schools complies with the following:

Title IX of the Education Amendments of 1972 states: no person . . . shall, on the basis of sex, be excluded from participation in, be denied the benefit of, or be subject to discrimination under any education program or activity receiving Federal Financial Assistance. The Civil Rights Act of 1964 prohibits receiving federal assistance.

Title VI of the Civil Rights Act of 1964 states: No person in the United States shall, on the grounds of race, color, or national origin be excluded from participation in, be denied the benefit of or be otherwise subjected to discrimination under any program or activity receiving Federal Financial.

Title VI of the Rights Act of 1964 (42 U.S.C. Sec. 200d.et seq.) requires: that no person in the United States shall, on the grounds of race, color, or national origin be excluded from participation in, be denied the benefit of, or be subjected to discrimination under any program or activity receiving financial assistance. In addition, insofar as national origin regulations are applied to those students who are limited in their English proficiency, the May 25, Memorandum from DHEW requirements states that: Where the inability to speak and understand the English language excludes educational program offered by a school district, the district must take affirmative steps to rectify the language deficiency in order to open its instructional program to these students.

Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1991, states: No otherwise qualified handicapped individuals . . . shall, solely by reason of their handicap, be excluded from participation in, be denied the benefit of or be subjected to discrimination under any program or activity receiving federal financial assistance.

A homeless individual is someone who lacks a fixed, regular, and adequate nighttime residence. This includes anyone who, due to a lack of housing lives: in emergency or transitional shelters; in motels, hotels, trailer parks, campgrounds, abandoned in hospitals awaiting foster care; in cars parks, public places, or bus or train stations, abandoned buildings; doubled up with relatives or friends; migratory children living in these conditions. Homeless students face multiple challenges and barriers to success in school. The Education for Homeless Children and Youth Program provides resources necessary for success. Homeless students will be identified and given appropriate services as needed.

It is the policy of the Sloan-Hendrix Public Schools to provide equal opportunities without regard to race, color, national origin, sex, age, qualified handicap, or veteran in its educational programs and activities. This includes, but is not limited to, admissions, educational services, financial aid, and employment. Any persons having inquiries concerning compliance with Title VI (Race), Title IX (Sex), or Section 504 (Handicap) is directed to contact the 504 Coordinator or the Director of the Office of Civil Rights: David Cook, Equity Coordinator, Sloan-Hendrix Public Schools, P.O. Box 1080, Imboden, Arkansas 72434; phone number 869-2384.

SECTION 504 GRIEVANCE PROCEDURES

Any employee, parent, or student expressing a grievance concerning discrimination based on race, sex, or handicap will first present the grievance in writing to the appropriate building principal.

If the grievance is not resolved by the meeting between the employee, parent, or student, and the building principal, the employee, parent, or student may appeal to the 504 Coordinator. The employee, parent, or student will request the meeting in writing, outlining the nature of the grievance and the efforts made to resolve the grievance.

The 504 Coordinator will schedule a meeting with the employee, parent, or student within five (5) days of receipt of the request. The employee, parent, or student may have representation of his/her choice at the meeting. The 504 Coordinator will notify the employee, parent, or student within ten (10) days of the decision related to the grievance.

If the grievance is not resolved by the meeting between the employee, parent, or student, and the 504 Coordinator, the employee, parent, or student may appeal to the Superintendent. The employee, parent, or student will request the meeting in writing, outlining the nature of the grievance and the efforts made to resolve the grievance.

The Superintendent will schedule a meeting with the employee, parent, or student within five (5) days of receipt of the request. The employee, parent, or student may have representation of his/her choice at the meeting. The Superintendent will notify the employee, parent, or student within ten (10) days of the decision related to the grievance.

The employee, parent, or student, if he wishes, may continue the grievance to the Board. The employee, parent, or student will request in writing to the President of the Board a hearing, attaching all related materials, including any written decisions. The Board will schedule a hearing no later than its next regular meeting.

The employee, parent, or student will be granted a full and complete hearing and may have a representative of his choice at the Board hearing. The Board will notify the employee, parent, or student of its decision no later than ten (10) days following the hearing.

No reprisal will be taken by any supervisor against employee, parent, or student for using this grievance procedure.

**THE FRAMEWORK OF THE
SLOAN-HENDRIX SCHOOL ORGANIZATION
IS SHOWN BELOW**

District Board of Education
(Elected by the People)

(Superintendent of Schools Elected by the Board)

Principals
(Elected by the Board on Recommendation of the Superintendent)

Faculty Members
(Elected by the Board on Recommendation of the Superintendent)

DUTIES OF THE PRINCIPAL & EVALUATION OF INSTRUCTIONAL PERSONNEL

- A. Principals shall be directly responsible to the Superintendent of Schools.
- B. Principals shall be responsible for the evaluations of their staffs and submit such reports as deemed necessary to the office of the Superintendent of Schools.
 - Evaluation of Instructional Personnel
 - 1. The Principal shall help teachers become oriented with their various duties and with the community with which they shall work. A cooperative effort to upgrade the instructional program to benefit the children and society of the community shall be a constant objective.
 - 2. It shall be the responsibility of the administration to provide adequate means for evaluating the effectiveness of the instructional personnel.
 - 3. Written evaluations will be made on each teacher and placed on file with the Superintendent.
 - 4. These evaluations shall be made available to the teacher upon request.
- The Certified Personnel Evaluation Plan that was approved by the State Department will be used starting the 1987-88 school year as amended for the new evaluation form to be used beginning the 1998-99 school year.
- C. Principals shall be responsible for the enrollment and assignment of all pupils, for their promotion, discipline, attendance, and personal records.
- D. Teachers and other employees working in the Principal's buildings will be directly responsible to the Principal.
- E. Principals will be held accountable for the reports, assignments, etc. requested by the Superintendent.
- F. They will be responsible for all activities taking place in their respective buildings. They will always seek to maintain an atmosphere conducive to good learning.
- G. The Principals will plan their curricular activities and schedules in conjunction with the Superintendent's office.

SELECTION OF AND QUALIFICATIONS FOR INSTRUCTIONAL PERSONNEL

- A. All teaching personnel employed by this school district must possess those qualifications set forth by the State Department of Education and by all accrediting agencies of which this school is a member. It is recognized by the Board of Education that the above qualifications are set up to promote minimum requirements whenever possible. Selections will be based on the following considerations:
 - 1. Certification requirements
 - 2. Experience and past performance
 - 3. Health qualifications
 - 4. Personal interview
 - 5. Written application
- B. Assignment of Instructional Personnel/Paraprofessionals
 - Insofar as possible, teachers/paraprofessionals will be assigned to positions for which they are best qualified. Also, reasonable effort will be made by the Superintendent upon consideration of recommendations made by the Principal. Employees may be assigned or reassigned by the decision of the Superintendent.
- C. Sick Leave
 - 1. Sick leave covers sickness of any full time teacher, the teacher's spouse, and children.
 - 2. Computation of days of sick leave:
 - a. Sick leave shall accumulate at the rate of one day per month or the major portion thereof that the teacher is contracted minus the number of days used.
 - b. Sick leave may be accumulated to a maximum of ninety (90) days.
 - c. The sick leave is effective on the date the teacher is required to report for the beginning of the fall term of school.
 - d. Teachers coming into the system during the academic school year will automatically have accumulated sick leave at the rate of one day for each month left in the academic year.
 - e. *ACT 774-1999* Whenever an employee of a school district, an educational cooperative, a state education agency, or a two-year college accepts a position with Sloan-Hendrix School District, his/her accumulated sick leave from the above name institutions will be accepted up to ninety (90) sick days.
 - 3. Salaries during leave:
 - A teacher's salary shall continue during authorized sick leave under this policy.

4. Salary deductions:
Leaves and/or absences by a teacher not authorized or covered under the above provisions will cause a salary deduction from such teacher's salary in a sum equal to a full day's salary times the number of days the teacher is absent, based on 185 days.
5. When claiming sick leave, the teacher must fill out a sick leave form upon his/her return to school and file with the Principal.
6. As soon as a teacher knows he/she will be absent, he/she should notify the Principal. The teacher's class roll book and lesson plans should be left with the Principal. The teachers are not to call substitutes as calling substitutes will be taken care of by the Principal.

Act 40 1999 Husbands and Wives that are both employed at Sloan-Hendrix School District may share their accumulated sick days. Sick days will be limited to ninety (90) maximum in any combination.

FAMILY AND MEDICAL LEAVE ACT GUIDELINES

Eligibility

- A. In compliance with the Family and Medical Leave Act (FMLA) of 1993, the Sloan-Hendrix School District will grant unpaid leave up to an maximum of twelve weeks during any one year period to a eligible employee for one or more of the following reasons:
 1. For the care of the employee's child (birth, adoption, foster).
 2. For the care of the employee's spouse, child, or parent who has a serious health condition.
 3. For a serious health condition that makes the employee unable to perform his or her job.
- B. In order to qualify for family/medical leave, an employee must have been employed by the Sloan-Hendrix School District for at least one year and must have worked 1,250 hours over the previous twelve months.

Application for Family Medical Leave:

- A. The request for family/medical leave must be made in writing to the Superintendent thirty days prior to the beginning of the leave. Advance notice is not required in cases of medical emergency or other unforeseeable events.
- B. Medical certification from a licensed, practicing health-care provider must be provided with the application for FMLA. The certification must verify the need for the leave and the estimated length of the leave. The medical certification must be provided at the time the request for FMLA is presented to the Superintendent. If an employee fails to provide timely medical certification, the leave may be denied until medical certification is provided. The medical certification must include a statement from a licensed, practicing health-care provider that the employee is unable to perform the required functions of his or her position.
- C. An employee who wishes to request unpaid FMLA must provide thirty days advance notice to the Superintendent in writing if the need for the leave is "foreseeable." The written request must state the declared reason for the leave and the length of time requested. Medical certification from a licensed practicing health-care provider must also be provided.
- D. The Sloan-Hendrix School District may require a second medical opinion and periodic re-certification at its own expense. If the first and second medical opinions differ, the Sloan-Hendrix School District, at its own expense, may require the binding opinion of a third licensed, practicing health-care provider approved jointly by the employee and the district.

Length of Leave:

- A. An eligible employee of the Sloan-Hendrix School District is entitled to a total of twelve (12) work weeks of leave during a "rolling" twelve-month period measured backward from the date the employee first uses any FMLA leave. However, the employee must first utilize earned and/or accrued sick leave and unused personal days to substitute for all or part of any unpaid FMLA leave.
- B. FMLA leave because of the birth or adoption of a child expires at the end of the twelve-month period beginning on the date of the birth of the child or placement of the child. Any leave must be concluded within this one year period.
- C. Spouses employed by the Sloan-Hendrix School District are limited to a total of 12 weeks combined leave for the birth or adoption of a child or the care of a sick parent.

Health Insurance During Leave:

- A. For the duration of the FMLA leave, the employee's group health insurance will be continued under the same conditions as if the employee had continued working. Since the employee will be on unpaid leave, the employee

will be bringing to the Superintendent's office each month the employee-paid portion of the employee's health insurance premium. State matching insurance will continue during the period of the leave. Even though the employee is on unpaid FMLA leave, he or she must continue to make his or her contribution to the health insurance premium. Payment of the employee-paid portion of the health insurance premium will be due in the Superintendent's office at the same time as if on regular payroll deduction.

- B. If the employee on FMLA leave has received state matching contribution for health insurance and does not return to work, the amount of the insurance matching provided by the state will be recovered from the employee.

Reporting Requirement During Leave:

Employees on FMLA leave shall communicate with the central office every two weeks during the leave period to report on the employee's leave status and intention to return to work as well as the expected date of return.

Return from Leave:

- A. As a condition of restoration from FMLA leave, the employee will provide medical certification from a licensed, practicing health-care provider that the employee is able to resume work.
- B. If an employee is permanently unable to return from leave, medical certification from a licensed, practicing health-care provider must be provided to verify the inability of the employee to return to work.
- C. An employee taking FMLA leave is entitled to be returned to his or her previous position or to "an equivalent position."
- D. In the event that an employee is unable to return to work, the Superintendent will make a determination at that time as to the documented need for a severance of the employee's contract due to an inability of the employee to fulfill the responsibilities and requirements of the contract.

HIV/AIDS POLICY

General Principles

HIV is not spread by casual, everyday contact. Therefore, barring special circumstances (see Appendix I.), students who are infected with HIV shall attend the school and classroom to which they would be assigned if they were not infected. They are entitled to all rights, privileges, and services accorded to other students. Decisions about any changes in the education program of a student who is infected with HIV shall be made on a case-by-case basis, relying on the best available scientific evidence and medical advice.

There shall be no discrimination in employment based on having an HIV infection or AIDS. No school employee shall be terminated, non-renewed, demoted, suspended, transferred, or subject to adverse action based solely on the fact that he or she is infected with HIV (or perceived to be infected). School employees who are unable to perform their duties due to an illness, such as those related to HIV, shall retain eligibility for all benefits that are provided for other school employees with long-term diseases or disabling conditions. (See Appendix: II. & III.)

Sloan-Hendrix Schools shall provide a sanitary environment and establish routines for handling body fluids that are recommended by the Centers for Disease Control, Arkansas Department of Health, and Arkansas Department of Education.

Sloan-Hendrix Schools shall administer a program of on-going education about HIV for students, their families, and all school employees, including full-time, part-time, and temporary professional and support staff, to ensure that all are informed in a consistent manner about

- A. The nature of HIV infection, including how it is and is not transmitted according to current scientific evidence,
- B. School district policies and procedures related to employees and students with diseases such as HIV infection, C. Resources within the school district and elsewhere for obtaining additional information or assistance, and
- D. Procedures to prevent the spread of all communicable diseases at school.

The development and provision for HIV/AIDS awareness education to the various working groups in the school will be coordinated with the local and state health agencies and the American Red Cross.

Evaluating Students and School Staff Members Who Are Infected with HIV

HIV infection is not transmitted casually; therefore, it is not, in itself, a reason to remove a student or staff member from school. A superintendent who has been notified that a student or staff member is infected with HIV shall follow a standard procedure to ensure the safety of persons in the school setting and to plan to support the person with the illness.

In the case of HIV, the Superintendent shall determine whether the person who is infected with HIV has a secondary infection, such as tuberculosis, that constitutes a recognized risk of transmission in the school setting. This is a medical question, and the Superintendent shall answer it by consulting with the infected person's physician, a qualified public health official who is responsible for such determinations, and the infected person (and a student's parent or guardian.) This group shall also discuss ways that the school may help anticipate and meet the needs of the student or staff member infected with HIV.

If there is no secondary infection that constitutes a medically recognized risk of transmission in the school setting, the Superintendent shall not alter the education program or job assignment of the infected person. However, the Superintendent or designee shall periodically review the case with the infected person (and student's parent or guardian) and the medical advisors described above.

If there is a secondary infection that constitutes a medically recognized risk of transmission in the school setting, the Superintendent shall consult with the physician, public health official, and the infected person (and student's parent or guardian). If necessary, they will develop an individually tailored plan for the student or staff member. Additional persons may be consulted, if essential for gaining additional information; but the infected staff member, or the parents or guardian of a student, must approve the notification of any additional persons who would know the identity of the infected person. The Superintendent should consult with the school attorney to make sure that any official action is consistent with federal and state law. When the Superintendent makes a decision about the case, there shall be a fair and confidential process for appealing the decision.

If an individually tailored plan is necessary, it shall have minimal impact on either education or employment. It must be medically, legally, educationally, and ethically sound. The Superintendent will establish guidelines for periodic review of the case and will oversee implementation of the plan in accordance with local, state, and federal laws, including due process and appeal.

Utmost confidentiality shall be observed throughout this process.

Confidentiality

The people who shall know the identity of a student or school staff member who is infected with HIV are those who will, with the infected person (and a student's parent or guardian,) determine whether the person who is infected with HIV as a secondary infection that constitutes a medically recognized risk of transmission in the school setting. They are as follows:

1. The Superintendent, or a person designated by the Superintendent to be responsible for the decision
2. The personal physician of the infected person
3. A public health official (The official may not need to know the identity of the infected person. A study of the facts of the case may be sufficient to make a decision.)

Notification of Additional Persons

The decision makers listed above and the person infected with HIV (and a student's parent or guardian) will determine whether additional persons need to know that an infected person attends or works at a specific school. The additional persons will not know the name of the infected person without the consent of the infected person (and a student's parent or guardian). Depending on the circumstances of the case, the following persons may know about the person who is infected with HIV, but not know his or her identity:

1. The school nurse
2. The school Principal or designee

Additional persons may be notified if the decision makers feel that this is essential to protect the health of the infected student or staff member or if additional persons are needed to evaluate or monitor the situation periodically. Consent for notifying these additional persons must be given by the infected person (and a student's parent or guardian). **Confidentiality**

All persons shall treat all information as highly confidential. No information shall be divulged, directly or indirectly, to any other individuals or groups. All medical information and written documentation of discussions, telephone conversations, proceedings, and meetings shall be kept by the Superintendent in a locked file. Access to this file will be granted only to those persons who have the written consent of the infected staff member or the infected student's parent or guardian. To further protect confidentiality, names will not be used in documents except when essential. Any document containing the name, or any other information that would reveal the identity of the infected person, will not be shared with any person, not even for the purposes of word processing or reproduction. Any school staff member who violates confidentiality will be subject to suspension or termination.

Testing

Mandatory screening for communicable diseases that are not spread by casual, everyday contact, such as HIV infection, shall not be a condition for school entry or attendance or for employment or continued employment. (see Appendix IV.)

Infection Control

Sloan-Hendrix School District shall follow Arkansas Department of Health and Arkansas Department of Education guidelines to prevent the spread of diseases at school. Sloan-Hendrix School District shall also follow the most current Centers for Disease Control (CDC) "Universal Precautions for Prevention of Transmission of Human Immunodeficiency Virus, Hepatitis B Virus, and Other Blood Borne Pathogens in Health-Care Settings."

As prescribed by CDC guidelines, training about techniques for preventing the spread of infectious diseases shall be comprehensive and shall be provided for all staff. The training shall include a demonstration of procedures and an opportunity for hands-on experience to demonstrate proficiency.

First aid supplies, latex gloves, and cleaning solutions shall be kept in the following locations:

1. Nurse's office
2. School buses
3. Gymnasium
4. Cafeteria

The Superintendent shall be responsible for the effective implementation of these programs and procedures, which shall be developed in collaboration with local or state health agencies.

Appendix:

- I. Special circumstances: The "special circumstances" mentioned under "General Principles" would include instances in which the physician of the person who is infected with HIV has advised that this person
 - A. Has a serious infection, such as tuberculosis, that may be transmitted to others or
 - B. Has a significant health problem that will permanently restrict his or her ability to work or attend class.
- II. The mere fact that school employees are infected with HIV is not a cause for suspending them or terminating their employment. Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against individuals who have handicaps, including individuals with AIDS and HIV infection as long as they are "otherwise qualified" for their jobs.
- III. The Education for All Handicapped Children Act (Public Law 94-142) protects the right to a free and appropriate public education for students with disabilities who require special education programs.
- IV. The United States Constitution prohibits unreasonable search and seizure, and the Supreme Court has ruled that the taking of blood is a search. It is unlikely that a court would consider an HIV antibody test reasonable.

NOTE: This policy was derived primarily through the National Association of State Boards of Education publication, "Someone at School has AIDS", A Guide to Developing Policies For Students and School Staff Members Who Are Infected With HIV, published in 1989.

SLOAN-HENDRIX EMPLOYEES DRUG AND ALCOHOL POLICY

In an effort to create a healthy environment for students and staff members, and in compliance with the provisions of Public Law 101-226, the Sloan-Hendrix School Board of Education prohibits the possession, use, or distribution of illegal drugs and/or alcohol by its employees on School District property or as a part of any school activity.

Under Federal law, prescription medication can only be taken by the person it is prescribed to. Abuse of prescription medication to the point that it impairs decision making and/or job performance is prohibited. Abuse constitutes conduct unbecoming an employee and is prohibited. Abuses of said prescription medication will be treated the same as illegal drugs and/or alcohol.

The illegal manufacture or legal possession of prescription medication types, distribution, dispensation, possession, or use of narcotics, drugs, alcohol, or controlled substances during working hours, school activities, or on School District property constitutes conduct unbecoming an employee and is prohibited. An employee shall not report to work under the influence of 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.

Compliance with the standards of conduct stated in this policy is mandatory of all employees. Violations of any part of this policy may result in disciplinary action, including suspension and termination. If the situation warrants,

the Superintendent shall communicate all available information promptly to the proper law enforcement agency(ies) and offer full cooperation of the Sloan-Hendrix School in an investigation.

Employees are encouraged to seek treatment and/or counseling for drug problems. The Sloan-Hendrix School will not assume any expenses incurred in counseling or from attendance in a drug/alcohol program.

However, a request for assistance by an employee after violating this regulation will not affect the imposition of disciplinary action.

IN-SERVICE TRAINING

In-service training shall be encouraged by the administration. Teachers may absent themselves without loss of pay by the approval of the Superintendent to attend professional meetings and other meetings in the interest of education, (as may be determined).

SUBSTITUTE TEACHERS

- A. All substitutes shall be called by the Principal or head teacher of the school in which they are to work.
- B. All substitutes shall be paid by the district.
- C. The rate of pay for a substitute teacher is \$45.00 per day for non-certified and \$50.00 per day for certified.

TEACHER-PUPIL RELATIONSHIP

- A. The welfare of the pupil should be the first concern of the teacher.
- B. Withhold confidential information about a pupil or his home unless its release serves professional purposes, benefits the pupil, or is required by law.
- C. Teachers should be impartial and just in all dealings with pupils.
- D. Employ friendliness, patience, sympathy, courtesy, firmness, and sincerity in dealings with pupils problems and attitudes.
- E. Avoid religious and political indoctrination of pupils.
- F. Encourage the pupil to study varying points of view and respect his right to form his own judgment.
- G. Allow time for pupil and parent consultation in an appropriate place and manner.
- H. Regular parent/teacher conferences are set up for the 1st and 3rd nine weeks reporting periods.
- I. Keep an accurate and adequate account of grades and examination papers for the purpose of answering reasonable questions from the pupil or his parents about tests and marks received.

SALARY SCHEDULE

A single salary schedule shall be in effect. Salaries shall be adjusted with ratios and increments for classification as recognized as good practices by school administrators and recommended to the Board.

EXTRACURRICULAR DUTIES

- A. Extracurricular duties are considered a normal part of a teacher's work. It will be necessary for all teachers to share them.
- B. The Principal of each school shall have the responsibility of assigning such duties equally and impartially.
- C. All classified personnel will be subject to Federal Wage and Hour Laws.

BENEFITS

- A. All members of the professional staff must belong to the Arkansas Teacher Retirement System.
- B. All teachers of the district are covered by Social Security and Workman's Compensation.
- C. Voluntary participation in school accident, group hospital, and life insurance plans is available at special rates.

VACATION FOR TEACHERS ON 12-MONTH DUTY

All teachers working on a 12-month contract are entitled to two weeks a year vacation with pay following the first completed year of employment.

ATTENDANCE

Teachers are expected to observe the following rules regarding attendance at school: A. Teachers are expected to attend promptly all meetings designed for them.

- B. Teachers are expected to report to school no later than 7:45 a.m., unless on other assigned duties.
- C. Teachers shall not leave the building or grounds during school hours without clearing such absences with their Principal or Superintendent.
- D. Normal departure time is 3:30 p.m.

NON-RENEWAL

ACT 6-17-1507 Notice of termination recommendation.

A. A teacher may be terminated only during the term of any contract when there is a reduction in force created by districtwide reduction in certified staff or for incompetent performance, conduct which materially interferes with the continued performance of the teacher=s duties, repeated or material neglect of duty, or other just and reasonable cause.

B. The Superintendent shall notify the teacher of the termination recommendation.

C. 1. The notice shall include a statement of the grounds for the recommendation of termination, setting forth the grounds in separately numbered paragraphs so that a reasonable teacher can prepare a defense.

2. The notice shall be delivered in person to the teacher or sent by registered or certified mail to the teacher at the teacher=s residence address as reflected in the teacher=s personnel file.

ACT 6-17-1508 Suspension.

A. Whenever a superintendent has reason to believe that cause exists for the termination of a teacher and that immediate suspension of the teacher is necessary, the Superintendent may suspend the teacher without notice or a hearing.

B. The Superintendent shall notify the teacher in writing within two (2) school days of the suspension.

C. 1. The written notice shall include a statement of the grounds for suspension or recommended termination, setting forth the grounds in separately numbered paragraphs so that a reasonable teacher can prepare a defense.

2. The written notice shall be delivered in person to the teacher or sent by registered or certified mail to the teacher at the teacher=s residence address as reflected in the teacher=s personnel file and shall state that a hearing before the board of directors is available to the teacher upon request provided that the request is made in writing within the time provided in *6-17-1509*.

D. The hearing shall be scheduled by the president, vice-president, or secretary of the board of directors of a school district and the teacher and shall be held with the time and manner provided in *6-17-1509* after a request for the hearing is received by the board.

E. If sufficient grounds for termination or suspension are found, the board may terminate the teacher or continue the suspension for a definite period of time.

F. The salary of a suspended teacher shall cease as of the date the board sustains the suspension.

G. If sufficient grounds for termination or suspension are not found, the teacher shall be reinstated without loss of compensation. *ACT 6-17-1509 Hearing.*

A. A teacher who receives a notice of recommended termination or nonrenewal may file a written request with the board of directors of the district for a hearing.

B. Written request for a hearing shall be sent by certified or registered mail to the president, vice-president, or secretary of the board of directors of the school district, with a copy to the Superintendent, or may be delivered in person by the teacher to the president, vice-president, or secretary of the board of directors of the school district, with a copy to the Superintendent, within thirty (30) calendar days after the written notice of proposed termination or nonrenewal is received by the teacher.

C. Upon receipt of a request for a hearing, the board shall grant a hearing in accordance with the following provisions:

- 1. The hearing shall take place at a time agreed upon in writing by the parties; but if no time can be agreed upon, the hearing shall be held no fewer than five (5) calendar days nor more than twenty (20) calendar days after the written request has been received by the board;

2. a. The hearing shall be private unless the teacher or the board shall request that the hearing be public.
- b. If the hearing is public, the parent or guardian of any student under the age of eighteen (18) years who offers testimony may elect to have the student=s testimony offered in private;
3. The teacher and the board may be represented by representatives of their choosing;
4. It shall not be necessary that a full record of the proceedings at the hearing be made and preserved unless:
 - a. The board shall elect to make and preserve a record of the hearing at its own expense, in which event a copy shall be furnished the teacher, upon request, without cost to the teacher; or
 - b. A written request is filed with the board by the teacher at least twenty-four (24) hours prior to the time set for the hearing, in which event the board shall make and preserve at its own expense a record of the hearing and shall furnish a transcript to the teacher without cost; and
5. The board shall not consider at the hearing any new reasons which were not specified in the notices provided pursuant to this subchapter.

D. Nothing in this section shall preclude a school district which has chosen to recognize officially in its policies an organization representing the majority of the teachers of the district for the purpose of negotiating personnel policies, salaries, and educational matters of mutual concern under a written policy agreement from conducting a single nonrenewal hearing when all the district=s teachers are recommended for nonrenewal provided that each teacher at such hearing shall be given an opportunity to make comments to be included in the hearing record.

ACT6-17-1510 Board action on termination or nonrenewal - Appeal.

A. Upon conclusion of its hearing with respect to the termination or nonrenewal of a contract of a teacher who has been employed as a full-time teacher by the school district for less than three (3) continuous years, the board shall take action on the recommendations by the Superintendent with respect to the termination or nonrenewal of such contract. The board=s decision with regard to nonrenewal of a probationary teacher shall be final.

B. Any certified teacher who has been employed continuously by the school district three (3) or more years or who may have achieved nonprobationary status pursuant to 6-17-1502 may only be terminated or the board may refuse to renew the contract of the teacher when there is a reduction in force created by districtwide reduction in certified staff, for incompetent performance, conduct which materially interferes with the continued performance of the teacher=s duties, repeated or material neglect of duty, or other just and reasonable cause. Upon completion of the hearing, the board, within ten (10) days after the holding of the hearing, shall

1. Uphold the recommendation of the Superintendent to terminate or not renew the teacher=s contract;
2. Reject or modify the superintendent=s recommendation to terminate or not renew the teacher=s contract; or
3. Vote to continue the contract of the teacher under such restrictions, limitations, or assurances as the board may deem to be in the best interest of the school district. The decision shall be reached by the board within ten (10) days from the date of the hearing, and a copy shall be furnished in writing to the teacher involved, either by personally delivering it to the teacher or by addressing it to the teacher=s last known address by registered or certified mail.

C. Subsequent to any hearing granted a teacher by this subchapter, the board, by majority vote, shall make specific written conclusions with regard to the truth of each reason given the teacher in support of the recommended termination or nonrenewal.

D. The exclusive remedy for any nonprobationary teacher aggrieved by the decision made by the board shall be an appeal therefrom to the circuit court of the county in which the school district is located, within seventy-five (75) days of the date of written notice of the action of the board. Additional testimony and evidence may be introduced on appeal to show facts and circumstances showing that the termination or nonrenewal was lawful or unlawful.

LUNCH DUTY

Unless the weather is severe (rain, extreme cold, etc.), students are not to enter the school buildings during lunch period. When cold weather arrives and students are allowed inside at noon, they will be required to go to the student center or area and sit down under supervision of the hall duty teacher. Students are not permitted in the buildings during lunch period unless they are forced in because of weather conditions. High school students are not allowed in the gymnasium at lunch and break.

OUTSIDE DUTY (Lunch and Break)

Please wander around the campus and be observant for

- A. Students smoking,
- B. Students sitting on cars,
- C. Students in unauthorized areas,
- D. Non-students loitering on school grounds,
- E. Students leaving campus without authorization,
- F. Fighting and vandalism,
- G. Students throwing debris on school grounds,
- H. Any other violations that need correction.

HALL DUTY (Lunch and Break)

When students are allowed in at lunch and break, please,

- A. Check for smoking in the bathrooms,
- B. Students in unauthorized areas of the building,
- C. See that students are in a designated room or area and are supervised.

LUNCH SCHEDULE

Students will be dismissed for lunch at 12:15. Teachers are to proceed to their duty stations at 12:15.

EMPLOYMENT REQUIREMENTS**ALL PERSONNEL:**

- 1. Withholding (W-4) forms.
- 2. Social Security number must be filed in office and on all contracts.

ADDITIONAL FOR CERTIFIED STAFF:

- 1. Transcript of ALL college hours.
- 2. Valid teaching certificate.
- 3. Certificate of membership to teacher retirement (Arkansas).
- 4. Number of years teaching experience.
- 5. Transcript of additional or new college hours.

BUS DRIVERS ADDITIONAL:

- 1. Must have Arkansas Driver's Licenses.
- 2. Must have taken the new bus driver's test as established by the State Department of Education.
Extracurricular or activity drivers must have the certificate.
- 3. Must have health certificate.
- 4. Must have attended the certified bus driving workshop each year.

POLICIES FOR REGISTERING AND SCHEDULING SECONDARY STUDENTS

The school recommends that:

- A. The class size have a minimum of ten(10) students and a maximum of thirty (30) students. Exceptions should not be made without approval of the Principal. If the school's rating is endangered, consent cannot be given. B. Where there is more than one section of a class, number will be distributed as evenly as possible.
- C. Consideration should be given to a student's schedule so that he will have classes in both the morning and afternoon in order to avoid discipline problems.
- D. Sections of a subject should not be split between teachers unless there is a scheduling problem.
- E. Once a student has been given a schedule in accordance with the recommended practices, the schedule will not be changed without approval of the Principal.

PARENTAL CONFERENCES

In order that the objectives of the parent and the school may be achieved by the student, there need to be harmonious relationships between the parent and the school. Harmony sometimes can be accomplished through

teacher-parent conferences. In order to prevent interruptions in a scheduled day for the teacher, the parental conferences should be held from 3:15-3:45 in the afternoon. Each teacher should check his mailbox every afternoon for conference information.

A request from the parent for the conference should be made through the Superintendent or Principal at least one day in advance so that the teacher may be able to arrange for the conference. Once the teacher has been notified, it will be his responsibility to execute his duty. Promptness and self-composure will have a profound effect on a sometimes irritated parent. The conference should be held in a private atmosphere--possibly the teachers' lounge. The teacher, by being notified a day early, should have made preparations for the conference, having his record book and other information to support his position.

PARENT/TEACHER ACADEMIC COMMUNICATION POLICY

Sloan-Hendrix assigns grades on a quarterly basis with grade cards being issued four times during the school term. At the end of the first and third reporting periods, cards will be given to the parents during a parent/teacher conference. Parents are requested to sign a conference documentation sheet. At the end of the second and fourth periods, cards will be sent home with the student for the parents' review.

In addition, a written notice will be sent home during the fifth or sixth week of each nine week period when a student's cumulative grade is a "D" or lower in any subject area. There may be instances when a teacher may send a progress report for other students that are not performing at their highest capability level. Parents are requested to sign the notice and return it to the issuing teacher.

Parents are encouraged to request a conference with their child's teacher at anytime during the school term. The parent will need to contact the teacher or Principal to arrange a conference time.

PUPIL PROGRESS

A. Reporting to Parents:

1. Pupil progress is reported to parents four (4) times a year. This report will be on the first Thursday or Friday following the closing of each 9 weeks period except for the final report which shall be made in the last day of school.
2. Supplementary notes of communication, suggestions for improvement, parental conferences, room meetings and similar means of communication with parents may be used from time to time.
3. Parents are invited to visit the schools to confer with the teachers relative to the instruction of their children. Except for emergencies, parents will be expected to arrange such conferences by appointment. Classroom visitation is encouraged for all parents.

B. Grading

1. The purpose of grading is
 - a. To give information for pupils' guidance and counseling.
 - b. To show the achievement of pupils in relation to others.
 - c. To assist in grouping, promotion, retention, transfer, and grade placement.
 - d. To inform parents of the progress of their children.
 - e. To help the professional staff to evaluate the effectiveness of the school's program of instruction.
2. In general, the letters A, B, C, D, and F will be employed as the marking system. The assigning of grades to pupils could follow the system suggested below:
A....Superior--90-100
B....Above Average--80-89
C....Average--70-79
D....Below Average--60-69
F....Failure--0-59
I....Incomplete
(Optional plus or minus)
3. Elementary grades 1-6 could use the above system. C. Calculating Grades:

In calculating the nine weeks and semester grades, the following system might be used. Three fourths (3/4) of the nine weeks grade would derive from daily grades, weekly grades, or chapter tests. One fourth (1/4) of the nine weeks grades would be determined by the nine weeks test.

Three-fourths of the semester grade would be derived from the numerical average of the two nine weeks grades and one fourth (1/4) from the semester test.

Disciplinary actions can not affect grading, unless suspension or expulsion is involved.

DISCIPLINE

The teacher should have a plan of discipline. The child, his family, and his problems should be given careful consideration in determining disciplinary measures to be used.

When corrective measures are used, a discipline slip should be filled out and turned in to the Principal's office. After the second corrective measure has been used, the pupil may be brought to the Principal's office to seek a solution to the problem. The student should be brought to the Principal's office during his or her study hall period (if the teacher does not have a class at that time), during the noon hour, before school, or after school.

If it becomes necessary for a student to be removed from class, the teacher should send to the office and request that the Principal come to the classroom for the student or report that the student is on his way to the office. Students will not be excluded permanently from class by the teacher at any time; such arrangements will be made by the Principal.

Themes, copy work, or memory work may be assigned for disciplinary reasons, but should not exceed 500 words for any one offense. If the student is required to stay in for discipline, the teacher should assign a time when the student is not regularly scheduled for another school activity or for riding the bus.

A student's academic grade can not be affected by his conduct record.

Classroom teachers should be notified when disciplinary actions are administered by other school personnel to any student enrolled in his or her class.

Parents will be notified if the disciplinary measures are considered severe by the Principal.

Discipline is a matter for each individual teacher. It should be realized that every year the pupils who enter the classroom have many adjustments to make in their relationships to the teacher and to each other. However, satisfactory work cannot be done where there is not the proper conduct or behavior on the part of the pupil. Hence, well-planned work, good motivation, individual assignments for the pupils, etc. will alleviate most disciplinary problems. In other cases, the teacher will try to anticipate the difficulties and handle them in their early stages. The teacher should watch for signs of growth in proper behavior and be sure to comment favorably when signs of progress are seen. Guiding principles in promoting good behavior are

1. Children respect the teacher who is kind and courteous yet firm, requiring obedience at all times.
2. Setting standards with pupils relative to acceptable behavior is more profitable than scolding or punishment after unacceptable behavior.
3. Children feel that punishment is revenge when a teacher is angry. If you must punish, do so with a calm and matter of fact attitude.
4. Each teacher is responsible for proper discipline in all parts of the school building, the cafetorium, the halls, and the campus. This is not an assigned duty; it is an obligation that the school asks the teacher to perform.
5. In high school one of the primary objectives of the Student Council should be to help establish a more favorable social climate, a feeling of mutual respect and good will among all students with respect to proper discipline and school habits.

Before effective teaching can begin, the teacher must have the attention of the pupils and there should be reasonable quiet.

When a student is taken to the Principal for punishment, the teacher and Principal should confer on the type of punishment to administer.

Students should not be sent to the study hall or outside buildings as punishment. Themes should be assigned stressing originality, not copy work.

CLASSROOM RULES

- A. When the second bell rings, students will be in their seats with books, pencil, and paper and be ready to work the entire period.
- B. No side talk will be allowed during lectures or group discussion.
- C. Follow directions or commands and do all assignments immediately upon the request of the teacher.
- D. No disruptive behavior of any kind will be permitted.

CONSEQUENCES:

1. Verbal warning
2. Detention
3. Parent/Teacher Conference
4. Corporal Punishment
5. Suspension

CORPORAL PUNISHMENT

- A. This type of punishment should be used only after other measures have been tried without success. Then it must be administered in the presence of the Principal. If the Principal is not available, use another teacher. Care is to be exercised so that this type of punishment is not used in the presence of anyone other than staff or parents of the child concerned.
- B. It is recognized that this type of punishment is sometimes very effective, but should not be used so frequently that its effectiveness is lost. This policy has been adopted for the protection of the teacher as well as for the child. C. Striking or slapping any portion of the head is prohibited.
- D. Teachers should use a paddle of standard dimensions, and punishment should be administered that is proper to size and age of the pupil.

ACT 1281 -- Authorizes Teachers to remove students from their class, in order to maintain effective discipline in the classroom, effective August 1, 1999.

CLASSROOM

Each teacher is entitled to the uninterrupted use of each period for instruction of pupils assigned to him or her for that period. It is requested, unless absolutely necessary, that teachers not send one of their pupils to another class unless previously agreed upon by both teachers involved and approved in advance by the Principal's office.

It is recognized that some situations arise where a student must be absent from all or part of a class for good and sufficient reasons. Ordinarily, a teacher should make no demands on the student's time during school hours, except for the time the pupil is assigned to that teacher.

This is important. There should be no time when it is "OK" for a student to miss a class or part of a class. Some worthwhile learning activity should be in progress during the entire period, every period. Herein lies the key to good discipline. An undisciplined class is usually the result of failure to provide interesting and constructive learning activities. True, this calls for considerable planning; but the dividends are worth the effort.

All teachers supervise passing in the halls between periods. If teachers will stand in classroom doorways during the time students are passing, this will aid much in keeping down scuffling, pushing, and running. Instruct pupils to keep to the right and not congregate around the lockers and fountains.

DO NOT SEND a student who needs to be disciplined from your classroom. If it is not an emergency and you need the Principal's help, arrange for an appointment as early as possible after the incident occurs. Do not send pupils into the halls for misbehavior in the classroom.

Only in a case of absolute necessity should a teacher absent himself from a class, even though the class is busy on an assignment. (Teachers should notify the Principal or Superintendent of absence before leaving a group unsupervised.)

Get your announcements to the Principal before the final bell rings in the afternoon if the announcement is to be read the next morning.

Organize your room no later than Tuesday of the second week of school by electing a Student Council representative, President, Vice-President, Secretary, Treasurer, and Reporter. Be careful of the type of person elected.

CLASS POLICIES

All Seniors will be expected to pay for the graduation gowns, the cost of any class jewelry, the cost of any commencement invitations, and the cost of other materials used individually. However, the school bears the cost of both the diploma and the diploma cover. Also, money from the class fund may be used for printing the programs and the cost of a speaker. The commencement speaker is chosen by the Superintendent, the High School Principal, and the class sponsors.

Ushers for the Senior class exercises are chosen by the Senior class from among those in the Junior class. Three boys and three girls are chosen by the Senior class from the Junior class to act as attendants at commencement. The Senior class sponsors or the High School Principal will designate which activity each usher will perform and where the students chosen to act as ushers will serve during these activities.

The Junior class may present one school play during the school year. The proceeds may be used to finance Junior class activities in which the entire Junior class may be eligible to participate. The Junior class is responsible for the Junior-Senior Banquet and the preparations for the graduation exercises.

MARRIED STUDENTS AND STUDENTS WHO HAVE BEEN MARRIED

A student who marries can no longer be considered a youth. By the very act of getting married, he or she becomes an adult and assumes the responsibilities of adulthood. A married student shall be encouraged to continue in school until high school graduation.

Items not covered in this policy relative to married students will be left to administrative discretion. Married students are not to discuss their marital relations with other students.

If a girl becomes pregnant during the school year, it is recommended that she remain in school as long as her conduct and her physical condition are satisfactory.

SCHOOL SPONSORED TRIPS

A teacher will be in charge of all students that participate in a school trip. No student will be dismissed from a teacher's supervision until returned to proper destination as agreed upon in advance by proper school authorities. If a parent should call for his child in person, the teacher may excuse the child to accompany the parent. If exceptions were made to this regulation, it would lead to other violations.

All sponsored trips must be scheduled through the Principal's office well in advance of the date that the trip is to be taken. This will avoid conflicts in transportation, test schedules, etc. It will also allow time to arrange for substitute teachers, if needed.

POLICIES FOR PRODUCTION OF PLAYS

- A. The entire class will meet with sponsors and select a play date to be arranged.
- B. Anyone may try out for the cast on the date set for tryouts. Students should not try out for a part in the play if they cannot attend all practice sessions. A committee of teachers will judge the tryouts and make recommendations for the cast.
- C. No smoking in buildings will be allowed.
- D. No students will be allowed to carry on practice without a teacher-sponsor present.
- E. The stage and auditorium must be left after each practice in as good a condition as it was found in the beginning of the practice period except for usual wear.
- F. Any destruction of property through abuse or willful neglect will be charged against class play proceeds.
- G. Sponsors should keep the administration informed on schedule and progress.
- H. Sponsors are to pay particular attention and strictly regulate all props used in school plays (ex. weapons, knives, etc.).

TEACHER CONFERENCE PERIODS

Conference periods scheduled for teachers are not to be misunderstood; they are not free periods. The time is for student counseling, class preparation, and needed planning to better prepare for classroom instruction.

SOCIAL AFFAIRS

Schedule parties and social affairs on the calendar in the Principal's office so as to avoid conflicts and in order that activities do not interfere with school work. Do not have classroom parties during the school day. All teachers follow this regulation and do not plan parties or club meetings during the school day.

ACTIVITIES AND CLUBS

School club activities sponsored by the school and carried on in the buildings or on the grounds in the daytime or at night are considered a part of the educational program and, as such, are to be supervised by the teachers. Do not

have groups practice in the cafetorium in the daytime or at night in the buildings or on the campus without your personal supervision.

Clubs and activities will be assigned according to pupils' and teachers' choices and interests.

TEXTBOOKS

All textbooks will be furnished by the District. Students are asked to take good care of their textbooks, as others will have to use them during the coming school years. New textbooks are scheduled for adoption every five (5) years. Students who lose or damage their textbooks will be expected to pay for the loss or damage.

Issuing of Textbooks

- A. Each teacher will be responsible for issuing the textbook for his/her respective subject area.
- B. Each teacher will issue the textbook by classes to the student and properly mark the bookcard.
- C. After receiving all his textbooks, the student will take the bookcard home, have it signed by his parents, and return the card to his first period teacher. First period teachers will turn in all signed bookcards to the office, along with a list of all students not returning a signed bookcard.

Returning of Textbooks

The first period teacher will give the student his/her bookcard and check in the textbook for that subject, marking on the bookcard the date that the book was returned. The students will then take the bookcard to his/her second, third, fourth, fifth, sixth, seventh, and eighth period classes and repeat the check-in process.

After all books have been checked in, the student will receive the bookcard showing that all textbooks have been returned in good condition.

Lost or damaged textbooks must be paid for before the student will receive a cleared bookcard.

PERFECT ATTENDANCE

In order for a student to do his best work, regular attendance is essential. Students should strive for a perfect attendance record. To receive a perfect attendance certificate, a student must complete a school year without having been tardy or absent during the year. Students missing any school time for any reason other than a school sponsored activity will not be awarded a perfect attendance certificate.

If a student leaves during school hours for activities other than school sponsored activities, he may not be considered for a perfect attendance certificate.

HONOR ROLL

To be eligible for the honor roll, a student must at least have a "B-" or better grade in each subject at the end of each grading period.

POLICY ON CHEATING Stealing a Test

When a test has been stolen from a teacher, a new test will be given to the entire class.

When a person is caught stealing a test, he will receive a zero and will not be permitted to take the retest. The student's parents will be notified, and he/she will be placed on academic probation for the rest of the semester. If other disciplinary action is necessary, it shall include, but not be limited to, suspension and corporal punishment.

Definition of Academic Probation:

A student placed on Academic Probation could be given a failing grade for the semester he/she is on academic probation if the student violates a rule or acts to bring reproach on Sloan-Hendrix School during that semester. The Principal will have the authority to determine if the rule violation or degree of reproach is sufficient to warrant failing the course or courses concerned.

ELEMENTARY HOMEWORK POLICY

- I. **PURPOSE** Homework is an important part of the Sloan-Hendrix Elementary educational process. Homework should reinforce, enrich, and build upon what the student has learned at school. It can also challenge students to use their new skills creatively and constructively. At Sloan-Hendrix, homework is considered to include not only

written work, but also related activities such as viewing specific television programs, news reporting, recreational reading, and other activities which are related to classroom work but assigned to be done at home.

II. OBJECTIVES

- A. To extend and/or enrich regular classwork.
- B. To complete work started in class.
- C. To establish independent study skills.
- D. To increase learning time and develop budgeting time.
- E. To provide an opportunity to pursue special interest or ability areas.
- F. To make up work due to absence.
- G. To build interest in reading and learning.
- H. To encourage parent awareness of student learning.
- I. To develop responsibility.

III. GUIDE FOR TEACHERS

Homework assigned will depend on the discretion of each teacher based on a knowledge of the student's individual ability and the practice of good learning theory.

- A. Homework should be given with a purpose that is understood by both the teacher and student.
- B. Homework should be the independent practice of an effectively taught skill.
- C. It is important that homework be within the student's capability.
- D. Homework assignments should be planned to include a wide variety of activities in all areas of the curriculum.
- E. Students should have readily available to them all books and materials required to complete the assigned work.
- F. Homework assignments are not to be given as busy work or for disciplinary reasons.

The following time chart is a suggested guide for average students:

GRADE LEVEL	SCHOOL DAYS
K - 3	MON-FRI
	30 MINUTES
4 - 6	1 HOUR

IV. GUIDE FOR PARENTS

Parents can support a child's interest in lifelong learning by encouraging good study habits and providing a learning environment in the home.

- A. Provide a quiet, well-lighted place for the student to do homework.
- B. Help your child budget time so that a regular schedule for study is set.
- C. Take an active interest in what your child is doing in school. Ask for an explanation of a particular assignment and what is being learned. Compliment good work or when improvement is shown. Make constructive suggestions, but avoid severe criticism and undue pressure. A positive attitude by parents will encourage the student to do the best work possible.
- D. Encourage your child to seek additional help from the teacher at school if there seems to be any difficulty with the work.
- E. Encourage and guide your child with assigned homework. Under no circumstances do it for your child.
- F. Regular school attendance is important for your child's continued learning.
- G. Consult your child's teacher as soon as problems arise.

V. SUGGESTIONS FOR STUDENTS

It is important to develop good study habits at school and at home.

- A. Be sure you understand the assignments, and ask your teacher if you need help.
- B. Set aside a regular time to do homework.
- C. Study in a quiet place.
- D. Complete your work and hand it in when it is due.
- E. Do your best on each homework assignment.

HIGH SCHOOL HOMEWORK POLICY

I. PURPOSE

Homework by the student is encouraged when it is needed to supplement or strengthen regular classwork. All students profit from a certain amount of systematic study.

- ### II. OBJECTIVES
- A. To increase awareness of class objectives.
 - B. To give extended practice.

- C. To reinforce classroom work.
 - D. To help determine if students can follow instructions.
 - E. To give parents an opportunity to see students' progress in a subject area.
 - F. To develop a sense of responsibility in students.
 - G. To help students develop self-confidence.
 - H. To encourage students to pursue special interest in related areas.
- III. **GUIDE FOR TEACHERS**CA suggested guide for the average student concerning the amount of time spent on homework may vary considerably for the above- or below-average student. This is also based on the number of courses, difficulty of courses, and the type of courses taken. It is recommended that a student normally spend one to three hours on homework three to four days a week. The amount of home study necessary may vary from class to class within a given subject and also from class to class within a given grade. This may be a part of the student's grade and the student will be held responsible for turning in completed assignments.
- IV. **SCHOOL RESPONSIBILITY**Students are expected to be more mature and responsible after elementary school and therefore more homework is often given in grades seven through twelve. To help students cope with the increased homework load, at least one unit on "Methods of Studying and Homework" will be taught on the Junior High level and at least one unit on the High School level each year. These units may be taught by visiting instructors or by local personnel.

STUDENT PLACEMENT POLICY

Act 60 of 1983, First Extraordinary Session, requires that "...any six year old child who has not completed a kindergarten program prior to initial enrollment in a public school district shall be evaluated by the district and placed in the first grade. If the evaluation results indicate that the child is not ready for first grade level, the child shall be enrolled in the district's kindergarten program."

Any student transferring from a non-accredited school, home schooling situation, or Charter School to Sloan-Hendrix Public Schools shall be evaluated to determine placement in Sloan-Hendrix School. The evaluation procedure may consist of the following criteria:

1. Chronological age
2. Grade in non-accredited school.
3. Student testing.
4. Student background and training.
5. Parents' recommendation.

The final placement will be decided by the building Principal who will consider the recommendations of the counselor, classroom teacher, and previous records.

If for any reason the student does not perform at the placement level as expected, he or she may be placed in a lower level or higher level.

VOLUNTEER AIDE PROGRAM POLICY

I. POLICY

- A. **Purpose.** A volunteer employee is a person who serves the Sloan-Hendrix Public Schools in a non-paid capacity whose services are of value and benefit to the educational efforts of the Sloan-Hendrix Public Schools and the many supportive functions necessary to carry out an effective program of instruction. The school district recognizes the contribution of volunteers and recognizes its responsibility to volunteers.
- B. **Eligibility.** To be eligible for classification as a volunteer employee, a person must
 1. Have a desire and willingness to serve the pupils of the school through a recognized school function;
 2. Possess physical and mental abilities to carry out the assigned tasks;
 3. Set a good example for students through actions, speech, and attitudes;
 4. Demonstrate a willingness to adhere to local school practices and policies and the policies and procedures of the school district and work under the direction of the building administrator.
- C. **Recognition and Benefits.** Volunteer employees will be recognized as serving the district when they are approved for assignments by the administrator and register as a volunteer during their time(s) of service.
- D. **Reporting.** Periodic reports will be made to the Board of Education of persons who serve as voluntary aides. The reports will be maintained as an official record of service.

II. PHILOSOPHY AND OBJECTIVES

The staff of Sloan-Hendrix School recognizes the vital assistance provided to teachers and students by the volunteer aide acting as a member of the teaching team. The staff further recognizes that the most important characteristic of the volunteer is a genuine liking for children and a continuing interest in them.

Since volunteers are people who care enough about children to give of themselves, the personal commitment brought to the program is the most successful operation of the volunteer program.

The general objectives of the program are

- A. To provide small group and individual assistance that the classroom teacher is not able to supply to children who are not performing well in a large group situation;
- B. To build a positive self-concept in each child by placing confidence in him and helping him to view himself as one who can learn and wants to learn;
- C. To express joy and confidence in each child remembering that if we find appropriate materials and activities he/she cannot fail;
- D. To promote a positive learning climate and stimulate student interest;
- E. To strengthen the link between school and community by preparing community members as potential paraprofessionals;
- F. To tap the human resources of the community for the enrichment of the school program;
- G. To provide increased instructional and clerical assistance to the professional staff in order that more time can be devoted to children.

III. JOB DESCRIPTION OF CLASSROOM VOLUNTEER

A. Major Responsibilities:

1. Work with children on a one-to-one basis or in small groups.
2. Work with children on reading, math, language arts, social studies, or science depending on the interest and skill area of the volunteer.
3. Tasks could include drilling on math or spelling, assisting in writing, listening to students read, taking children to media or library center, correcting papers, preparing classroom materials, or carrying out specific instructions given by the teacher and agreed upon by the volunteer.

B. Qualifications and Requirements:

1. Enjoy working with children.
 2. Attend one orientation session for classroom volunteers given at the beginning of the school year or at semester.
 3. Attend training sessions on particular skill areas needed to work in the classroom (e.g., math or reading tutoring skills if available).
 4. Notify school if unable to come on assigned day.
 5. Fulfill agreed upon responsibilities to best of ability.
- ### C. Benefits to School and Volunteer:
1. Provides more individual and adult attention to children.
 2. Assist teacher in achieving learning goals for the year.
 3. Provides volunteer with meaningful and important involvement.
 4. Demonstrates value of school-community cooperation.

D. Job Constraints:

1. Respect confidentiality, and refrain from discussing individual children outside the classroom.
2. Respect pupil and school confidentiality.
3. If you question the teacher's methods, ask the teacher about it. You may have difficulty interpreting what you see.
4. A problem? Ask the teacher.
5. Understand and accept children in terms of their own background.
6. Leave personal problems at home.
7. Never ask personal questions.
8. If you hear gossip, take it no further.
9. Stand as one with the teacher.

10. Walk and speak quietly.
11. Never strike a child.

SCHOOL CHOICE

The Sloan-Hendrix Board will consider all applications for School Choice postmarked not later than the July 1 preceding the fall semester the applicant would begin school in the District. The Board shall notify the parent or guardian and the student=s resident district, in writing, of the Board=s decision to accept or reject the application within thirty (30) days of its receipt of the application.

The District shall advertise in appropriate print and broadcast media to inform students and parents in adjoining districts of the range of possible openings available under the School Choice program. The public pronouncements shall state the application deadline and the requirements and procedure for participation in the program. Such pronouncements shall be made in the spring, but in no case later than June first.

When considering applications, priority will be given to applications from siblings or stepsiblings residing in the same residence or household of students already attending the District through school choice.

The District may reject a nonresident=s application for admission if its acceptance would necessitate the addition of staff or classrooms, exceed the capacity of a program, class, grade level, or school building, or cause the District to provide educational services not currently provided in the affected school. The District shall reject applications that would cause it to be out of compliance with applicable laws and regulations regarding desegregation. Letters of rejection shall state the reason(s) for the rejection.

The Board of Directors reserves the right, after a hearing before the board, not to allow any person who is currently under expulsion from another district to enroll in a District school.

Students admitted under this policy shall be entitled to continued enrollment until they graduate or are no longer eligible for enrollment in the District=s schools.

Legal References: A.C.A. ' 6-18-206 A.C.A. ' 6-18-510

MISCELLANEOUS INSTRUCTION

Dismiss class on time. Physical education classes should cease at least 5 minutes before the end of the period for students to dress and be ready for classes before the last intermission bell sounds.

Teachers should place themselves at classroom doorways during intermission period between classes to supervise hallway traffic noise.

Check mail box at end of first period for absentee slips, and also check mail box at the end of the day. Teachers will be responsible for any information that is needed to be passed along for the following day.

Take honor roll and perfect attendance to the office on Friday morning following end of each nine weeks period. Make preparations for an assembly well in advance of date scheduled.

Notify the Principal or Superintendent, if you know that you will be absent, well in advance so that a suitable substitute can be secured. An employee must have permission from the Superintendent of Schools if he/she is absent from school other than for sickness or death in family. If it is necessary for an employee to be absent from school for reasons other than sickness, 1/190 of his/her salary based on a nine (9) month contract, will be deducted from his next warrant. Do not call your own substitute unless you cannot get in touch with the school Principal or Superintendent.

Teachers are expected to be neat in appearance at all times.

Teachers are expected to keep their classrooms neat in appearance at all times.

All teachers engaged in any public school of Arkansas must by law possess a valid certificate. The certificate is not valid until it is registered with the office of the County Supervisor in the county in which the applicant is teaching. The certificate must then be filed in the teacher's folder in the office of the Superintendent.

All warrants issued in payment of a teacher's salary are void unless the teacher has a valid teacher's certificate filed in the County Supervisor's office and has been employed by a valid, written contract and copies of such are on file in the office of the County Supervisor and Treasurer.

All school personnel shall present a certificate of health stating that said individual is free from any and all forms of contagious or infectious diseases if requested by the administration.

All permits and emergency certificates will be subject to the rules of the State Department of Education and appropriate laws.

One month in a school teacher's contract equals twenty (20) days, or five days of school for four weeks.

The length of the school day is as determined of the State Department of Education.

The State Department of Education also defines the length of the school year.

Act 70 passed by the legislature makes it optional with School Boards to pay a teacher's salary in 12 monthly installments. The liability arising from breach of contract lies with the teacher. If any teacher fails to repay any money owed a school district upon a contract breached by him, the secretary of such district shall forthwith certify the same to the State Department of Education; and the department shall revoke such teacher's license to teach until all money is repaid.

A teacher may elect to receive his salary payments in twelve installments.

If a teacher should breach his contract, a settlement will be made on the basis of school month determined by State Board regulations.

In order for a teacher to receive any additional credit or advancement on the salary schedule, he must have an up-to-date transcript showing any additional college hours or degrees in the Superintendent's office prior to the beginning of the new school year.

The new Certified Personnel Evaluation Plan that was adopted by the local School Board and the State Department of Education will be used for evaluation of personnel. The complete evaluation policy is in the Certified Personnel Evaluation Plan Handbook.

ACCIDENT AND ILLNESS AT SCHOOL

1. Any child who becomes ill or injured at school will be cared for by the teacher or Principal, and the parent will be notified. In most instances, parents will be asked to come to the school to pick up their child. In case immediate attention of a physician is necessary, the child will be taken to the family physician; and parents will be contacted. Parents are requested to furnish the school with the name of a family doctor of their choice and the name and telephone number of a second party in case parents cannot be reached. If no choice is indicated and immediate attention is necessary, the child will be taken to a doctor at the parents' expense.
2. The school assumes no financial responsibility for treatment.

ADMITTANCE AFTER CONTAGIOUS DISEASE

A pupil, teacher, or employee of the Sloan-Hendrix School District who has suffered a contagious disease shall be re-admitted only upon the approval of the Principal.

PUPIL ORGANIZATION

No group shall be entitled to use the name of the public school nor any department of the school without having first obtained the consent and then accepted the supervision of the Principal or teacher designated by him. There shall be no secret club or organization within the Sloan-Hendrix School.

SUPERVISION OF SCHOOL ACTIVITIES

1. A teacher or teachers shall accompany and discipline pupils whenever pupils participate in school sponsored activities off campus or on campus, during regular school hours or otherwise.
2. The teacher sponsoring a group may set dress codes for extracurricular activities.
3. Students must get permission from the sponsoring teacher before approaching the administration about activity matters.

ACTIVITIES

1. First secure approval from the Principal before scheduling activities. Clear all arrangements with the Principal. He should be the one to put the activity on the calendar. Scheduling of activities on school nights should be kept at a minimum.
2. The various activities provided for the pupils are an integral part of the school program. Certainly no school would be complete without them. In the Sloan-Hendrix School District, however, every possible effort will be made by administration at all times to place the academic work first in importance. Enthusiasm for the activities must in no way cause pupils or teachers to lose sight of our real reason for being here.

3. It is our policy each year to discourage as many money making projects as possible. Teachers must get permission from the Superintendent or Principal for any fund raising campaign or activity sponsored by the school.
4. There should be no school activity conducted unless it is properly sponsored. The sponsors are responsible for the conduct of the pupils. In case of misbehavior, the pupils should be reported immediately to the Principal.
5. Use of school buildings for activities should be approved by the administration and the teacher who occupies that particular room or building.
6. No door to door sales are permitted unless the child is accompanied by the parent or guardian.

CLASS AND FIELD TRIPS

School field trips may be taken when justified for educational purposes. The field trips must be scheduled and approved by the Principals.

MISCELLANEOUS

1. Rules and Regulations:
 - a. Rules and regulations governing the orderly conduct of the pupils and the efficient operation of the schools in the Sloan-Hendrix School District are found in the *District's Policies Handbook* and the *Student Handbook*.
 - b. It is recognized by the School Board and the administration of the schools that it is necessary to have rules and regulations governing the activities. It is necessary to change rules and regulations as progress continues and new services are added.
 - c. It will be the policy of the School Board to revise and evaluate written policy continually, keeping foremost in mind greater opportunities for the youth of this area.
2. School Community Relations:
 - a. The School Board shall endeavor to keep the people of the District well-informed concerning their school. It shall be the duty of the Superintendent to see that an adequate program in keeping with this policy of the School Board is in continuous effect.
 - b. Advisory committees of interested local citizens may be used to good advantage in bringing about necessary changes in those areas in which the School Board may find itself in need of help from time to time. These advisory committees should make recommendations and then be disbanded when their work is finished. The School Board alone has authority to act for the school district.
 - c. The Sloan-Hendrix School District Board of Directors wishes that every patron in our community would feel that he is in partnership with our staff and his opinions and suggestions are both needed and welcomed by the professional staff. The School Board, who has the responsibility for continuous planning, analysis, and evaluation, endeavors to see that the most effective educational opportunities are made available to our children. These opportunities should be consistent with the aspirations, cultural pattern, and financial ability of the community.

EQUIPMENT AND SUPPLIES

1. Routine supplies for the staff shall be requisitioned on the forms provided in the various Principals' offices and must be approved by the Principal.
2. Equipment and other supplies are to be requisitioned by the staff, approved by the Principal, and requests forwarded to the Superintendent's office for consideration. If approved, items will be ordered by the Superintendent's office.

POLICY TO ALLOW SCHOOL DISTRICTS TO PROVIDE FOR A BRIEF PERIOD OF SILENCE

It shall be the policy of the Sloan-Hendrix School District that all teachers will, at the opening of the school on each school day, conduct a brief period of silence with all students in the classroom who desire to participate according to Act 397 of 1995.

POLICY FOR PLEDGE OF ALLEGIANCE

ACT 1333 of 2003 An Act to require the Recitation of the Pledge of Allegiance by All Public School Students

A. The State Board of Education shall adopt a policy to require that public school students in grades Kindergarten through twelve (K-12) participate in a daily recitation of the Pledge of Allegiance during the first class of each school day.

B. The policy shall

1. Require that at the time designated for the recitation of the Pledge of Allegiance, students shall stand and recite the Pledge of Allegiance while facing the flag with their right hands over their hearts or in an appropriate salute if in uniform;
2.
 - a. Provide that no student shall be compelled to recite the Pledge of Allegiance if the student or the student=s parent or legal guardian objects to the student=s participating in the exercise on religious, philosophical, or other grounds.
 - b. Students who are exempt from reciting the Pledge of Allegiance under subdivision B.2.a. of this section, shall be required to remain quietly standing or sitting at their desks while others recite the Pledge of Allegiance;
3.
 - a. Provide that teachers or other school staff who have religious, philosophical, or other grounds for objecting are exempt from leading or participating in the exercise.
 - b. If a teacher chooses not to lead the Pledge of Allegiance, the policy shall require that another suitable person shall be designated either by the teacher or Principal to lead the class; and
4. Require the school to provide appropriate accommodations for students, teachers, or other staff who are unable to comply with the procedures described in this section due to disability.

PRINCIPALS TO REPORT POSSIBLE STUDENTS WHO MAY HAVE COMMITTED FELONIES TO LOCAL LAW ENFORCEMENT

All Principals of the Sloan-Hendrix School District shall report incidents that may constitute felonies to local law enforcement agencies for investigation and to the Sloan-Hendrix School Board for adjudication. A Principal shall make such a report when he/she has direct knowledge or has received information leading to a reasonable belief that a student has committed a felony on school property, a felony while under school supervision, or a violent criminal act against a teacher, principal, employee, or student.

STUDENTS EXPELLED IN THEIR FORMER DISTRICT; ACT 574 OF 1995

It shall be the policy of the Sloan-Hendrix School District that when a student, otherwise eligible for enrollment, is currently under an order of expulsion from the last school district he/she attended, a hearing before the School Board shall be held before that student may be enrolled. This hearing may be closed at the request of the student's parent, pursuant to Act. Code Ann. 6-18-507. See also 28 U.S.C. ^1232g. The parents of the student in question must request the hearing in writing to the Superintendent of Sloan-Hendrix School five (5) working days prior to the hearing. Prior to the hearing, the Superintendent shall obtain a full report from the former district concerning the expulsion. At the hearing, the Board shall review the report from the former district and have an opportunity to question the student and his/her parents concerning the alleged misconduct. The Board may rule that the student may not enroll until the student's expulsion from his/her former district has expired.

WORKER'S COMPENSATION CLAIMS

Effective July 1, 1994, Public Employees' Claims Division will no longer administer worker's compensation claims for the Arkansas public schools. Act 862 of 1993 requires school districts to provide self-insured workers' compensation coverage for all employees. Sloan-Hendrix School, along with other schools in the state, has joined the Arkansas School Boards Association (ASBA) Workers' Compensation Trust Program. The program is administered by Management Claims of Little Rock with managed care services by Systemedic Corporation.

The following steps must be followed when a job-related injury occurs. Failure to do so may result in your claim for workers' compensation being denied.

1. Notify your building Principal or supervisor immediately.
2. The employee will be provided Form N, Employee's Notice of Injury, which must be completed even if medical attention is not required. The form must be signed and dated.

3. If medical attention is required, the employee must go to the designated physician. The designated physicians for Sloan-Hendrix School are the doctors located in the Pocahontas Medical Clinic. Treatment from an unauthorized physician may be denied.
4. If medical attention is required, additional forms must be completed and are available in the Superintendent's office. These forms must be submitted to Management Claims within five (5) days of injury.

All personnel will receive safety training to aid in providing the safest possible working conditions and also to help minimize the tremendous cost to our district in implementing Act 862.

If you have any questions in regard to a worker's compensation claim that occurred after July 1, 1994, you may contact Management Claims at 1-800-868-3800.

Employees of the Sloan-Hendrix School District who are receiving Workers' Compensation benefits may request, in writing, that they be permitted to use their accumulated sick leave days so that the combined benefit from Workers' Compensation and the amount payable by the District is equal to the employee's usual net salary. (In case of a classified employee who works a variable number of hours at a specified hourly rate, the amount payable by the District would be the amount necessary to bring the employee's total combined benefit up to an amount equal to the average compensation paid to that employee that contract year.) Under no circumstances may an employee receive a combined benefit greater than his or her usual net salary. After the date of the request, an employee will be charged a fraction of a sick leave day based on the appropriate amount not covered by Workers' Compensation, until the employee's sick leave days have been exhausted or until the employee is able to return to work.

LEAVE OF ABSENCE FOR PERSONAL INJURY FROM ASSAULT OR OTHER VIOLENT CRIMINAL ACT

ACT 1233 OF 1995

The Board of Education of the Sloan-Hendrix District shall grant any employee of the district who is absent from duty in a public school due to personal injury from assault or other violent criminal act committed against the employee in the course of employment in the public school leave at full pay while the employee is unable to return to work.

The leave shall last as long as the employee is unable to return to work, but not to exceed one (1) year from the date of the injury. Leave granted under this provision shall not be charged to the sick leave of the employee.

The assault or criminal act must have been reported to and verified by the proper authority, *ie.*, police, etc.

To apply for the leave of absence, and thereafter at the request of the School Board after leave is granted, the employee must present a statement from a medical doctor stating that the employee is under the care of a doctor, and that the employee is incapable, by reason of the personal injury sustained, to return to work. The School Board may request that the employee be examined by a medical doctor of the Board's choosing to verify the inability of the employee to return to work. If there is disagreement between the employee's doctor and the Board's doctor, a third opinion shall be requested from a medical doctor that both the Board and the employee agree upon. In such a case, the decision from the agreed upon doctor shall be the decision that the Board and the employee shall abide by.

The employee shall not draw workers' compensation or hold any other job during the time the Board is paying full salary under the conditions of this policy and act.

The decision of the School Board shall be final, and that decision shall not be subject to appeal through any administrative proceeding, including District grievance policies or procedures.

ALCOHOL AND DRUG TESTING OF SCHOOL BUS DRIVERS

The Sloan-Hendrix School Board, in order to comply with the Department of Transportation's (DOT) mandated alcohol and drug testing, hereby directs that all employees required to have a commercial driver's license (CDL) must be tested. This includes all part-time, substitute, activity drivers, and school bus aides. Any violation of this policy shall be considered willful neglect of duty.

- A. **ALCOHOL:** By use of Evidential Breath Testing (EBT) device operated by a Breath Alcohol Technician (BAT).

The Sloan-Hendrix School Board, in order to comply with the DOT's regulations acknowledges three (3) possible test results:

1. Negative (alcohol less than 0.02)
2. Safety sensitive (alcohol only) suspension (0.02 or higher but less than 0.04) removal from duties for 24 hours without pay. Second offense - termination.
3. Positive (alcohol 0.04 or higher) Options:

a. To continue employment for a positive, while performing a non-safety sensitive duty, must have evaluation by Substance Abuse Professional (SAP) and complete rehabilitation before returning to duty - with minimum of six (6) follow-up tests within twelve (12) months. If charged and found guilty by civil authority, employee shall be terminated.

b. Termination for a 0.04 or greater for alcohol abuse while performing a safety sensitive duty.

c. If (a) above, employee pays all cost for SAP and rehabilitation plus return to duty testing.

All alcohol testing to be accomplished using Evidential Breath Testing (EBT) device operated by a Breath Alcohol Technician (BAT). Alcohol testing shall be conducted immediately prior to (60 minutes or less) or immediately after (60 minutes or less) performing safety-sensitive function.

Safety-sensitive personnel shall not consume any alcohol within six (6) hours or on duty and in no incidence consume any alcohol within eight (8) hours after an accident or until after tested.

B. DRUG TESTING: Split sample urinalysis to be collected under controlled procedures by a qualified individual and evaluated by National Institute of Drug Abuse (NIDA) approved laboratory. Substances to be tested for are marijuana, cocaine, opiates, phencyclidine (PCP) and amphetamines.

The Sloan-Hendrix School Board, in order to comply with DOT's regulations, acknowledges two (2) possible test results:

1. Negative

2. Positive: split-sample confirmation determined by Medical Review Officer (MRO). Termination after split-sample confirmation reviewed and approved by MRO.

Options:

a. To continue employment for a positive while performing a non-safety sensitive duty, employee must have evaluation by Substance Abuse Professional (SAP) and complete rehabilitation before returning to duty, with minimum of six (6) follow-up tests within twelve (12) months. If charged and found guilty by civil authority, employee shall be terminated.

b. Termination after split-sample confirmation reviewed and approved by MRO while performing safety sensitive duty.

c. If (a) above approved, employee pays all costs for SAP and rehabilitation.

Alcohol and substance abuse testing shall be conducted for all employees required to have a Commercial Driver's License (CDL) and school bus aides. Alcohol and substance abuse testing will be conducted for the following:

1. Pre-Employment-The Sloan-Hendrix School Board must obtain information for the two preceding years of previous employment.

2. Post-Accident if one of the following occurs

a. there is a fatality.

b. if driver receives a citation for a moving violation and someone requires medical treatment away from the scene of the accident.

c. if driver receives a citation for a moving violation and one or more vehicles must be towed from the scene of the accident.

3. Reasonable suspicion- observable suspicious behavior, based on specific appearance, behavior, speech or body odor of the driver. Document using reasonable suspicion observation form.

4. Random - 50% annual rate for drugs and 25% annual rate for alcohol generated by computer program.

5. Return-to-duty (if applicable).

6. Follow-up (if applicable).

7. Refusal to be tested shall be considered a positive test.

8. Testing for alcohol must be within two (2) hours of accident and for substance abuse within thirty-two (32) hours after an accident.

9. All drug test results shall be determined by a qualified Medical Review Officer (MRO).

10. Follow-up testing for a positive may continue for sixty (60) months. Any positive on follow-up testing will result in termination.

11. Access to records:

a. to driver by written request.

b. to Secretary of Transportation, and DOT Agency, BESE by written request

- c. to National Transportation Safety Board (post-accident) by written request
 - d. to arbitration board-workmen's compensation, (if arbitration is result of alcohol or drug test)
 - e. to any person(s) requested in writing by driver.
- C. **EMPLOYEE EDUCATION:** All safety-sensitive employees shall have a minimum of sixty (60) minutes instruction on federally mandated alcohol and drug testing. Educational materials outlining testing program shall be distributed to all employees. All employees shall be required to attend training and sign off roster confirming attendance and receipt of regulations, ie, board policy, educational materials, and agreement to abide by rules. (Safety sensitive--any activity, job, or event where a CDL is required to perform that activity job or event.)

CAFETERIA SUBSTITUTE PAY POLICY

All cafeteria substitutes will begin employment with the Sloan-Hendrix School District based on a wage established by the Superintendent of Schools, but not less than Federal Minimum Wage.

After substitute has worked twenty (20) continuous work days, pay will be per hour salary of regular employee.

BACKGROUND CHECKS POLICY

CERTIFIED PERSONNEL - Act 1314 of 1997

The State Department of Education will pay the required fee for the Criminal Record Check required for initial certification and the first renewal. The teacher will be required to pay for any further checks (certification renewals).

It is the policy of the Sloan-Hendrix School to pay the fee required for the Criminal Record Check required for a new employee.

NON-CERTIFIED PERSONNEL - Act 1313 of 1997

It is the policy of the Sloan-Hendrix School to pay the fee required for the Criminal Record Check required before employing a new classified employee.

HOMELESS CHILDREN AND YOUTH

The Sloan-Hendrix School District recognizes that from time to time students who have been identified as homeless may be enrolled on one or more of its campuses. It shall be the policy of this District, therefore, that:

- A. homeless students will be afforded the same free and appropriate public education as all other students.
- B. homeless students will not be subject to enrollment and attendance barriers such as transportation, enrollment delays, health records, residency requirements, birth records, and guardianship documents.
- C. homeless students will be identified at the time of their initial enrollments within the District.
- D. Any homeless student transferring from a non-accredited school to Sloan-Hendrix Public Schools shall be evaluated by the staff involved to determine that student's proper placement in Sloan-Hendrix. The evaluation procedure may consist of the following criteria:
 - 1. Chronological age.
 - 2. Grade in non-accredited school.
 - 3. Student testing.
 - 4. Student background and training.
 - 5. Parent's recommendation.

The final placement will be decided by the building Principal, who will consider the recommendation of the counselor, classroom teacher, and previous records. If for any reason the student does not perform at the placement level as expected, he or she may be placed in a lower level or higher level.

- E. district students will be allowed to continue their enrollments in their respective schools of origin if homeless conditions occur during the academic year.
- F. requests by parents/guardians of homeless students regarding school selection will be granted to the extent feasible as judged by District officials.
- G. homeless students will be afforded comparable services as other students in areas such as transportation, Title I, vocational education, alternative education, gifted and talented, and food service.
- H. the respective building Principal shall be responsible for the coordination of educational services to homeless students enrolled in his/her attendance area.

STUDENT SEXUAL-HARASSMENT POLICY

Sexual harassment of students is prohibited and will not be tolerated. Sexual harassment is illegal under both federal and state law. Students are protected from sexual harassment under the provisions of the 1983 Civil Rights Act of 1871, Title VII of the Civil Rights Act of 1964, and Title IX of the Educational Amendments of 1972 which prohibits discrimination on the basis of sex in any educational program or activity receiving federal financial assistance (42 U.S.C. 200h). It may also result in criminal and/or civil charges being brought against the alleged harasser. Sexual harassment may also be considered a criminal offense under laws relating to child abuse.

It will be a violation of this policy for anyone to harass a student through conduct or communication of a sexual nature while on school grounds.

The Sloan-Hendrix School District is committed to maintaining a learning and working environment that is free of any form of sexual harassment toward and between students. This policy reinforces our commitment that all persons are to be treated with respect and courtesy.

This policy is in effect while students are on school grounds, school district property, or on property within the jurisdiction of the school district; while on school-owned buses, vehicles or chartered buses; while attending or engaged in school activities; while away from school grounds if the student is at any school sponsored, school approved or school related activity or function or going to and from school (until parent or guardian is reached); and in other situations that will lead to interference with the educational opportunity of the alleged victim.

The policy of Sloan-Hendrix School District is that a sexual relationship between staff and students is not permissible in any form or under any circumstances in or out of the school district.

A. Definition of Sexual Harassment C Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, request for sexual favors, and other verbal or intended physical contact or communication of a sexual nature when:

1. Submission to the conduct or communication is explicitly made a term or condition of an individual's employment, academic status, or progress.
2. Submission to or rejection of the conduct or communication by an individual is used as the basis for academic or employment decisions affecting the individual.
3. Submission to or rejection of the conduct or communication by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the school.
4. The conduct or communication has the purpose of having a negative impact on the individual's academic or work performance by creating an intimidating, hostile, or offensive educational or work environment.

B. Examples of Sexual Harassment C Sexual harassment may include, but is not limited to, the following:

1. Repeated unwanted verbal or written harassment or abuse. This includes commenting about an individual's body or appearance where such comments go beyond mere courtesy; telling "dirty jokes" that are unwanted and considered offensive by others; sexually suggestive letters, notes, computer messages, graffiti, or invitations; spreading sexual rumors.
2. Request for sexual activity.
3. Repeated unwanted remarks to a person, with sexual or demeaning implications. This means sexual slurs, epithets, threats, derogatory comments, or sexually degrading descriptions; or teasing or sexual remarks about students enrolled in a predominantly single-sex class.
4. Unwelcome touching. This means patting, pinching, touching, intentionally brushing up against, hugging, cornering or blocking of normal movement, kissing, fondling, touching an individual's body or clothes in a sexual way.
5. Suggesting or demanding sexual involvement accompanied by an explicit threat concerning one's educational opportunities, student benefits, or services.

C. Informal Complaint Procedure

1. Students may use an informal complaint procedure. This seeks to achieve a resolution that both the complainant and the alleged harasser agree upon.
2. An informal complaint may be oral or in writing. It should be brought to the student's teacher or counselor. The complainant may be advised of ways to resolve the problem on his or her own. If that is

unsuccessful or if the complainant will not discuss the complaint with the alleged harasser, an informal resolution maybe proposed. The complainant may accept or reject the proposed resolution.

D. Formal Complaint Procedure

1. Students are expected to report immediately incidents of sexual harassment to any teacher, counselor, or Principal at the school.
2. Any school personnel who has received a verbal or written report regarding sexual harassment must notify the building principal or equity coordinator in writing within seventy-two (72) hours. The building Principal or coordinator must inform the complainant of his or her rights under this policy.
3. Each report must include the following: name of complainant, date of the complaint, date of the alleged harassment, name(s) of the alleged harasser(s), location where such harassment occurred, and a detailed statement of circumstances constituting the alleged harassment.

E. Formal Complaint Investigation Procedure

1. Upon the receipt of an allegation of sexual harassment, the Principal or his/her designee will investigate into the complaint as soon as possible.
2. The student's parent(s)/guardians(s) will be notified that they may attend any investigatory meetings in which their child is involved.
3. The complaint investigator will make a written report, summarizing the results of the investigation and proposed disposition of the matter, within thirty (30) school days.
4. If the complainant is dissatisfied with the results of the investigation, he or she may file a written appeal within ten (10) school days to the equity coordinator, who will review the written report and collected information to determine whether the alleged conduct constitutes harassment.
5. If the complainant still disagrees with the decision, the complainant may appeal to the Superintendent of Schools within ten (10) days to hold a hearing to review all data. The Superintendent will respond in writing within ten (10) school days.
6. If the complainant is still unsatisfied with the decision, he or the complainant may appeal by written statement to the Sloan-Hendrix Board of Education within ten (10) school days. The board will respond within thirty (30) calendar days by written statement.
7. If at this point, the grievance has not been satisfactorily settled, further appeal may be made to the Office of Civil Rights, U. S. Department of Education, Washington, D.C. 20202; or to courts having proper jurisdiction.

F. Discipline/Sanctions

A substantiated charge against a student will subject that student to disciplinary action consistent with the Student Discipline Code.

The Sloan-Hendrix School District will discipline any individual found to have made false allegations of sexual harassment.

The Sloan-Hendrix School District will discipline any employee who receives a complaint of sexual harassment and does not act promptly to forward that complaint.

G. Retaliation

The Sloan-Hendrix School District will discipline any individual who retaliates against any person who reports sexual harassment or who retaliates against any person who testifies, assists, or participates in an investigation, proceeding, or hearing relating to a sexual harassment complaint.

H. Notifications

This policy will be disseminated in the following manner:

1. Appear in the student and staff handbooks in a condensed form with notification of full policy view available through each Building Principal, Superintendent, or the District Equity Coordinator.

I. Persons Charged With Sexual Harassment

Any person accused of sexual harassment is entitled to due process. Refer to due process procedures on page 2.

SICK LEAVE BANK POLICY

A. STATEMENT OF INTENT

The purpose of the sick leave bank is to provide sick leave to contributory members after their accumulated sick leave has been exhausted in cases of catastrophic illnesses.

B. MEMBERSHIP

1. Any employee of the Sloan-Hendrix School District may become a participant for one year by contributing one of his/her regular sick leave days accumulated from the prior year (this must be a carryover day) to the SICK LEAVE BANK established for this program. This contribution may not be withdrawn.
2. Membership will be taken until September 1st of each school year. The participant must also submit in writing to the Superintendent's office authorizing the contributed day. Any person employed after September 1st and eligible for the program has five (5) working days to join. Initial contribution will be two (2) days.
3. Membership in the SICK LEAVE BANK is continuous unless the participant files a written request to the Superintendent of Schools by September 1st for withdrawal of membership in the SICK LEAVE BANK.
4. Any participant making a withdrawal from the bank must contribute at least one (1) day at the beginning of the next school year.
5. Only participatory members may use days from the SICK LEAVE BANK.
6. Initial contributions for each participant will be two (2) days of sick leave to the bank, effective February 18, 1999. An emergency clause will be in effect and this program will begin as of February 18, 1999 based upon approval of the Sloan-Hendrix Board of Education.
7. The effective date of this program is based upon active dates on the individual members contract with the Sloan-Hendrix School District.
8. A person with two separate contracts with the district must participate for both contracts if they are to be covered for both contracts. For example, an employee contracted for a service as a teacher and the same employee is a bus driver, for both incomes to be protected, must contribute for each contract.

C. GOVERNANCE

A committee will be composed of the secondary Principal, elementary Principal, a secondary teacher, elementary teacher, and a classified employee. Committee members will be elected by their peers and serve a term of two (2) years. The election will be called by the Superintendent of Schools on or before the first day of school. If a replacement of a member is needed, the chairperson of that committee will notify the Superintendent of Schools. The Superintendent will then call a special election to replace any such vacancy. Members of this committee must be participants in the sick bank program.

D. PROGRAM LIMITS

1. The total number of days a member can apply for at one time, shall not exceed ten (10) school days, if days are available.
2. A member may reapply for an additional ten (10) school days as many times as necessary up to a maximum of ninety (90) days based on the contract year.
3. The total number of days the SICK LEAVE BANK may accumulate is 140 days. Days will be donated when the number of members equals the number of days needed to maintain the 140 days.
4. In the event that the number of days in the bank is depleted in any given year, those members participating may donate one additional sick day, as decided by the Superintendent of Schools.
5. The decision of the governing committee is final. There is not an appeals process.
6. SICK LEAVE BANK days cannot be used for
 - a) elective surgery
 - b) Normal Pregnancy
 - c) Sickness and/or injury of a family member.
 - d) Any other situation that the committee of the SICK LEAVE BANK deems unacceptable.
7. If a person has an income protection policy, when that policy engages and is paying benefits, no days from the SICK LEAVE BANK may be used. Examples of income protection are Workers= Compensation, Social Security, Teacher Retirement, Private Disability Policies. This is not a complete list.

8. A person must have used all of his sick leave days, vacation days, and personal days to be considered for the SICK LEAVE BANK.
9. Benefits shall terminate if death occurs.
10. Benefits shall terminate at the end of the contract school year.

12. If the employee takes early retirement, extended sick leave is terminated effective as of that date.

13. The employee must be certified by two (2) medical doctors as having a catastrophic and incapacitating condition and approved by the sick bank program committee. SICK BANK TIER 2 ADDITION

Not every application for sick bank use will be approved based upon the criteria set forth in the sick bank policy. Therefore some of the denials, while having significant merit on the quality of human life, will not qualify for the traditional sick bank. There is an apparent need for a Tier 2 Level of the sick bank, which could possibly cover some other cases of need.

In the event a person is denied use of the sick bank, the sick bank committee may consider that person for a Tier 2 benefit. That benefit shall consist of the employee=s receiving his/her regular pay from the Sloan-Hendrix School District, with that employee paying \$50.00 per day back to the District. The \$50.00 per day shall be deducted from that employee=s regular paycheck.

The sick bank committee decision shall be absolute with no appeals process.

The only method for an employee to qualify for Tier 2 services is

1. Must have followed the application procedures for the sick bank.
2. Must have been denied benefits from the sick bank board.
3. Must be recommended by the sick bank board after a denial of sick bank benefits.
4. The total number of days a member can apply for at one-time shall not exceed ten (10) school days, if days are available.
5. A member may reapply for an additional ten (10) school days as many times as necessary up to a maximum of thirty (30) school days based on the contract year.
6. All rules and qualifications of the sick bank Tier 1 are applicable.

The maximum number of days under Tier 2 Benefits is thirty (30) school days, per contract year.

POLICY FOR STUDENTS WITH SPECIAL HEALTH CARE NEEDS

**See building Principal for policy handbook for students with special health care needs.

ACCEPTABLE INTERNET AND COMPUTERS USE POLICY

OVERVIEW

The Board believes that the appropriate use of computer technology in the instructional process can significantly enhance learning outcomes and further recognizes that computer technology contributes substantially to the efficient management of the resources necessary to support the educational objectives.

Internet access is available to the students and staff members of the Sloan-Hendrix School District. With access to computers and people all over the world, also comes the availability of material that may not be considered to be of educational value in the context of the school setting. There may be some material or individual communications which are not suitable for school-aged children. The District supports resources that will enhance the learning environment. Exploration and manipulation of resources is encouraged. However, it is impossible to control all materials on a global network and an industrious user may discover inappropriate information.

ACCEPTABLE USE

The use of the District's computer systems must be in support of education and research and consistent with the educational objectives of Sloan-Hendrix. Transmission of any material in violation of any federal, state, or local regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret. As a representative of the school, the student will accept personal responsibility for reporting any misuse of the network to the school staff. Misuse may come in many forms, but it is commonly viewed as any message(s) sent or received that indicates or suggests pornography, unethical or illegal solicitation, racism, sexism, and inappropriate language.

In order to protect the integrity of the computer system, data disks will be provided by the school district. Students are not to bring personal disks from home. Students are also not to bring computer games to school.

PRIVILEGES

The use of computers and the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. In addition to the cancellation of privileges, inappropriate use of computers and/or the Internet may result in disciplinary action.

NETWORK ETIQUETTE

The user is expected to abide by the generally accepted rules of network etiquette. These rules include, but are not limited to, the following:

- ! Be Polite. Never send, or encourage others to send, abusive messages. Never post anything that you wouldn't say to your reader's face.
- ! Use Appropriate Language. Remember that you are a representative of your school district on a nonprivate system. You may be alone with your computer, but what you say and do can be viewed globally! Never swear, use vulgarities, flame, or use any other inappropriate language. Illegal activities of any kind are strictly forbidden. Harassment, threats, or intimidation will be dealt with in accordance with the law. Don't do or say anything that your parents or teachers wouldn't approve. Your online privileges can be revoked. Inform a staff member right away if you come across any information that makes you feel uncomfortable. When in doubt, ask!
- ! Privacy. Do not reveal any personal information, credit card numbers, your home or school address or phone numbers, or those of other students or colleagues. Do not send pictures of yourself without parent and teacher approval. Computer files and e-mail messages are not private and may be reviewed or monitored by the District at any time without notice to the user. This is true, even though a computer file or e-mail message is not accessible to other students.
- ! Electronic Mail. Electronic mail (e-mail) is not guaranteed to be private. Messages relating to or in support of illegal activities must be reported to the authorities.
- ! Vandalism. Vandalism is defined as any malicious attempt to harm or destroy hardware, software, or data of another user, agency, or network that is connected to the system. This includes, but is not limited to, the uploading or creation of computer viruses. Any vandalism will result in the loss of computer services, disciplinary action, monetary liability, and/or legal referral.

AGREEMENT TO COMPLY

Any user violating these provisions, applicable state and federal laws or posted classroom and district rules is subject to loss of computer and/or network privileges and any other District disciplinary options, including criminal prosecution.

District Administrators will make the final determination as to what constitutes unacceptable use and their decision is final.

The Sloan-Hendrix School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Sloan-Hendrix School District will not be responsible for any kind of damages a user may suffer, including loss of data. The District will not be responsible for the accuracy or quality of information obtained through this Internet connection.

All terms and conditions as stated in this document are applicable to all users of the network. These provisions reflect an agreement of the parties and shall be governed and interpreted in accordance with the laws of the State of Arkansas and the United States of America.

INCLUSION-ADDITIONS TO HANDBOOK

The Student Handbooks and evaluation procedures are to be considered as part of the Personnel Policies Handbook.

TORNADO DRILL PROCEDURE

Alarm-General announcement: continuous ring of school bell

PROCEDURE

1. When alarm is sounded, teachers move students quietly into designated areas of interior hallways. (Usually on north and east side of building.)
2. Portable buildings are to be evacuated and students moved inside larger permanent buildings. (Time factor very important.)
3. Avoid auditoriums, gymnasiums, and other structures with large roof spans.

4. Where possible, students are to sit on floor with head on knees and hands on back of neck. (Face away from south or southwest; otherwise, stand, facing interior south or east wall.)
5. Check student roll.
6. Remain in this position until all clear sounds (continuous ring).

FIRE DRILL PROCEDURE

1. When alarm is sounded, move students into designated area.
2. Assign a child to turn off lights and close windows and doors.
3. Check student roll--students should be quiet and orderly from the time of leaving the building until they have returned.
4. Remain on playground (designated area) until signal is given to return to building.
5. The fire drill signal is five (5) or more short rings of the bell.

EARTHQUAKE PROCEDURE

1. All students--Drop to the floor.
2. Remain on the floor until your teacher or Principal tells you to move.
3. Teachers--Evacuate your room as soon as it is safe.
4. Take a student count and report to the Student Count Team head.
5. All department heads report directly to building Principal.

BOMB THREAT PROCEDURE

1. Upon the receipt of a bomb threat, the fire alarm system shall be activated to evacuate the personnel from the building or buildings included in the threat.
2. Evacuate and call roll in the designated area.
3. After immediate evacuation, all students will be moved to a safe area as denoted by the Superintendent or his designee.
4. A designated member of the staff will direct traffic at the entrance to campus until the threat is over.

DISCLOSURE OF FREE AND REDUCED PRICE INFORMATION AGREEMENT

I. PURPOSE AND SCOPE

Sloan-Hendrix School District and the National School Lunch Agency acknowledge and agree that children's free and reduced price meal and free milk eligibility information obtained under provisions of the National School Lunch Act (42 USC 1751 et. seq.) Or Child Nutrition Act of 1966 (42 USC 1771 et. seq.) and the regulations implementing those Acts is confidential information. This Agreement is intended to ensure that any information disclosed by the Sloan-Hendrix School District to the National School Lunch Agency about children eligible for free and reduced price meals or free milk will be used only for purposes specified in the Agreement and that the Sloan-Hendrix School District and the National School Lunch Agency recognize that there are penalties for unauthorized disclosures of this eligibility information.

II. AUTHORITY

Section 9(b)(2)(C)(iii) of the National School Lunch Act (42 USC 1758(b)(2)(C)(iii)) authorizes the limited disclosure of children's free and reduced price meal or free milk eligibility information to specific programs or individuals without prior parent/guardian consent. Except that, the parent/guardian must be provided the opportunity to decline to share eligibility information prior to the disclosure for identifying children eligible for benefits under or enrolling children in the State Medicaid Program and the State children's health insurance program. Additionally, the statute specifies that, for any disclosures not authorized by the statute, the consent of children's parents/guardians must be obtained prior to the disclosure.

The requesting agency certifies that it is currently authorized to administer the following program(s) and that information requested will only be used by the program(s) indicated

III. RESPONSIBILITIES

Sloan-Hendrix School District will

When required, secure parents/guardians consent prior to any disclosure not authorized by the National School Lunch Act or any regulations under that Act, unless prior consent is secured by the receiving agency and made available to the determining agency;

For State Medicaid and SCHIP, notify parents/guardians of potential disclosures and provide opportunity for parents/guardians to elect not to have information disclosed;

Disclose eligibility information only to persons directly connected to the administration or enforcement of programs authorized access under the National School Lunch Act or regulations under the Act or to programs or services for which parents/guardians gave consent.

National School Lunch Agency will

Ensure that only persons who are directly connected with the administration or enforcement of the National School Lunch Program and whose job responsibilities require use of the eligibility information will have access to children's eligibility information.

Inform all persons that have access to children's free and reduced price meal eligibility information that the information is confidential, that children's eligibility information must only be used for purposes specified above, and the penalties for unauthorized disclosures.

Protect the confidentiality of children's free and reduced price meal or free milk eligibility information.

SLOAN-HENDRIX SCHOOLS' POLICY ON THREATS

Threats or threats of violence by students against other students or staff will not be tolerated. Any threats must be reported to the Principal, counselor, or a teacher. Any and all threats will be taken seriously and a determination of the nature of the threat will be made by administrators. Disciplinary measures, including suspension or expulsion, and/or parent conferences may result from threats made by students. If the administrator(s) determines that further action is warranted, law enforcement agencies may be notified.

Sloan-Hendrix Schools maintains a closed campus. All visitors must check in at the Principal's office. Any person who drives onto campus and has not been cleared through the office will be asked to leave immediately.

Students who leave campus without checking out through the Principal's office will be suspended or paddled. Students are not to reenter the student parking lot for any reason unless permission has been given by the Principal or his designee.

Students are encouraged to follow all school rules and guidelines. Take pride in your school and in yourself.

MODEL GRIEVANCE POLICY

PURPOSE

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, 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.

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

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

Day: a calendar day, unless otherwise specified.

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

PROCESS

Level One: An employee who believes that he/she has a grievance shall inform that employee's immediate supervisor that the employee has a potential grievance and discuss the matter with the supervisor within five (5) working days of the occurrence of the grievance. (The five day requirement does not apply to grievances concerning back pay.) If the grievance is not advanced to Level Two within five (5) 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 (5) 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 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: Upon receipt of a Level Two Grievance Form, the building Principal or Superintendent (hereinafter "recipient") will have ten (10) working days to schedule a conference with the employee filing the grievance. After the conference, the recipient will have ten (10) working days in which to deliver a written response to the grievance to the employee. If the grievance is not advanced to Level Three (if appropriate) or appealed to the Board of Education within five (5) days of the conference, the matter will be resolved and the employee shall have no further right with respect to said grievance.

Level Three: If the proper recipient of the Level Two Grievance was the building Principal, and the employee remains unsatisfied with the written response to the grievance, the employee may advance the grievance to the Superintendent by submitting a copy of the Level Two Grievance Form and the Principal's reply to the Superintendent within five (5) working days of his /her receipt of the Principal filing the grievance. After the conference, the Superintendent will have ten (10) 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 (5) working days of his/her receipt of the superintendent's written response by submitting a written request for a board hearing to the board president, with a copy sent to the Superintendent. If the grievance is not appealed to the Board of Directors, 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 Board rules the grievance to not be grievable, the matter shall be considered closed. If the Board rules the grievance to be grievable, they shall immediately commence a hearing on the grievance. All parties have the right to representation by a person of their own choosing at the appeal hearing before the Board of Directors. 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 on the hearing. A decision on the grievance shall be announced no later than the next regular board meeting.

ACT 1357 of 2003

The right of all parties to be represented by a person of his or her own choosing, but not by a member of a party's immediate family at any level of the procedure. The determination by the Principal, Superintendent, or their designees that the concern expressed by the employee is not a grievance may be appealed to the school board for a final decision. At the hearing, the employee shall have an adequate opportunity to present the grievance but no less than ninety (90) minutes, and both parties shall have the opportunity to present and question witnesses. Nothing in this section shall be construed as requiring a school district to enter into an agreement recognizing an organization for the purpose of negotiating personnel policies, salaries, and educational matters of mutual concern.

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.

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

Level Two Grievance Form

Name: _____

Date submitted to supervisor: _____

Personnel Policy grievance is based

upon: _____

Grievance (be specific): _____

What would resolve your grievance? _____

Supervisor's Response

Date submitted to recipient _____

CAFETERIA MEAL PAYMENT POLICY

Sloan-Hendrix School serves a well-balanced meal in the cafeteria to all students that wish to eat. Free/Reduced priced meals are available upon application qualifications or students may bring their lunch. Elementary students will not be issued lunch cards, but will go through the serving line and be scanned on a scan sheet. High School students will be issued lunch cards at no charge. If a student loses the lunch card, he/she will be issued another card at no cost. However, if that student loses another card or any card thereafter, \$1.00 will be charged each time to help cover costs.

CHARGE POLICY

Sloan-Hendrix School allows students to charge when needed. Students will be given charge reminders at the end of the month up to twenty-five (25) charges. This will allow any student a full month's charges. After

twenty-five (25) charges are accumulated, a letter will be sent home to parents requesting payment. If these charges are not paid by the end of the month following receipt of the letter, the child/children may be refused service.

2nd MEALS, ALA CARTE AND EXTRA MILK CHARGE POLICY

No charging will be allowed for 2nd meals, ala carte items, and extra milk. These are considered "extras" and must be paid for with cash if you wish to purchase them.

BULLYING POLICY ACT 1437 OF 2005

The Sloan-Hendrix School District has an obligation to and is committed to providing a safe learning environment for each of its students. Student achievement is best attained in an atmosphere that is free from the fear of emotional and physical intimidation and threats. Any bullying is prohibited while in school, on school property, in school vehicles, on school buses, at designated school bus stops, at school sponsored activities, or at school sanctioned events. Bullying is a destructive behavior that will erode the foundational principles on which a school is built. SloanHendrix will not tolerate any behavior that is classified under the definition of bullying and will take steps needed to eliminate such behavior.

It will be considered a violation of this policy for any student to inflict bullying behavior upon another student(s) as defined in this policy. After completion of an investigation of the reported incident, a student found to have participated in bullying behavior will be subject to disciplinary action that is appropriate to the degree of seriousness of the bullying behavior. Any reports will take into account the age of the offending student, the level of seriousness of the behavior, and whether or not the offending student has developed a habit of engaging in bullying behavior. A minimum disciplinary action will be a warning and the maximum expulsion.

Sloan-Hendrix Schools defines bullying as any written or verbal expression or physical act or gesture, or a pattern thereof, that is intended to cause distress or fear upon one or more students. A student will be found violating this policy if his conduct has been found to have the effect of humiliation or embarrassment on a student and is sufficiently severe, persistent, or pervasive that it limits the student=s ability to participate in, or benefit from, an educational program or activity.

Bullying behavior will generally be established when an individual has endured a pattern of offensive behavior or when a single serious act is committed. What is or isn=t bullying will depend on the surrounding circumstances.

Students are encouraged to report behavior they consider to be bullying, including a single action which if allowed to continue would constitute bullying, to their teacher, counselor or building Principal. The report may be made anonymously. Teachers and other school employees who have witnessed, or are reliably informed that, a student has been a victim of behavior they consider to be bullying, including a single action which if allowed to continue would constitute bullying, shall report the incident(s) to the Principal. Parent(s) or legal guardians may submit written reports of incidents they feel constitute bullying, or if allowed to continue would constitute bullying to the Principal. The Principal shall be responsible for investigating the incident(s) to determine if disciplinary action is warranted.

Students, a parent, or teachers who file a complaint against a student who is guilty of being a bully, will not be subject to retaliation or reprisal in any form. Students or adults who knowingly fabricate allegations and falsely accuse students of being a bully will be subject to disciplinary action.

Individuals who withhold information, purposely provide inaccurate facts, or otherwise hinder an investigation of a student accused of bullying, shall be subject to disciplinary action.

SLOAN-HENDRIX SCHOOL DISTRICT OVERTIME, LEAVE OF ABSENCE, AND COMPENSATORY PAY FOR EMPLOYEES SUBJECT TO THE FAIR LABOR STANDARDS ACT PURPOSE

The purpose of this policy is to ensure that the Sloan-Hendrix School District (the "District") complies with the minimum wage, overtime pay, compensatory pay, and record keeping requirements of the Fair Labor Standards Act (FLSA) of the United States. The FLSA requires that overtime be paid to non-exempt employees either in the form of monetary compensation or compensatory time at the rate of 1.5 times the regular hourly rate of pay for the number of hours worked in excess of forty (40) hours per week.

EXEMPT EMPLOYEES

Certain employees are exempt from coverage under the FLSA and are not subject to compensation for overtime work. Exempt employees include executive, administrative, and professional employees such as teachers, counselors,

supervisors, and administrators. Employees or supervisors who are unsure if an employee is exempt from coverage shall consult with the District's Administration.

COVERED EMPLOYEES

All employees in the job classifications listed below are non-exempt employees and are therefore covered under the FLSA:

Assistant Teachers (Aides)	Bookkeepers
Bus Drivers	Custodians
Food Service Workers	Maintenance Personnel
Receptionists	Secretaries
Transportation Staff	Non-Teaching Staff (no teaching certificate required)

Some employees who work in the above areas may be exempt from coverage if they have supervisory responsibilities or if they are otherwise exempt under the FLSA.

EMPLOYMENT RELATIONSHIPS

An employment relationship is not created between student teachers or students and the District.

An employment relationship is not created between the District and individuals who volunteer or donate their time to the District as a public service without contemplation of pay.

The hiring of off-duty policemen or deputies on a part-time basis by the District for crowd control or for security purposes does not create a joint employment relationship between the District and the employer of the policemen or deputy. The District is separate and distinct and acts entirely independent of other governmental entities.

A joint-employee relationship does not exist between the District and any entity contracted to provide transportation services, security services, or other services.

HOURS WORKED

The workweek for the District begins on Monday and ends on Sunday. Each employee subject to the FLSA shall be paid for all hours worked. Compensable time includes all time that an employee is required to be on duty.

Hours worked shall be accurately recorded by each employee in the manner provided by the District. Employees shall record the exact time of arrival and departure from work. Employees are expected to arrive and depart at or about the time specified by the District unless requested to work overtime by his or her immediate supervisor. All overtime shall be recorded by each employee by time sheet.

They will sign in at the first site where they begin working and sign out at the end of the day at the last site where they are working. They will also sign out for meal periods and other instances in which they are not working.

Supervisors and building-level Principals shall review and approve each time record or sign-in sheet weekly.

All employees must sign in for themselves. Any employee who clocks in or out or signs in or out for another employee may be dismissed. Any employee who asks another employee to sign in or out for him or her may be dismissed.

Non-exempt (classified) employees will review and report any discrepancies in their time records. They are required to sign the time sheet verifying that the time sheet reflects a true and accurate record of hours worked that pay period.

BREAKS AND MEAL PERIODS

The District is not obligated or required to provide meal periods, but will provide two (2) fifteen minute breaks per day for employees who work more than twenty (20) hours per week.

Meal periods in which employees are not relieved of duty are compensable. Those employees with bona fide meal periods shall be completely relieved of duty for the purpose of eating a regular meal. Employees having bona fide meal periods may eat in a school cafeteria or in a break area at a work site; however, the employee shall not engage in any work for the District during this period except for a rare and infrequent emergency.

BASIC MONETARY REQUIREMENTS

Employees subject to FLSA shall be paid not less than the current minimum wage.

OVERTIME PAY

Generally, employees subject to the Fair Labor Standards Act (FLSA) shall be paid not less than 1.5 times his or her regular rate of pay for all hours worked over forty (40) in a workweek. For those employees working two or more jobs for the District, overtime pay shall be calculated on the basis of a blended hourly rate on all jobs worked calculated by dividing the total amount of remuneration received in a workweek by the total hours worked in that

workweek. The employee shall be paid one-half of the blended hourly rate times the number of hours worked over forty (40).

Overtime pay due an employee shall be computed on the basis of the hours worked in each workweek and the overtime compensation earned by an employee shall be paid on the next regular payday for the workweek in which the overtime was worked. Overtime or compensatory pay may not be waived by an agreement between employer and employees.

The granting of compensatory time off in lieu of paying overtime pay is permitted provided compensatory time is awarded on a one-and-one-half time basis for each hour of overtime worked. The District reserves the right to grant compensatory time in lieu of paying employees monetary compensation. The supervisor and employee must have a written agreement or understanding that the employee will receive compensatory time before the work is performed. The employee may accumulate a maximum of forty (40) compensatory time hours. The employee must take the compensatory time when it is agreeable with the supervisor.

REGULAR RATE OF PAY

Any overtime pay will be based on the employee's regular rate which will include all remuneration for employment. For those employees paid a simple hourly rate, the overtime will be based on that hourly rate. For those employees paid on a salary basis, the monthly salary will be reduced to its hourly rate equivalent. Employees shall be paid for each and every hour worked.

AUTHORIZATION FOR OVERTIME WORK REQUIRED

Each District employee responsible for the supervision of employees subject to the FLSA shall, prior to permitting any overtime work, receive authorization from the Supervisor.

Non-exempt employees who work overtime/compensatory time without prior approval must be allowed to claim the hours worked in accordance with the FLSA. If the supervisor determines that the work was unforeseen or emergency in nature, it should be approved. If the supervisor determines that the performance of the work was unnecessary at the time it was performed, the hours worked must be paid to the employee, but disciplinary action must be taken for failure to follow established policy.

RECORD KEEPING

The Superintendent shall require all records on wages, hours, and other items listed in the record keeping regulations (29 CFR Part 516) to be kept by the business office for the time specified by the FLSA.

The Superintendent or his or her designee shall secure a sufficient quantity of the minimum wage posters. One poster shall be displayed in each District work site.

ENFORCEMENT

District employees shall, at all times, cooperate with authorized representatives of the Department of Labor who may visit a work site for the following reasons:

1. to investigate and gather data concerning wages, hours, and other employment practices;
2. to enter and inspect premises and records;
3. to question employees to determine whether any person has violated any provision of the FLSA.

District employees responsible for supervising employees subject to FLSA who willfully violate the terms of this policy shall be subject to disciplinary action by the District.

SLOAN-HENDRIX PUBLIC SCHOOL DISTRICT COMPREHENSIVE HEALTH SERVICES PROGRAM

Sloan-Hendrix Public Schools believes that a well planned and implemented health services program is essential to the total development of our students. Our program is designed in accordance with the student's educational, psychological, physiological, and social well being. The health services program is also designed to be in compliance with all regulations and proper acceptable health care and related support practices. Sloan-Hendrix School District observes and is in compliance with all HIPPA regulations.

Sloan-Hendrix School District employs a registered nurse and a certified speech/language pathologist to perform the following procedures:

IMMUNIZATION

Collect and monitor immunization records of all students in accordance with Arkansas statutes and Department of Education regulations and require parents to follow statutes and regulations.

VISION SCREENING

Screenings are performed according to the guidelines of the Arkansas Department of Health. Re-screenings are performed as necessary. Students failing the screening are referred to an optometrist or ophthalmologist of their choice.

HEARING SCREENING

Screenings are performed according to the guidelines of the Arkansas Department of Health. Re-screenings are performed as necessary. Students failing the screening are referred to an audiologist or physician of their choice.

SCOLIOSIS SCREENING

Scoliosis screenings are performed annually in accordance with ADE and Arkansas Department of Health guidelines.

INDIVIDUAL HEALTH CARE PLANS

Plans are developed with appropriate personnel. Example--parents, teachers, medical professionals, administrators, counselors, school nurse, etc.

MEDICATIONS LOGS

Medications are administered and logged in accordance with appropriate guidelines. All medications given must be in the original container with the present prescription dosage on that original container.

HEALTH ROOM LOGS

Health room visits are logged for reference.

ARKIDS FIRST

Sloan-Hendrix School District encourages participation in the ARKIDS First program. We offer parents awareness of the ARKKIDS program and assistance in completing the required documentation.

SLOAN-HENDRIX PUBLIC SCHOOL

PROFESSIONAL DEVELOPMENT POLICY

1. Teachers are currently under contract for 190 days. Of this total, 178 days are set aside as student contact days; 2 days are set aside as parent/teacher conference days, and 10 days (60 hours) are set aside as staff development days. In-service will be based on the district needs assessment as it relates to the ACSIP. The professional development plan shall be included in the school ACSIP plan. Six of the 60 hours must be technology based and two must be parental involvement. All elementary teachers and secondary teachers who teach Arkansas history shall have 2 hours of in-service in Arkansas history. All teachers may count 12 hours in-service for planning and preparation for the upcoming school year (with approval of the principal).
2. Administrators must have 60 hours to include 6 hours of technology and 3 hours of parental involvement. For each administrator, the 60 -hour professional development requirement shall include training in data desegregation, instructional leadership and fiscal management.
3. Unless otherwise applicable, all in-service hours must directly relate to student achievement in reading, math, and/or literacy. If these areas are not applicable to the teacher's subject area, then the in-service must relate to that person's field of work.
4. A three-hour undergraduate or graduate-level college credit course from an accredited college or university counts as 15 hours of professional development, if the college credit is related to and enhances the teachers knowledge of the subject area in which the teacher is currently teaching or is part of the requirements for the teacher to obtain additional certification in a subject matter that has been designated by the Department of Education as having critical shortage of teachers. No more than half of the required 60-hours of professional development time may be met through college credit hours.
5. Teachers who attended and successfully completed training to instruct Advance Placement classes can earn up to 30 hours of in-service credit. Hours are determined in the same manner as those of other in-service hours.
6. Beginning in the 2004-2005, sixty (60) approved professional development hours annually over a five (5) year period will be required to renew a teacher or administrator license.
7. To be eligible, professional development activities must produce teaching and administrative knowledge and skills designed to improve student's academic performance. Approved professional development activities shall relate to the following focus areas: Content (K-12), Instructional strategies, Assessment, Advocacy/leadership, Systemic change process, Standards, frameworks, and curriculum alignment, Supervision, Mentoring/coaching, Education

technology, Principles of learning/developmental stages, Cognitive research, Parent involvement, and building a collaborative learning community.

The school district may require specific in-service for specific programs, or other reasons. Credit for in-service activities will be subject to the principal's approval.

After desegregation of test data, any staff member may request (in writing) to the principal for in-service training through the Northeast Arkansas Educational Cooperative. This training would be provided the next summer if possible. The final determination of offerings is made by the Northeast Educational Cooperative, based upon request submitted by Dec.1.

The staff development year begins June 1 and ends May 31. Annually, teachers, administrators and classified staff, shall be involved in the design; implementation and evaluation of their respective professional development offerings.

STANDARDS COMPLIANCE POLICY

It is the policy of the Sloan-Hendrix School District to adopt and make policy all policies required by the Arkansas Department of Education, General Assembly, State Board of Education, federal regulatory authority, and any other regulatory authority. It is the policy of the Sloan-Hendrix School District to be in standards compliance with all required rules and regulations of the Arkansas Department of Education, General Assembly, State Board of Education, federal regulatory authority, and any other regulatory authority. This policy shall cover all policies and rules and regulations that are currently required and required in the future without any additional board action.

STUDENTS' PERFORMANCE POLICY

1. The Sloan-Hendrix School District requires teachers to communicate personally with the parent(s) or guardian(s) of each student during the school year to discuss the student's academic progress and requires more frequent communication with the parent(s) or guardian(s) of students not performing at the level expected for their grade.
2. Elementary school teachers shall meet with the parent(s) or guardian(s) of each student at least once a semester through a parent-teacher conference, telephone conferences, or a home visit.
3. Secondary school teachers shall meet with the parent(s) or guardian(s) of each student at least once a year through a parent teacher conference, telephone conference, or a home visit.
4. All grade level conferences with parent(s) and or guardian(s) shall be scheduled at a time and place to best accommodate those participating in the conference. The school shall document participation or nonparticipation in required conferences. If a student is to be retained at any grade level, notice of retention and the reasons for retention shall be communicated promptly in a personal conference.

ADDITIONAL STUDIES POLICY

PURPOSE

It is the intent of the Sloan-Hendrix School to provide studies for our students who need additional help. This could include after school tutoring or CPEP courses during the summer.

EMPLOYMENT

Because we feel we have qualified staff, teachers, and aides that would serve this purpose, Sloan-Hendrix School will contract with both teachers and aides and not require them to hold a teaching certificate to perform these services.

PARAPROFESSIONALS

Paraprofessionals employed by the Sloan-Hendrix School District will meet highly qualified requirements as defined by the No Child Left Behind Act.

SLOAN-HENDRIX PUBLIC SCHOOLS PARENTAL INVOLVEMENT PLAN

JULY 10, 2003

The Board of Directors of Sloan-Hendrix Public Schools recognizes the need for strong parental involvement in the educational process of each student enrolled in our district. The staff and administration and parents have established this plan. This plan is in compliance with Act 603 of 2003, of the Arkansas General Assembly. The objectives stated below are the objectives as stated in law:

1. That a child's education is a responsibility shared by the school and family during the entire time the child spends in schools;
2. To support the goal of the schools to educate all students effectively, the schools and parents must work as knowledgeable partners;
3. That although parents are diverse in culture, language, and needs, they are an integral component of a school's ability to provide for the educational success of their children;
4. That engaging parents is essential to improve student achievement; and 5. That school should foster and support active parental involvement.

SLOAN-HENDRIX SCHOOL DISTRICT PARENTAL INVOLVEMENT PLAN SHALL;

1. Involve parents of students at all grade levels in a variety of roles;
2. Be comprehensive and coordinated in nature;
3. Recognize that communication between home and school should be regular, two-way, and meaningful;
4. Promote and support responsible parenting;
5. Acknowledge that parents play an integral role in assisting student learning;
6. Welcome parents in the school and seek parental support and assistance;
7. Recognize that a parent is a full partner in the decisions that affect his or her child and family;
8. Recognize that community resources strengthen school programs, family practices, and student learning;
9. Support the development, implementation, and regular evaluation of the program to involve parents in the decisions and practices of the school district.

GOAL 1 : TO INVOLVE PARENTS OF STUDENTS AT ALL GRADE LEVELS IN A VARIETY OF ROLES

Involvement must be two-way and meaningful. All parents are urged to establish and maintain a good relationship with the school. Parents are also urged to provide their expertise and share experiences with the school. Tutors, mentors, speakers, and other services would be welcome. To attain a list of what services a parent wishes to provide, we will, as has been our policy in the past, provide a parent volunteer form to each parent. A record of that form will be placed in a notebook for references, as services are needed by the school.

We will provide parents opportunities to work in the parent center. Such work will include, but not be limited to, copying worksheets for classrooms and materials for students to supplement their instruction, laminating items, making posters and publishing a parent center newsletter.

We understand that parents have difficulty volunteering time during the school day. Therefore, we wish to include grandparents and civic organizations to serve as volunteers, tutors, speakers, parent center workers, or other services that they may share. We have in place a program of volunteer grandparents called "Grandparents United Against Reading Deficiency"(GARDS) who serve as reading tutors in grades kindergarten through second. We have civic organizations, such as Extension Homemakers Club (EHC), that provide services to our school in landscaping projects and quilting demonstrations.

GOAL 2: BE COMPREHENSIVE AND COORDINATED IN NATURE;

The Sloan-Hendrix parental involvement plan will be comprehensive and coordinated by design. A comprehensive program is one designed to meet the needs of all students, to ensure that each student receives the maximum benefit from our educational system, and to provide educational experiences designed to encourage growth toward maturity. A coordinated program is one designed to be managed by all parties involved with regular up-dates and evaluation.

We coordinate our program, by using the parent center coordinator and his/her assistant as liaisons, with parent teacher organizations, civic organizations, parents, and grandparents. The parent center assistant shall help facilitate efforts and track the needs of both school personnel and parents. An example of a parent=s need could be the need for GED classes that could be arranged through the parent center or resources for helping their child in homework, etc.

GOAL 3: RECOGNIZE THAT COMMUNICATION BETWEEN HOME AND SCHOOL SHOULD BE REGULAR, TWO-WAY, AND MEANINGFUL;

Communication between the school and the home must be regular, two-way and meaningful. Communication activities will include, but not be limited to,

1. Family Kits
2. Parent-teacher Conferences
3. Annual Public Meetings
4. PTO Meetings

5. Elementary Newspaper (Produced by the Parent Center)
6. Student Communication folders in Grades (k-4)
7. Parent Communication Organizers in grades (5-7)
8. Other Activities, such as tip cards

Family Kits, appropriate for the age and grade level of the child, will be provided to every parent of students enrolled in the Sloan-Hendrix School District. These kits will include

1. The school's parental involvement policy;
2. The recommended role of the parent, grandparent, student, teacher, and school;
3. Ways for the parents and grandparents to become involved in the school and their child's or grandchild's education.
4. Activities planned throughout the school year to encourage parental involvement;
5. A system to allow the parents and teachers to communicate in a regular, two-way, and meaningful manner with the child's teacher and the school Principal.
6. A school calendar.
7. Sloan-Hendrix School's website address.
8. School's phone numbers.
9. How to solve and identify problems and the steps to resolve the problem.
10. Teacher conference periods.

There will be two parent-teacher conferences per year. The first will be held at the end of the first nine weeks, and the second will be held at the end of the third nine weeks. Attendance at these conferences is strongly encouraged.

An open house/public meeting entitled "Parents Make the Difference" will be held in the fall of every school year to present the annual report and provide classroom time for parents. A parent night will be held prior to the beginning of each school year in grades kindergarten, seven and nine.

Parents may request a conference at any time during the school year. If the conference is with a teacher, it will be scheduled during the teacher's conference period. A parent may request a meeting with the building Principal at any time.

Other activities, including focus nights and informational nights, will be planned throughout the year. These activities will provide parents, teachers, and administrators with the opportunity to become better acquainted, as well as provide useful information aimed at the betterment of the student's education and development

GOAL 4: PROMOTE AND SUPPORT RESPONSIBLE PARENTING;

Responsible parenting will be promoted and supported by the school through a variety of actions, including Purchase of Materials;

Parenting books, magazines, and other informative materials regarding responsible parenting will be purchased through the school library. There will be a current list of selections available included in the Family Kits. These kits will be provided beginning at the "Parents Make the Difference Meeting" (Open House) in the fall and subsequently throughout the year. Parents will have the opportunity to borrow any of these materials for review through the Parent Center

Published Recognition;

Parents who attend both regular schedule parent-teacher conferences will be recognized at the end of the school year. These parents will be featured in an article to be published in the school newspaper and local community based newspapers. Parent Centers;

Sloan-Hendrix Schools has had a Parent Center for several years. The Parent Center will house materials appropriate for the various grade levels. Some of the materials available will include items that will provide information such as those mentioned earlier. Other materials available in the Parent Center will provide information concerning resources available to the parents, homework assistance, and enrichment activities for use at home. The Parent Center will also house materials to provide the Parent Center volunteers a workplace to assist the instructional staff. The center will be operated by a certified staff coordinator and a non-certified assistant who shall take care of daily operations and needs of the staff and parents.

Other Activities;

As mentioned in an earlier section, other activities, including parent nights, will be planned throughout year. These activities will provide parents, teachers, and administrators with the opportunity to become better

acquainted, as well as provide useful information aimed at the betterment of the students= education and development.

GOAL 5: ACKNOWLEDGING THAT PARENTS PLAY AN INTEGRAL ROLE IN ASSISTING STUDENT LEARNING;

The "Parents Make the Difference" (Open House/public meeting) evening will be scheduled at the beginning of each school year. Parents will be given a report on the state of the school, including the federal programs, guidance program, and other special programs. Staff members will provide parents with an overview of

1. What their child will be learning;
2. How their child will be assessed;
3. What parents should expect for their child's education, and
4. How parents can assist and make a difference in their child's education.

Other Activities:

Parents will be asked to serve on committees in the development of various school policies. Parents will be surveyed at the end of the school year to express their opinions of the Parent Center. Other activities, including parent nights, PTE meetings, Focus nights, and informational nights, will be planned throughout the year. These activities will provide parents, teachers, and administrators with the opportunity to become better acquainted, as well as provide useful information aimed at the betterment of the students= education and development.

GOAL 6: WELCOME PARENTS IN THE SCHOOL AND SEEK INTEGRAL ROLE IN ASSISTING STUDENT LEARNING:

Sloan-Hendrix Schools always welcomes parents to the school campus. Parental involvement gives strength to our school district.

The school policy promoting the visits of parents in a positive way will enhance this relationship. Policies will not discourage a parent from visiting the school. The educational process cannot be interrupted; however, visits to the classroom during school events will be encouraged. Parents will also be able to pick up their child during the day by going through the Principal's office and following the proper protocol.

Parents and grandparents will be encouraged to volunteer their time, talents, and energy for the advancement of the education of the students at Sloan-Hendrix School District. A resource book will be made available to the school staff. This book will be compiled based on information received on a parent survey regarding their interest and willingness to serve. Every parent will be asked if they would be willing to provide their services just to our District, or if they would give permission for their information to be shared with other school districts. The resource book will then be used to match school needs with volunteer interests.

The Sloan-Hendrix School District will provide attesting statements as to their commitment to parental involvement. These statements will be placed in each student handbook and placed in the family kit and posted in the parent center.

Other activities including parent nights, focus nights, and informational nights, will be planned throughout the year. These activities will provide parents, teachers, and administrators with the opportunity to become better acquainted, as well as, provide useful information aimed at the betterment of the students= education and development.

GOAL 7: THE SLOAN-HENDRIX SCHOOL DISTRICT RECOGNIZES THAT A PARENT IS FULL PARTNER IN THE DECISIONS THAT AFFECT HIS OR HER CHILD AND FAMILY.

To encourage parents to participate as full partners, the school shall

1. Publish School Policies;
2. Sponsor Seminars; and
3. Provide Other Activities;

The school's policy for resolving parental concerns, including how to define the problem, who is to be approached first, and how to develop solutions, will be published frequently in the school newspaper.

Parents of high school students will be involved in the decisions affecting course selection, career planning, and preparation for post-secondary opportunities. Annual seminars will cover financial aid options, college admissions requirements, graduation requirements, and course selection decisions.

Other activities including parent night, focus nights, and informational nights, will be planned throughout the year. These activities will provide parents, teachers, and administrators with the opportunity to become better acquainted, as well as provide useful information aimed at the betterment of the students= education and development.

GOAL 8: TO TAKE ADVANTAGE OF COMMUNITY RESOURCES THE SCHOOL SHALL:

1. Utilize Alumni
2. Develop Tip Cards
3. Provide Other Activities
4. Utilize local civic organization, churches, local, and state agencies.

Alumni will be invited to serve on an advisory council to provide advice and guidance for school improvement. This council will meet at least once yearly to provide recommendations and comments, as the council deems necessary.

The Sloan-Hendrix School District will support the development, implementation, and regular evaluation of the program to involve parents in the decisions and practices of the school district. A certified staff member, designated by the Superintendent of the district, will act as a parent facilitator. This person will be responsible for organizing meaningful training for staff and parents. They will also be responsible for the promotion and encouragement of parent participation in the education of their children.

CERTIFIED PERSONNEL REDUCTION IN FORCE

The School Board acknowledges its authority to conduct a reduction in force (RIF) when a decrease in enrollment or other reason(s) makes 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 by evaluating the needs and long- and short-term goals of the school district and by examining the staffing of the District in each licensure area and/or, if applicable, specific grade levels.

If a reduction in force becomes necessary in a licensure area and/or specific grade level(s), the teacher=s length of service in the District shall be the initial determining factor. The teacher with the most years of employment as a licensed teacher in the District **as compared to other teachers in the same licensure area and/or specific grade level(s)** shall prevail. Length of service in a non-certified position shall not count for the purpose of length of service for a licensed position. Total years of service to the District shall include non-continuous years of service. Less than a semester in any contract year does not count as a year of service.

In the event that two employees subject to a RIF have the same length of service, the employee with the highest number of points as determined by the schedule contained in this policy shall be retained. The teacher with the fewest points will be laid off first. There is no right or implied right for any teacher to bump or displace any other teacher.

POINTS

Years of service in the District B 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.

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

1 point B Master=s degree

2 points B Master=s degree plus thirty additional hours

3 points B Educational specialist degree

4 points B Doctoral degree

National Board of Professional Teaching Standards certification B 3 points

Additional academic content areas of endorsement as identified by the state board B 1 point per area

Certification for teaching in a state board identified shortage area B 2 points

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

A teacher with full licensure in a position shall prevail over a teacher with greater points. All points awarded must be verified by documents on file with the District by October 1 of the current school year. Each teacher=s points shall be totaled with teachers ranked by the total points from highest to lowest in the licensure areas in which they have

been assigned within the last two years, including the current year. In the event that a teacher=s assignment is different this school year from the previous school year, separate point totals shall be developed for each area of assignment. All teachers shall receive a listing of licensed personnel with corresponding point totals. Upon receipt of the list, each teacher has ten (10) working days within which to appeal his or her assignment of points with the superintendent whose decision shall be final.

WEAPONS, DANGEROUS INSTRUMENTS, AND CONTRABAND

Students shall not possess, handle, or transmit any firearm, knife, razor, ice pick, explosive, pellet gun, or other object that reasonably can be considered a weapon, or dangerous instrument, or any contraband materials, ACT 706 of 1997.

ACT 649 (HB 1417) HANDGUNS IN SCHOOLS PROHIBITED

This act provides that no person under the age of eighteen shall possess a handgun. Violation shall be a Class A misdemeanor. It also provides that no person shall possess a handgun upon the property of a public school, or upon any school bus. Violation is a Class D felony and no sentence imposed for violation can be suspended, probated, or treated as a first offence. This act is effective as of July 3, 1989 (Planning and Development).

ACT 567 OF 1995 AND ACT 1520 OF 1995

Possession by students of any firearm or other weapon is prohibited upon the school campus and punishable by expulsion for a period of not less than one year; however, the superintendent shall have the discretion to modify such expulsion requirement for a student on a case-by-case basis.

Act 1282 amends current law to include provisions preventing anyone (student or adult) from possessing a firearm on the developed property of a public or private school, or in or upon any school bus, or at a designated bus stop. Act 1408 of 1999 makes it unlawful for a person under 18 years to possess a hand-held laser pointer without the supervision of a parent, guardian, or teacher. Hand-held laser pointers can be seized by teachers or administrators as contraband.

ACADEMIC IMPROVEMENT PLANS

Beginning with 2004-05 school year, any student failing to achieve at the proficient level on the State mandated CRT shall be evaluated by school personnel, who shall jointly develop, with the student=s parents, a student Academic Improvement Plan (AIP) to assist the student in achieving the expected standard in subject area(s) where performance is deficient. The AIP shall describe the parent=s role and responsibilities as well as the consequences for the student=s failure to participate in the Plan.

The AIP shall be prepared using the format designed by the Department of Education.

The AIP shall be developed cooperatively by appropriate teachers and/or other school personnel knowledgeable about the student=s performance or responsible for remediation in consultation with the student=s parents. An analysis of student deficiencies based on test data and previous student records shall be available for use in developing the Plan. The plan shall be signed by the appropriate school administrator and the parent/guardian.

The AIP will be flexible using multiple remediation methods and strategies. It will include an intensive instructional program different from the previous year=s regular classroom instructional program.

The AIP shall include formative assessment strategies and standards-based supplemental/remedial strategies aligned with the child=s deficiencies.

The AIP will be individualized with the use of a timeline for remedial instruction.

A student with disabilities identified under IDEA has an Individualized Education Program (IEP) that will serve to meet the requirement of an AIP.

Retention for Failure to Participate in the Academic Improvement Plan

School districts shall notify parents of remediation requirements and retention consequences for failure to participate in the required remediation. Beginning with the 2005-2006 school year, this information shall be included in the student handbook.

Beginning with the 2005-2006 school year, students in grades one through six, identified for an AIP who do not participate in the remediation program shall be retained. The local district shall determine the extent of the required participation in remediation as set forth in the student academic improvement plan.

Retention for failure to participate in the academic improvement plan shall expand by at least one (1) grade level for each subsequent academic year after implementation, in the following manner; e.g. 2006-2007 grades one through seven; 2007-2008 grades one through eight, etc.

Remedial instruction provided during high school years (Grades 7-12) may not be in lieu of English, mathematics, science or social studies, or other core subjects required for graduation.

Any student who does not score at the proficient level on the criterion-referenced assessments in reading, writing, and mathematics shall continue to be provided with remedial or supplemental instruction until the expectations are met or the student is not subject to compulsory school attendance.

Any student that has an AIP and fails to remediate, but scores at the proficient level on the criterion-referenced assessments, shall not be retained.

Beginning in the 2005-2006 school year, students not proficient on the End-of-Course tests or on the Grade 11 Literacy test, shall participate in a remediation program to receive credit for the corresponding course.

The results of End-of-Course assessments shall become a part of each student=s transcript or permanent record. Each course for which a student completes the assessment shall be recorded with the performance level (advanced, proficient, basic or below-basic).

The Department shall implement a statistical system that shall provide the best estimates of classroom, school, and school district effects on student progress based on established, value-added longitudinal calculations, which shall measure the difference in a student=s previous year=s achievement compared to the current year achievement for the purposes of improving student achievement, accountability, and recognition.

ENTRANCE REQUIREMENTS

To enroll in a school in the District, the child must be a resident of the District as defined in District policy (4.1-RESIDENCE REQUIREMENTS), meet the criteria outlined in policy 4.40-HOMELESS STUDENTS, be accepted as a transfer student under the provisions of policy 4.4, or participate under a school choice option and submit the required paperwork as required by the choice option.

Students may enter kindergarten if they will attain the age of five (5) on or before September 15 of the year in which they are seeking initial enrollment. Any student who has been enrolled in a state-accredited or state-approved kindergarten program in another state for at least sixty (60) days, who will become five (5) years old during the year in which he/she is enrolled in kindergarten, and who meets the basic residency requirement for school attendance may be enrolled in kindergarten upon written request to the District.

Any child who will be six (6) years of age on or before October 1 of the school year of enrollment and who has not completed a state-accredited kindergarten program shall be evaluated by the District and may be placed in the first grade if the results of the evaluation justify placement in the first grade and the child's parent or legal guardian agrees with placement in the first grade; otherwise the child shall be placed in kindergarten.

Any child may enter first grade in a District school if the child will attain the age of six (6) years during the school year in which the child is seeking enrollment and the child has successfully completed a kindergarten program in a public school in Arkansas.

Any child who has been enrolled in the first grade in a state-accredited or state-approved elementary school in another state for a period of at least sixty (60) days, who will become age six (6) years during the school year in which he/she is enrolled in grade one (1), and who meets the basic residency requirements for school attendance may be enrolled in the first grade.

Students who move into the District from an accredited school shall be assigned to the same grade as they were attending in their previous school (mid-year transfers) or as they would have been assigned in their previous school. Home-schooled students shall be evaluated by the District to determine their appropriate grade placement. Prior to the child's admission to a District school: (1)

1. The parent, guardian, or other responsible person shall furnish the child's social security number, or if they request, the district will assign the child a nine (9) digit number designated by the department of education.
2. The parent, guardian, or other responsible person shall provide the district with one (1) of the following documents indicating the child's age: a. A birth certificate;
b. A statement by the local registrar or a county recorder certifying the child's date of birth; c. An attested baptismal certificate;
d. A passport;
e. An affidavit of the date and place of birth by the child's parent or guardian;
f. United States military identification; or
g. Previous school records.
3. The parent, guardian, or other responsible person shall indicate on school registration forms whether the child has been expelled from school in any other school district or is a party to an expulsion proceeding.
4. The child shall be age appropriately immunized from poliomyelitis, diphtheria, tetanus, pertussis, red (rubeola) measles, rubella, and other diseases as designated by the State Board of Health, or have an exemption issued by the Arkansas State Department of Health. Proof of immunization shall be by a certificate of a licensed physician or a public health department acknowledging the immunization.

Note: 1 Act 1255 of 2005 requires schools to enroll "immediately" foster children whether or not they can produce "required clothing or required records" noted in #2 and #4.

IMMUNIZATION REQUIREMENTS KINDERGARTEN THROUGH GRADE TWELVE

The requirements for entry into school are:

Kindergarten: At least four doses of Diphtheria/Tetanus/Acellular Pertussis (DTaP), Diphtheria/Tetanus/Pertussis (DTP), Diphtheria/Tetanus (DT Pediatric), at least three doses of Polio vaccine; two doses of Rubeola (measles) vaccine, one dose of Rubella (German Measles) vaccine, one dose of Mumps vaccine, three doses of Hepatitis B vaccine and one dose of Varicella (chickenpos) vaccine.

1st through 12th grade: At least three doses of Diphtheria/Tetanus/Acellular Pertussis (DTaP), Diphtheria/Tetanus/Pertussis (DTP), Diphtheria/Tetanus (DT Pediatric), or Tetanus/Diphtheria (Td Adult), at least three doses of Polio vaccine; two doses of Rubeola (measles) vaccine, one dose of Rubella (German Measles) vaccine, one dose of Mumps vaccine.

Transfer students: (/Students not in your school district last year): At least three doses of Diphtheria/Tetanus/Acellular Pertussis (DTaP), Diphtheria/Tetanus/Pertussis (DTP), Diphtheria/Tetanus (DT Pediatric), or Tetanus/Diphtheria (Td Adult), at least three doses of Polio vaccine; two doses of Rubeola (measles) vaccine, one dose of Rubella (German Measles) vaccine, one dose of Mumps vaccine and three doses of Hepatitis B or 11-15 years of age may use an alternative two-dose approved Hepatitis vaccine.

7th grade: In addition to the vaccines requirements listed above, one or two doses of varicella, students 13 years of age and older must receive 2 doses of varicella vaccine, and the appropriate Hepatitis B series.

The school may temporarily admit a child provided that the child becomes appropriately immunized, is in process of receiving the needed dose of vaccine, or shows proof that they have applied for an exemption for those vaccines he/she has not received within thirty (30) program days after the child's original admission.

Students will not be allowed to attend school, after 30 program days, unless they can provide documentation of appropriate immunizations, are in the process of completing the minimum requirements or show proof that they

have applied for an exemption for those vaccines he/she has not received. They will be excluded from school until documentation is provided.

CLOSED CAMPUS

All schools in the District shall operate closed campuses. Students are required to stay on campus from their arrival until dismissal at the end of the regular school day. Students may be given permission to leave the campus by a school official and must sign out in the office upon their departure.

CERTIFIED PERSONNEL CELL PHONE USE

Use of cell phones by employees during instructional time is strictly forbidden except for emergency use only.

VISITORS TO THE SCHOOLS

Parents, grandparents, legal guardians, business, and community members are welcome and encouraged to visit District schools. To minimize the potential for disruption of the learning environment, visitors, for a purpose other than to attend an activity open to the general public, are required to first report to the school's main office. No one shall be exempt from this requirement.

Parents and legal guardians are encouraged to participate in regularly scheduled visitation events such as school open houses and parent/teacher conferences. Additional conferences are best when scheduled in advance. Conferences shall be scheduled at a time and place to accommodate those participating in the conference. Visits to individual classrooms during class time are permitted on a limited basis with the Principal's prior approval and the teacher's knowledge.

Parents wishing to speak to their children during the school day shall register first with the office.

The District has the right to ask disruptive visitors to leave its school campuses. Principals are authorized to seek the assistance of law enforcement officers in removing any disruptive visitors who refuse to leave voluntarily.

STUDENT HANDBOOK

It shall be the policy of the Sloan-Hendrix school district that the most recently adopted version of the Student Handbook be incorporated by reference into the policies of this district. In the event that there is a conflict between the student handbook and a general board policy or policies, and the student handbook is more recently adopted than the general board policy, the student handbook will be considered binding and controlling on the matter.

VOLUNTEER POLICY

I. POLICY

- A. **PURPOSE:** A volunteer employee is a person who serves the Sloan-Hendrix Public Schools in a non-paid capacity whose services are of value and benefit to the educational efforts of the Sloan-Hendrix Public Schools and the many support functions necessary to carry out an effective program of instruction. The school district recognizes the contribution of volunteers and recognizes the responsibility to volunteers.
- B. **ELIGIBILITY:** To be eligible for classification as a volunteer employee, a person must
 - 1. Have a desire and willingness to serve the pupils of the school through a recognized school function.
 - 2. Possess physical and mental abilities to carry out assigned tasks.
 - 3. Set a good example for students through actions, speech, and attitudes.
 - 4. Demonstrate a willingness to adhere to local school and policies and the policies and procedures of the school district and work under the direction of the building administrator.
- C. **RECOGNITION and BENEFITS:** Volunteer employees will be recognized as serving the district when they are approved for assignment by the administrator and registered as a volunteer during their time(s) of service.
- D. **REPORTING:** Periodic reports will be made to the Board of Education of persons who serve as voluntary aides. The reports will be maintained as an official record of service.

II. EFFECTIVE DATE

This policy is effective as of the 1987-88 school term.

ESTABLISHMENT OF LOCAL TASK FORCES ON CLOSING THE ACHIEVEMENT GAP

- 1. Each task force shall report to its local board of directors through the Elementary and High School Principals.
- 2. Each task force shall include key stakeholders in the community who are committed to improving the education of all children, especially those who are underachieving, and who agree to attend task force meetings on a regular basis, take an active role in discussions and activities, listen to the ideas, suggestions, and comments of other task force members as well

as community members, inform other task force members such as consensus building, problem-solving, and group dynamics, and seek actively data-driven solutions to improving the achievement of all students; and

3. Task force members shall be representative of community demographics, race, ethnic, gender, and socioeconomic diversity. They include:
 - A. (i) Two (2) parents, as selected by the local school district's parent organization.
 - (ii) One (1) parent who has a child in elementary school, and one (1) who has a child in high school.
 - B. One (1) school administrator, one (1) teacher, one (1) instructional support personnel, and one (1) exceptional children personnel, each of whom shall be selected by the superintendent;
 - C. One (1) member of the local board of education, as selected by that board;
 - D. One (1) representative of local law enforcement;
 - E. One (1) representative of local businesses;
 - F. Two (2) high school students, as recommended by their principal;
 - G. Any other community representatives, as selected by the superintendent.
4. The superintendent shall name the chair of the task force, who shall call the first meeting of the task force.
5. Each task force shall:
 - A. Decide on training that it may need;
 - B. Determine what information and data the task force will need, plan and schedule presentations on the information and data which shall be disaggregated by race, ethnicity, gender, and socioeconomic status. Examples may include state test data, discipline statistics, teacher-student ratio, student and teacher attendance data, faculty composition by race, gender, ethnicity, and professional preparation of educators;
 - C. Establish a policy statement on closing the achievement gap for the local school administrative unit. This statement shall address why closing the achievement gap is important to the entire community;
 - D. Set aside specific meetings to analyze and synthesize data and information.
 - E. Use data to identify and prioritize the problems with student achievement;
 - F. Identify and review current effective programs and instructional strategies that address student achievement needs, identify criteria used to determine their effectiveness, determine changes to improve the effectiveness, identify gaps in services, and identify needed information to determine research-based programs and strategies that are effective in addressing the gaps; and
 - G. Develop a report to the school and community that includes an implementation plan, benchmarks, and the monitoring process.
6. Each task force may establish subcommittees to research answers to the critical questions.
7. If subcommittees are established, they shall present their findings to the full task force.

AUTOMATED EXTERNAL DEFIBRILLATOR (AED) POLICY

The AED is to be used to treat victims who experience sudden cardiac arrest. It will only be applied to victims, who are unconscious, not breathing normally and showing no signs of circulation, or non-movement. The AED will analyze the heart and advise the team of operators if a shockable rhythm is detected. If a shockable rhythm is detected, the AED will charge to the appropriate energy level and advise the operator to deliver a shock.

The nurse will be responsible for checking the AED unit periodically in the nurse's office. The medical technology teacher will be responsible for checking the AED unit in the medical technology room. They will log this on the AED Log with date, time and initials.

TEACHER INTERNET PROFESSIONAL DEVELOPMENT POLICY (IDEAS, PORTAL)

Sloan-Hendrix certified personnel may receive 12 hours of professional in-service from the state provided internet professional development website. The 12 hours must be pre-approved by their respective Principal. In an emergency situation, the Principals may approve more than 12 hours of internet professional development, if an unavoidable situation occurs.

CRISIS MANAGEMENT PLAN TEAM ACTIVATION

When a critical event occurs, the decision whether to activate the plan for a crisis response will be made by a consensus of the team and approval by the Superintendent or administrator in charge. Any team member may activate the team. The team will meet at the earliest possible time to assess and/or put into motion the action plan. The team

should attempt to get as much information about the incident as possible so the team knows what it is getting into and any special issues that are involved.

It is the responsibility of any school employee who is aware of a critical event that could negatively impact the normal school functioning to bring this information to the attention of the Superintendent or administrator in charge so that they may quickly communicate it to the Crisis Team.

DISTRICT POLICY ON CRISIS MANAGEMENT

The Sloan-Hendrix School District understands that the emotional intensity that arises at the time of a tragedy or crisis within a school district is disruptive to the normal educational process. It also carries with it the potential for additional trauma to high risk students and possible contagion effect in the wake of suicide. A Crisis Response Plan and Crisis Response Team will be maintained in order to minimize the negative impact of a critical incident (crisis) in the District, to assist in identification and referral of high risk students, and to return the District to normal school functioning as quickly as possible after a crisis.

PROCEDURES FOR DEALING WITH CRISIS IN SCHOOL

1. Team is notified of an event and the fact that a crisis exists is either obvious or must be decided by the Team.
2. The Superintendent/Principal will verify the occurrence and secure information.
3. The Team meets at its earliest possible time to assess the situation and implement a course of action. The agenda will include the following items:
 - a. Initiate fan-out to staff.
 - b. Decide on specifics of crisis intervention plan.
 - c. Contact appropriate outside consultant and agencies for assistance.
 - d. Obtaining the latest accurate information concerning the incident.
 - e. Identification of close friends or others closely involved who may need special intervention (students and/or involved staff).
 - f. Information on who will provide initial intervention and how it will proceed.
 - g. Superintendent/Principal designated for all media contact.
 - h. Should Support Team be notified to come and assist with the students?
 - i. Determine classroom coverage and what substitutes must be arranged for Crisis Team members.
 - j. Develop written communication for staff to read to students.
 - k. Are there any staff people who are currently dealing with severe stress of their own because of either a similar incident or personal/family problems?
1. End of the day teachers/staff debriefing should occur. This includes a review of the high-risk students and continually updating the list. It may be appropriate to ask for outside help in this debriefing.

RESPONDING TO A CRISIS: Guidelines for Teachers and Staff

A crisis has occurred and students are wandering into class stunned, confused, and questioning. As their first official contact, you should be prepared with information that was provided to you that morning at a staff meeting. Students will be at various stages: anger, shock, denial, depression; but, chances are, shock will be the prevalent behavior at the time. Some students may be disoriented and unable to function. Your job is to inform, support, and encourage. You should also be prepared for the possibility that students will appear in your class who may not seem to care that a tragedy has happened. Crisis centers will be set up in designated areas in the building. Encourage students to use these centers.

The following outline can serve as a guide:

1. Read the prepared memo concerning the incident to the students.
2. Talk about the crisis only to the extent that you are comfortable.
3. Refer distressed students to one of the Crisis Team Members.
4. Discuss the incident enough to dispel rumors. Discussions should be serious, frank, and supportive.
5. Allow students to ask questions and make comments, responding appropriately.
6. Try to turn the class to a normal routine as soon as possible.
7. Be aware of the different ways students will act out their feeling of grief and guilt. Not only may some students become emotionally distraught, they may also become angry and aggressive.
8. Take care of yourself and seek support. Dealing with students in distress can be an emotionally draining experience.

EMERGENCY PROCEDURES

Although every possible emergency cannot be anticipated, an attempt has been made to standardize emergency procedures and responses as much as possible.

Specific emergencies that might affect Sloan-Hendrix Schools include the following:

ACCIDENT OR SERIOUS INJURY

1. When a student is seriously injured, the parents or guardians must be notified immediately.
2. First aid should be administered and the student comforted. A determination must be made regarding the severity of the injury and transportation to the hospital.
3. The emergency medical services should be called if the injury is serious enough to warrant special transportation. If the injury requires treatment but is not serious enough to warrant an ambulance, the Principal or his/her designee may transport the student to the hospital (instead of waiting for a parent to arrive).
4. The District must be notified of the injury.

SERIOUS ILLNESS OR DEATH

1. The teacher will notify Principal or his secretary of the concern, who will then notify the Superintendent. All telephone calls will be made by the Superintendent. In the absence of the Superintendent, his secretary will make all calls and in the absence of the secretary, the Principal will make the calls.
2. The ambulance will be called and asked to come to the school, directed to a specific entrance, without flashing lights or siren on.
3. Notification will be made to families/agencies/home providers, etc., using emergency form information.
4. The student will remain in the room, all other students will be moved to another room.
5. Staff members will stay with the student until the ambulance arrives.
6. Staff members of remaining classrooms will be notified when classroom doors shall be closed.
7. Students need to be evacuated, and in the case of death, not covered until in the ambulance.
8. All classrooms will be notified when the ambulance departs.

ATTACK ON A STUDENT OR STAFF MEMBER

1. If a student or staff member is attacked in the building, students should know to leave the scene immediately and to seek help from the nearest teachers or from the office.
2. In the event of an attack on a student or staff member, other staff members who witness the attack should do everything possible to distract the assailant--short of risking bodily harm.
3. The office will immediately notify the police and other agencies that can assist with the problem.

SEVERE STORMS OR TORNADO

1. When a tornado warning is issued, or when a tornado is sighted, the tornado alarm will be sounded in the school building.
2. Custodial staff will report to assigned stations that will permit sight of weather conditions. They will report, directly to the Principal, all threatening conditions.
3. All students, teachers and other school staff will move into the hallways and other designated areas. Teachers must take class rosters or roll books with them.
4. All persons will assume the tornado preparation position. Teachers will observe their students to be sure they are in the proper position at all times.

EXPLOSION

1. When an explosion occurs and debris is scattered in a classroom, students and teachers should immediately crawl under their desk tops. Eyes should be held tightly closed and arms should be used to cover heads. If time permits, jackets or books or other objects should be used to cover the head.
2. When the initial explosion has ended, teachers and students should evacuate the building, following normal evacuation routes. If normal routes are blocked, alternate routes (including windows) should be used.
3. When outside the building, each class moves quickly to a designated location on campus or to a designated location near the campus. The teacher must maintain control over the students for which he or she has responsibility.

4. The school Principal and/or designee will call the local fire department or other emergency agencies.
5. The fire marshals will go directly to entrances to the campus and will direct all non-emergency traffic away from areas that might be dangerous.
6. The Principal will monitor the situation and will make decisions about moving groups of students away from areas that might be dangerous.

FIRE

1. When a fire is seen, the Principal's office will be notified and the fire alarm will be activated. This is done by a series of five (5) or more short rings of the bells.
2. When a fire alarm is heard, each teacher will activate the evacuation procedure, which has been practiced in each class. That procedure ensures that all windows are closed and that students make an orderly exit from the classroom. The last person out of the classroom will close the classroom door.
3. Students and teachers exit the building through the designated doors. If the primary evacuation route is blocked by fire, alternate routes are taken.
4. When outside the building, each class moves quickly to a designated location on campus or to a designated location near the campus. The teacher must maintain control over the students for which he or she has responsibility.
5. The school secretary will call the local fire department or other emergency agencies.
6. The fire marshals will go directly to entrances to the campus and will direct all non-emergency traffic away from the building.
7. The Principal will monitor the situation and will make decisions about moving groups of students away from areas that might be dangerous.

BOMB OR BOMB THREAT

1. When a bomb is seen or a bomb threat is received, the Principal's office should be notified. The fire alarm will be activated.
2. When a fire alarm is heard, each teacher will activate the evacuation procedure, which has been practiced in each class. This procedure ensures that all windows are closed and that students make an orderly exit from the classroom. The last person out of the classroom will close the classroom door.
3. Students and teachers exit the building through the designated doors. If the primary evacuation route is blocked, or if it is known that a bomb is in that particular area, alternate routes are taken.
4. When outside the building, each class moves quickly to a designated location on campus or to a designated location near the campus. The teacher must maintain control over the students for which he or she has responsibility.
5. The school Principal or designee will call the local fire department or other emergency agencies.
6. The fire marshals will go directly to entrances to the campus and will direct all non-emergency traffic away from the building.
7. The Principal will monitor the situation and will make decisions about moving groups of students away from areas that might be dangerous.

BUS ACCIDENT (FIELD TRIP)

1. Before a bus or buses leave with students going on a field trip, a list of riders for each bus will be left at the school. Riders are expected to return on the same bus. A copy of the list is taken by one of the chaperones. A map of the routes to and from the field trip destination will be left at the school and will be clearly marked to show the routes.
2. When the report of the bus accident comes in, the Principal or his or her designee will notify the Superintendent and the supervisor of transportation for the district. (In most cases, these persons will already know because law enforcement officials will have contacted them.)
3. The Principal will use the rider list to notify parents. If the location or condition of students is known, that information will be conveyed to the parents.
4. The Principal will remain at the school while district and school staff go directly to the site of the accident and to hospital locations. Those who go to remote sites will carry a copy of the rider lists with them. (These are picked up at the school before leaving to go to the site.)

5. The Principal's secretary will operate the computer and will print information from the records of students involved in the accident. The information will include medical considerations that can be relayed to hospitals serving the students and staff involved in the accident.
6. The Principal, with the Superintendent, will travel to the site of the accident and to the hospitals where victims are being treated.

BUS ACCIDENT (REGULAR ROUTE)

1. When the report of a bus accident comes in, the Principal will print or have printed a list of students who normally ride that bus. That information will come from the computer records for the school. The list should include special medical considerations and signed medical releases provided by parents at the beginning of the school year (if any).
2. The Principal or his or her designee will notify the Superintendent and the supervisor of transportation for the District. (In most cases, these persons will already know because law enforcement officials will have contacted them.)
3. The Principal will go directly to the site of the accident.
4. The Principal will assist in the identification of injured students.
5. If needed, the Principal will provide a meeting location in the school for parents and school/district personnel.

CIVIL DISTURBANCE

The activities of school personnel must be such that they do not interfere with or hinder police in carrying out their duties. Depending on the intensity of the disturbance, police may wish to simply advise and assist school personnel, or they may require the services of school personnel in identifying those persons who are causing or encouraging the disturbance.

In the event of a civil disturbance, the school Principal will:

1. Immediately notify the Superintendent (869-2384) and the Sheriff's department (911)
2. Ask the parties causing the disturbance to leave.

The Principal may turn off the bell system to prevent students from automatically leaving one classroom to go to another and will advise teachers of the disturbance and will direct them to keep students in their classrooms until notified that the disturbance has been controlled.

School personnel should not enter the group or take any action that will provoke violence.

INFORMATION:

Students who violate school policy by encouraging illegal demonstrations by fellow students may face disciplinary measures.

FLOODING

When a FLASH FLOOD WATCH is issued

1. The building Principal/designee should listen to local radio or TV for possible flash warnings and flooding progress.
2. Be prepared to move from danger quickly if required.
3. If you are on a road, watch for flooding in highway dips, low areas and around bridges.
4. Watch for signs (thunder, lightning) of distant heavy rainfall. When a FLASH FLOOD WARNING is issued
1. Do not attempt to cross a flowing ditch or stream on foot where water is above you knees.
2. Do not attempt to drive through dips of unknown depths. If your vehicle stalls, abandon it and seek high ground.
3. Be especially cautious when it is dark, when it is harder to recognize flood dangers.

After the Flash Flood Watch/Warning B General:

1. Recognize that flash flooding may have ended, but general flooding may come later in streams and rivers.
2. Know the location of high ground and how to get there.
3. Stay out of flooded areas, streets, and intersections.

WEAPONS ON CAMPUS

1. Notify the Principal/Superintendent.
2. If the situation warrants, an announcement will be made for all classrooms to be secured (locked), turn off lights, move students away from glass doors and windows.
3. Evacuate the immediate area if possible (when applicable). DO NOT use the fire alarm system 4. Control access to the potential offender. Limit access to the crime scene to those in authority.
5. When law enforcement arrives at the scene, they will take control of the situation and work closely with school officials.
6. If evacuation of the building is required, use the fire signal.

7. The building Principal/Superintendent will determine when it is safe to return to the area after consulting with the police officer in charge.
8. Implement personal intervention counseling to students if needed.

EMERGENCY PHONE NUMBERS

CRISIS TEAM MEMBERS	Work	Cell
Clifford Rorex, Superintendent	869-2384	
Marty Moore, High School Principal	869-2361	(870) 219-6661
Liggie Waddell, Elementary School Principal	869-2101	
Amanda Rorex, High School Counselor	869-2361	
Shara Phares Elem/Middle School Counselor	869-2361	
Mike Baker, Federal Coordinator	869-2101	
Elementary Team Members	869-2101	
High School Team Members	869-2361	
Shawn Johnson, Resource Officer	869-2361	(870) 809-0157
Liggie Waddell, Plan Coordinator	869-2101	
SUPPORT TEAM MEMBERS		
Steve Jones	(870) 926-0323	(870) 759-0489
Chris Jones	(870) 844-0009	
Joe Chappel	869-2513 (Home)	
Steve Huddleston	N/A	
OTHER EMERGENCY NUMBERS		
Sheriff, Lawrence County	911	
PTS Ambulance	911	
Imboden Fire Department	911	
American Red Cross	911	
Central Intake	911	

PHILOSOPHY

A crisis is any situation or event faced by individuals that causes them to experience unusually strong emotional reactions which have the potential to interfere with their ability to function. The most important consideration in dealing with a crisis is the health, safety, and welfare of the students and staff and prompt notification of parents.

A school crisis exists when the Crisis Team determines that a critical incident has occurred which could negatively impact or disrupt (either in part or in total) the normal school functioning.

It is the purpose of the Crisis Response Plan to expedite and accommodate the range of grief reactions to an abnormal, traumatic event in order that individuals, school, and the community can

1. return to normal functioning as quickly as possible;
2. provide ventilation and validation of one's feelings;
3. help survivors regain a sense of personal control;

4. promote a nurturing help your buddy atmosphere;
5. help individuals gain understanding of the event and its impact; and,
6. plan gradual resumption of normal school routines as grieving and debriefing activities move the school toward normalization. (This communicates that life goes on.)

5.29C WELLNESS POLICY

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

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

Goals

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

1. Appoint a district school health coordinator who shall be responsible for ensuring that each school fulfills the requirements of this policy;
2. Implement a grade appropriate nutrition education program that will develop an awareness of and appreciation for nutrition and physical activity throughout the curriculum;
3. Enforce existing physical education requirements and engage students in healthy levels of vigorous physical activity;
4. Strive to improve the quality of physical education curricula and increase the training of physical education teachers;
5. Follow the Arkansas Physical Education and Health Education Frameworks in grades K-12;
6. Not use food or beverages as rewards for academic, classroom, or sports performances;
7. Ensure that drinking water is available without charge to all students;
8. Establish class schedules, and bus routes that don't directly or indirectly restrict meal access;
9. Provide students with ample time to eat their meals in pleasant cafeteria and dining areas;
10. Establish no more than nine (9) school wide events which permit exceptions to the food and beverage limitations established by Rule.
11. Abide by the current allowable food and beverage portion standards;
12. Meet or exceed the more stringent of Arkansas or the U.S. Department of Agriculture's Nutrition Standards for reimbursable meals and a la carte foods served in the cafeteria;
13. Restrict access to vended foods, competitive foods, and foods of minimal nutritional value (FMNV) as required by law and Rule;
14. Conform new and/or renewed vending contracts to the content restrictions contained in the Rules.
15. Provide professional development to all district staff on the topics of nutrition and/or physical activity;
16. Utilize the School Health Index available from the Center for Disease Control (CDC) to assess how well the district is doing at implementing this wellness policy and at promoting a healthy environment for its students;

Advisory Committee

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

recommendations are made which correlate to our district=s grade configurations. The SNPAAC shall have the powers and responsibilities delegated to it by statute and Rule. The overarching goal of the committee shall be to promote student wellness by monitoring how well the district is doing at implementing this policy. The SNPAAC shall use modules 1, 2, 3, 4, and 8 of the CDC=s School Health Index as a basis for assessing each school=s progress toward meeting the requirements of this policy. The results of the annual assessment shall be included in each school=s ACSIP, provided to each school=s principal, and reported to the board.

Legal References: Richard B. Russell National School Lunch Act 42 U.S.C. ' 1751 et seq.

Child Nutrition Act of 1966 42 U.S.C.' 1771 et seq.

A.C.A. " 20-17-133, 134, and 135

ADE Rules Governing Nutrition and Physical Activity Standards in Arkansas Public Schools

Allowable Competitive Foods/Beverages - Maximum Portion Size List for Middle, Junior High, and High School

Nutrition Standards for Arkansas Public Schools (Commissioner=s Memo FIN-06-106)

SCHOOL BUS DRIVER INSURANCE POLICY

Sloan-Hendrix School bus drivers, designated as full-time employees by the superintendent of schools in compliance with A.C.A. 6-17-116, are eligible to participate in employee health insurance programs managed by the Employee Benefits Division of the Arkansas Department of Finance and Administration.

RE-EMPLOYMENT OF CLASSIFIED PERSONNEL

Any classified employee who leaves the employment of Sloan-Hendrix and returns at a future date will receive ½ of their accumulated sick leave and will be placed on the salary schedule according to their years experience.

3.8—CERTIFIED PERSONNEL SICK LEAVE

Definitions

1. “Employee” is a full-time employee of the District.
2. “Sick Leave” is absence from work due to illness, whether by the employee or a member of the employee’s immediate family, or due to a death in the family. The principal shall determine whether sick leave will be approved on the basis of a death outside the immediate family of the employee.
3. “Current Sick Leave” means those days of sick leave for the current contract year, which leave is granted at the rate of one day of sick leave per contracted month, or major part thereof.
4. “Accumulated Sick Leave” is the total of unused sick leave, up to a maximum of ninety (90) days accrued from previous contract, but not used.

Sick Leave

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

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.

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

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

Should a teacher be absent frequently during a school year, and if such a pattern of absences continues, or is reasonably expected to continue, the Superintendent may relieve the teacher of his assignment (with Board approval) and assign the teacher substitute duty at the teacher’s daily rate of pay. Should the teacher fail, or otherwise be unable, to report for substitute duty when called, the teacher will be charged a day of sick leave, if available.

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

Procedures

1. One day of sick leave per contract month will be granted annually and will be accumulative to 90 days. As an example, if a teacher completed the present school term without having been absent; then, at the beginning of the ensuing year, the teacher will have the nine days accumulated in addition to the nine days granted for that school year. If needed, employees could use one day of sick leave for personal business when all personal business days are used (see 3.11 Personal Days).
2. In the event of a teacher absence for any reason, the principal is to be notified at the earliest possible moment.
3. Leave and/or absences taken by a teacher not authorized or covered under personnel policy provisions shall result in a salary deduction equal to the employee’s full day’s salary times the number of days absent. (190 days shall be considered a school year.)
4. Maternity Leave: A teacher who is pregnant may continue in active employment as late into her pregnancy as she desires, provided such employment does not impair her health, as determined by a qualified medical doctor of her choice, or does not interfere with performance of duty as a teacher.

Personal illness shall include any medical disability connected with or resulting from pregnancy; therefore, any absences associated with pregnancy shall be treated as sick leave.

5. In the event a teacher sustains an injury occurring in the scope and course of his/her employment, his/her teaching position shall not be terminated during the existing contract or the granted contract due to absence caused by that injury.
6. When claiming sick leave, the teacher must fill out a sick leave form upon his or her return to school. This form must be filed in the principal's office.
7. Teachers are not to call substitutes. As soon as a teacher knows that he or she will be absent, he or she should notify the principal or his/her designee. The teacher's class roll and lesson plans should be left with the principal or in the classroom.
8. In the event that an employee has to leave school early and not miss $\frac{1}{2}$ day of work, the principal or his/her designee will log the number of class periods missed. Once an accumulation of 4 periods (1/2 day) is missed due to sick leave the employee will be docked for $\frac{1}{2}$ day.

3.11—CERTIFIED PERSONNEL PERSONAL AND PROFESSIONAL LEAVE

Personal Leave

For the district to function efficiently and have the necessary personnel present to effect a high achieving learning environment, employee absences need to be kept to a minimum. The district acknowledges that there are times during the school year when employees have personal business that needs to be addressed during the school day. Each fulltime employee shall receive two (2) days of personal leave per contract year. One (1) sick day per contract year may be used as a personal day. The leave may be taken in increments of no less than $\frac{1}{2}$ day.

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

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

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

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

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

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

Unused personal days will convert to sick days.

Professional Leave

"Professional Leave" is leave granted for the purpose of enabling an employee to participate in professional activities (e.g., teacher workshops or serving on professional committees) which can serve to improve the school district's

instructional program or enhances the employee's ability to perform his duties. Professional leave will also be granted when a school district employee is subpoenaed for a matter arising out of the employee's employment with the school district. Any employee seeking professional leave must make a written request to his immediate supervisor, setting forth the information necessary for the supervisor to make an informed decision. The supervisor's decision is subject to review and overruling by the superintendent. Budgeting concerns and the potential benefit for the district's students will be taken into consideration in reviewing a request for professional leave.

Applications for professional leave should be made as soon as possible following the employee's discerning a need for such leave.

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

SICK LEAVE – UNUSED BONUS

Employees of the Sloan-Hendrix School District who have accumulated ninety (90) days of unused sick leave shall be compensated at 25% of the employee's daily rate of pay, for unused sick leave in excess of ninety (90) days **EACH YEAR** at year's end. The employee must have been employed with the Sloan-Hendrix School District for a period of five (5) consecutive years.

Upon retirement from the district, the employee shall be paid 25% of their daily rate of pay for all sick/personal days accumulated at the end of the year the employee retires as long as the employee has been with district for five (5) consecutive years.

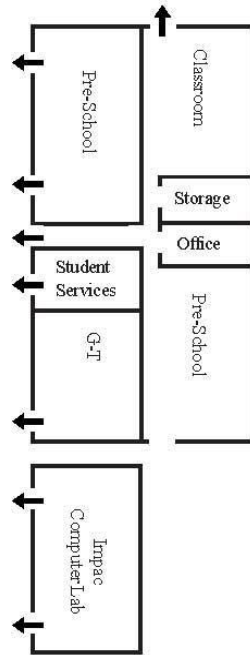
For the purpose of this policy, the definition of "retirement" will be the same as set forth by the Arkansas Teacher Retirement System.

This policy will require district administrative annual review and school board approval each year.

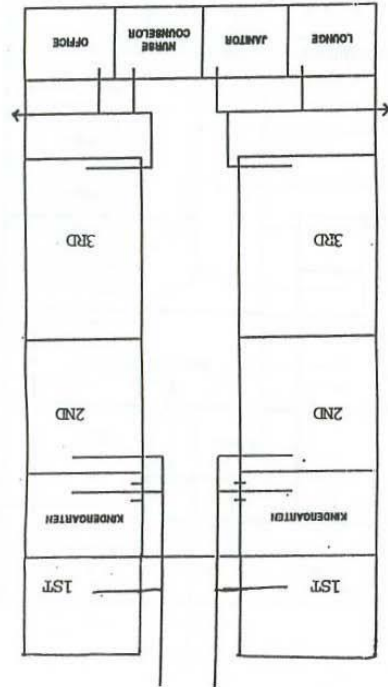
Bereavement Leave

In the event of death in the immediate family an employee may use up to three days without loss of pay, or loss of sick days at the time of/and for the purpose of attending the funeral. If more days are needed, each individual must request that additional days be sick leave, personal leave, leave without pay, or a combination of these. Discretion to determine "immediate family" will be made by administrators on a case-by-case basis.

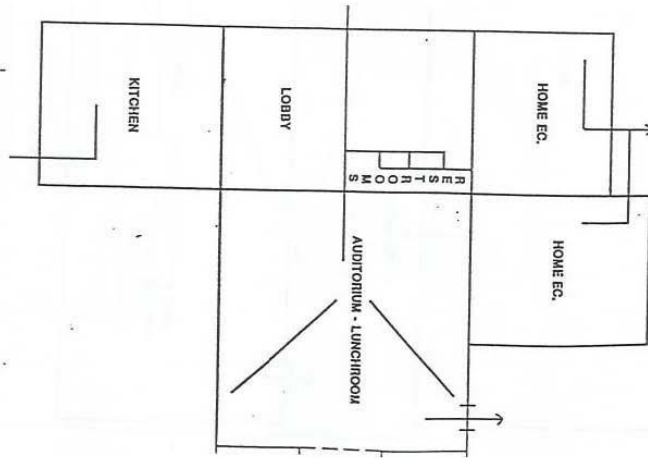
Fire Procedures Remedial Building



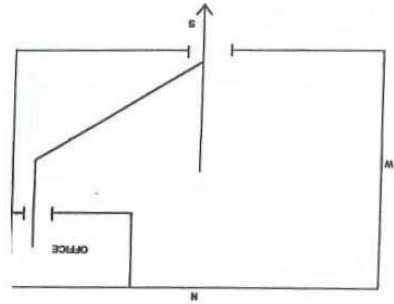
Fire Procedures Upper Elementary



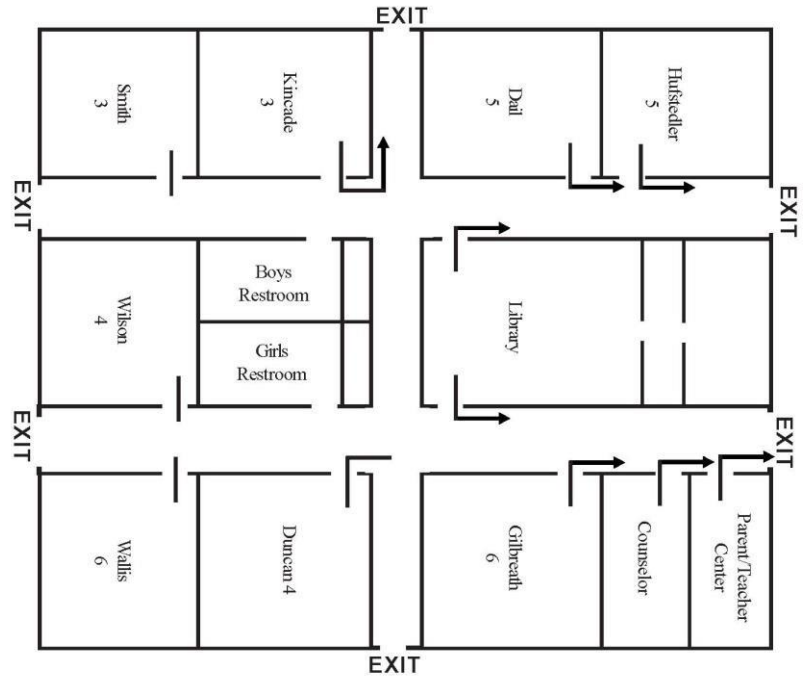
Fire Procedures Cafetorium



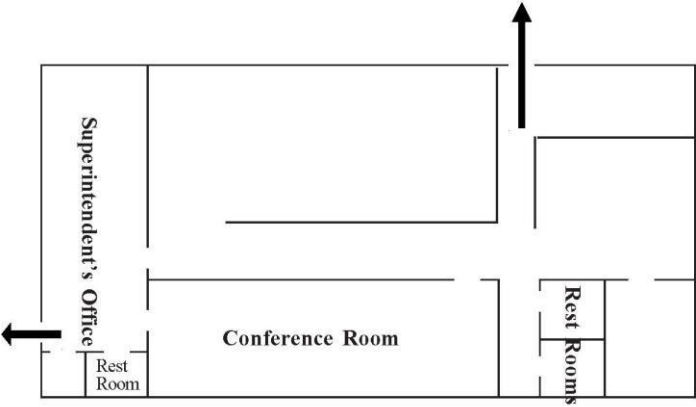
Fire Procedures Music Building



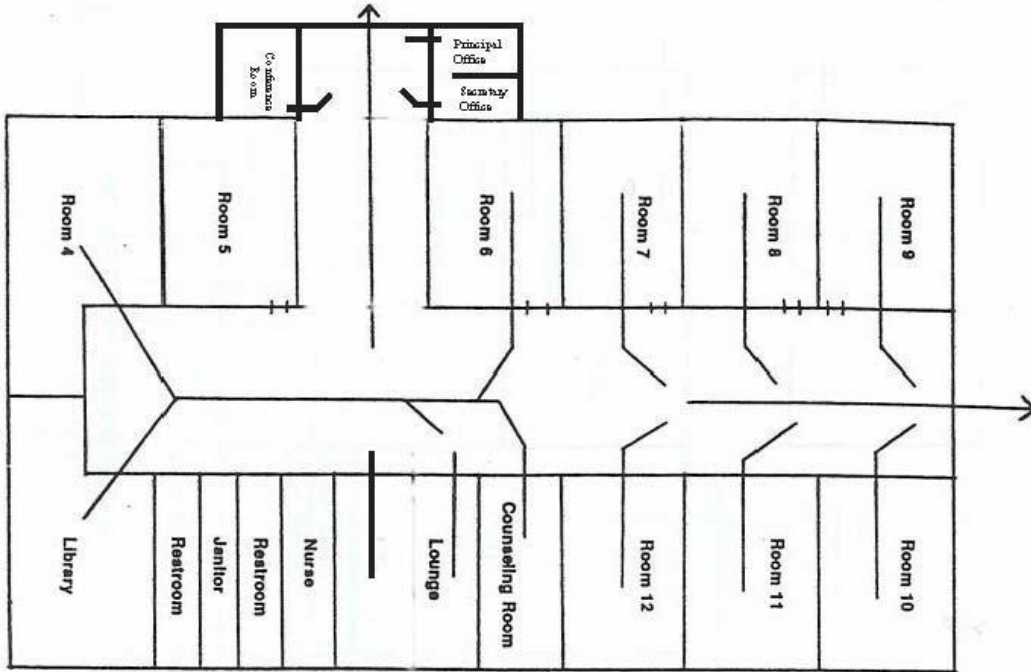
Fire Procedures New Elementary



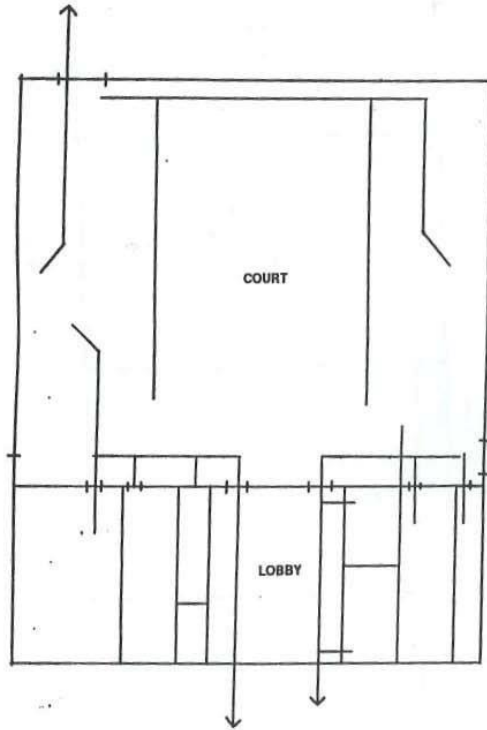
Fire Procedures Administration Building



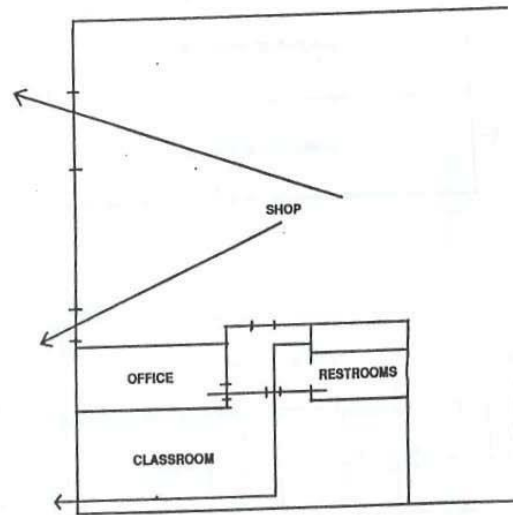
Fire Procedures High School



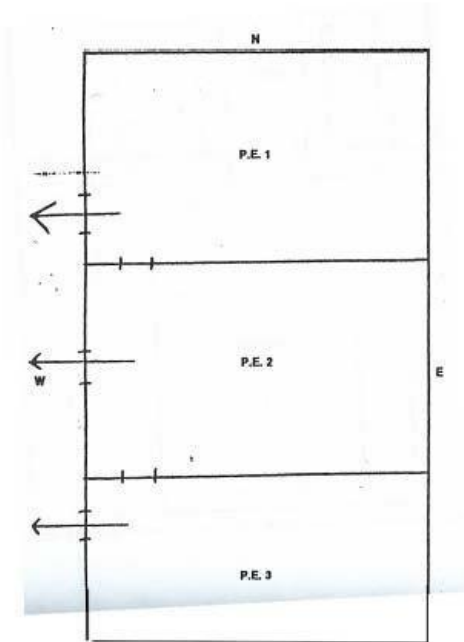
Fire Procedures Gymnasium



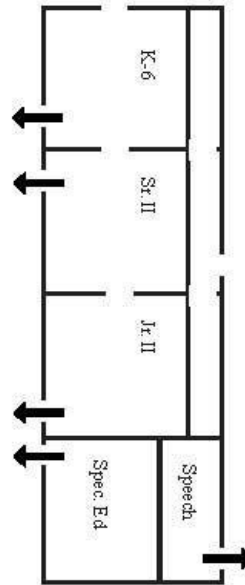
Fire Procedures Old Agriculture Building



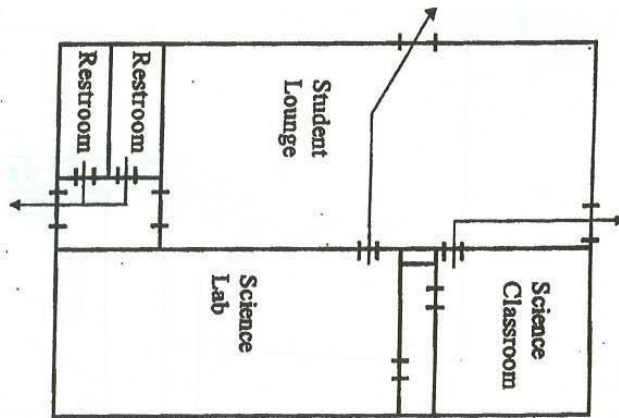
Fire Procedures Phy. Ed. Building



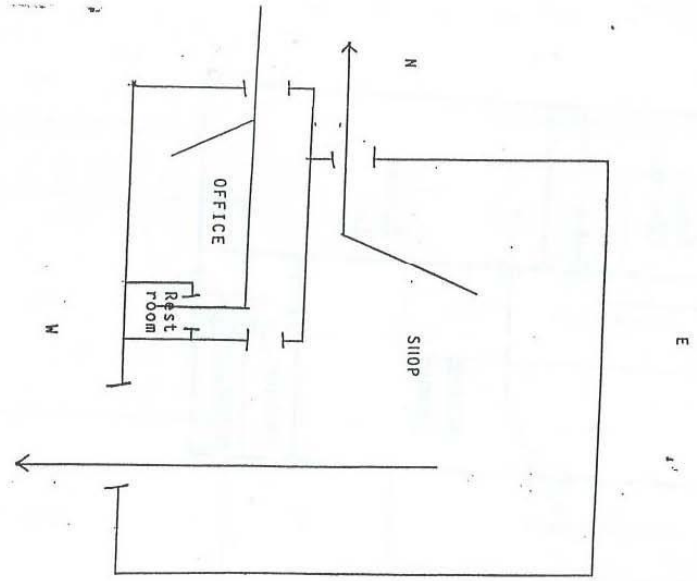
Fire Procedures Special Education

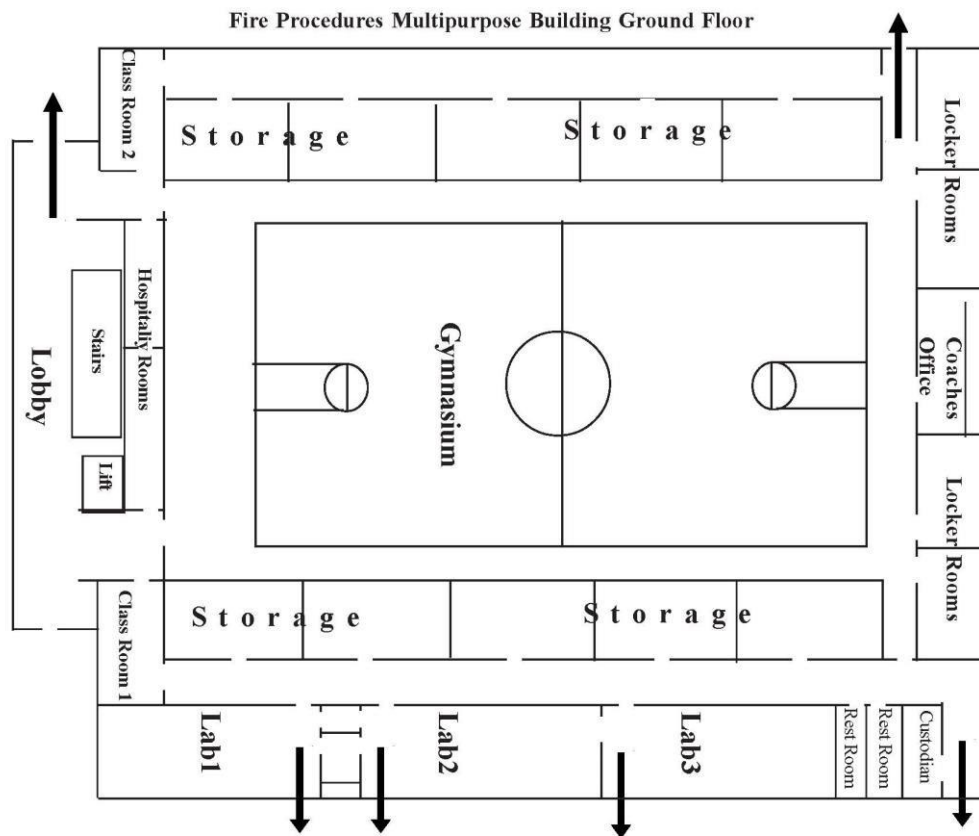


Fire Procedures Science Building

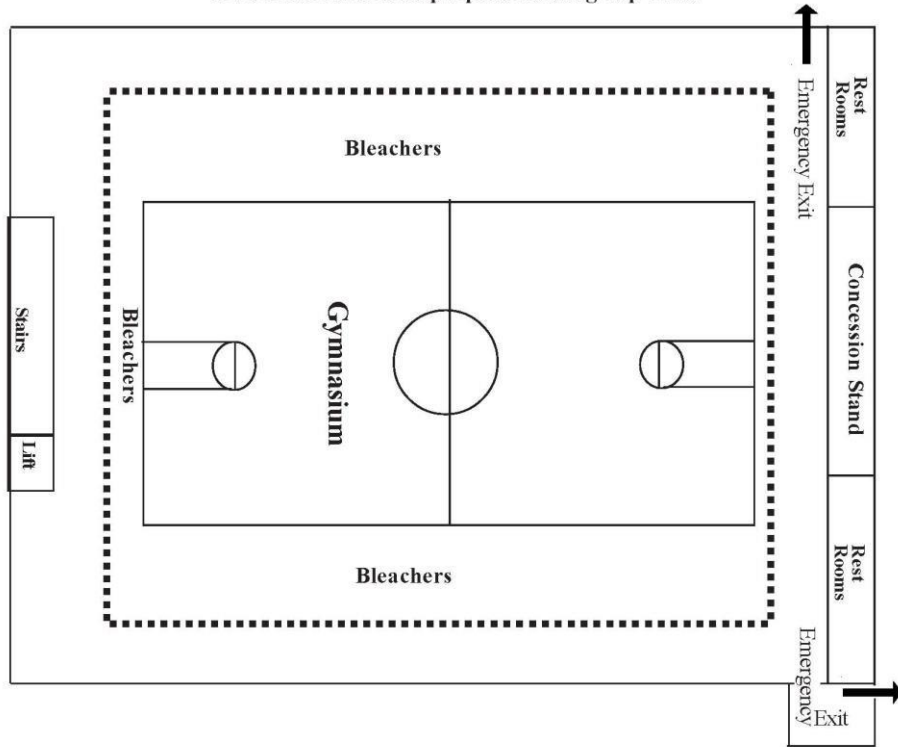


Fire Procedures Bus Garage

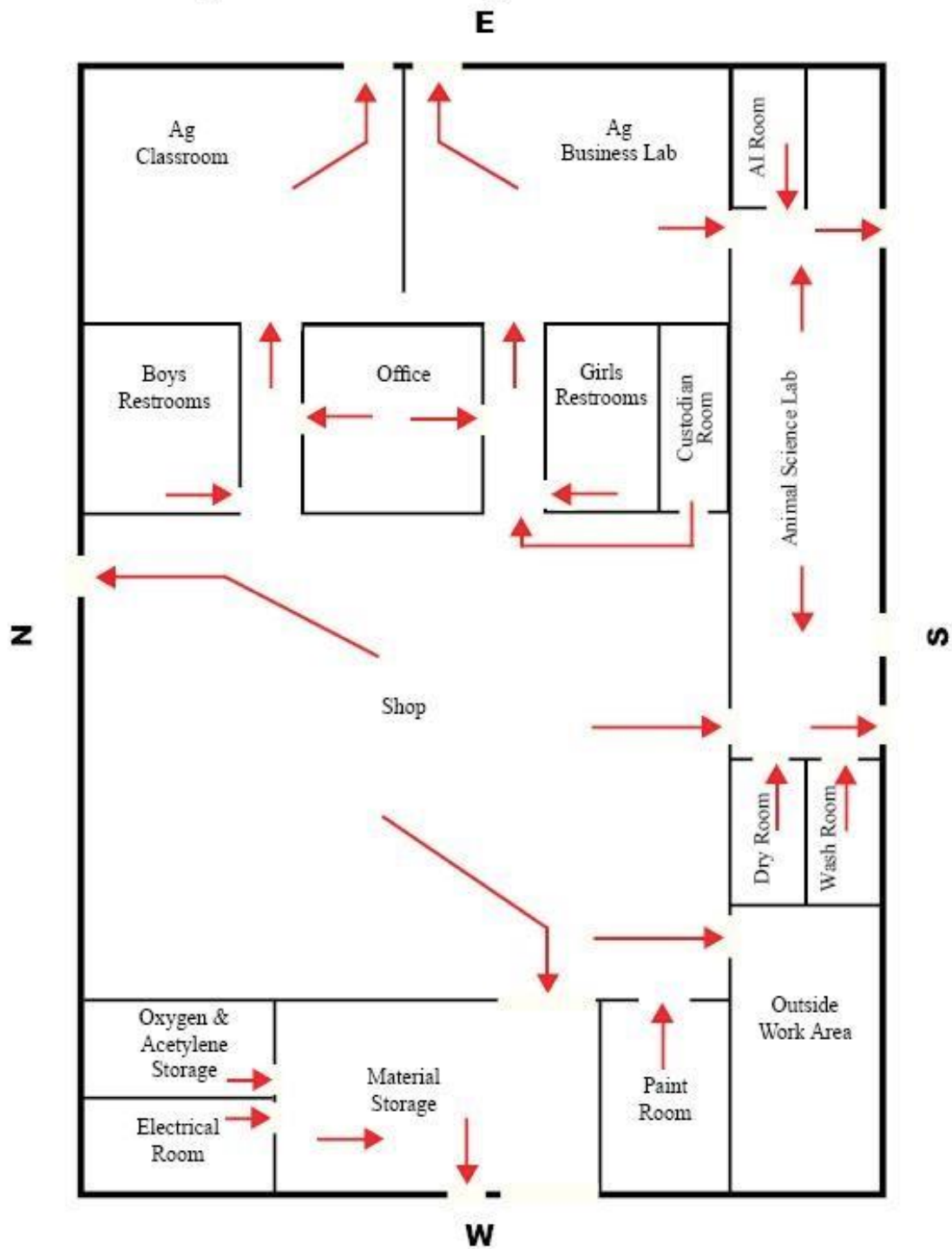




Fire Procedures Multipurpose Building Top Floor



Agriculture Building Fire Procedures



SLOAN-HENDRIX 2020-2021 CALENDAR

23 Days-240 cls/certified

Start Date July 1

JULY '20						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JANUARY '21						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Jan 5-2nd Semester Begins

**20 Days-240 cls/certified
20 Days-210 cls/certified
20 Days-190 certified
20 Days-185 cls
20 Days-180 cls**

24 First Day of School

**21 Days-240 cls/certified
21 Days-210 cls/crt- Start Date 8-3
18 Days-190 crt- Start Date 8-06
13 Days-185 cls-Start Date 8-13
08 Days-180 cls- Start Date 8-20**

AUGUST '20						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

FEBRUARY '21						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

**20 Days-240 cls/certified
20 Days-210 cls/certified
20 Days-190 certified
20 Days-185 cls
20 Days-180 cls**

7 Labor Day (No School)

**21 Days-240 cls/certified
21 Days-210 cls/certified
21 Days-190 certified
21 Days-185 cls
21 Days-180 cls**

SEPTEMBER '20						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MARCH '21						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

22 - 26 Spring Break

**18 Days-240 cls/certified
18 Days-210 cls/certified
18 Days-190 certified
18 Days-185 cls
18 Days-180 cls**

**22 Days-240 cls/certified
22 Days-210 cls/certified
22 Days-190 certified
22 Days-185 cls
22 Days-180 cls**

OCTOBER '20						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

APRIL '21						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

**2 Good Friday
(No School)**

**21 Days-240 cls/certified
21 Days-210 cls/certified
21 Days-190 certified
21 Days-185 cls
21 Days-180 cls**

23 - 27 Thanksgiving Break

**16 Days-240 cls/certified
16 Days-210 cls/certified
16 Days-190 certified
16 Days-185 cls
16 Days-180 cls**

NOVEMBER '20						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MAY '21						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

28 Last Day of School

**20 Days-240 cls/certified
20 Days-210 cls/certified
20 Days-190 -certified
20 Days-185 cls
20 Days-180 cls**

31 Memorial Day

21 - Jan. 1 Christmas Break

**16 Days-240 cls/certified
16 Days-210 cls/certified
14 Days-190 certified
14 Days-185 cls
14 Days-180 cls**

DECEMBER '20						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JUNE '21						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

**22 Days-240 cls/certified
15 Days-210 cls/certified**

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