

Duties

1. Every employee has contracted with the Watson Chapel School District Board of Education to comply with District policies and perform assigned duties.
 - a. Noncompliance with District policies may result in disciplinary action or dismissal.
 - b. Satisfactory performance of all contractual obligations including satisfactory performance of assigned duties is a condition of every employee's continued employment, and non-performance or unsatisfactory performance may be grounds for disciplinary action or dismissal.
 - c. According to the Board of Education's organizational plan for the district, every employee other than the Superintendent is subject to the Superintendent's authority.
 - d. Specific duties to be performed by employees—including workplace, curricula, and students—shall be assigned and directed by the Superintendent, principals, supervisors, directors, managers, and other persons delegated supervisory responsibilities by the Superintendent.
 - e. Job descriptions may be written by the Superintendent to clarify assigned duties;
 - i. they may be revised or superseded by oral or written directives from the Superintendent;
 - ii. they may be supplemented by non-conflicting directives from principals and supervisors.
 - f. Assigned duties are implicit in curriculum guides, approved lesson plans, calendars, routines, school day schedules, student grading practices, and legal requirements in addition to oral or written directives.
 - g. Employees may resign their duties orally or in writing, effective immediately or at some specified future date, and all such resignations shall be final upon delivery to the Superintendent.
2. Employees may be assigned instructional, noninstructional, or other duties during the normal workday and normal base contract period.

Authority: Arkansas Code Sections 6-15-101, ISOS; 6-17-104, 113, 210, 303, 1506(a); 6-18-1005; 6-24-101 *et seq.*; 12-12-507; Title VII of the Civil Rights Act of 1964; Americans with Disabilities Act of 1990; Age Discrimination in Employment Act of 1967; Section 504 of the Rehabilitation Act of 1973; Title IX of the Education Amendments of 1972; Standards for Accreditation of Arkansas Public Schools

- a. Extra or additional duties, whether instructional or noninstructional, outside the normal workday shall be required or permitted only when specifically approved by the Superintendent.
 - b. Extra or additional days of work outside the normal base contract period shall be required or permitted only when specifically approved by the Superintendent
3. Teachers and all other certified personnel, when rules are relevant to their support of teachers, shall:
- a. submit lesson plans to the principal no later than 3:30 p.m. Friday preceding the week planned
 - b. teach pursuant to the current content standards and curriculum frameworks established by the Arkansas Department of Education
 - c. measure student performance accurately
 - d. maintain student records
 - e. maintain lesson plans and all necessary records to support a substitute according to the principal's instructions
 - f. administer state-regulated testing
 - g. enforce student discipline policies and rules as published in student handbooks
 - h. promote, maintain, and protect a school atmosphere that is safe and conducive to learning for every student by
 - i. paying attention to student behavior at all times
 - ii. implementing firm discipline at all times
 - iii. punishing misbehavior with impartial, progressive discipline
 - iv. reporting suspected cases of child maltreatment
 - i. follow recommended safety procedures during instruction
 - j. communicate with parents or guardians of each student
 - i. at least once during the school year about the student's academic progress
 - ii. more frequently if a student is performing below proficiency
 - k. encourage, challenge, and assist students to become academically proficient in all coursework by
 - i. presenting a clean and professional appearance
 - ii. showing evidence of current and in-depth knowledge of subject matter

Authority: Arkansas Code Sections 6-15-101,1505; 6-17-104,113,210,303,1506(a); 6-18-1005; 6-24-101 *et seq.*; 12- 12-507; Title VII of the Civil Rights Act of 1964; Americans with Disabilities Act of 1990; Age Discrimination in Employment Act of 1967; Section 504 of the Rehabilitation Act of 1973; Title IX of the Education Amendments of 1972; Standards for Accreditation of Arkansas Public Schools

- iii. using content materials appropriate to student achievement levels
 - iv. communicating the objective clearly at the beginning of the lesson
 - v. demonstrating accurate and appropriate use of oral and written language
 - vi. rewarding positive academic behavior with positive comments
 - vii. questioning, interacting with, and involving all students
 - viii. listening attentively to student responses and presentations
 - ix. using teaching strategies appropriate to various learning styles
 - x. taking reasonable steps to maintain control of the class;
1. facilitate the acquisition of higher order thinking skills by enriching our coursework with
- i. student research
 - ii. composition
 - iii. calculation
 - iv. oral presentation skills
 - v. authentic learning
 - vi. service learning
 - vii. constructive creativity
 - viii. scientific methodology
 - ix. community resources
- m. manage discussions of controversial issues that are part of the curriculum by
- i. adapting the study to the age, maturity, and academic background of students
 - ii. maintaining a neutral position during the process emphasizing how to think rather than what to think
 - iii. providing access to significant resources, research, data and materials
 - iv. enforcing decency, goodwill, and respect for the opinions of others
 - v. requiring scientific methodology, truth, honesty, and logic
 - vi. delaying judgement and conclusions until all relevant and significant facts have been checked for accuracy, assembled, and critically examined

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- vii. avoiding advocacy or critique of any religious belief or activity
 - n. not provide tutoring services to any student for compensation outside the teaching contract
 - o. not deny equitable access to instructional services, transportation, student activities, facilities, honors, awards, learning materials, guidance and counseling, and curriculum and instruction:
4. All employees shall:
- a. perform assigned duties in compliance with all applicable laws, regulations, policies, and directives
 - b. protect student records
 - c. provide accurate and complete statements, data, and documentation in employment applications, personnel files, leave requests, and investigations
 - d. produce timely and accurate records of work performance and work-related financial transactions
 - e. maintain current licensure, continuing education, professional development, and any other requirement relevant to eligibility for employment
 - f. attend any and all group or individual meetings with supervisors and administrators and attend to their directives, requests, suggestions, warnings, or reprimands
 - i. Employees may have a witness or representative of the employee's choice present during any disciplinary or grievance meeting; however, any such witness or representative does not have the right to be heard
 - ii. Employees shall acknowledge receipt of any work-related document or attendance at any work-related meeting in writing whenever requested
 - g. promote, maintain, and protect a school atmosphere that is safe and conducive to learning for every student by
 - i. paying attention to student behavior at all times
 - ii. reporting all felonies, acts of violence, and all threatened acts of violence to the principal
 - iii. not arguing with, threatening, insulting, assaulting, or fighting with anyone during school activities
 - iv. taking reasonable steps to protect others from harm

Authority: Arkansas Code Sections 6-15-101,1505; 6-17-104,113,210,303,1506(a); 6-18-1005; 6-24-101 *et seq.*; 12-12-507; Title VII of the Civil Rights Act of 1964; Americans with Disabilities Act of 1990; Age Discrimination in Employment Act of 1967; Section 504 of the Rehabilitation Act of 1973; Title IX of the Education Amendments of 1972; Standards for Accreditation of Arkansas Public Schools

- v. learning and enforcing all rules in the student handbook
- vi. protecting facilities and equipment and directing students to do the same
- vii. operating vehicles and equipment safely;
- h. demand and model honesty, fairness, integrity, and good citizenship in all school activities
- i. refrain from using any public position to promote political candidates, political parties, or theologies
- j. not harass, discriminate against, threaten or degrade others on the basis of race, color, religion, sex, national origin, disability, age, or disability as defined by state and federal laws
- k. prevent the appearance or possibility of sexual harassment by avoiding
 - i. requests for personal favors
 - ii. compliments on personal attractiveness
 - iii. sex-oriented comments or joking
 - iv. expressions of openness or invitation to romantic or sexual relations
 - v. physical contact such as patting, pinching, rubbing, or brushing against another's body
 - vi. preferential treatment
 - vii. invitations to meet outside normal school activities;
- l. model professional communications with students, parents, any member of the public, and staff by
 - i. maintaining honest, courteous, respectful, caring, instructive, and impartial communications
 - ii. responding to student misbehavior with correction and appropriate firmness while avoiding expressions of anger, sarcasm, and personal criticism
 - iii. avoiding the use of profanity
 - iv. refraining from interrupting professional duties for personal communications
 - v. confirming the factual basis for any opinion about District operations before stating the opinion
- m. refrain from speaking or acting against the interest of the district or the obligations of the employment contract

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- n. request leave honestly
- o. comply with all relevant professional ethics laws and regulations including, but not limited to, the following:
 - i. Full open disclosure and approval are required before a school district employee may sell, lease, provide services, or enter into other transactions with the school district where he/she is employed. There are exceptions for ordinary employment contracts, including contracts for extra duties such as bus drivers, club sponsorships, and officiating ball games; and for reimbursements paid for proper work-related expenses.
However, disclosure is required when the school employee is financially interested in other transactions. Financially interested means ownership or more than 5% interest; holding a position of director, partner, or top level management in a company doing business with the district; or the employee's compensation is based on a transaction with the district
 - ii. Therefore, employees of this district have an affirmative obligation to disclose relationships with vendors before the district enters into the contract or before services are performed. Disclosure is to be made to the Superintendent of the district Forms for this purpose will be provided by the district.
 - iii. Technology employees who establish specifications or approve technology purchases and their family members must disclose relationships and financial interest before the district may enter into technology transactions with the technology employee or a family member.
 - iv. Law requires proper disclosure and approval of the transaction at an open board meeting. In certain instances, approval by the Director of the Department of Education is required.
 - v. Therefore, every district employee will be required to disclose any potential vendor relationship by completing a disclosure form provided by the district. Failure to fully disclose could result in criminal felony charges being brought against the employee. A copy of the law is available in the central office if

Authority: Arkansas Code Sections 6-15-101, ISOS; 6-17-104, 113, 210, 303, 1506(a); 6-18-1005; 6-24-101 *et seq.*; 12- 12- S07; Title VII of the Civil Rights Act of 1964; Americans with Disabilities Act of 1990; Age Discrimination in Employment Act of 1967; Section S04 of the Rehabilitation Act of 1973; Title IX of the Education Amendments of 1972; Standards for Accreditation of Arkansas Public Schools

you wish to review the law. The Act may also be viewed at www.arkleg.state.ar.us.

vi. Persons rendering psychological services shall comply with the American Psychological Association's Ethical Principles of Psychologists and Code of Conduct

p. refrain from incurring district expenses and using district supplies, equipment, or work time for non-school purposes, other than brief personal phone conversations not causing the district extra expense

q. consult laws and regulations and follow appropriate purchasing procedures when purchasing for the District

i. noting competitive price and quality comparisons on purchase orders or reimbursement (check) requests

ii. following state purchasing laws with regard to solicitation of competitive bids

r. properly handle and account for school funds and expenditures

i. giving receipts for all funds received

ii. turning over all funds received to the school or central office

iii. depositing all funds received by the school or central office into District bank accounts

iv. refraining from leaving funds in classrooms or otherwise risking their loss

v. only disbursing funds by check issued through the central office, except when using a properly-managed petty cash fund or cash advance

vi. obtaining receipts for all District cash expenditures and delivering the receipts to the central office

s. comply with the following electronic communications policy:

i. This policy is applicable to district computers, networks, telephones, voice mail, televisions, facsimile machines, copy machines, and any other equipment or system owned or maintained by the district and used for the transmission, reception, display or storing of information—referred to as electronic communications systems.

ii. All information transmitted, received, or stored by electronic communications systems is the property of the District. The content, data, and communications over the networks they can

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access are public in nature, not private. Any citizen, supervisor, or network administrator may review computer activity by any employee using district computers or networks.

- iii. Electronic communications systems may not be used to
 - 1. send or display messages or pictures inappropriate or unnecessary to job performance
 - 2. violate any other personnel policy
 - 3. gamble
 - 4. connect privately owned devices
 - 5. harass, insult, threaten, or attack others
 - 6.. engage in practices that threaten the network—for example, loading files that may introduce a virus
 - 7. violating copyright laws
 - 8. Using another's password
 - 9. intentionally waste district resources—for example, printing non-school-related items
 - 10. violating regulations prescribed by the network provider
- iv. The Technology Coordinator shall report inappropriate network behavior to the employee's supervisor who shall take appropriate disciplinary action.
- v. Anyone else may report inappropriate network behavior to the employee's supervisor who shall take appropriate disciplinary action.
- t. not seek personal profit or reward from the sale of goods or services in the schools
 - i. not act as a salesperson for any type of school supplies or books used in school or by students;
 - ii. not recommend to a student the purchase of any product a school employee profits from outside of school;
 - iii. not use a position with the district to solicit students' or patrons' participation in projects that involve the collection of money for goods, services, summer camp, or other activity without the Superintendent's permission
- u. not solicit employees or students to participate in non-school activities or join in non-school organizations during working hours for the district

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- v. not request, invite, or encourage gifts from students or subordinates
 - w. not perform any duties related to an outside job during working hours
 - x. attend the assigned workplace(s) for the duration of the assigned workday
 - y. respond appropriately to emergencies by considering student safety first
 - z. follow energy conservation procedures
 - aa. follow safety procedures
 - bb. perform other duties as assigned.
5. Supervisors shall not assign or permit extra or additional work by employees requiring the payment of overtime without the Superintendent's express permission.
 6. Non-certified employees shall not perform more than 40 hours of work per week.
 7. Employees have the right to seek and hold an elective or appointive government office outside their contractual duties.
 8. Tobacco is, and has been for many years, recognized as the foremost preventable cause of premature death in the United States. Tobacco use also adversely affects student and staff attendance and performance. The district shall strive to eliminate tobacco use by employees on duty and by any other person anywhere on district property in an effort to promote the general welfare and safety of individuals who study, work, or visit district facilities. Additionally, the district will help students, staff, and their families in their efforts to stop using tobacco.
 - a. For the purposes of this policy, "tobacco" is defined to include tobacco or tobacco products in any form including, but not limited to, cigarettes, cigars, chewing tobacco, and snuff. "Use" includes smoking or ingesting tobacco, holding tobacco in the hand, or visibly carrying tobacco on the person.
 - b. Possession of tobacco by a non-student adult in clothing or a clothing accessory and not in plain sight does not violate this policy.
 - c. The school principal and his/her designee(s) shall be responsible for enforcing this policy.
 - d. No person may use tobacco in or on any property owned or leased by the district, including school buses or any other school vehicle.

Authority: Arkansas Code Sections 6-15-101, 1505; 6-17-104, 113, 210, 303, 1506(a); 6-18-1005; 6-24-101 *et seq.* | 12-12-507; Title VII of the Civil Rights Act of 1964; Americans with Disabilities Act of 1990; Age Discrimination in Employment Act of 1967; Section 504 of the Rehabilitation Act of 1973; Title IX of the Education Amendments of 1972; Standards for Accreditation of Arkansas Public Schools

- e. No student may use or possess tobacco on school property, on any school vehicle, while waiting on any school vehicle, or at any school activity on or off school property.
- f. No person may advertise tobacco products in any manner, in school buildings, on school property, in or on school vehicles, at school functions, or in school publications or publications allowed to be distributed at any school activity, whether on or off school property, whether by print or electronic media, sponsorship, giveaways of tobacco-related gear, or wearing of clothing promoting tobacco or tobacco use.
- g. Students, families, visitors, and district staff shall be notified of this policy through student handbooks, newsletters, newspaper articles, and district postings.
- h. Employees shall be informed of the addictive nature and health dangers of tobacco use at staff meetings.
- i. Students shall be presented with tobacco prevention education in all grades at a level appropriate to their grade. Tobacco education shall be integrated into the general health education program and be designed to:
 - i. instruct about immediate and long-term undesirable physiologic, addictive, cosmetic and social consequences of tobacco use;
 - ii. decrease the social acceptability of tobacco use;
 - iii. address reasons why young people smoke;
 - iv. teach how to recognize and refute advertising and other social influences that promote tobacco use;
 - v. develop students' skills for resisting social influences that promote tobacco use; and
 - vi. develop necessary assertiveness, communication, goal-setting, and problem-solving skills that may enable students to avoid tobacco use and other health-risk behaviors.
- j. Parents, staff and students may contact the school health offices about tobacco cessation. School health offices shall respond with relevant information including any local tobacco cessation programs of which they are aware.

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k. Schools are encouraged to establish voluntary tobacco cessation programs for students and staff.

l. Any persons found violating this policy shall be informed of this policy and asked to cease their violation immediately, m. Visitors, parents, guests, or volunteers who refuse to comply shall be asked to leave the school campus or activity. Principals are authorized to seek the assistance of law enforcement officers in removing those who refuse to leave voluntarily, n. Students who refuse to comply or violate this policy repeatedly shall be subject to progressively harsher consequences from detention hall through suspension and expulsion,

o. Employees who refuse to comply or violate this policy repeatedly shall be subject to progressively harsher consequences from warning and reprimand through suspension and non-renewal or termination.

9. Watson Chapel School District is dedicated to providing and maintaining a drug- free workplace as defined in the *Drug-Free Schools and Communities Act*. Employees who work under the influence of illegal drugs or alcohol are less productive, less reliable, more prone to accidents, and more frequently absent, resulting in increased accidents, costs, and risks to the District. Employees who work under the influence of illegal drugs or alcohol are an unacceptable risk in an educational environment. Compliance with this policy is a condition of employment with Watson Chapel School District, a. Prohibitions. No employee shall:

- i. unlawfully manufacture, distribute, dispense, possess, or use a controlled substance
- ii. manufacture, distribute, dispense, possess, or use alcohol while on duty, while on district premises, or while in a district vehicle
- iii. perform a safety-sensitive function while using any medication known to cause drowsiness or carrying warnings against operating machinery
- iv. use alcohol four (4) hours or less before reporting for any duty
- v. use alcohol eight (8) hours or less before performing a safety-sensitive function
- vi. use alcohol for eight (8) hours following an accident until after the employee has been given a post-accident test

Authority: Arkansas Code Sections 6-15-101. 1505; 6-17-104.113.210. 303,1506(a); 6-18-1005; 6-24-101 *etseq.* 1 12- 12-507; Title VII of the Civil Rights Act of 1964; Americans with Disabilities Act of 1990; Age Discrimination in Employment Act of 1967; Section 504 of the Rehabilitation Act of 1973; Title IX of the Education Amendments of 1972; Standards for Accreditation of Arkansas Public Schools

- vii. refuse to submit to a required alcohol or drug test, or
- viii. fail to submit to required medical or physical examinations or tests.
- b. Definitions. *Use* or *using* includes smoking, ingesting, injecting, inhaling, drinking, or otherwise taking internally or absorbing into the body.
 - i. Using includes being under the influence, and *under the influence* means that the employee is affected by a drug or alcohol in any detectable way, whether by behavior characteristic of being under the influence of drugs or alcohol—such as unreasonable drowsiness, nausea, slurred speech, excitement, poor perception of time and distance, relaxed inhibitions, disoriented behavior, unruliness, possession of drug paraphernalia, odor of alcohol, staggering, delirium, instability, and confusion—or by the presence of a prohibited drug in any concentration or alcohol in a concentration of 0.02 or greater as measured by scientific testing.
 - ii. *Possession* includes exercising dominion or control over a substance whether on the person or elsewhere, including a hiding place known to the possessor.
 - iii. *Safety-sensitive* or *security-sensitive positions* include any employee or contracted person who operates a school district vehicle transports students or employees in a vehicle uses or operates tools, equipment, or machinery that may place that person or others in a dangerous situation.
- c. Testing. All employees shall cooperate with alcohol and drug testing or analysis when directed by an administrator or supervisor based upon one or more of the following circumstances:
 - i. behavior characteristic of being under the influence of drugs or alcohol
 - ii. causing an accident
 - iii. qualification for employment in safety-sensitive assignments
 - iv. random testing of any employee performing safety-sensitive assignments

Authority: Arkansas Code Sections 6-15-101,1505; 6-17-104,113,210,303,1506(a); 6-18-1005; 6-24-101 *etseq.*; 12- 12-507; Title VII of the Civil Rights Act of 1964; Americans with Disabilities Act of 1990; Age Discrimination in Employment Act of 1967; Section 504 of the Rehabilitation Act of 1973; Title IX of the Education Amendments of 1972; Standards for Accreditation of Arkansas Public Schools

- v. repetition of any of these tests considered necessary by the testing authority.
 - vi. In the event of conflict between policies and procedures involved with commercial drivers' licensing, the CDL policy shall prevail. Additionally, the testing methods and procedures required for supervision and administration of bus driving licenses are adopted by reference.
 - vii. Any specimen that has been adulterated by the employee will be considered as a positive test result.
 - viii. Positive test results may be considered proof of noncompliance with this policy.
- d. Consequences. Compliance with this policy is a condition of initial or continued employment by Watson Chapel School District. Non-compliance with this policy shall be just cause for suspension, termination, or nonrenewal of any employee's contract
- i. If an employee is directed to perform a function at an unexpected time outside normal duty hours, and if the employee would violate this policy by following the directive, the employee shall decline to perform the function for personal reasons and not violate this policy.
 - ii. Any illegal substance and information obtained while attempting to enforce this policy may be turned over to the appropriate law enforcement agency, which may result in criminal prosecution.
- e. Awareness. Alcohol and substance abuse is a complex problem calling for specialized supervision and care. Don't help or aid a person who you think has an alcohol or drug abuse problem. Don't make excuses for them. Don't do their work for them, and don't look the other way. Please report any violations of this policy.
- f. Assistance. Employees who are at risk for violating this policy are encouraged to talk with a physician or counselor about their habits. Such professional consultations are confidential and may help an employee avoid behavior that results in loss of employment.
- g. The health care plans available to employees offer addiction and recovery assessments and referrals to specialists for alcohol and drugs, as well as other addictions and disorders. Watson Chapel

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School District pays a portion of the cost of health insurance for Arkansas Public School Health Care enrollees. However, the District will not pay any additional costs for drug or alcohol treatment expenses incurred by an employee.

10. *Safety* means protection of students, the public in general, employees, and property in the conduct of all our school district operations. Accidents and injuries are preventable when all school employees take action to control the environment. No phase of the district's operation is more important than safety. Therefore, all employees shall consider safety over expediency or shortcuts. Every employee shall attempt to reduce the possibility of accidents. Safe practices on the part of the workers must be part of all operations. Employees are personally charged with preventing student and employee injuries on the job. With the cooperation of all employees, we will actively create a safe working and learning environment throughout the school district.
 - a. All employees are directed to:
 - i. report all work-related injuries immediately to the Superintendent's office
 - ii. inspect your work areas and classrooms for immediate or potential hazards
 - iii. correct or report in writing immediate or potential hazards that you find
 - iv. read and follow the directions and warnings on the materials, equipment, and chemicals you use
 - v. inspect tools and equipment before using them and before allowing anyone under your supervision to use them
 - vi. report any violation of these directives to your Principal or the Superintendent in writing.
 - b. The highest-ranking administrator or supervisor at each school campus or district service site (referred to herein as Principal) is responsible for implementing and enforcing compliance with the appropriate directives in this Safety Program at each site. If the Principal is temporarily absent, the duty to enforce the program shall be delegated by the Principal to someone else. The Superintendent or his delegate shall monitor compliance with this regulation with on-

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- site audits of Principals' practices and documentation. Principals shall:
- i. conduct safety training sessions
 - ii. maintain all documentation and records developed as a result of safety training, safety inspections, accident investigations, and hazard reports for at least five years
 - iii. take prompt corrective action to prevent recurrence of accidents or hazards
 - iv. report unresolved safety issues to the Superintendent in writing
 - v. monitor the implementation and effectiveness of corrective actions.
- c. The following types of safety training shall be provided:
- i. monthly safety meetings
 - ii. specialized training to perform any assigned tasks that could expose them to safety hazards not otherwise covered by annual safety training
 - iii. annual safety training on:
 1. hazardous chemicals
 2. safety equipment
 3. housekeeping
 4. equipment guarding
 5. personal protective equipment
 6. fire extinguishers
 7. workers' compensation reporting
 - iv. individualized annual safety training of employees hired after the regular annual safety training session(s).
- d. Any employee witnessing an accident or discovering the results of an accident shall inform a principal or supervisor.
- i. An accident shall be defined for the purposes of this program as any occurrence that damages or threatens to damage persons or property related to school operations.
 - ii. For reporting purposes, damage to persons or property shall be considered an "accident," even if the damage was intentionally inflicted.

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