

CERTIFIED PERSONNEL POLICIES

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CLASSIFIED PERSONNEL POLICIES

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GCHAAKBA	Assistant Principal Secretary at High School (waiting for job description)
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GCHAAKC	Administrative Secretary to Alternative School Principal
GCHAAAL	District Treasurer
GCHAAAM	Insurance/Payroll Clerk
GCHAAAN	Accounts Payable Clerk
GCHAAAO	Administrative Secretary to the Assistant Superintendent of School Facilities and Transportation
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CLASSIFIED PERSONNEL POLICIES

GCHAB	Maintenance Workers
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GCRGC	Maternity
GCRGD	Military
GCRGE	Bus Driver's Sick Leave
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GCRH	Vacations
GCRI	Paid Holidays
GCS	Grievance Procedures
GCSB	Non-Discrimination
GCUA	Staff Job Actions
GCUB	Responsibilities Governing Bullying
GCUC	Non-Certified Personnel Reduction in Force
GCUD	Classified Professional Development

Policy Name: PERSONNEL POLICY REQUIREMENTS

Policy Code:	GA
Date Adopted:	05/17/93
Date Amended:	04/94
Amended:	06/14/99
Amended:	07/09/01
Amended:	06/18/07
Amended:	06/05/08
Amended:	06/15/09
Amended:	05/16/2011

The board of education is required by law to establish personnel policies within the school district. Said policies shall be filed with the State Department of Education.

All personnel policies adopted by the board shall be given to each teacher or administrator employed by the school district. Any amendment to the personnel policies shall also be given to personnel within thirty (30) days of approval by the board. A digital copy provided to an employee or an online copy that is accessible by Internet or intranet will meet the requirements. A hard copy of all certified policies shall be available to review at each work location.

The personnel policies of each school district in effect at the time a teacher's contract is entered into or renewed shall be considered to be incorporated as terms of said contract and shall be binding upon parties.

Any amendments to personnel policies adopted during the term of such contract shall become effective the following July 1. Provided, such amendments may take place immediately if the changes or additions are approved by a majority of certified personnel employed by the district voting by secret ballot. The board shall provide for a committee on personnel policies, as composed by law, to annually review the personnel policies of the board to determine if additional policies or amendments to existing policies are needed. The committee may propose new policies or amendments to existing policies.

The district shall have a personnel policies committee consisting of no fewer than five (5) classroom teachers and no more than three (3) administrators, one of which may be the Superintendent. The classroom teacher members of each district's committee on personnel policies shall be elected by a majority of the classroom teachers voting by secret ballot. The election shall be solely and exclusively conducted by the classroom teachers, including the distribution of ballots to all classroom teachers. Each position will serve for a period of three years.

The personnel policies committee shall organize itself in the first quarter of each school year, elect a chairman and secretary, and develop a calendar of meetings throughout the year to review the district's personnel policies. Minutes of the meetings shall be promptly reported and distributed to members of the board and posted in the buildings of the district. New personnel policies or amendments to existing policies proposed by the board of directors may not be voted on by the board of directors as a school policy unless the final form of the policy to be voted on has been submitted as a proposed policy to the personnel policies committee for consideration at least ten (10) working days before the vote of the board of directors. The recommendations may then become proposals at the discretion of either the board of directors or the personnel policy committee.

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

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

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

The board shall consider and adopt, reject or refer back to the committee for further study and revisions any proposed policies or amendments that are submitted to the board for consideration.

Legal References:

6-17-203

6-17-205

6-17-206

Policy Name: EQUAL OPPORTUNITY
EMPLOYMENT/PERSONNEL

Policy Code: GAAA
Date Amended: 07/09/01

The board of education shall conduct the school system on a non-discriminatory and non-segregated basis. In the employment of personnel, the board will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, handicap or age. All advertisements for employment will include the phrase "Equal Opportunity Employer".

Legal References:

U.S. Const. Amend. XIV. 1:42 USC 2000e-1 to 17; 20 U.S. 1681. et. seq; U.S.C. 794; 29 U.S.C. 794; 29 U.S.C. 621 et.seq. See: Massachusetts Board of Retirement v. Murgia, 96 S. Ct 2562 (1976); International Brotherhood of Teamsters v. United States. 97 S. Ct. 1843 (1977); Griggs v. Duke Power Company, 91 S. Ct. 849 (1979); Singleton v. Jackson Municipal Separate School District, 419 F. 2d 1211 (5th Cir. 1969).

The board of education adheres to the policy that the selection, transfer, promotion, demotion, and dismissal of professional personnel in the school district shall be made without regard to race, creed, color, national origin, religion, sex, age, handicap or other similar personal distinction. The following objective and subjective criteria shall be used in selecting new professional personnel and in transferring, promoting, demoting, and dismissing professional personnel:

I. Objective Consideration

A. Instructional Personnel

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

B. Administrative Personnel: In addition to the criteria listed in I above, the following criteria shall apply to selection of administrative personnel.

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

II. Subjective Consideration

- A. Past Performance
- B. Ability
- C. Leadership
- D. Personality

The board of education shall establish procedures by which subjective criteria will be implemented.

Legal References:

U.S. Const. Amend., XIV, 1; 42 USC 200-3 to 171.; U.S.C.; 794; 29 U.S.C. 621.

Policy Name: PROFESSIONAL DEVELOPMENT
EVALUATION

Policy Code: GAD
Date Adopted: 06/18/90
Date Amended: 04/17/95
Amended: 01/11/99
Amended: 07/09/01
Amended: 06/28/04
Amended: 06/13/05
Amended: 06/19/06
Amended: 06/18/07

- I. All professional development in Arkansas must address one of the twelve areas adopted by the State Board of Education Professional Development Document under Act 999 of 1999, Standards for Accreditation of Arkansas Public Schools, and Ark. Code Ann. 6-15-101 through 6-15-1006. The sixty hours of required professional development must be connected to the Frameworks, Performance Assessment, and ACSIP. The principal will pre-approve all professional development based on evidence provided by the teacher of how the information will be used to improve student achievement. The professional development of all administrators must include data desegregation, instructional leadership, and fiscal management. The district's professional development plan shall describe how the district's categorical funds will be used to address deficiencies in student performance and any identified academic achievement gaps between groups of students. At the end of each school year, the district shall evaluate the professional development activities' effectiveness in improving student performance and closing achievement gaps.
- II. The sixty-hour (60) professional development requirement must be fulfilled between June 1 and May 31 of each school year. Professional development activities that occur during the instructional day may not apply toward the sixty-hour (60) hour minimum requirement without approval from the Arkansas Department of Education. A three (3) hour college credit course counts as fifteen (15) hours of professional development, if the college credit is related to and enhances the teacher's 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 sixty (60) hours of professional development may be met through college credit hours. Six (6) of the sixty (60) hours of required professional development activities shall be in the area of education technology. Each teacher who provides instruction in Arkansas history shall have two (2) of the sixty (60) hours of required professional development in Arkansas history training. Two (2) of the sixty (60) hours of required professional development must be in parental involvement. Administrators must have three (3) hours in parental involvement.
- III. The staff development program or plan will include an evaluation scheme to determine the effectiveness of all training. The evaluation process will include a means to determine the effectiveness of the program in terms of both summative and formative evaluation. Evaluation procedures will be developed for each individual activity as well as the total program on a year-to-year basis. The results of the evaluation will be shared with all professional staff members in an end-of-year report to be made available to all staff members. Regarding the documentation sheet: It will be modified to accommodate as many workshops as possible.
- IV. The Hope School District shall provide for professional development opportunities in the amount of sixty (60) hours. The 191 day contract consists of: 178 days student interaction, 10 days professional development opportunities without additional compensation or stipend, from the Hope School District, 2 days parent/teacher conference, and 1 day classroom preparation. Certified personnel may utilize the following as partial fulfillment of the requirements of professional development which must be pre-approved by a supervisor.

1. District or state level instructional workshops/meetings
2. Co-op workshops
3. Conferences/meetings/seminars
4. College hours obtained in their field will count for 15 hours of professional development for every 3 hours credit earned pursuant to Act 1183 of 2005.
5. Independent study/travel
6. On-The-Job Training
7. Visitations to other districts or programs
8. Institutes
9. Professional Curriculum Development

Legal References:

Act 445 of 1983; Standards for Accreditation of Arkansas Public Schools, 1983.

Act 603 of 2003; Parental Involvement Professional Development, 2003.

Act 74 of the 2nd Extraordinary Session;

Act 1728 of 2003.

I. Act 1183 of 2005: Arkansas History Requirement

II. Act 2095 of 2005: College Course Requirement

Arkansas State Board of Education: Standards of Accreditation 15.04

ADE Rules Governing Professional Development

A.C.A. § 6/15/-404 (f)(2)

A.C.A. § 6/17/703

A,C,A, § 6/17/704

A.C.A. § 6-15-1004©

A.C.A. § 6/15/1703

A.C.A. § 6-20-2303 (14)

Policy Name: GRIEVANCE PROCEDURE

Policy Code: GAE
Date Adopted: 05/17/93
Amended: 06/14/99
Amended: 06/28/04
Amended: 06/18/07
Amended: 06/05/08
Amended: 07/19/2010

It shall be the policy of the board of education (1) that any teacher, or group of teachers, who have a grievance related to personnel policies, salary, federal or state laws and regulation, or terms or conditions of employment shall have an opportunity to seek a solution to that grievance, provided he/she follows the procedures established by the board and (2) that any such teacher following these procedures shall have the assistance of the board and/or its administrative staff in finding a fair and equitable solution to the grievance as expeditiously as possible.

TEACHER:

The term “teacher” as used in this policy shall mean and include any person employed by the Hope Board of Education in a teaching, instructional, administrative, or supervisory capacity for which a teacher certificate issued by the Arkansas State Department of Education is required as a condition of employment in such position.

RIGHTS OF TEACHERS TO REPRESENTATION:

No reprisals of any kind will be taken by the Superintendent or by any member or representative of the administration or board against any aggrieved teacher, any party in interest, any association representative, or any other participant in the grievance procedure by reason of such participation.

A teacher may be represented at all stages of the grievance procedure by himself/herself, or by a person or persons of his or her own choosing, but not by a member of the teacher’s immediate family at any level. A group of employees who have the same grievance may file a group grievance. At the hearing, the employee shall have an adequate opportunity to present the grievance, but no less than ninety (90) minutes unless the employee agrees to a time less than ninety minutes.

All documents, communications, and records dealing with the processing of a grievance will be filed in a separate grievance file and will not be kept in or made a part of the personnel file of any participant.

Legal References:

A.C.A. 6-17-201; A.C.A. 6-17-208
Act 1357 of 2003

GRIEVANCE FORMS:

Forms for filing grievances, serving notices, taking appeals, making reports, recommendations, and other necessary documents will be prepared by the Superintendent.

LEVELS OF PROFESSIONAL GRIEVANCE PROCESSING:

Level One . . . Principal or Immediate Supervisor

Level Two . . . Superintendent

Level Three. . Board of Education

PROFESSIONAL GRIEVANCE PROCEDURE

LEVEL ONE - PRINCIPAL OR IMMEDIATE SUPERVISOR

The aggrieved teacher should request an informal conference with his principal or other immediate supervisor within a reasonable time after he becomes aware of the grievance. At this conference the aggrieved teacher either directly or through the teacher's representative, shall seek to resolve the matter informally. If the matter cannot be resolved informally the teacher may file a written grievance within ten (10) days. The principal or immediate supervisor will respond with writing within five (5) days.

An aggrieved teacher may elect to go directly to level three. This will apply only if the matter is not resolved at level one and the level two (Superintendent) is related to one of the parties.

LEVEL TWO - SUPERINTENDENT

- (A) If the aggrieved teacher is not satisfied with the disposition of his/her grievance at Level One, or if no decision has been rendered within five (5) school days after the grievance is presented he/she may file the grievance in writing with the Superintendent.
- (B) Within five (5) school days after receipt of the written grievance by the Superintendent, the Superintendent will meet with the aggrieved teacher and his/her representative in an effort to resolve it.

LEVEL THREE--BOARD OF EDUCATION

If the aggrieved teacher is not satisfied with the disposition of the grievance at Level Two, or if no decision has been rendered within five (5) school days after meeting with the Superintendent, he/she may request a hearing before the board of education. The board shall grant the request provided it is made in writing to the Board of Education in care of the Superintendent of Schools or the President of the Board at least one week in advance of a scheduled meeting of the board. The board will report its final decision within ten days following completion of the hearing.

LEVEL I WRITTEN GRIEVANCE

Employees



STEP 1

From: _____, Grieving Person

To: _____, Immediate Supervisor

Subject: _____

Date: _____

Description of happening:

(Signature)



(To be completed by the Immediate Supervisor.)

STEP 2

Date Forwarded: _____

Response to grievance: _____

(Signature of Immediate Supervisor)

Date

LEVEL 2 GRIEVANCE FORM

STEP 3:

From: _____
(Grieving Person)

To: _____
(Superintendent of Schools)

Date: _____
(Grievance Report level I must be attached.)

Signature

STEP 4

Date Level 2 Received: _____

Date of Response to Level 2: _____

Response to Level 2: _____

Signature of Superintendent of Schools

Date

LEVEL 3 GRIEVANCE FORM

STEP 5:

From: _____, Grieving Person

To: _____, Hope School Board of Education

Subject: _____

Date: _____

Attach: Grievance Report Level I and Level 2

Signature

STEP 6:

Date of Level 3 Grievance Form Received: _____

Date of Response to Level 3 Grievance Form: _____

Response to Level 3 Grievance Form:

Signature of President
Board of Education

Date

Policy Name: STAFF PROTECTION

Policy Code: GAEA
Date Adopted: 06/18/90
Amended: 06/14/99
Amended: 07/09/01
Amended: 07/19/2010

A. WORKMEN'S COMPENSATION

Employees of this school district have worker's compensation coverage for personal injuries, illness, or death.

EVERY EMPLOYEE SHOULD KNOW

Despite our best efforts, some employees will experience work related injuries or illnesses. It is important for you, the employee to follow the claims reporting process.

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, or go to the emergency room per authorization of the principal, supervisor or safety coordinator(s). If the emergency visit is not authorized, you may be responsible for the bill. The designated physician for Hope School District is Dr. Dale E. Goins. Treatment from an unauthorized physician may be denied.
4. If medical attention is required, additional forms must be completed and are available in the office of the superintendent. These forms must be submitted to Arkansas School Board Association, 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 of our district in implementing Act 862 of 1993 and Act 796 of 1993.

B. LIABILITY INSURANCE

The State of Arkansas provides liability insurance for school employees and volunteers. For specific coverage, employees may contact the Arkansas Department of Education.

Legal References:

A.C.A. 6-17-1401; A.C.A. 6-17-1113; A.C.A. 6-17-106.
Act 862 of 1993; Act 796 of 1993

Policy Name: CONFLICT OF INTEREST

Policy Code: GAG
Date Adopted: 05/17/93
Amended: 05/16/2011

The board of education or Superintendent may require from any full-time employee a written description of other employment, hours, and number of days involved in additional employment or any other personal pursuits that would affect their efficiency or usefulness as employees in the district.

- A. Certified personnel may be approved by the Superintendent of schools to operate a bus within the school district on a substitute basis. Full-time bus driver/teachers must be approved by the board. Other employment during school hours is prohibited.
- B. The time referred to during the workday refers to the time covered by the contract of the employee.

Legal References:
A.C.A. 6-12-109, 6-13-620.

POLICY NAME: STAFF PARTICIPATION IN ACTIVITIES

Policy Code: GAH/KD
Date Adopted: 05/17/93

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

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

The board desires that all staff members will recognize their responsibilities to the community and will take active roles in the various cultural, civic, and charitable projects.

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

Legal References:

A.C.A. 6-12-109, 6-13-620.

POLICY NAME: PERSONNEL - COMPLIMENTARY
PASSES

Policy Code: GAHA
Date Adopted: 05/17/93
Amended: 05/16/2011

It shall be the policy of the school board that:

Complimentary passes to all home athletic events shall be given to each board member that will admit the board member and one guest. The full-time employee's ID will admit the employee and one (1) guest.

Passes shall also be given to the timekeepers, scorekeepers, and members of the press. The Superintendent, at his discretion, may give a limited number of passes to patrons of the district in recognition of distinguished service to the school.

Policy Name: STAFF PARTICIPATION IN POLITICAL ACTIVITIES

Policy Code: GAHB
Date Adopted: 05/17/93
Amended: 06/14/99

The individual and personal rights and freedoms of district employees are no less than other citizens who are expected to assume the full responsibilities of citizens living in a democracy. These rights include voting or refraining from voting; discussing the social, political, and economic issues of the day in public meetings; participating actively in the political party of their choice by attending party functions, contributing to the support of the party, campaigning in the community for its candidates, serving as an official in the party, and subject to the conditions set forth in #3 below, becoming a candidate for public office and holding such office if elected or appointed.

The political activity of a staff member, however, must not compromise his/her professional integrity. He/She must not misuse his/her school position to prevent the academic process in the interests of his/her own political ambitions or those in a political group.

A school employee will, in sum, be free to act as he/she desires in the discharge of his/her political responsibilities unless it can be shown that his/her behavior is affecting his/her professional performance in a demonstrably deleterious manner or in violation of board policies and regulations.

Therefore,

1. School employees engaging in political activity will make it clear that they are speaking and acting as individuals and that they do not represent the school district nor the views of the board.
2. School employees will not engage in political activity on school premises during school hours. Regulations for the use of school buildings or groups are the same for employees as they are for other citizens of the district.
3. All employees of the Hope School District are free to exercise their rights as citizens and run for or accept appointment to public office if they so desire. However, employees should understand the following:
 - A. By law, a school board member may not work for the school district which he or she serves.
 - B. School districts may not grant any employee paid leave for the purpose of permitting the employee to engage in public service or related activities.
 - C. Employees may use their personal days and vacation days (if applicable) to engage in public service or related activities, with the prior approval of their (building principal/Superintendent.)
 - D. In addition, upon request to the school board, a minimum of five additional days of unpaid leave may be granted to the employee for the purposes of engaging in public service or related activities. If the employee's service can be replaced by the district, the employee will be responsible for reimbursing the district for the expense of a substitute employee.

- E. Employees who attempt to use sick leave days fraudulently for any purpose, including to engage in public service or related activities, will face disciplinary action which could include non-renewal or termination of contract.

Policy Name: PUBLIC APPEARANCES

Policy Code: GAHC
Date Adopted: 05/17/93
Amended: 06/14/99

The board of education recognizes that an informed public can become an involved public in education. Certified personnel may be granted school time to present educational issues to civic or community organizations.

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

Policy Name: PERSONNEL RECORDS

Policy Code: GAK
Date Adopted: 05/17/93
Amended: 06/14/99

The board of education shall require complete and current personnel records on all certified personnel.

All information contained in the records of certified personnel shall be considered confidential and shall not be transmitted to other persons or agencies without written approval by said employee, or as subpoenaed by legal authorities. Access to employee personnel files is restricted to the person, immediate supervisor, and central office personnel.

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

- A. The district shall maintain a personnel file for each teacher which shall be available to the teacher for inspection and copying at the teacher's expense during normal office hours. The teacher may submit for inclusion in the file written information in response to any of the matters contained therein.
- B. All certified personnel must file with the administrative offices, before the first pay period, the following credentials as required by the state law and by the policies of this school district. (Maintenance of up-to-date credentials and records shall be the responsibility of the employee.)
 - 1. Income tax withholding form (exemption authorization)
 - 2. Certificate of tuberculin skin test, chest x-ray, or health department screening
 - 3. Social Security number
 - 4. Up-to-date mailing address and telephone number
 - 5. Arkansas teaching certificate
 - 6. Teacher retirement number (birth certificate and Xerox copy of social security card must be filed with initial application).
 - 7. Up-to-date transcript of college training (complete and official).

Failure to meet these requirements will result in withholding of paychecks and, if not corrected, would be considered an inability to meet legal certification requirements. (Although it is not required, it is recommended that all certified personnel have a physical each year.)

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

Legal References:

A.C.A. 6-17-1505, 6-17-1506, 6-17-1507, 6-17-1508

Policy Name: SALARY DEDUCTIONS

Policy Code: GAL
Date Adopted: 05/17/93
Amended: 06/14/99

Salary deductions which are considered statutory shall be deducted in accordance with applicable laws and regulations. The board of education may authorize voluntary deductions. Certified personnel shall sign a form authorizing all voluntary continuous payroll deductions and verifying knowledge of all board regulations governing these deductions.

A. COMPULSORY DEDUCTIONS - adjusted as required by law:

1. State Income Tax - deducted monthly
2. Federal Income Tax - deducted monthly
3. Teacher Retirement - deducted monthly (unless non-contributory)
4. Social Security - deducted monthly
5. Medicare - deducted monthly

B. PAYROLL DEDUCTIONS

1. The Superintendent is authorized to withhold such professional dues as may be appropriate provided there is a request bearing the manual signature of the teacher. This request shall be filed and shall be subject to audit. The Superintendent may withhold this amount from the salary of the teacher in ten (10) equal installments beginning in September of each year provided the proper authorization is provided by the teacher. Employees hired after September 1, who choose to join a professional organization, may have the dues deducted in the same amount for the balance of the year as other employees. The school district shall transmit dues upon deduction to the proper professional organization.

The head of the local professional organization agrees to provide the payroll clerk, by August 15 of each year, the name and address of the professional organization to whom dues are to be transmitted, the amount of the dues to be deducted, and a list of those individuals who have authorized continuing payroll deductions.

2. State health and life insurance: The district provides for a basic health, life and accidental death insurance policy for all certified personnel who desire such coverage. The cost of the individual plan varies, based on the district's contribution. Family coverage is also available at an additional premium. Certified personnel who are currently enrolled in the state health insurance program and need to make a change in their coverage must do so by March 10 (effective April 1) September 10 (effective October 1) of each year.

Personnel who are not members and desire to join the program may do so at approved enrollment time. Personnel who are employed during the school year may join the program by making application.

All personnel who are first time employees to the district will be given an opportunity to join them during preschool workshop. Personnel who transfer to the district and are members of the program must notify the central office to insure continuous coverage.

3. Tax annuity: Tax annuity deductions are available for certified personnel. The fringe benefit furnished by the district may not be used for this purpose due to tax regulations. Tax annuity services are available from specified companies via payroll deductions.
4. Dental Insurance: A dental insurance program is available to all certified personnel. The cost of the insurance varies with the plan chosen: family or individual. Enrollment must be done at the beginning of school for new staff members.

C. SCHOOL FRINGE BENEFIT

The school provides a fringe benefit which certified personnel may choose to use in one of the following plans: cancer insurance, income disability insurance, state health insurance, life insurance, dental insurance. (If the fringe benefit is not utilized, it is forfeited by the employee.) At the beginning of the school year, certified personnel are given the opportunity to choose the plan they desire. Individual representatives will come to the school and discuss plans provided. Certified personnel may choose to participate or not and may choose one or more plans provided they assume the added cost.

D. PAYROLL DEDUCTIONS

Payroll deductions for these plans will be for either ten checks or twelve checks as follows:

1. Twelve month deductions
 - a. Dental Insurance
 - b. State health, life, and accidental death insurance
 - c. Credit union
2. Ten month deductions
 - a. Cancer insurance
 - b. Income disability insurance
 - c. Life insurance
 - d. Tax annuity
 - e. Professional dues
 - f. Credit union

E. SECTION 125

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

- Approved medical premiums
- Group life premiums
- Dental insurance premiums
- Cancer insurance premiums
- Day care expenses
- Medical expenses (non-reimbursed by insurance)
- Third party insurance premiums

Participation in the Section 125 program is optional.

Participation will not affect future teacher retirement benefits, but may reduce total social security benefits at retirement.

Legal References:

A.C.A. 6-17-803, 6-17-804, 6-17-805, 24-723, 6-17-908.

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Legal References:

A.C.A. 6-17-803, 6-17-804, 6-17-805, 24-723, 6-17-908.

Policy Name: TITLE IX COMPLIANCE RESOLUTION

Policy Code: GAMA
Date Adopted: 05/17/93
Amended: 06/14/99

It is the intent of the of the Hope School District I-A to prohibit sex discrimination in any educational program or activity receiving federal financial assistance.

Legal References:
Title IX of 1972.

Policy Name: IMMUNITY FROM CIVIL LIABILITY

Policy Code: GMAAAA
Date Adopted: 05/17/93
Amended: 06/14/99

- A. Teachers and other school personnel in this state shall be immune from any civil liability for communication information in good faith concerning drug abuse by any pupil to that pupil's parents, to law enforcement officers, or to health care providers.
- B. Teachers, school counselors, school health care providers, and other school personnel shall be immune from any civil liability for providing counseling, referral, emergency medical care, or other assistance offered in good faith to injured, ill or suicidal students or other suicidal youth. "Suicidal" refers to a person who poses a substantial risk of physical harm to himself as manifested by evidence of, threats of, or attempts at suicide or self-inflicted bodily harm, or by evidence of other behavior or thoughts that create a grave and imminent risk to his/her physical condition.

Policy Name: TITLE IX COMPLIANCE POLICY

Policy Code: GAMB
Date Adopted: 05/17/93

It is hereby declared the policy of the Board of Education of the Hope School District 1-A that there will be no discrimination on the basis of sex in the employment practices of the district and/or in any educational program or activity operated by the district as required by the final rules and regulations of Title IX of 1972.

Legal References:
Title IX of 1972.

Policy Name: TITLE IX GRIEVANCE PROCEDURE

Policy Code: GAMC
Amended: 06/14/99
Amended: 07/09/01

The Board of Education of the Hope School District I-A hereby authorizes the Superintendent to designate a coordinator of the district's efforts to comply with and carry out its responsibility in implementing the requirements of Title IX. It will be the responsibility of the coordinator to investigate complaints of non-compliance. All complaints submitted to the coordinator shall be submitted in writing and shall be signed by the person filing the complaint. The coordinator shall investigate all complaints and provide a written report of findings to the complainant within a reasonable period of time. The district's equity coordinator is designated to act as Title IX Compliance Coordinator. The current coordinator is Mr. Ira Love, 117 E. 2nd Street, Hope, AR 71801. Telephone (870) 722-2700.

If the individual filing the complaint feels the problem has not been resolved by the investigation, the complainant may appeal to the Title IX Grievance Committee in writing. The Grievance Committee shall investigate and respond to the complainant within a reasonable period of time. Should the complainant wish to appeal the committee's response, the complainant may do so by filing the complaint in writing to the Superintendent of Schools.

The Superintendent shall investigate and respond to the complainant in writing within a reasonable period of time. Should the complainant wish to appeal the Superintendent's response, the complainant may do so by filing the complaint in writing to the Board of Education, c/o Superintendent of Schools, 117 East Second Street, Hope, Arkansas. The board will notify the complainant of the date and place of the hearing before the Board. Following the hearing the board will render a decision on the matter.

The Grievance Committee shall be appointed to the coordinator and will consist of representatives from, but not limited to, the following groups: administrator and personnel. A list of volunteers will be placed on file in the office of the coordinator.

Legal References:
Title IX of 1972.

Policy Name: SECTION 504/ADA COMPLIANCE RESOLUTION

Policy Code: GAMD
Date Adopted: 01/12/04

The Hope School District ensures that individuals with disabilities associated with the district either as students, school staff, or parents of students, are not discriminated against as a result of a disability. The district abides by the requirements of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA).

Section 504 of the Rehabilitation Act of 1973 state that: “No otherwise qualified individual with a disability...shall solely by reason of her or his disability, 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”.

Under Section 504, the school district has the responsibility to identify, evaluate, and if the student is determined to be eligible, to afford access to appropriate educational services.

Compliance with the requirements of Section 504/Americans with Disabilities Act will be coordinated by a person designated by the Hope School Board as the 504/ADA Coordinator. The coordinator can be reached at the Hope Public Schools Administration Building.

POLICY NAME: SECTION 504/ADA GRIEVANCE PROCEDURE

Policy Code: GAME
Date Adopted: 01/12/04

The Hope School District does not discriminate on the basis of disability with regard to admission, access to services, treatment, or employment in its programs or activities. Any alleged discriminatory practices within the scope of Section 504, or the Americans with Disabilities Act should be addressed through the grievance procedure which follows:

Step 1:

The person who believes he/she has a valid basis for grievance under Section 504, or the Americans with Disabilities Act shall discuss the complaint with the District 504/ADA Coordinator.

The District 504/ADA Coordinator will investigate and document the complaint and give written reply to the complainant within 10 working days of meeting with the complainant.

Step 2:

If the Superintendent rejects the recommendation of the coordinator, and/or either party is not satisfied with the recommendations from Step 1, either party may make a written appeal within 10 days of receiving the report of the coordinator to the Board of Education for a hearing.

Step 3:

If the complaint is not satisfactorily resolved through Step 2, the alleged grievance may be filed in writing by the complainant. To be considered, the written complaint must fully set out the circumstances giving rise to the alleged grievance and must be filed with the District 504/ADA Coordinator within 5 working days of disposition at Step 2.

The District 504/ADA Coordinator will appoint a hearing officer within 5 working days of receipt of the written complaint. The hearing officer will conduct a hearing regarding the alleged grievance.

Policy Name: TITLE VI COMPLIANCE POLICY

Policy Code: GAMF
Date Adopted: 11/01/65

It is the intent of the Board of Education of Hope School District I-A to comply with Title VI of the Civil Rights Act of 1964.

Legal References:
Title VI of the Civil Rights Act of 1964.

Policy Name: SEXUAL HARASSMENT

Policy Code: GAMG
Date Adopted: 05/17/93
Amended: 06/14/99
Amended: 07/09/01

Sexual harassment is a form of employee misconduct that undermines the integrity of the employee relationship. All employees must be allowed to work in an environment free from unsolicited and unwelcome sexual overtures. Sexual harassment does not refer to occasional compliments. It refers to behavior that is not welcome, that is personally offensive, debilitates the morale, and that therefore interferes with the work effectiveness of its victims and their co-workers. Sexual harassment may include actions such as:

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

Sexual harassment is a prohibited personnel practice when it results in discrimination for or against an employee on the basis of conduct not related to work performance, such as the taking or refusal to take a personnel action, including promotion of employees who submit to sexual advances or refusal to promote employees who resist or protest sexual overtures.

It is possible for sexual harassment to occur at three levels: among peers or co-workers, between supervisors and subordinates, or imposed by non-employees on employees. Individuals who experience sexual harassment from co-workers or others should make it clear that such behavior is offensive to them and may file a written complaint with Mr. Ira Love, who has been designated by the Superintendent. In fulfilling our obligation to maintain a positive and productive work-environment, the board and district officials will make every attempt to halt any harassment of which they become aware by calling attention to this policy or by direct disciplinary action, if necessary.

A form of sexual harassment that may be more difficult for employees to cope with occurs when supervisors offer or threaten to use the power of their position to control, influence, or affect the career, salary, or job of another employee (or prospective employee) in exchange for sexual favors. Individuals who instigate this type of harassment will be subject to disciplinary action, including suspension, demotion, non-renewal or termination.

Policy Name: CERTIFIED PERSONNEL RESPONSIBILITIES
IN DEALING WITH SEX OFFENDERS ON CAMPUS

Policy Code: GAMH
Date Adopted: 06/05/08

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

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

It is the intention of the board of directors that district staff not stigmatize students whose parents or guardians are sex offenders while taking necessary steps to safeguard the school community and comply with state law. Each school's administration should establish procedures so attention is not drawn to the accommodations necessary for registered sex offender parents or guardians.¹

Notes: For example, if a sex offender parent will arrive for conferences at the same time as other parents, staff should escort additional parents to their student's classroom, not just the sex offender parent. All principals, designees, and school employees who will or may have contact with the sex offender parents shall be required to keep confidential both the sex offender status and sex offender accommodations made for a parent.

Legal Reference:

A.C.A. § 12-12-913 (g) (2)

Arkansas Department of Education Guidelines for "Megan's Law"

A.C.A. § 5-14-131

Policy Name: CERTIFIED PERSONNEL – COMPENSATION
GUIDES AND CONTRACTS

Policy Code: GBA
Date Adopted: 05/17/93
Amended: 06/14/99
Amended: 05/15/00
Amended: 07/09/01
Amended: 06/19/06

Professional personnel shall be awarded contracts by the board, based upon the recommendations of the Superintendent and principals. Personnel policies (including salary) are part of the written contract.

Arkansas teacher contracts are automatically continued year to year unless teachers are notified of the Superintendent's recommendation not to renew their contract by May 1st as set out in "Teacher Fair Dismissal Act of 1983". Under the Arkansas Continuing Contract Law, teachers desiring to resign must notify the Superintendent and board within ten (10) days after the last day of the school term. Notification must be hand-delivered or sent by registered mail.

All offers to renew annual contracts shall expire if not accepted in writing (properly signed) and returned to the Superintendent's office within thirty (30) days of the issuance. Contract may be unilaterally rescinded by the employee within ten (10) days following the end of the school year. If the executed (properly signed) contract is not received within this time period, the teaching position for which the contract was issued will be deemed vacant, and the Board of Education will proceed to employ an individual to fill the position.

The standard classroom teacher's contract shall be for 191 working days. Certified personnel designated for special assignments and employed for more than 191 days will have their number of days determined by the Board of Education at the time of employment.

The Hope School District shall provide for professional development opportunities in the amount of 60 hours. The 191 day contract consists of: 178 days student interaction, 10 days professional development opportunities without additional compensation or stipend, 2 days parent/teacher conference, and 1 day classroom preparation.

Legal References:
Ark. Act 936 of 1983.
Code 6-15-1004

Policy Name: SALARY SCHEDULES – PERSONNEL

Policy Code: GBAB
Date Adopted: 05/17/93
Amended: 06/14/99
Amended: 10/16/00
Amended: 09/17/01
Amended: 04/21/03
Amended: 03/22/04
Amended: 06/10/04
Amended: 02/22/05
Amended: 06/13/05
Amended: 12/12/05
Amended: 06/18/07
Amended: 06/05/08
Amended: 06/15/09
Amended: 05/16/11
Amended: 10/17/11

The certified personnel salary schedule is based on training and experience and shall be reviewed by the board on a yearly basis. All teachers will be paid on the base salary schedule. Teachers recommended by the Superintendent will receive compensation for extra time and duty.

The teacher's salary is for 191 days of school beginning the first week of school duty and ending the last week of school duty except as otherwise provided. The contract salary may be paid in ten or twelve installments. These payments will be made the 15th of each calendar month.

The degree a teacher holds and the number of years experience as of September 1 of each year shall determine the contract salary on the (1) current salary schedule, (2) salary schedule for extra duty, and (3) salary schedule for activities, for which a teacher will qualify for the current year. Experience in any K - 12 public school accredited by the appropriate state education agency is acceptable provided the teacher establishes proof of this experience. Substitute teaching, non-teaching graduate assistantships, teacher aides, private school teaching in schools not accredited by the North Central Association or other similar regional accrediting agencies, or military will be evaluated only at the time of initial employment. The Superintendent shall determine whether or not that experience is relevant to the employee's current assignment and may determine whether or not the experience shall be credited.

National Board Certified Teachers will receive an annual stipend of \$2000.00 for the life of the certificate as applicable to the Arkansas Department of Education Rules Governing Eligibility and Financial Incentives for National Board for Professional Teaching Standards Revised January 2004, pursuant to A.C.A. 6-11-105, 6-17-412, and 6-17-413. Upon receiving his/her original state payment for obtaining NBPTS certification, the teacher will provide documentation to the administration and will receive his/her school stipend paid in his/her next month's full pay period. All other NBPTS teachers will have their stipend included in their yearly school contract. Should the teacher separate from the district before the end of his/her contract, a prorated amount of the stipend will be deducted from their remaining scheduled salary payment/s.

Legal References:

Act 531 of 1981; Act 1016 of 1979; Act 400 of 1975; Act 714 of 1971; Act 28 of 1981.
Act 74 of the 2nd extraordinary session.

CERTIFIED STAFF SALARY SCHEDULE

Standard Work Contract - 178 student days plus 2 parent/staff conference and 10 in-service and one teacher work day for a total of 191 days.

Formula for Staff Salary

1. Find your position on the certified salary schedule. If you are a 191 day employee this will be your pay.
2. Extended contract and/or receive either a stipend or a responsibility factor (those positions on the Responsibility Factor table require an administrator's certificate) calculates your salary by the following formula.
 - a) Determine daily rate (salary schedule position/191).
 - b) Multiply DR by number of contract days as set by the school board.
 - c) Multiply by RF (if you are employed in a position under the RF table).
 - d) Add on stipend (only those listed on the stipend schedule as approved by the board may receive a stipend).

= salary

Hope Public Schools Teacher Salary Schedule

YRS	BSE	B+15	MSE	M+15	M+30	PHD
0	\$31,525	\$31,925	\$35,840	\$36,240	\$36,640	\$37,840
0.5	\$31,765	\$32,165	\$36,110	\$36,510	\$36,910	\$38,140
1	\$32,005	\$32,405	\$36,380	\$36,780	\$37,180	\$38,440
1.5	\$32,245	\$32,645	\$36,650	\$37,050	\$37,450	\$38,740
2	\$32,485	\$32,885	\$36,920	\$37,320	\$37,720	\$39,040
2.5	\$32,725	\$33,125	\$37,190	\$37,590	\$37,990	\$39,340
3	\$32,965	\$33,365	\$37,460	\$37,860	\$38,260	\$39,640
3.5	\$33,205	\$33,605	\$37,730	\$38,130	\$38,530	\$39,940
4	\$33,445	\$33,845	\$38,000	\$38,400	\$38,800	\$40,240
4.5	\$33,685	\$34,085	\$38,270	\$38,670	\$39,070	\$40,540
5	\$33,925	\$34,325	\$38,540	\$38,940	\$39,340	\$40,840
5.5	\$34,165	\$34,565	\$38,810	\$39,210	\$39,610	\$41,140
6	\$34,405	\$34,805	\$39,080	\$39,480	\$39,880	\$41,440
6.5	\$34,645	\$35,045	\$39,350	\$39,750	\$40,150	\$41,740
7	\$34,885	\$35,285	\$39,620	\$40,020	\$40,420	\$42,040
7.5	\$35,125	\$35,525	\$39,890	\$40,290	\$40,690	\$42,340
8	\$35,365	\$35,765	\$40,160	\$40,560	\$40,960	\$42,640
8.5	\$35,605	\$36,005	\$40,430	\$40,830	\$41,230	\$42,940
9	\$35,845	\$36,245	\$40,700	\$41,100	\$41,500	\$43,240
9.5	\$36,085	\$36,485	\$40,970	\$41,370	\$41,770	\$43,540
10	\$36,325	\$36,725	\$41,240	\$41,640	\$42,040	\$43,840
10.5	\$36,565	\$36,965	\$41,510	\$41,910	\$42,310	\$44,140
11	\$36,805	\$37,205	\$41,780	\$42,180	\$42,580	\$44,440
11.5	\$37,045	\$37,445	\$42,050	\$42,450	\$42,850	\$44,740
12	\$37,285	\$37,685	\$42,320	\$42,720	\$43,120	\$45,040
12.5	\$37,525	\$37,925	\$42,590	\$42,990	\$43,390	\$45,340
13	\$37,765	\$38,165	\$42,860	\$43,260	\$43,660	\$45,640
13.5	\$38,005	\$38,405	\$43,130	\$43,530	\$43,930	\$45,940
14	\$38,245	\$38,645	\$43,400	\$43,800	\$44,200	\$46,240
14.5	\$38,485	\$38,885	\$43,670	\$44,070	\$44,470	\$46,540
15	\$38,725	\$39,125	\$43,940	\$44,340	\$44,740	\$46,840
15.5	\$38,965	\$39,365	\$44,210	\$44,610	\$45,010	\$47,140
16	\$39,205	\$39,605	\$44,480	\$44,880	\$45,280	\$47,440
16.5	\$39,445	\$39,845	\$44,750	\$45,150	\$45,550	\$47,740
17	\$39,685	\$40,085	\$45,020	\$45,420	\$45,820	\$48,040
17.5	\$39,925	\$40,325	\$45,290	\$45,690	\$46,090	\$48,340
18	\$40,165	\$40,565	\$45,560	\$45,960	\$46,360	\$48,640
18.5	\$40,405	\$40,805	\$45,830	\$46,230	\$46,630	\$48,940
19	\$40,645	\$41,045	\$46,100	\$46,500	\$46,900	\$49,240

19.5	\$40,885	\$41,285	\$46,370	\$46,770	\$47,170	\$49,540
20	\$41,125	\$41,525	\$46,640	\$47,040	\$47,440	\$49,840
20.5	\$41,365	\$41,765	\$46,910	\$47,310	\$47,710	\$50,140
21	\$41,605	\$42,005	\$47,180	\$47,580	\$47,980	\$50,440
21.5	\$41,845	\$42,245	\$47,450	\$47,850	\$48,250	\$50,740
22	\$42,085	\$42,485	\$47,720	\$48,120	\$48,520	\$51,040
22.5		\$42,725	\$47,990	\$48,390	\$48,790	\$51,340
23		\$42,965	\$48,260	\$48,660	\$49,060	\$51,640
23.5			\$48,530	\$48,930	\$49,330	\$51,940
24			\$48,800	\$49,200	\$49,600	\$52,240
24.5				\$49,470	\$49,870	\$52,540
25				\$49,740	\$50,140	\$52,840
25.5					\$50,410	\$53,140
26					\$50,680	\$53,440

Continuation Sheet No. 3

CERTIFIED STAFF SALARY SCHEDULE

Teacher Salary Base\$31,525

Number of Days for Nine Month Teachers ... 191

FORMULA FOR SALARIED EMPLOYEES:

Daily Rate for Classroom Teacher _____
 Times Number of Contract Days _____
 Equals Teacher Pay _____
 Times Responsibility Factor _____
 Equals Total Salary = _____

Responsibility Factors: (Certified)		No. Days	Fringe Benefits
Superintendent	1.700	240.5	Car + \$3,000
Assistant Superintendent for Federal Programs and Secondary Education/Equity Coordinator	1.350	240.5	Travel 720
Assistant Superintendent for Transportation and Facilities	1.390	240.5	Travel 720
Assistant Superintendent of Special Services	1.350	240.5	Travel 720
District Curriculum Coordinator	1.17	240.5	Travel 720
Special Services Coordinator	1.25	240.5	Travel 720

High School Principal	1.170	240.5	Travel 720
Asst. High School Principal	1.140	208.5	Travel 480
Jr. High School Principal	1.160	240.5	Travel 720
Asst. Jr. High Principal	1.135	208.5	Travel 480
Elementary Principal	1.150	240.5	Travel 672
Asst. Elementary Principal	1.130	208.5	Travel 480
GED/WAGE Coordinator	1.140	227.0	Travel 528
Alternative Ed Administrator	1.150	240.5	Travel 672

STIPEND SCHEDULE

ASSIGNMENT	DAYS EMPLOYED	INDEX PERCENT OF (191 days) BASE SALARY
High Schools That Work Coordinator	191	.05
ABC Coordinator	227	.13
Family Literacy and Parents as Teachers' Program Coordinator	227	.05
G/T Coordinator	208.5	.05
Alternative Education Head Teacher	208.5	.05
Band Director	227	.14
Asst. Band Director	208.5	.11
Jr. High Band Director	227	.11
Cheerleader Sponsor	208.5	.05
Activities Director	240.5	.14
Gate Security Scheduling		.11
HHS Student Council Sponsor	191	.05
Yerger Student Council Sponsor	191	.02
Beryl Henry Leadership Council Sponsor	191	.02
Clinton Primary Leadership Council Sponsor	191	.02
Quiz Bowl Coach (per campus)	191	.02
Parent Involvement Facilitator	191	.03
ELL Coordinator	208.5	.05
Technology Coordinator	240.5	\$720 (travel) .25
Commuting Teacher (between 2 or more campuses)		\$180 (travel)
Homebound Tutoring		\$30 (per hour)
After School tutoring		\$25 (per hour)

ATHLETIC STIPEND SCHEDULE:

1. The Head FB, Men and Women's BK coaches will be placed on an index of .14 of their teaching salary base (191 days) as shown on the salary schedule. If a second sport is coached an index of .025 will be paid.
2. Based on coaching 2 sports, all other coaches will be placed on an index of .11 of their teaching salary base (191 days) as shown on the salary schedule. If more than two sports are coached an index of .025/p/sport will be paid (a coach with only one sport will be paid .025).
3. Coaching assignment(s) will be specified on contracts.

Policy Name: ATTENDANCE INCENTIVE PROGRAM

Policy Code: GBABA
Date Adopted: 06/18/90
Date Amended: 04/94
Amended: 06/14/99
Amended: 07/09/01
Amended: 06/28/04
Amended: 06/19/06
Amended: 05/16/2011

The board and the staff recognize that work attendance by teachers is important to the continuity of instruction. Also, the board and the association agree that good work attendance is a responsibility accepted by any teacher who executes a contract with the district. In an effort to reduce absenteeism by the teaching staff, the board and the association agree to adopt an Attendance Incentive Program.

1. \$500 per teacher will be allocated as an incentive award for those who use no sick leave during the school year, and \$100 per teacher will be allocated as an incentive award for those who use no business leave during the school year.
2. An individual who has accumulated ninety (90) days leave will be allowed three days combination business or sick leave before \$50 will be subtracted from the individual \$500 allocation for each day of sick leave used by the individual teacher, and \$50 will be subtracted from the \$100 allocated for each day of business leave used by the individual teacher.
3. The attendance incentive will be applicable to all certified personnel, including extended contract personnel, for the 191 teacher contract days.
4. Attendance incentive payment will be distributed to all certified personnel on the last workday under the 191-day teacher contract.
5. Personnel retiring under the Arkansas Teacher Retirement System with ten (10) or more years of service with Hope School District shall be rewarded at a rate of \$50 per day up to 120 days, for accumulated sick leave. Retiring is defined as having attained age 60 or having 25 years of credited service and beginning to receive retirement benefits from the Arkansas Teacher Retirement System. If a person is rehired after retiring, he or she must accumulate ten (10) years from the date of rehiring to receive this benefit again.

Policy Name: EDUCATIONAL INCENTIVE PAY

Policy Code: GBAC
Date Adopted: 06/15/92
Amended: 06/14/99
Amended: 06/18/07
Amended: 06/05/08

The teacher's salary will be adjusted annually to conform to the current salary schedule. This pay shall be given for any graduate hours earned by the teacher provided that the teacher is certified in the subject matter presently teaching or scheduled to teach.

Hours above the master degree must be obtained after the master's degree has been earned.

Teachers earning graduate hours beyond the degree at the expense of the district shall wait one year before being eligible for horizontal salary adjustment.

If a teacher moves horizontally on the salary schedule due to credits earned by the end of the first semester the teacher will receive a stipend upon fulfilling the current year's contract and providing proper documentation (see below). The stipend will be based on $\frac{1}{2}$ the difference between the two horizontal steps of the current year's salary schedule.

Annual adjustments will be made at the beginning of the next contract year. To receive the annual adjustment, the teacher shall bring a letter requesting the incentive pay and stating the requirements that have been completed along with an official copy of the transcript of such credit to the office of the Superintendent by September 1. To meet the requirements of the 1st semester stipend, the letter and transcript must be received by March 1.

Teachers who intend to graduate by the end of the first semester shall bring a letter to the Superintendent by September 1.

Policy Name: PROFESSIONAL STAFF POSITIONS

Policy Code: GBB

Date Adopted: 05/17/93

Date Amended: 04/17/95

Date Amended: 06/13/05

Date Amended: 07/19/2010

All professional staff positions are created only with the approval of the Board of Education. It is the board's intent to activate a sufficient number of positions to accomplish the school district's goals and objectives.

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

When positions become available (vacant or newly created), presently employed members of this school district will, if qualified, receive due consideration. As personnel positions become officially open, the district shall (except in emergency situations) post conspicuous notice of vacant or newly created positions in each school office and on the school web site for a period of not less than 15 working days prior to filling the vacancy or until position is filled. The posted notices should include, at the minimum, the title of the position, pay range, qualifications desired and the date by which the position will be filled. The objective and subjective employment criteria and the position's duties and responsibilities will be made available upon request. Teachers as well as general public are welcome to inspect bulletin boards at any time during office hours. A position is not officially vacant until the person holding that position submits a written resignation to the Superintendent. A position is not officially filled until the Superintendent recommends a person, and the board approves that person to fill the position.

After-school tutoring, summer school positions and any other teaching activities paid for by the school district are subject to the rules of the preceding paragraphs. Persons on extended contracts may not work in these positions, unless no other applicants can be found or the position needed requires the position held by the extended contract employee.

Legal References:

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

Policy Name: JOB DESCRIPTIONS
 (INSTRUCTIONAL STAFF)

Policy Code: GBBAB
Date Adopted: 05/17/93

INSTRUCTIONAL STAFF:

- 1) To communicate with students accurately and effectively in his/her teaching area and to demonstrate interest through careful preparation of appropriate materials and resources.
 - a) To show evidence of in-depth knowledge of content or planned lesson.
 - b) To use content materials on the appropriate level for students.
 - c) To communicate accurately the content or lesson objectives.
 - d) To use and demonstrate current and up-to-date knowledge of the subject being taught.
 - e) To make the instructional plan or intent clear to students at the beginning of the lesson.
 - f) To demonstrate an accurate and appropriate use of oral and written language

- 2) The teacher maintains a professional rapport with students and other school personnel and fulfills his/her professional responsibilities in support of the school district's educational goals.
 - a) To reinforce positive academic behavior.
 - b) To offer clarification of rules and policy requirements and help students to understand the need for each regulation.
 - c) To show evidence of enjoying working with students.
 - d) To reinforce positive social behavior.
 - e) To offer sincere praise when appropriate.
 - f) To encourage appropriate student to student interaction.
 - g) To allow a free flow of ideas between student and teacher.
 - h) To give students specific knowledge of results.
 - i) To maintain cordial and workable relationships with other teachers and administrators.
 - j) To display the characteristics and standards that gain the necessary respect from the community and students.
 - k) To follow board policies and administrative directives in performing designated teaching responsibilities.

- 3) To listen and communicate with students, parents, and school personnel in a manner which enhances learning and understanding.
 - a) To obtain feedback to assure that learners recognize the purpose and importance of topics and activities.
 - b) To use appropriate questioning techniques to clarify content and procedures.
 - c) To listen attentively when students are presenting or responding.
 - d) To take direct action to involve inattentive students.
 - e) To offer clarification or a re-teach when students do not understand.
 - f) To encourage student alternative or rephrased answers if necessary.
 - g) To keep parents informed of student progress through use of accurate and complete records.
 - h) To display professional skills in conducting and participating in parent conferences.

- 4) To encourage the development of student involvement, responsibility, critical thinking skills, and independent study.
 - a) To plan and use techniques that promote student interest.
 - b) To ask questions designed for student interest and success.
 - c) To allow students time for thinking after questioning.
 - d) To challenge students to use higher level of thinking skills.
 - e) To secure active participation of students through variables of motivation, retention, reinforcement and transfer.
 - f) To assist and encourage each student in developing a responsible attitude concerning instruction time, which includes time on tasks, behavior, and student preparation for class.

- 5) To manage the classroom to insure the best use of instruction time.
 - a) To handle routine tasks promptly and efficiently.
 - b) To handle distractions individually, privately when possible, and quickly.
 - c) To make smooth transitions between objectives, activities, and/or classes.
 - d) To plan and arrange materials for easy distribution.
 - e) To utilize an organized discipline plan.
 - f) To monitor learning and make proper adjustments.
 - g) To provide students with appropriate feedback and knowledge of results.
 - h) To use body position and movement to position him/herself to facilitate learning.

- 6) The teacher creates an atmosphere conducive to academic learning, and communicates interest, self-discipline, and the development of realistic and positive self-concepts.
 - a) To use student input to establish classroom expectations for behavior.
 - b) To allow opportunities for students to express personal ideas, needs, and interests.
 - c) To be sensitive to the needs and feelings of students.
 - d) To abstain from using sarcasm or threats.
 - e) To recognize and respond positively to each student's effort for improvement.
 - f) To make efforts of interacting with all students, balancing the time given to more aggressive or less aggressive students.
 - g) To create a proper level of classroom feeling tone and tension.
 - h) To maintain with confidentiality student records and handle student relationships with professional confidence.

- 7) To use a variety of instructional techniques, methods, and media related to objectives.
 - a) To select content and a variety of materials and media for lessons which are appropriate to the objectives and learners.
 - b) To plan and use more than one type of instructional approach to achieve objectives.
 - c) To provide opportunities and materials for students to apply and practice the knowledge and skills learned.
 - d) To implement learning activities in logical sequence.

- 8) To organize instruction to take into account individual, ethnic and cultural differences.
 - a) To provide opportunities for successful learning for students with different capabilities.
 - b) To provide instruction to take into account differences among students in their learning styles and rates of learning.
 - c) To organize instruction that will take into account different; cultural and ethnic backgrounds.
 - d) To use a variety of assessment methods in evaluating student progress.
 - e) To hold realistic expectations for mastery for each student.
 - f) To maintain proper pacing.
- 9) The teacher plans instruction to achieve selected objectives.
 - a) To involve students to focus attention to specific objectives.
 - b) To provide clear and adequate explanation of lesson objectives.
 - c) To provide relevant and meaningful activities.
 - d) To command that all students pay attention for directions and activity explanations.
 - e) To summarize the lesson objectives with the students.

Policy Name: HIGH SCHOOLS THAT WORK DIRECTOR

Policy Code: GBBAC
Date Adopted: 06/18/07

QUALIFICATIONS: Master's degree
Three years secondary teaching experience

REPORTS TO: High School Principal

JOB GOAL: The local director is responsible for all activities relating to High Schools That Work

SALARY: Ten Month Contract with one High Schools That Work preparation period.

PERFORMANCE RESPONSIBILITIES:

1. Make local plans for High Schools That Work that correlate with the State Department of Education and the Department of Workforce Education.
2. Direct all statistical reports required by the local education agency and the State Department of Workforce Education.
3. Be responsible for High Schools That Work activities on the high school campus.
4. Communicate with Yerger Junior High the essential skills for transition to High School.
5. Coordinate staff development activities with the high school principal.
6. Combine ACSIP and HSTW school improvement efforts at the high school.
7. Facilitate instructional program of the freshman academy.
8. Recommend to the principal and the assistant Superintendent curriculum changes and improvements in the instructional program.
9. Develop strong public relations and personal contacts with the community.

Policy Name: JOB DESCRIPTION FOR FOCUS TEACHER
(Hope High School)

Policy Code: GBBAD
Adopted: 06/18/07

QUALIFICATIONS: Masters Degree required with a minimum of 3 years experience in the area of focus.

SALARY: Ten-Month Contract

Focus is on providing resources, opportunities and instructional strategies to/for teachers in order that they will

1. Provide instruction that builds students' skills in the area of focus.
2. Provide curriculum that is academically rigorous and addresses state standards and frameworks
3. Provide a classroom environment that will enhance student engagement and ownership of learning.

The academic coach will provide necessary continuity between courses in the academic area to ensure implementation of all components of the state-wide plan to ensure competence for all students. The work of the coach will support teachers in the implementation of skills across the curriculum by:

1. Providing classroom-based demonstrations and follow-up support to teachers
2. Offering collaborative and one-on-one coaching in strategies linked to increased student comprehension and achievement
3. Providing research-based information and strategies for increasing teaching and learning
4. Providing appropriate technology support
5. Providing appropriate support for increasing instructional alignment including standards, curriculum, and assessments across the content areas
6. Modeling activities and structures that address curriculum standards and increase student achievement across the curriculum
7. Helping plan and deliver specific instruction for all teachers and learners.
8. Providing materials and resources to support professional development and inquiry into best practices
9. Providing appropriate data to assist teachers in meeting individual needs of students
10. Facilitating inquiry groups among teachers related to implementing effective practice of teaching strategies related to specific content area
11. Facilitating and providing support for teachers to read and discuss student work and related data
12. Assisting in the development of a room environment that will enhance the learning of all children
13. Facilitating specific programs or events that celebrate and encourage students' learning successes
14. Maintaining resource room of books for teachers to use with their children at varying reading levels; professional books would be included as well
15. Working with instructional leadership team to support school-wide academic success
16. Providing small group and individual instruction to students to reinforce skills and strategies in classroom
17. Creating and utilizing evaluation tools to assess use of appropriate teaching and learning strategies that have been introduced in the classroom
18. Provide and arrange professional development opportunities to teachers on best practices related to their academic area to practitioners for continued learning

Policy name: RECRUITMENT –
PROFESSIONAL PERSONNEL

Policy Code: GBC
Date Adopted: 05/17/93
Date Amended: 06/18/07

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

In an effort to recruit and maintain highly qualified teachers in the designated shortage areas of science, mathematics, special education and teachers of minority ethnicity, the district shall offer a one-time signing incentive payment of \$1,500.00 to be paid in one installment at the conclusion of their initial teaching contract period. Funds used for this incentive shall be Title II A and Special Education VI B funds. The signing incentive amounts will be prorated for positions not contracted as a full-time assignment in the shortage area for the contracted year. Only one of the signing incentives will apply.

Legal References:
Ark. Stat. Ann. 80-509.

Policy Name: MINORITY TEACHER/ADMINISTRATORS
 RECRUITMENT PLAN

Policy Code: GBCA
Date Adopted: 05/17/93

It shall be the policy of the board of education that beginning with the 1992-93 school year the school district shall prepare a minority teacher and administrator recruitment plan. The plan shall place emphasis on recruitment of African Americans and other members of minorities for teacher and administrator positions and on encouraging minority students to pursue a career in education. Recruitment plans shall cover the next ten (10) year period and set forth the goal of developing equity in employee composition that reflects racial and ethnic diversity. The plan shall be a part of the Equity Assistance Plan filed annually with the Equity Assistance Center of the State Department of Education and shall be updated annually for an additional ten (10) years.

The minority teacher and administrator recruitment plan shall include but not be limited to the following information:

1. The goals of the school district for the recruitment of minority teachers and administrators for the next school year and for the next ten (10) school years;
2. The steps the school district has taken to meet its goals;
3. The progress of the school district in recruiting minority teachers and administrators;
4. The measures the school district will use to meet its employment goals;
5. If the school district did not meet the district's goals for the previous reporting period, the school district shall state the reasons for not meeting the goals;
6. The steps the school district will take to encourage minority students to pursue a career in education;
7. The number and percentage of members of racial minorities who were employed as teachers or administrators in each of the last five (5) years; and
8. The racial composition of the student body and the racial composition of the residents of the district.

The school district shall establish a minority teacher/administrator goal at least equal to the percentage of minority students of the district.

The school district shall designate an employee to coordinate implementation of its recruitment plan. The designated Equity Assistance Coordinator in the school district may serve as the coordinator of the district's recruitment plan.

Legal References:
Act 1164 of 1991.

Policy Name: HIRING

Policy Code: GBD
Date Adopted: 05/17/93
Amended: 06/14/99
Amended: 06/05/08
Amended: 07/19/2010

The board of education shall employ personnel based upon the Superintendent's recommendations. As a minimum, all contracts shall comply with the form mandated by the State Board of Education.

1. The board of education shall be responsible for selecting and employing a Superintendent of schools who meets all the qualifications established by law, the State Department of Education, and the North Central Association of Colleges and Secondary Schools.
2. The Superintendent shall be employed on a three (3) year contract, and election of the Superintendent shall take place at the January meeting of the board. The Superintendent will have sixty (60) days to accept or reject the contract.
3. The Superintendent of schools shall be responsible to the board of education in seeing that all certified personnel meet the qualifications established by law, the board of education, and involved accrediting agencies.
4. All certified personnel of this school district, except the Superintendent of schools, shall be recommended by the Superintendent and approved by the board of education. If a candidate is not approved by the board, the Superintendent shall recommend another candidate.
5. All deputy and assistant Superintendents shall be employed at a February meeting of the board of education. Principals, assistant principals, and special services personnel will be employed at a February meeting.
6. Teachers:
 - A. Employment of teachers in this school district will normally be in March and based on the following criteria:
 1. type of certification
 2. years of experience in teaching or coaching
 3. degree or degrees held
 3. endorsement in subject area
 4. number of hours beyond degree
 5. number of hours of voluntary participation in in-service training, workshops, seminars, etc.
 6. related occupational experience
 7. past performance and evaluation
 - B. No person shall be denied employment, re-employment or advancement on the basis of national origin, sex, race, or handicapping condition.
 - C. No classified employee shall be hired to work on a campus where the supervisor of that campus is certified and is the spouse/parent of the classified worker.
 - D. All school employees must satisfy the requirements of the Arkansas State Law, North Central, and policies of the board of education. Emergency waivers to these standards can be granted when deemed necessary by the Superintendent.

- E. Any certified employee who has been hired on an emergency basis will be given a one year terminating contract. The board may issue additional one year terminating contracts when necessary and if the board sees evidence of the employee's work toward removal of the deficiency by the standards set by the Arkansas Department of Education guidelines.

- F. Act 1313 of 1997 requires that each first time applicant for a license issued by the State Board of Education and each applicant for his or her first license renewal on or after July 1, 1997, shall apply to the Identification Bureau of the Department of Arkansas State Police for a state and nationwide criminal records check, to be conducted by the Federal Bureau of Investigation. It is the policy of the Hope School District that the fee for such required background check is the responsibility of prospective or current employee.

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

Legal References:

A.C.A. 6-17-301 - 6-17-306.

A.C.A. 6-17-108

Policy Name: HIRING SELECTION OF TEACHERS—
 PROFESSIONAL PERSONNEL

Policy Code: GBDA
Date Adopted: 05/17/93
Amended: 07/09/01

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

1. The board recommends that the Superintendent consider the current staff members for vacancies when vacancies exist within the school district, provided that said staff member wishes to be considered. The final decision for any recommendation to fill any vacancy is the responsibility of the Superintendent. This recommendation covers all professional positions except that of Superintendent. Should a vacancy occur, current staff members may apply for any vacancy by submitting an application to be considered for the position. The final decision for the selection of the Superintendent is the responsibility of the board.
2. All employees of the school system, except the Superintendent, shall be selected on nomination of the Superintendent. If a person nominated by the Superintendent is rejected by the board, it shall be the duty of the Superintendent to make another nomination. If the Superintendent of schools fails or refuses to make another nomination after the original nomination has been rejected, then it shall be the responsibility of the board to fill the position.
3. The Superintendent, before making nominations of teachers for employment, will confer with the principals, supervisors, and department heads, if applicable, under whom the teacher will work if employed. All persons being considered must have a current application on file.
4. An application form which reveals the essential personal and professional characteristics a teacher must have in order to be considered for employment will be used in the selection of teachers. Information received from the candidate's references and/or in a personal interview will also be considered.
5. Funds will be budgeted for making a thorough search for teaching talent, and for devising an adequate system of evaluation of teachers whose employment is being considered.
6. All professional personnel shall meet legal requirements as well as requirements of the State Department of Education.

Legal References:
Ark. Stat. Ann. §§ 80-509, 80-1304.

Policy Name: RESIDENCY REQUIREMENTS

Policy Code: GBDB
Date Adopted: 05/20/02

Persons holding positions in administration including but not limited to Superintendent, assistant Superintendent, coordinator, director, principal or assistant principal and all head coaches shall reside in the Hope School District. Persons currently employed in such positions at the time of adoption of this policy shall be exempt as long as they remain in the same positions without interruption of service and unless residence was a stated requirement in the time of their initial hiring for their current position. Persons hired for covered positions from outside the district will be given 90 days from the date of hiring or the beginning of actual employment (whichever is longer) to relocate into the district. The school board may grant an extension of the time period if circumstances warrant it. Residence within the district is defined as having a bona fide residence at which one resides at least four nights per week during contracted days. Relocation outside the district after employment shall constitute breach of contract and shall be considered reasonable cause for termination of non-renewal.

Policy Name: ASSIGNMENT

Policy Code: GBE
Date Adopted: 06/18/90
Amended: 06/15/09

All teachers accepting employment in the Hope Schools shall agree to accept the assignment with respect to school, room, grade given to him/her by the Superintendent as approved by the board. The teacher shall be notified of the tentative assignment in March for the following year and will be notified of any change from this assignment as soon as possible.

Legal References:

Ark. Stat. Ann. § 80-1234; Act 654 of 1991.

Policy Name: ORIENTATION-PROFESSIONAL PERSONNEL

Policy Code: GBF
Date Adopted: 05/17/93
Amended: 07/09/01

The board of education recognizes the importance of an organized district-wide orientation program for all teachers new to the school district each school year. The board directs the Superintendent to plan and implement an orientation program in accordance with legal and other requirements that include personnel policies, programs and any other necessary information. Each campus will provide orientation for new teachers that include policies and procedures unique to that campus.

Legal References:
Ark. Stat. Ann. § 80-509.

Policy Name: SUPERVISION--PROFESSIONAL PERSONNEL

Policy Code: GBH
Date Adopted: 05/17/93

The board of education is vested with the general administration and supervision of the school district. Actual supervision, administration and maintenance of the district are delegated to the Superintendent of schools as the executive officer of the board. At the discretion of the Superintendent, appropriate supervisory duties may be delegated to district staff members as required.

Legal References:
Ark. Stat. Ann.; 80-213, 80-509.

Policy Name: EVALUATION - PROFESSIONAL PERSONNEL

Policy Code: GBI
Date Adopted: 05/17/93
Date Amended: 04/15/96
Date Amended: 05/19/97
Amended: 06/14/99

Each teacher employed by this school district shall be evaluated annually. Evaluation criteria and procedures shall be in accordance with the requirements of the Arkansas State Board of Education. The evaluation instrument and procedures shall be adopted by the school board.

The term "Probationary Teacher" as used in the teacher evaluation process shall be defined as a teacher who has not completed three (3) successive years of employment in this school district. A teacher employed in a school district in Arkansas for three (3) consecutive years shall be deemed to have completed the probationary period, except that one additional year of probationary status shall be served by all first year employees of this school district.

The Superintendent of schools shall insure that each teacher be evaluated by a principal, assistant principal, or administrator each year and that a record of such evaluation shall be kept on file in the administrative office. Whenever a supervisor believes or has reason to believe that a teacher is having difficulties or problems meeting the expectations of the district and the supervisor believes or has reason to believe that the problems could lead to a termination or non-renewal of contract, the supervisor shall bring the problems to the attention of the teacher involved in writing and document the efforts which have been taken to assist the teacher correct whatever appears to be the cause for potential termination or non-renewal. A teacher may be evaluated by the principal, supervisor, and Superintendent if there is evidence of unsatisfactory work.

Teachers will not be evaluated solely on the basis of student scores on state or national standardized tests.

Teachers will be notified of any negative item placed in the teacher's personnel file and their signature will be required. Teachers may rebut if they so desire, however, a refusal to sign shall be considered a breach of contract.

Policy Name: DRESS CODE OF CERTIFIED STAFF

Policy Code: GBJ
Date Adopted: 06/05/08

Certified staff members should dress in a manner that reflects professionalism. Adults are models for all students in the school; therefore they have a responsibility to model appropriate dress. The image we project as professionals is associated with how we dress; the image of the school in the community is related to how all adults in the school dress. Reasonable accommodations shall be made by their appropriate supervisor for employees because of religious belief, cultural heritage, or medical reason.

Policy Name: SUSPENSIONS AND ADMINISTRATIVE
ACTIONS-PROFESSIONAL PERSONNEL

Policy Code: GBK
Date Adopted: 05/17/93
Amended: 06/14/99
Amended: 07/09/01

SUSPENSIONS

Whenever the Superintendent has reason to believe that just 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. Suspension shall be with pay until such time as the school board upholds the suspension. All procedures and due process rights accorded employees under Ark. Code Ann. 6-17-1508 (copy in appendix) shall be observed.

The immediate supervisor of the employee has the responsibility of determining the severity of any infraction and deciding the appropriate course of action. When any of the above administrative actions become necessary, written notification will be forwarded as soon as feasible to the Superintendent and the assistant Superintendent.

Policy Name: STAFF REDUCTION IN FORCE

Policy Code: GBKA
Date Adopted: 6-15-92
Amended: 06/14/99
Amended: 05/16/2010

DEFINITION:

Reduction in force shall be defined as a reduction in the number of staff members to be employed for the succeeding year when compared to the number employed at the end of the current year.

REDUCTION PRINCIPLES AND PROCEDURES:

1. RIF shall be accomplished by attrition (retirement, resignation, or leave) when possible.
2. Classified positions will be evaluated and reductions considered in those areas along with potential reductions in certified staff.
3. Administrative positions will be evaluated and reductions considered in those areas.
4. The board shall decide the grade level or programs to be reduced. Consideration will be given to continuing maintenance of state and North Central Association Accreditation standards in selecting areas for reduction. Course enrollments in non-mandated areas shall also be considered.
5. When the grade level or program is chosen, staff members will be laid off with the following priorities:
First-Seniority in district (lowest to highest)
Second-Horizontal position (educational level) on the salary schedule (lowest to highest)
Third-Teaching experience outside the district
Fourth-These things being equal, a decision shall be made by the board upon advice of the Superintendent and appropriate principal considering the teaching ability (based on annual evaluations).
6. Notification procedures will follow the requirements of the Teacher Fair Dismissal Act A.C.A. 6-17-506.

RE-EMPLOYMENT PROCEDURES:

1. If the board increases the number of staff members or has a staff member resign at any time within 12 months from the date of board action on the recommendation of the superintendent that the staff member be non-renewed or terminated to achieve a reduction in force, the board shall first offer re-employment to the staff member laid off in the reverse order of layoff for the same position in which they were non-renewed.
2. A staff member's failure to respond affirmatively within fifteen (15) calendar days after receipt of the board's offer of re-employment (sent by registered mail to the address on file in the personnel records) annuls the staff member's rights of recall.
3. No vacancy in a staff position shall be filled by the board until the procedures set forth have been compiled with.

Policy Name: TEACHER FAIR DISMISSAL ACT OF 1983
SEPARATION PROFESSIONAL PERSONNEL

Policy Code: GBN
Date Adopted: 05/17/93

Teacher Fair Dismissal Act of 1983. See Appendix Ark. Code Ann. 6-17-1502.

Policy Name: EMPLOYEE DRUG ABUSE

Policy Code: GBNA
Date Adopted: 08/20/90

Sale, distribution, use or possession of alcoholic beverages, controlled substances, (illegal drugs), marijuana, or other materials expressly prohibited by federal, state or local law is not permitted by employees in school buildings, on school property, or at school functions. Also, the sale, distribution or abusive use of prescription, patent or imitation drugs is not permitted.

Violation of this policy will result in immediate job suspension or termination.

Procedural Guidelines for Job Suspension:

1. The school must inform the employee, in writing, of the charges against him/her and of the evidence to support those charges.
2. The school must give the employee an opportunity to deny the charges and present his/her side of the story.

Procedural Guidelines for Job Termination:

1. The employee must be notified, in writing, of the specific charges against him/her which, if proven, would justify employee job termination.
2. The employee should be given the names of the witnesses against him/her and an oral or written report on the facts to which each witness will testify.
3. The employee should have the opportunity to present his/her own defense against the charges and to produce witnesses or testimony on his/her own behalf.

Policy Name: COBRA - PERSONNEL

Policy Code: GBNAA
Date Adopted: 05/17/93

CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT - Employee Eligibility For Continued Health Coverage Benefits

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

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

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

COBRA will notify any eligible employee or the spouse of a deceased employee within 11 days of termination or death of their right to remain in the group insurance coverage. The employee or surviving spouse has 60 days to elect coverage and 45 days after electing coverage to pay the full premium. In the event of a divorce or a dependent becoming ineligible due to age, the employee must notify the central office within 30 days in order to continue coverage in the group.

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

Legal References:
Consolidated Omnibus Budget Reconciliation Act.

Policy Name: RESIGNATION

Policy Code: GBO
Date Adopted: 05/17/93
Date Amended: 04/15/96

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

When teachers resign from the school system before the close of the year, the principal will be responsible for seeing that all records and other necessary items are completed, the same as is required of all the other teachers at the end of the school year. All students' progress records, grades, etc. shall be complete. The teacher's paycheck will be held until the principal has certified that the teacher's work has been completed satisfactorily.

Legal References:

Ark. Act 936 of 1983: Teacher Fair Dismissal Act of 1983.

Policy Name: PROFESSIONAL PERSONNEL
RETIREMENT

Policy Code: GBQ
Date Adopted: 05/17/93
Amended: 06/14/99

All teachers and other eligible employees are by law required to join the Arkansas Teacher Retirement System. Teachers can choose to be contributory or non-contributory members. If a teacher chooses to be a non-contributory member, retirement benefits will be reduced by 1/3.

.Age 70 is the mandatory retirement age for all professional personnel. However, any employee of the school district may be permitted to continue in his/her employment beyond the attainment of age 70 upon the written authorization of the Superintendent. Such authorization shall be required on a year-to-year basis solely on the ability of the individual to perform employment tasks.

A teacher may retire with full benefits after 28 years of credited service in the Arkansas Teacher Retirement System (ATRS). Regulation of ATRS will be in effect for persons retiring with less than 28 years of service.

Policy Name: PERSONNEL - WORKING CONDITIONS

Policy Code: GBR
Date Adopted: 05/17/93
Amended: 06/14/99
Amended: 07/09/01
Amended: 06/13/05

It shall be the policy of the School Board that:

A special effort shall be made to protect the school buildings and equipment. Each teacher and pupil should take pride in keeping the buildings and equipment in good condition. A spirit should be built up on the part of the students to protect school property. Students who willfully injure or deface school property will be expected to pay for replacement of property damaged.

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

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

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

A. Use of Conference Periods:

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

B. Use of Telephone:

School telephones used for personal business should be kept to a minimum. The use of cellular phones is forbidden during the time certified staff is responsible for instructing and supervising students. Appropriate use of cellular telephones in emergency situations will be determined by the principals.

C. Leaving School Grounds:

Any teacher who leaves the school grounds during the school day for any reason shall follow the established check-out procedure.

- D. Food in Classroom:
No teacher or any staff member shall eat food of any kind or chew gum in the classroom during scheduled instructional time. Exceptions may be made in cases of medical necessity. A doctor's order and approval by the principal is required.
- E. Liability for Teacher's Debts:
When it is the desire of the board that all teachers should pay their financial obligations, the board shall not become a collection agency by accepting orders to deduct certain amounts from their monthly salary until their debts are liquidated, except by court order. All legal expenses incurred by the school district for processing garnishments, bankruptcies, etc. for an employee; will be deducted from that employee's salary.
- F. Use of Tobacco Products:
Use of tobacco products by staff is not permitted on any property belonging to Hope School District.
- G. Petitions
A petition for any cause may not be circulated in any school building without the approval of the Superintendent.
- H. All salesmen and solicitors, including school district employees, desiring to sell in the schools of this district shall secure written permission in advance at the Office of the Superintendent and present the signed permission to the principal. A teacher shall not be permitted to talk with a salesman or any other person if this involves leaving a class or group unsupervised.
- I. Teachers are asked to use purposeful tact in discouraging pupils or parents from presenting them with gifts of value, whether individually or as a group project.

Policy Name: HEALTH EXAMINATIONS - PERSONNEL

Policy Code: GBRA
Date Adopted: 05/17/93

The board of education shall require every newly hired employee to present, to the central office, a certificate of health. This certificate must state that the employee is free from tuberculosis. The certificate must be dated no more than 90 days prior to the date of its presentation.

This certificate may be issued by a regularly licensed physician or regularly constituted health authority, but interpretation of any x-ray film must be made by a competent roentgenologist or physician experienced in tuberculosis.

Reactors to tuberculin skin tests must undergo sufficient additional tests prescribed by regulation of the State Board of Health and shall be scheduled for a periodic re-examination according to their risk status.

Policy Name: TIME SCHEDULES

Policy Code: GBRB
Date Adopted: 05/17/93
Date Amended: 04/15/96
Date Amended: 06/18/07

A. Opening of School Term

Employees are notified as to the time at which they shall report for the year's work. Unless specific notice is given them, all instructional employees are expected to attend the workshop meetings, which are regularly scheduled in advance of the opening of school.

B. Close of School Term

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

C. Daily Schedule

The normal workday of the teacher will be 7 1/2 hours determined by respective campuses Monday through Friday during the days school is in session unless otherwise notified. All teachers shall attend promptly all meetings designated for them. Salary deductions are authorized for that portion of the day which may be missed by a teacher. Teachers employed under contract for more than nine months shall work those additional days specified under the contract.

D. Rainy Days or Bad Weather

Each principal will arrange to take care of pupils arriving early on rainy days or in bad weather. Pupils should be permitted to come into the building only under supervision. Likewise, children who wait for their parents in the afternoon should be supervised.

Policy Name: PROFESSIONAL STAFF WORK LOAD
(TEACHERS)

Policy Code: GBRC
Date Adopted: 05/17/1993
Amended: 06/19/06

The board reserves to itself the determination of class size and workloads. However, the board recognizes that a teacher's primary duty is to teach, and every reasonable effort will be made to confine teachers' activities to this primary responsibility. Therefore, the Superintendent will strive to equalize the teaching load.

All teachers shall have a thirty-minute, uninterrupted, duty-free lunch.

Legal References:

Ark. Stat. Quality Education Act 445 of 1983. Act 558 of 1987.
A.C.A. 6-17-111

Policy Name: EXTRA DUTY - PROFESSIONAL STAFF

Policy Code: GBRE
Date Adopted: 05/17/93
Amended: 07/09/01
Amended: 07/19/2010

Teachers will be expected to assume reasonable duties over and above their regular teaching responsibilities. Activities and services which make minor demands on the teacher's time will be part of each teacher's basic assignment. Teachers shall assist in the supervision of students. Assignments of duties will be made by the principal of each school. Administrators will strive to equalize such duties among teachers.

Extra responsibilities that make demands on a teacher's time before or beyond the contracted day will be compensated as per law.

6-17-117 Non Instructional Duty
6-17-807 Days Worked

Policy Name: EXPENSES

Policy Code: GBRF
Date Adopted: 04/15/96
Amended: 06/14/99
Amended: 03/20/99
Amended: 10/22/01
Amended: 06/13/05
Amended: 06/18/07
Amended: 06/05/08
Amended: 06/15/09
Amended: 06/11/12

Reimbursement for expenses related to travel and/or attendance at conferences and professional development activities incurred by district employees and/or members of the Board of Directors on behalf of the district shall be done according to the following guidelines. Reimbursement may be made for travel which is at the request of, or has received prior approval from, the Superintendent and said employee's immediate supervisor. Such reimbursement shall be at a rate as set by the board in accordance with established procedures. Prior approval (properly completed and signed Travel Authorization Form) for all travel shall be obtained before any travel expenses can be incurred.

To the extent practicable, employees shall have the district pay initial conference and professional development registration fees and associated necessary materials. In the occasional circumstances where this is not practical, the district shall reimburse the employee for such fees if they were authorized in advance and are supported with proper receipts. Car pooling and sharing of hotel rooms are encouraged.

EXPENSES NOT COVERED:

- Alcoholic beverages;
- Entertainment expenses – including sports or sporting events or pay per view or game expense at hotels;
- Replacement or repair of personal property due to loss, damage, or theft;
- Discretionary expenses for items such as clothing or gifts;
- Medical expenses incurred while on route to or from or at the destination of the reason for the travel;
- Expenses for family members, friends, or other persons not school employees;
- Optional or supplementary insurance obtained by the employee for the period covered during travel;
- Tips;
- Expenses incurred for the personal convenience of the employee and/or expenses not required by reason of the travel or for school business (rental cars must be specifically approved by the Superintendent's office in advance of travel);

RATES OF REIMBURSEMENTS

Mileage allowance for privately owned vehicles when the employee is on official school business for the district equal to the state rate. The maximum mileage claimed should be determined by mileage, not an odometer reading. Mileage is calculated from Hope or the employee's home, whichever is closer to and from the approved destination. Only assigned personnel will be reimbursed for travel to school sponsored events (school district vehicles will be used whenever possible).

Reimbursement for out of state travel will be the lesser of coach class airfare or the established rate of private car mileage. Only assigned personnel will be reimbursed for travel to school sponsored events (school district vehicles will be used whenever possible).

In-state reimbursement of expenses shall be as follows (unless approved in advance by the Superintendent):

- Hotels: \$85.00 per day plus taxes and parking (if applicable)
- Meals: \$40.00 per day.

20% breakfast \$8.00, 30% lunch \$12.00 50% dinner \$20.00. (No deductions will be made for Continental Breakfast.) Any meal which is paid for as part of registration fees can not be a duplicative repay.

Out-of-state reimbursement of expenses shall be as follows (unless approved in advance by the Superintendent):

- Hotels: \$100.00 per day plus taxes and parking (if applicable)
- Meals: \$60.00 per day

Employees using commercial airlines for out-of-state travel should make travel arrangements and when possible have the school district billed directly. If not, airline receipts must be presented for each seating reimbursement.

20% breakfast, \$12.00, 30% lunch \$18.00 50% dinner \$30.00 (No deductions will be made for Continental Breakfast.) Any meal which is paid for as part of registration fees can not be a duplicative repay.

When a conference is held at a hotel, employees are encouraged to make hotel reservations on site as soon as possible.

IN-DISTRICT TRAVEL

In-district travel is allocated to administrative staff as part of position pay or fringe benefits. Teachers who travel between schools for split teaching assignments will be paid a monthly stipend of twenty dollars (\$20.00).

EDUCATIONAL EXPENSES

The board recognizes that as the curriculum is expanded and new educational programs are added to the district schools, some members of the faculty may require additional education to be qualified to implement the new programs. The board also recognizes the district's responsibility in sharing in the cost of this additional training under certain conditions. The criteria for reimbursement and expense elements allowed are as follows:

1. Requirement for the additional education must have been generated as the result of board action.
2. It must have been determined by the board to be more advantageous to the school district to provide additional training to existing faculty members than to hire additional staff with the required skills.
3. Faculty members who have been approved under the guidelines of 1 and 2 participating in a training program will be reimbursed for all tuition and fees.
4. Cash advance on expenses may be approved by the Superintendent if the need is justified.
5. Each case will be considered by the board.

Policy Name: NON-SCHOOL EMPLOYMENT BY
PROFESSIONAL STAFF MEMBERS

Policy Code: GBRG
Date Adopted: 05/17/93
Amended: 07/09/01

When a person is hired on a regular, full-time basis, the board considers that it has given him full-time employment. Therefore, it will expect all employees to give the responsibilities of their district positions precedence over any types of outside work.

The outside work done by a staff member is of concern to the board insofar as it may:

1. Prevent the employee from performing his school responsibilities in an effective manner.
2. Prejudice his effectiveness in his position, or compromise or embarrass the school system.
3. Raise a question of conflict of interest -- for example, where the employee's position in the district gives him access to information or another advantage useful to the outside employer.

On the other hand, some types of outside professional assignments requested of and undertaken by a staff member--such as consultative work, college teaching, professional writing, etc.--reflect credit upon the school system and may contribute to the staff member's professional growth.

Therefore, the policy of this board on the outside employment of its staff members will be as follows:

1. An employee will not perform any duties related to an outside job during his regular working hours or during the additional time that he needs to fulfill the responsibilities of the position.
2. An employee will not use any district facilities, equipment, or materials in performing outside work.
3. Private tutoring for pay will not be allowed on school premises.
4. When the proposed work reflects credit on the professional abilities of district personnel and/or would contribute to their professional growth, certain exceptions may be made to 1 and 2 of this paragraph, provided this has the approval of the Superintendent.
5. It is recommended that an employee confers with his immediate supervisor before accepting any outside employment and discuss the prospective job in relation to the three points listed above.

Policy Name: SABBATICALS

Policy Code: GBRHA
Date Adopted: 05/17/93
Amended: 06/14/99

Leave of absence, without pay, may be granted by the board of directors of the school district, upon the recommendation of the Superintendent of schools, for advanced study in teaching or administrative fields.

Policy Name: LEAVE

Policy Code: GBRI
Date Adopted: 06/05/08
Amended: 07/19/2010

PROFESSIONAL LEAVE

It shall be the policy of the Hope Public Schools to adhere to Ark. Code Ann. 6-17-702.

A teacher may be granted school business leave for worthwhile endeavors, including (1) accompanying students to contests, workshops, or events; and (2) teacher in-service events. All school business leave must have prior approval of the superintendent.

EXCHANGE TEACHING

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

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

TEACHER PERSONAL BUSINESS LEAVE DAY

A teacher under contract for an entire school term shall be allowed two (2) days absence at full pay for personal reasons as determined by the teacher. This leave shall be non-cumulative and can be taken at the convenience of the teacher provided that it meets the following criteria:

- (1) The principal is notified three days in advance.
- (2) It is not the day before or after a scheduled school holiday.
- (3) A suitable substitute can be found by the principal.

Teachers are discouraged from using these days during the month of May.

SICK LEAVE

A teacher under contract shall be allowed one day sick leave at full pay for each month taught under the contract until a maximum of one hundred twenty (120) days has been accumulated. The total number of days which the teacher may receive under the present contract is effective on the date the teacher is required to report for work at the beginning of the school term. Teachers employed after the term begins or on a part-time basis may accumulate sick leave at the rate of one day for each month left in the school year.

The maximum number of days provided under this policy shall not exceed the one hundred and twenty (120) days accumulated at no expense to the teacher. For all absences in excess of those described above, a deduction in the amount of the employee's daily pay rate shall occur. Daily pay rate is calculated by dividing the total salary of the employee by the number of contracted days.

Sick leave covers sickness of a full-time teacher or the death or illness of the teacher's spouse, children, parents, grandparents, and/or other relatives living in the same household as the teacher. One day of sick leave may be allowed as unspecified bereavement. Sick leave shall also include any illness of the teacher including any disability connected with or resulting from pregnancy. Sick leave may be used for pregnancy or adoptive parent purposes.

In order for sick leave to be claimed, the teacher will notify the principal of the necessity of being absent. The teacher must complete a sick leave form and file with the principal upon return to work. An accurate, up-to-date record of all sick leaves will be maintained in the office of the superintendent. A physician's statement may be required for proof of illness or injury for the use of more than three (3) consecutive sick leave days. This policy shall not provide reimbursement for the unused portion of any sick leave accumulated by a teacher. A statement of accumulated sick days and personal business days will be provided.

The teacher may transfer up to ninety (90) days of unused sick leave to another school district in Arkansas. This school district will accept up to ninety (90) days unused sick leave from any district in Arkansas provided a statement of the number of days is received from the school district.

For employees who request leave under the Family Medical Leave Act, such leave shall run concurrently with accumulated sick leave until such leave is exhausted. After all paid sick leave is exhausted all further Family Medical Leave time shall be unpaid.

Any full-time employee, whose spouse is also a full-time employee of the school district, may use sick leave accumulated by that spouse, provided that the employee requiring the sick leave has no accumulated days of leave and the spouse consents in writing to the use of his/her accumulated days.

MILITARY LEAVE

The school district will follow requirements of Arkansas state law in regard to granting leave of absence for military and civil defense duty. See Ark. Code Ann. 6-17-306 in appendix.

BEREAVEMENT

Each teacher will be granted three (3) days of bereavement leave per school year in the event of the death of an immediate family member of the employee or employee's spouse. Immediate family member shall include mother, mother-in-law, father, father-in-law, sister, sister-in-law, brother, brother-in-law, husband, wife, child, son-in-law, daughter-in-law, grandchild, grandparent or any relative living in the same household. Bereavement Leave Days are not accumulative. Sick leave days will be used for additional days needed.

VACATION LEAVE FOR 12 MONTH EMPLOYEES

All twelve month employees shall be granted days off for vacation (10 per year) and the following holidays: July 4th, Labor Day, Thanksgiving holidays, Christmas Eve, Christmas, New Years, Memorial Day and one other holiday as granted by the school calendar. Vacation days may be taken any time other than during the teacher contract period. Vacation days may be accumulated up to twenty (20) days. The accumulated vacation days beyond twenty (20) will be forfeited after August 15th of each year.

All 240.5 day employees who have accumulated unpaid vacation days will be reimbursed for up to 20 days at their total daily rate of pay upon resignation or retirement from the school district.

Legal References:

Arkansas Act 40 of 1999.
A.C.A. 6-17-1204, 6-17-211

Policy Name: LEAVE FORMS

Policy Code: GBRIA
Date Adopted: 06/05/08

All certified employees must submit a district leave form indicating the type of leave for all absences from school premises.

Principals should notify the Superintendent in advance of their Absences.

Policy Name: SICK LEAVE BANK POLICY

Policy Code: GBRIBA
Date Adopted: 06/28/04
Amended: 06/19/06
Amended: 06/05/08

The Sick Leave Bank is set up to help members in recurring, chronic, or catastrophic illnesses or disabilities occurring to the member or to the member's immediate family as defined in Policy GBRIB (Sick Leave Policy). Routine parental leave does not qualify.

A member shall not be granted any days from the Sick Leave Bank until he/she has exhausted all other sources of leave. The member must use all personal days before requesting days from the Sick Leave Bank. All twelve (12) month employees must use all their vacation days as allowed in policy GBRIE before making a request. A member may not request more than a maximum of 20 days per contract year or one (1) day for each year of service to the Hope School District, whichever is greater.

A. ELIGIBILITY

1. The Sick Leave Bank is to be set up for certified employees of the Hope School District.
2. To participate, the employee must contribute one (1) day of sick leave to the Sick Leave Bank when he/she becomes a member or as stated in section B Maintenance, number 1.
3. An employee may become a member by enrolling no later than September 1. At such time, he/she will be assessed one (1) day. New employees hired during the year may become a member at the time of employment. He/she will be assessed one (1) day at this time.

B. MAINTENANCE

1. Members will be assessed for days when the Sick Leave Bank has reached a point of near depletion (100 days). Failure to donate will result in termination of sick leave bank membership.
2. Members will only donate one (1) day at a time by submitting a signed release.
3. Days assessed cannot be returned to employees and will be carried forward in the Sick Leave Bank.
4. A member utilizing sick leave days from the bank will not have to replace those days except as a regular contributing member.
5. Existing employees and new employees with accumulated sick leave days may use days already accumulated in lieu of appropriated days.
6. Those with no accumulated sick days would have to sacrifice one incentive (\$40) day.

C. ADMINISTRATION

1. An eight (8) member committee will oversee the administration of the Sick Leave Bank with the assistance of the Superintendent. The committee will consist of 1 Administrator, 2 from Clinton Primary, 1 from Beryl Henry Elementary, 1 from Yerger, 2 from High School/Garland and 1 from the Personnel Policy Committee.
2. Each campus will elect representatives to the Sick Leave Bank Committee. Each representative will serve a term of two (2) years from the time he/she is elected. (These terms will be rotated every other year so the committee will always have a member with experience serving). The first terms will consist of 2 and 3-year terms. The Sick Leave Bank Committee will elect a chairperson and a secretary who will keep records of all meetings.
3. The district payroll clerk will keep the records of the Sick Leave Bank.
4. The Sick Leave Bank Committee will determine the need for activating the Sick Leave Bank, upon receipt of a Sick leave Request Form. This form is to be submitted to the Sick Leave Bank Chairperson by the employee or his/her representative, if the employee is unable to do so. The application must be accompanied by a physician's statement. (Request form should be submitted at or near depletion of accumulated sick leave and before payroll deduction is made.)
5. Upon receipt of application, the committee will call a meeting as soon as possible.
6. If the Sick Leave Bank Committee has questions concerning an application, the person or his/her representative submitting the application may be asked to meet with the committee before a decision is made.

Policy Name: EXTENDED MONTH EMPLOYEE CONTRACT
SUBSTITUTION

Policy Code: GBRIF
Date Adopted: 05/15/00
Amended: 06/13/05
Amended: 06/19/06
Amended: 06/15/09
Amended: 07/19/2010

Personnel who are contracted for extended days are eligible to substitute non-contract days for the extended contract days provided they are pre-approved by the Supervisor, Principal and Superintendent. The approval process is as follows:

1. Submit "Extended Month Employee Substitute Form" to the Supervisor, Principal and Superintendent at least 5 days prior to the scheduled non-contract days for preapproval.
2. Approved days will not be allowed to substitute for the 178 student instructional days, parent conferences, or the required ten days of staff development.

HOPE SCHOOL DISTRICT
 EXTENDED CONTRACT DAY
 Request for Substitution

Name: _____ Job Title: _____ Date Submitted: _____

Description of activity or event:	Date(s)

Explanation of why it should be considered in lieu of an extended contract day(s).

Date Approved	Supervisor
Date Denied	Principal
Date Approved	Superintendent of Schools
Date Denied	

MUST BE APPROVED PRIOR TO ACTIVITY DATE



FOR OFFICE USE ONLY

_____ Documentation of work or attendance received

_____ Posted to employee's records

Policy Name: ARRANGEMENTS FOR PROFESSIONAL
STAFF SUBSTITUTES

Policy Code: GBRJ
Date Adopted: 05/17/93
Amended: 07/09/01

Lesson Plans and Emergency Folders

Each teacher is to keep a set of daily plans. These plans are to be made five working days in advance & kept in the teacher's desk where, if an emergency arises, a substitute will have easy access to them. Duplicate plans are to be filed in the principal's office.

Each teacher should have an emergency folder containing the following as applicable.

1. Daily schedule.
2. Title(s) and locations of books used (including teachers' guides and general procedures and plans for use).
3. Seating chart (or names on desks in the lower grades).
4. Location of special materials (tests, work sheets, etc.).
5. Emergency procedures and materials if daily lesson work cannot for some reason be covered by a substitute.
6. List of routine procedures and how to handle them.
7. Special duty list of students who generally take care of class chores or of especially reliable students.
8. Schedule of students and release time for religious instruction (if applicable).
9. Schedule of students and times for instrumental music instructions.
10. Cafeteria, assembly, assembly seating, club, detention, recess schedules (where applicable).
11. Bus list.
12. Pertinent personal data (such as any special requirements related to students with handicapping conditions).
13. Outline of games, activities, or projects that students might be involved in and which would support the achievement of overall goals for that class.

Policy Name: PART-TIME AND SUBSTITUTE PROFESSIONAL
STAFF EMPLOYMENT

Policy Code: GBRJA
Date Adopted: 05/17/93
Amended: 06/14/99
Amended: 01/21/03

It will be the responsibility of the principal or his designee to assign a substitute to fill any vacancy caused by the temporary absence of a regular staff member. The substitute teacher will be selected from a list of approved substitutes furnished by the Superintendent's office.

In the filling of these temporary vacancies, an effort will be made to secure substitutes who have full certification, and at the least, training or experience at the level or in the subject specialization of the teacher who is absent. Only fully certified substitutes will be assigned to classes whose regular teachers are on long-term leaves of absences. If a fully certified substitute cannot be found, an individual holding a degree from an accredited college/university can be employed at the daily rate of pay determined by the Superintendent.

Principals will attempt to maintain as much continuity as possible by engaging only one substitute for the full period of absence of one teacher, and by calling back a substitute to serve in a classroom in which he has already performed successfully.

Long-term substitute teachers (substitute personnel hired to fill the position of an employee absent on an extended leave) will be entitled to the privileges and benefits afforded regular professional employees until the return of the regular teacher.

All substitutes shall be paid by the district. These substitutes will be paid an amount on a daily basis as determined by the Superintendent.

Policy Name: PROFESSIONAL RESEARCH
AND PUBLISHING

Policy Code: GBT
Date Adopted: 05/17/93

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

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

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

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

Policy Name: STAFF ETHICS

Policy Code: GBU
Date Adopted: 05/17/93
Amended: 06/14/99
Amended: 05/15/00
Amended: 06/15/09

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

1. An educator maintains a professional relationship with each student, both in and outside the classroom.
2. An educator maintains competence regarding skills, knowledge, and dispositions relating to his/her organizational position, subject matter, and/or pedagogical practice.
3. An educator honestly fulfills reporting obligations associated with professional practices.
4. An educator entrusted with public funds and property honors that trust with honest, responsible stewardship.
5. An educator maintains integrity regarding acceptance of any gratuity, gifts, compensation or favor that might impair or appear to influence professional decisions or actions and shall refrain from using the educator's position for personal gain.
6. An educator keeps in confidence secure standardized test material as well as information about students and colleagues obtained in the course of professional service unless disclosure serves a professional purpose or is allowed or required by law.
7. An educator refrains from using, possessing and/or being under the influence of alcohol, tobacco, or unauthorized drugs while on school premises or at school-sponsored activities involving students.

Legal Reference:
6-17-422

Policy Name: COMPUTER/NETWORK/TECHNOLOGY

Policy Code: GBUA

Date Adopted: 05/15/00

Date Amended: 07/19/04

INFORMATION TECHNOLOGY: Guidelines and Responsibilities

The Hope Public School Board of Education recognizes the need to effectively use computer technology to further enhance the educational goals of the school district. However, protection and security of the various information networks and computer system is necessary. The Board further expects all faculty, students, staff, and associates to use the district's computers and networks responsibly. All computing resources should be used in an effective, ethical, and lawful manner. Users are also expected to learn and follow normal standards of polite conduct and responsible behavior in their use of computer resources.

A. Generally

1. To provide guidelines and responsibilities for the use of the Information Technology provided by the Hope Public Schools (HPS) which are consistent with HPS educational objectives and security requirements. This regulation covers all Information Technology and services provided by HPS and used by HPS students, staff, and administrators.
2. This regulation applies to all HPS users of computer systems. This also includes all staff when representing HPS, regardless of computer system used.

B. Definitions

1. Acceptable Use Policy (AUP) – A contract signed by teachers, parents and students that sets the rules for computer use, network access, Internet access and web page publishing in schools.
2. Computer System – Any computer within the Hope Public Schools that may or may not be connected to the WAN and Internet services.
3. Core System – A mission-critical application or system that is protected from general public access.
4. Information System(s) – Includes, but is not limited to: hardware, software, communication lines and devices, terminals, printers, CD-ROM devices, tape drives and servers, mainframe and personal computer.
5. Internet Access – Includes all methodologies used to connect to individual computer networks around the world. This includes all initiatives for providing access for HPS regardless of funding or facilitating sources.
6. Internet Services – Includes access to external systems and information sources using the Internet; access to and hosting of World Wide Web (WWW) services and information; use of Internet tools such as FTP, gopher, Telnet, chat, E-mail, etc.
7. System Wide Information – Includes any information (data, statistics, publications, etc.) that pertains to the entire school division or that involves more than one department.
8. Users – Includes all staff, students, volunteers, parents or other individuals utilizing any portion of the HPS information systems.
9. Webmaster – A person assigned by a school or department to maintain a set of web pages on the HPS web server.
10. Webpage – A page of information located on a web server and accessible through the Internet. The page can contain a mixture of graphics and text and can include embedded references to other such pages.
11. Wide Area Network – The network of all computers in HPS that are connected to their building's local area network.

C. Employee Guidelines

1. Computer Use

- A. All employees must abide by the HPS Computer User Guidelines.
- B. All access to HPS computer systems shall be approved by the appropriate principal or technology coordinator.
- C. Computers owned by the private individual may be used in the Hope Public Schools. However, they may not use software purchased by the school division without authorizations from the technology coordinator or designee.
- D. Privately owned computers may not be connected to the HPS Wide Area Network without authorization from the Supervisor of Instructional Technology.
- E. HPS personnel shall not service any privately owned personal computers. Any damage caused by use in the Hope Public Schools is the responsibility of the owner.
- F. No privately owned computer may contain any internal pieces of equipment memory, disk drives, expansion boards, etc., that has been purchased by or for the Hope Public Schools.

2. Network Access

- A. Access to HPS Core Systems is prohibited unless otherwise pre-approved by the technology coordinator or designee.
- B. E-mail access, if provided, shall comply with all HPS policies and regulations including, but not limited to: privacy, standards of conduct, and the use of HPS equipment. The principal, technology coordinator, or district administrator can terminate the user's e-mail access if the user does not comply with the HPS Computer User Guidelines.
- C. Users shall not reveal their passwords to anyone without prior approval by the principal/technology coordinator.
- D. Users are prohibited from using passwords and IDs other than those specifically assigned to them.
- E. Copyrighted software shall not be downloaded from network resources or further transmitted in any form without compliance with all terms of a pre-authorized licensing agreement. HPS will not tolerate infringement or violation of United States or international copyright laws or restrictions.

3. Internet Access

- A. All users are prohibited from accessing portions of the Internet that do not promote the educational/instructional mission or administrative function of the HPS.
- B. Outbound access to the Internet shall be in accordance with applicable HPS rules and regulations. Monitoring and management of acceptable use is the responsibility of the principal or technology coordinator.
- C. Inbound access to HPS systems and services from the Internet shall be restricted to the HPS dial in server unless otherwise authorized by the technology coordinator or his/her designee. This includes Internet services such as FTP, Telnet, time, gopher, ping, finger, etc.

- D. Copyrighted software shall not be downloaded from the Internet or further transmitted in any form without compliance with all terms of a pre-authorized licensing agreement. HPS will not tolerate infringement or violation of the United States or international copyright laws or restrictions.
- E. All changes to the HPS firewall configuration must be approved in advance by the HPS network security manager or designee.

4. Webpage Publishing

- A. The establishment of web pages on the Internet must have an educational purpose that is related to a Hope Public School assignment, project, job, or function.
- B. All system wide information to be published on the Internet must be reviewed and approved by the technology coordinator or designee prior to being uploaded to the HPS web server.
- C. Developers of web pages should follow the HPS Webpage Guideline to promote the quality of the information.
- D. Copyrighted material shall not be placed upon any part of a webpage without prior permission from the copyright owner.
- E. Information may not be posted on the Internet if it: violates the privacy of others, jeopardizes the health and safety of students, is obscene or libelous, causes disruption of school activities, plagiarizes the work of others, is a commercial advertisement, or is not approved by the principal or technology coordinator.
- F. All web pages should contain the name of the responsible HPS official, the name of the webmaster and the date that the page was last updated.

Computer and Network Faculty/Staff Agreement:

As an employee of Hope Public School District #1, I agree to follow the computer use policy and its behavioral standards. I agree to cover the equipment daily, protect it from foreign materials, and run the anti-virus program on the fixed drive once a week, and on every diskette placed into the computer system. I agree to attend a 1 ½ hour Computer Introductory Class provided by the district within a one-year period of time.

I understand that I will be given network and Internet privileges that students may or may not have. I agree to monitor students while they are using the computers and network. If I allow student(s) access to the Internet through my own login and password, I agree to take responsibility for monitoring the student while they are using the computer. I agree to maintain security on my computer, network, and account by not giving out my password or any other password deemed for "faculty/staff only". I understand that I should not write down my password, but rather make my password something I can remember. I also understand that my hard drive (C:) could be replaced at any point in time, and that I should save all data to a diskette (Drive A).

I have read, understand, and agree to follow all policies outlined in the Hope Public Schools District Computer/Network Use Policy as well as promote this agreement with the students. I agree to use the network in accordance with the policy and model to my student's proper network etiquette. I also agree to report any misuse of electronic information to the proper authority.

I understand that if I violate the computer/network use policy, my computer and/or network privileges could be revoked.

Faculty/Staff Name _____

Signature

Building (Room/Office) _____

Date _____

All Network login names will be your first initial and last name with no spaces. Password will need to be at least 5 characters long and can consist of letters or numbers and must be original.

- Keep a copy of this agreement your records!! Give the original to the site technology coordinator for your school.

Policy Name: STAFF JOB ACTIONS

Policy Code: GBUD
Date Amended: 05/15/00
Amended: 07/09/01

It is the intent of the board to ensure that district education programs function without interruption. For this reason it will seek to ensure that contracts which are in force with the district are fulfilled. If necessary the board will enter into legal recourse to fulfill its obligations and responsibilities to district citizens.

Any employee who conducts himself in a manner which is disruptive to district educational programs and/or violates the provisions of his contract with the district subjects himself willfully to the possibility of legal action by the board. An employee who breaches his individual contract has, in essence, terminated his employment with the district.

It is the responsibility of every administrator to ensure that the obligations and responsibilities of the board are fulfilled as the board directs.

In the event of any disruptive actions by staff groups, emergency personnel regulations will go into effect.

Policy Name: RESPONSIBILITIES GOVERNING BULLYING

Policy Code: GBUE

Date Adopted: 06/13/05

Amended: 06/18/07

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

District staff is required to help enforce implementation of the district's anti-bullying policy. The district's definition of bullying is indicated below. Students who bully another person are to be held accountable for their actions whether it occurs on school grounds, off school grounds at a school sponsored or approved function, activity, or event; or going to or from school or a school activity. Students are encouraged to report behavior they consider to be bullying; including a single action which if allowed to continue would constitute bullying, to their teacher or the building principal. The report may be made anonymously. A person or persons who file a bullying complaint shall not be subject to retaliation or reprisal in any form.

Definition:

Bullying means the intentional harassment, intimidation, humiliation, ridicule, defamation, or threat or incitement of violence by a student against another student or public school employee by a written, verbal, electronic, or physical act that causes or creates a clear and present danger of:

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

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

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

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

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

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

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

1. Sarcastic “compliments” about another student’s personal appearance;
2. Pointed questions intended to embarrass or humiliate;
3. Mocking, taunting or belittling;
4. Non-verbal threats and/or intimidation such as “fronting” or “chesting” a person;
5. Demeaning humor relating to a student’s race, gender, ethnicity or personal characteristics;
6. Blackmail, extortion, demands for protection money or other involuntary donations or loans;
7. Blocking access to school property or facilities;
8. Deliberate physical contact or injury to person or property;
9. Stealing or hiding books or belongings, and/or
10. Threats of harm to student(s), possessions, or others.

Legal Reference:
A.C.A. § 6-18-514

**END OF POLICIES FOR
CERTIFIED EMPLOYEES**

BEGINNING OF POLICIES
FOR CLASSIFIED EMPLOYEES

Policy Name: CLASSIFIED PERSONNEL POLICY
COMMITTEE

Policy Code: GC
Date Adopted: 07/17/95
Date Amended: 06/19/00
Date Amended: 04/19/04
Date Amended: 03/21/05
Date Amended: 05/16/05

Each school district in the State of Arkansas shall have a set of written personnel policies, including the salary schedule of each classification of classified personnel in the schools. For the purposes of Act 1780 of 2003 there shall be five classifications of classified personnel as listed below.

It shall be the policy of the Hope School District to have a committee on personnel policies for classified personnel. This committee will consist of nine (9) non-management representatives, with at least one (1) representative from each of the following five (5) classifications:

- Maintenance and Operation (custodians)
- Transportation
- Food Services
- Aides and Paraprofessionals
- Secretarial and Clerical
- Technical Support

The Superintendent shall appoint three (3) supervisors or administrators to the committee, one of which may be the Superintendent.

The classified personnel members of the committee on personnel shall be elected by a majority of the classified personnel voting by secret ballot.

The election shall be solely and exclusively conducted by the classified personnel including distribution of ballots to all classified personnel.

The length of terms for the first election under Act 1780 of 2003 will be determined by drawing for positions, two for a three-year term, three for a two-year term and three for a one-year term. Thereafter, each position will serve for a period of three years. Officers will be elected yearly. Any committee member may run for election again at the end of each term.

Policy Name: CLASSIFIED PERSONNEL COMPENSATION
GUIDES AND CONTRACTS

Policy Code: GCA
Date Adopted: 07/17/95
Date Amended: 06/19/00
Date Amended: 03/21/05
Date Amended: 05/16/05
(Cross Ref. # GCP)
Date Amended: 04/22/13

The school district shall adopt written salary schedules for classified personnel annually and shall provide the Department of Education with the web address at which the current year's schedules may be found.

Such schedules shall reflect the actual pay practices of the district for classified personnel; reflecting increments for years of experience in public school education and/or private sector work, license, certification, and/or degree.

The term of employment of such employees shall be continuous as long as their services are satisfactory or until their particular type of service is discontinued. Written contracts shall be issued by the board.

Applications for classified personnel positions will be submitted through the Superintendent's office.

Policy Name: CLASSIFIED PERSONNEL COMPENSATION

Policy Code: GCAB
Date Amended: 10/22/01
Date Amended: 03/21/05
Date Amended: 05/16/05
Date Amended: 04/22/13

It shall be the policy of the school board that salary and compensation will be according to the following:

1. Determination of Rates: For all employees, appropriate compensation rates shall be determined on the basis of prevailing rates paid for work of similar nature and responsibility in the community.
2. Salary Ranges: A salary range shall be assigned to each classification of position, and the rate of compensation for each employee shall be within the minimum and maximum rates established for the classification to which his/her position has been allocated.
 - a. Documented paid work experience outside the school system that has been job-related will be credited to personnel entering the school system on the basis of full credit for the first five years and one-half credit in excess of five years. Fractions of years will not be considered in determining amount of experience. Allowable experience will be determined by the Superintendent.
 - b. Personnel who change a classification position will be credited for years of experience on the basis of one-half credit for each year worked in the prior classification. No credit will be given for fractional years.
 - c. This policy does not permit retroactive or back pay adjustments.
3. Compensation Plan: The Superintendent shall recommend to the school board revisions of this plan from time to time to reflect changes in responsibility, economic conditions or other valid influencing factors.
4. Extra Help: When extra laborers or helpers are hired, they may be paid by the hour rather than on a monthly basis. This shall be done at the discretion of the Superintendent based upon the proposed length of employment.

FORMULA FOR SALARIED/SUPERVISOR PERSONNEL

Daily Rate for Classroom Teacher _____
 Times Number of Contract Days _____
 Equal Teachers Pay _____
 Times Responsibility Factor _____
 Equals Total Salary _____

POSITION:	INDEX FACTOR	NUMBER DAYS CONTRACTED:
Nurse (Registered)	1.0	186
Nurse (Licensed)	.60	186
Social Worker	1.0	186
Public Relations with degree	1.0	245
Director of Food Services	.88	245
Custodial Supervisor	.85	260
Maintenance Supervisor	.87	260
Speech Therapist	1.15	227
Speech Therapy Assistant	1.00	191
Technology Specialist I	.88	260
Technology Specialist II	.75	260
District Treasurer	.85	245

Accounting	.70	245
Superintendent Secretary	.55	245
Trans/Personnel Secretary	.54	245
Federal Programs Secretary	.54	245
Special Services Secretary	.54	245
Principal's Secretary	.52	245
Secretary	.47	205

Policy Name: QUALIFICATIONS OF SCHOOL EMPLOYEES

Policy Code: GCB
Date Adopted: 06/18/90
Date Amended: 05/16/05

The Superintendent, in as much as possible, shall insure that all school employees are qualified for the position for which they are employed.

Legal References:

Ark. Stat. Ann. §§6-19-106, 6-19-108, 6-19-106.

Amended 7-17-95

Act 1387 of 2003

Act 1720 of 2003

Policy Name: CLASSIFIED PERSONNEL
QUALIFICATIONS AND DUTIES

Policy Code: GCBA
Date Adopted: 05/17/93
Date Amended: 03/21/05
Date Amended: 05/16/05

The Superintendent, with the approval of the board, is authorized to employ such persons as necessary for the successful operation of the schools. These persons may be employed on an hourly, daily, weekly, monthly, or yearly basis. This shall include personnel necessary to maintain records, to operate lunchrooms and transportation programs, to provide other necessary school services, and to provide for the efficient operation of the school district. Such positions may include clerks, teacher aides, custodians, bus drivers, maintenance personnel, cooks, supervisors, substitute teachers, or any other position deemed necessary by the Superintendent.

Policy Name: APPEARANCE AND PERSONAL HABITS

Policy Code: GCBAA
Date Adopted: 05/17/93

1. All employees of the Hope Public Schools will conduct themselves in a manner that shall bring credit to the schools and to the community.
2. Personal appearance shall be clean, neat and acceptable.
3. Objectionable language shall not be used around school buildings.
4. The use of intoxicating drinks or drugs is prohibited during working hours.
5. The smoking or use of tobacco in any form is prohibited within any enclosed area, building, facility, or on the campus of any school in this school district.
6. Punctuality is a must.
7. The employee must be dependable in all assigned tasks.
8. The employee will notify immediate supervisor when it is necessary to be tardy or absent.

Policy Name: CLASSIFIED PERSONNEL RECRUITMENT

Policy Code: GCC

Date Adopted: 05/17/93

Date Amended: 05/16/05

It shall be the policy of the school board that:

Persons desiring employment shall file written application at the Superintendent's office, setting forth in their application experience and other information as may be required. It shall be the policy of the board to post notices in public places and/or in the local newspaper of all vacancies. Applications shall then be received and selection shall be made by the board of education based upon the recommendation of the Superintendent at the next regular board meeting.

Policy Name: CLASSIFIED PERSONNEL - HIRING

Policy Code: GCD
Date Adopted: 05/17/93
Date Amended: 05/16/05

It shall be the policy of the school board that all classified personnel will be recommended for employment and reemployment by the Superintendent. The following guidelines will be followed:

- A. The qualifications of the applicants shall be appraised by an examination consisting of one or more of the following:
 - 1. A rating of experience or training
 - 2. A personal interview
 - 3. An oral or written test
 - 4. A performance or demonstration
- B. Appointments: Each appointee shall receive a letter of appointment showing his salary, job description and other pertinent information as well as a copy of this personnel policy.
- C. Hiring shall be done on the basis of education, training, experience, special skills, and ability to perform the job.

Policy Name: CLASSIFIED PERSONNEL ASSIGNMENT

Policy Code: GCE
Date Adopted: 05/17/93
Date Amended: 05/16/05

The Superintendent or his designee shall consider as far as possible the wishes of employees in making building assignments of all classified personnel.

Employees may be assigned, or transferred by decision of the Superintendent or his designee.

Legal References:
Act 654 of 1991.

Policy Name: CAFETERIA SUPERVISOR

Policy Code: GCH
Date Adopted: 05/17/93

MAJOR RESPONSIBILITIES:

1. The cafeteria supervisor shall be directly responsible to the Superintendent.
2. The cafeteria supervisor shall operate an adequate school lunch program in accordance with federal and state regulations and be responsible for the performance of all school food services personnel.
3. A monthly report shall be prepared by the cafeteria supervisor. Supporting records shall be maintained and prepared for an annual audit.
4. Lunches shall be served at a reasonable cost to all students and school personnel.
5. Specific duties shall be:
 - a. Prepare a financial report on all cafeterias for the Superintendent.
 - b. Handle recommendations for cafeteria personnel selection, dismissal, and assignment.
 - c. Provide required information to district central office for preparation of payroll of cafeteria staff.
 - d. Requisition food, supplies, and equipment for school food services.
 - e. Prepares menus for all schools.
 - f. Responsible for the acceptance and delivery of county school commodities and the reports required.
 - g. Recommends purchase of all kitchen and dining room equipment replacement and maintenance.
 - h. Plans and supervises all special functions that are served by school cafeteria and personnel.
 - i. Directs the implementation and monitoring of the Free Lunch Program.

Policy Name: MAINTENANCE SUPERVISOR

Policy Code: GCHA
Date Amended: 06/19/00

QUALIFICATIONS: High School Diploma/GED
1-3 Years Supervisory experience
1-3 Years Maintenance Supervisory Experience

REPORTS TO: Superintendent

JOB GOAL: To maintain the physical school plant and grounds in a condition of operating excellence so that full educational use may be made at all times.

PERFORMANCE RESPONSIBILITIES:

1. To maintain proper distribution of school furniture and moveable fixtures.
2. To place buildings and grounds in condition for safe, sanitary, and efficient operation, and continuously inspect, appraise, and maintain such condition throughout the term of their operation.
3. To supervise the maintenance of an inventory of all property utilized by the buildings and grounds personnel.
4. To recommend for requisition the equipment and supplies needed for the efficient operation and maintenance of all school property.
5. To recommend to the Superintendent the personnel needed to maintain grounds and other school property.
6. To report to the Superintendent on conditions in the school buildings and to recommend changes and improvements which need to be made.
7. To perform other duties as assigned by the Superintendent.

TERMS OF EMPLOYMENT:

Salary Schedule:
Length of Contract:

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Classified Personnel.

Policy Name: DIRECTOR OF FOOD SERVICES

Policy Code: GCHAA
Date Adopted: 06/19/00

QUALIFICATIONS: Five years administrative experience in Food Services
Formal training in Business Administration

REPORTS TO: Assistant Superintendent for Support Services

JOB GOAL: To provide each school child with food of high nutritional quality in an atmosphere of cleanliness, and personal caring

PERFORMANCE RESPONSIBILITIES:

1. Prepare and administer the departmental budget.
2. Purchase and maintain an inventory of all foods, supplies, and equipment
3. Standardize cafeteria accounting procedures in cooperation with the district business office.
4. Arrange for audits of cafeteria accounts through approved auditors.
5. Plan and supervise the preparation and serving of menus at all schools.
6. Inform the public, through the local press, of planned lunch menus on a weekly basis.
7. Plan and check all menus for school lunches and special dinners.
8. Supervise the planning and preparation of any special meals required for district-sponsored events.
9. Standardize as much as possible the size of portions served as related to lunch type.
10. Provide assistance and suggestions for the preparation and serving of government surplus foods.
11. Inspect school lunch facilities and operations to ensure that standards of diet, cleanliness, health, and safety are being maintained.
12. Visit all lunchrooms and cafeterias as often as possible, checking that high standards of health and safety are maintained, and observing possible improvement in operations.
13. Review and evaluate all requests and recommendations for purchase of new and replacement equipment.
14. Consult, as needed, with school planners and architects on plans and specifications for new or renovated food preparation centers.
15. Assist principals and teachers in the instructional phases of the lunchroom program and in the classroom instructional units of work pertaining to nutrition.
16. Administer personnel policies and evaluate cafeteria manager and workers.
17. Interview, screen, and recommend appointment of cafeteria personnel.
18. Direct the management of the cafeteria and Snack Bar.
19. Interview and recommend employment of all food service employees.
20. Check all bills and purchase orders for accuracy before presenting them to the business office for payment.
21. Make all applications for federal subsidies.
22. Evaluate and maintain all food service programs as required by USDA.
23. Direct the USDA Federal lunch/breakfast application program.
24. Serve as the official hearing agent for USDA regarding the free and reduced application program.
25. Submit application for government surplus food for school cafeteria use, and direct its distribution and transfer.
26. Plan disposition of government commodities as part of the ongoing food service program.
27. Check all government reimbursements.
28. Prepare specification and bid conditions for all items requiring such bids law or Board policy.
29. Maintain all records for food service personnel.

30. Establish in-service and on the job training for school lunch personnel.
31. Keep patrons and the public informed of the menus and services offered by the school cafeterias and of the health and educational benefits gained by children through participation in the school food service program.
32. Maintain record of all students assigned to Majority to Minority (M to M) on Federal Free Lunch Program.
33. Provide feeding to approved preschool, after school program, etc.
34. Process food lines for other school districts that are acquired by bid and on the inter-processing agreement with USDA to process for other in-state school districts.
35. Implement the District's Desegregation Plan.
36. Respond to after hour emergencies.
37. Perform other duties as assigned.

Terms of Employment:

Salary:

Length of Contract:

Evaluation:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Classified Personnel.

POSITION TITLE: SECRETARY TO DIRECTOR OF FOOD SERVICES

Policy Code: GCHAAB
Date Adopted: 06/19/00
Date Amended: 06/11/07

QUALIFICATIONS: High school diploma/GED
Experience in bookkeeping and general office work

REPORTS TO: Director of Food Services

JOB GOAL: To assure the efficient operation of the food services office so that it can play its effective part in the education process.

PERFORMANCE RESPONSIBILITIES:

1. Make and file lunchroom reports
2. Perform secretarial duties
3. Answer and respond to all telephone calls
4. Schedule appointments for Food Service Director
5. Compile commodity quantity and monthly commodity costs
6. Type and distribute memos and letters
7. Compile and make reports to State Department of Education
8. Copy and distribute all food transfer forms from one school to another
9. Type and distribute monthly menus and worksheets for breakfast, lunch, and extended day for all schools
10. Type invoice and distribute all records from schools participating in serving extend day breakfast, extend day and pre-kindergarten snacks
11. Make a monthly report from all USDA commodity school inventories and send to the commodity office
12. Assist in food service operation when and where needed
13. Perform work at varying heights on a ladder
14. Perform some heavy lifting
15. Respond to after hour emergencies
16. Be available to work unscheduled hours when needed
17. Perform other job related duties as assigned

TERMS OF EMPLOYMENT:

Salary Schedule: Teacher Index _____%
Length of Contract: 205 Days

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Classified Personnel.

Policy Name: CAFETERIA MANAGER

Policy Code: GCHAAC
Date Adopted: 06/19/00
Date Amended: 06/11/07

QUALIFICATIONS: High school diploma/GED
Minimum of two years as an institutional food service worker, manager or supervisor
Valid Arkansas driver's license

REPORTS TO: Food Service Director

JOB GOAL: To ensure the smooth and efficient operation of the school cafeteria for the ultimate health, comfort, and benefit of the students.

PERFORMANCE RESPONSIBILITIES:

1. Oversee the operation of the cafeteria.
2. Assist in the preparation and serving of meals.
3. Determine quantities of food needed.
4. Prepare orders for foods needed to meet menu requirements.
5. Check all deliveries of food and equipment to be sure that all merchandise is received in good condition.
6. Prepare a monthly inventory of all supplies on hand.
7. Prepare daily meal reports - number of meals served, paid lunches, reduced lunches, free lunches, milk reports, daily production sheets, costing of meals reports, etc.
8. Check all menus carefully so as to meet breakfast/lunch meal pattern requirements.
9. Report repairs on equipment or any replacements needed.
10. Date and rotate stock.
11. Supervise and enforce safety and sanitation regulations.
12. Prepare school cafeteria leave forms and time cards.
13. Assist in food service operations when and where needed, including, but not limited to banquets, special events, and emergencies.
14. Perform some heavy lifting.
15. Perform work at varying heights on a ladder.
16. Respond to after hour emergencies.
17. Perform other job related duties as assigned.

TERMS OF EMPLOYMENT:

Salary Schedule: Custodial/Cafeteria plus \$ _____
Length of Contract: 178 + workshop and clean up.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Classified Personnel.

Policy Name: CAFETERIA WORKER

Policy Code: GCHAAD
Date Adopted: 06/19/00
Date Amended: 06/11/07

QUALIFICATIONS: High school diploma/GED

REPORTS TO: Cafeteria Manager

JOB GOAL: To serve students attractive and nutritious meals in an atmosphere of efficiency, cleanliness and friendliness.

PERFORMANCE RESPONSIBILITIES:

1. Assist in the preparation of meals.
2. Assist in the serving of meals.
3. Assist in the cleaning and after-meal preparations.
4. Work together to ensure a good relationship with all fellow employees.
5. Perform some heavy lifting.
6. Perform work at varying heights on a ladder.
7. Assist in food service operations when and where needed, including, but not limited to banquets, special events, and emergencies.
8. Respond to after hour emergencies.
9. Perform other job related duties as assigned.

TERMS OF EMPLOYMENT:

Salary Schedule: Custodial/Cafeteria
Length of Contract: 178 + workshop and clean-up

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Classified Personnel.

Policy Name: WAREHOUSE ATTENDANT/
FOOD SERVICE WORKER

Policy Code: GCHAAE
Date Adopted: 06/19/00
Date Amended: 06/11/07

QUALIFICATIONS: Valid Arkansas driver's license
Good driving record
High school diploma/GED

REPORTS TO: General Manager/Assistant Managers

JOB GOAL: To provide safe and efficient transportation so that students may enjoy the fullest possible advantage from the district's food services.

PERFORMANCE RESPONSIBILITIES:

1. Operate truck in safe and effective manner.
2. Load and unload materials in a manner designed to prevent damage.
3. Assist in filling requests for materials and food items.
4. Assist in arranging and replenishing stock.
5. Deliver food and supply orders to school.
6. Perform heavy lifting.
7. Perform job duties in school cafeteria when assigned.
8. Perform work at varying heights on a ladder.
9. Respond to after hour emergencies.
10. Perform other job related duties as assigned.

TERMS OF EMPLOYMENT:

Salary Schedule: Custodial/Cafeteria
Length of Contract: _____ Days

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Classified Personnel.

Policy Name: SECONDARY SCHOOL PARAPROFESSIONAL
(IN-SCHOOL DETENTION SUPERVISOR)

Policy Code: GCHAAF
Date Adopted: 06/19/00
Amended: 06/11/07

QUALIFICATIONS: High school diploma
Ability to work well with students and peers
Flexibility
Follow chain of command
Willing to be trained in intervention program

REPORTS TO: Building Principal

JOB GOAL: To aid and support teachers and other certified personnel. Implement the instructional program.

PERFORMANCE RESPONSIBILITIES:

1. Supervise students in ISD.
2. Assist in instructional materials provided by teachers.
3. Assume responsibility for being prepared to perform instructional or supervisory duties as pre-scribed by building principal.
4. Implement behavior management technique.
5. Assist with duties such as lunchroom, bus, between class periods, etc.
6. Participate in in-service, staffing, faculty meetings as instructed by building principal.
7. Complete daily work schedules as assigned.

TERMS OF EMPLOYMENT:

Salary Schedule: Aide
Length of Contract: 178 days

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Classified Personnel.

Policy Name: RECEPTIONIST

Policy Code: GCHAAG
Date Adopted: 06/19/00
Amended: 06/11/07

QUALIFICATIONS: High school graduate
Experience in general office work preferred
Be able to type accurately
Experience with personal computers

REPORTS TO: Building Principal

JOB GOAL: To assure the smooth and efficient operation of the school office so that the office's maximum positive impact on the education of children can be realized.

PERFORMANCE RESPONSIBILITIES:

1. Operate standard office machines and perform general school receptionist duties.
2. Assist with registration of new students and maintenance of school records required for school attendance.
3. Help maintain a positive school image by properly hosting all visitors.
4. Prepare all forms/correspondence to properly enroll students.
5. Assist in preparation, production, and distribution of school announcements.
6. Update the computerized student directory as required.
7. Record student withdrawals and prepare records for transfer.
8. Assist with checking students in and out.
9. Perform other job related duties as assigned.

TERMS OF EMPLOYMENT:

Salary Schedule: Teacher Index _____ %
Length of Contract: 205 days per contract year

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Classified Personnel.

Policy Name: ADMINISTRATIVE SECRETARY TO
THE PRIMARY PRINCIPAL (K-4)

Policy Code: GCHAAGA
Date Adopted: 06/11/07

QUALIFICATIONS: High School Diploma or G.E.D
Previous experience as a secretary preferred
Knowledge of office management and business practice required; computer skills are mandatory

REPORTS TO: Principal

JOB GOAL: To provide support to the school principal by performing the organization, clerical and management duties of the office.

PERFORMANCE RESPONSIBILITIES:

1. Follow instructions and operate within the limits of standard practices and procedures*
2. Operate standard office equipment such as typewriter, calculator, word processor, Xerox photo copiers, fax machines, etc. as well as equipment developed from future technology as required by the job.
3. Type correspondence, articles, reports, manuals, and other materials on general or technical subjects; draft routine acknowledgments in response to inquiries not requiring a supervisor's attention
4. Maintain and prepare monthly and yearly reports
5. Arrange for substitutes for teachers and aides
6. Maintain all employee attendance activity
7. Work with the payroll, benefits and personnel departments to keep all information current and up to date
8. Schedule parent conferences for teachers, counselors and administrators
9. Maintain schedule of facility use and order heat/air for activity
10. Create and prepare forms used by the school
11. Distribute mail to appropriate personnel
12. Maintain updated and accurate files of general correspondence
13. Answer telephone, screen callers, and refer to appropriate person; greet visitors, ascertain nature of business and direct visitors to appropriate person
14. Arrange meetings, conferences and trips for administrators
15. Maintain data, statistics and other information and prepare reports, as required
16. Assist in maintaining efficient office operations by providing clerical relief whenever and wherever needed
17. Interact effectively with the general public, staff members, students, teachers, parents, and administrators, using tact and good judgment
18. Participate in training programs to increase skills and proficiency related to assignments
19. Follow federal and state laws, as well as school board policies
20. Perform other job related duties as assigned

TERMS OF EMPLOYMENT:

Salary Range: Teacher Index _____ %
Length of Contract: 245 Days

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Classified Personnel.

Policy Name: PHYSICAL EDUCATION AIDE

Policy Code: GCHAAH
Date Adopted: 06/19/00
Amended: 06/11/07

QUALIFICATIONS: High School Graduate
Desire to work with children

REPORTS TO: Building Principal

JOB GOAL: K-2, to teach gross and fine motor skills, as well as hand-eye coordination, teamwork with large and small group activities in physical education

3rd and up, to promote physical education in teamwork. Supervise group activities such as basketball, kickball, softball, etc

PERFORMANCE RESPONSIBILITIES:

1. Prepare lesson plans for daily activities
2. Assist with duties as prescribed by the building principal
3. Participate in off campus activities as directed by the building principal
4. Participate in in-service, professional and/or faculty meetings as directed by the building principal
5. Perform other school related duties as assigned by the principal

TERMS OF EMPLOYMENT:

Salary Schedule:
Length of Contract: 178 days - 7 hours per day

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Staff Personnel.

Policy Name: CLASSROOM INSTRUCTIONAL PARAPROFESSIONAL

Policy Code: GCHAAI
Date Adopted: 06/19/00
Amended: 05./15/06
Amended: 06/11/07
Date Amended: 04/22/13

QUALIFICATIONS: Minimum: Associate Degree or 60 accredited college hours

REPORTS TO: Principal

JOB GOAL: To enhance student performance through lesson plans and activities approved by the assigned certified teacher

PERFORMANCE RESPONSIBILITIES:

1. Conduct small group or individual classroom activities based on lesson plans developed by the teacher.
2. Assist with supervision of the students in the classroom.
3. Assist with routine record keeping.
4. Maintain and retain supplies and equipment purchased for carrying out duties.
5. Assist with classroom housekeeping.
6. Assist in ordering and inventory of classroom equipment and materials.
7. Assist with school wide supervision such as hallway, cafeteria, bus line, and car line duties.
8. Participate in professional development activities to increase skills and proficiency related to the job assignment.
9. Provide documentation of professional development activities as approved by the principal to the principal.
10. Review current developments, literature, and technical source information related to job responsibilities.
11. Ensure adherence to good safety procedures.
12. Follow federal and state laws as well as Board policies.
13. Perform other related duties as assigned.

TERMS OF EMPLOYMENT:

Salary Schedule: Paraprofessional Salary Schedule

Length of Contract: 183 days (178 student contract days, 5 professional development days) – a total of 30 hours.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Classified Personnel.

Policy Name: EDUCATIONAL INTERPRETER

Policy Code: GCHAAJ

Date Adopted: 06/19/00

Amended: 06/11/07

QUALIFICATIONS: High School Diploma or equivalency is required (College Degree Preferred)
Ability to provide oral interpreting/transliterating preferred

REPORTS TO: Building Principal and Special Education Supervisor

JOB GOAL: To provide interpreting and other support services to hearing-impaired students mainstreamed in the Hope School District and to facilitate communication among hearing-impaired students and their hearing peers, the classroom teacher and other personnel in the school system.

PERFORMANCE RESPONSIBILITIES:

1. Provide expressive and voice interpreting for Hearing-Impaired Students in mainstream classes.
2. Provide tutoring and/or note-taking services for Hearing-Impaired Students when necessary and when interpreting is not needed.
3. Confers with classroom teachers in order to better prepare for interpreting services (includes familiarity of subject area, vocabulary and appropriate signs.)
4. Performs other relevant tasks as may be assigned.

TERMS OF EMPLOYMENT:

Salary Schedule:

Length of Contract:

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Classified Personnel.

Policy Name: SECONDARY (MIDDLE) SCHOOL
COUNSELOR'S SECRETARY

Policy Code: GCHAAK
Date Adopted:
Date Amended: 06/11/07

QUALIFICATIONS: High School Diploma
Proficient typing skills, word processing and file maintenance
Effective organization, communication, and interpersonal skills
Ability to operate computer
Patient and calm demeanor with students and peers
Ability to work well with students and peers
Be flexible
Follow chain of command
Willing to be trained in intervention program
Adequate computer and clerical training experience preferred

REPORTS TO: Building Principal and Counselor

JOB GOAL: To assist in running an efficient and effective operation of the school counselor's office.

PERFORMANCE RESPONSIBILITIES:

1. Help maintain a positive school image by properly hosting all visitors.
2. Perform general secretarial duties and operate standard office machines.
3. Compile and maintain cumulative folders and other guidance records for students.
4. Perform the total operation of the computer terminal and paperwork associated with it.
5. Assist in the preparation of standardize testing.
6. Assist in the organization of pre-registration for 6th and 7th graders.
7. Prepare various reports for the counselor's office.
8. Supervise the counselor's student helpers
9. Copy and prepare records to fax and mail to various schools
10. Assist students in scheduling process
11. Assist counselor in CAP conferences
12. Maintain ACSIP - Compile and type in necessary information for state reporting.
13. Report problems with APSCN
14. Escort new students and parents to classrooms and around school campus
15. Notify Special Ed Department of incoming and outgoing students who receive services.
16. Enter grades for student report cards.
17. Update student and teacher information for APSCN.
18. Enter student course requests.
19. Compile and update information for the Standard Assurance Report.
20. Organize school related activities and promote public relations.
21. Answer questions regarding scheduling, report cards, parent conferences, etc.
22. Assist in answering all phone calls.
23. Mail out correspondences to parents and students
24. Sort and file test scores.
25. Assist in school workshops.
26. Assist in receptionist duties as necessary.

27. Bind printouts and reports.
28. Notify teachers of student withdrawals.
29. Distribute confirmation sheets to teachers for report cards.
30. Distribute report cards during parent/teacher conferences.
31. Register new students.
32. Sort materials for CHUNK. Testing.
33. Assist in locating no-show students.
34. Prepare driver's forms for students.
35. Perform other job related duties as assigned

TERMS OF EMPLOYMENT:

Salary Schedule: Teacher index - _____ %
Length of Contract: 205 days

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Classified Personnel.

Policy Name: ADMINISTRATIVE SECRETARY TO THE
MIDDLE SCHOOL PRINCIPAL

Policy Code: GCHAAKA
Date Adopted: 06/11/07

QUALIFICATIONS: High School Diploma
Knowledge of office management and business practice Computer skills
Patient and calm demeanor with students and peers
Be Flexible
Follow chain of command

REPORT TO: Principal

JOB GOAL: To provide support to the school principal by performing the organization, clerical and management duties of the office.

PERFORMANCE RESPONSIBILITIES:

1. Follow instruction and operate within the limits of standard practices and procedures.
2. Must be able to work in fast-paced environment.
3. May be required to handle multiple tasks at any given time.
4. Maintain composure in times of stress.
5. Maintain all employee attendance activity.
6. Distribute mail to appropriate personnel.
7. Maintain updated and accurate files of general correspondence and business documents.
8. Answer telephone, screen callers, and refer to appropriate person.
9. Greet visitors ascertain nature of business and direct visitors to appropriate person.
10. Contact substitutes for teachers who will be out of their classrooms that day.
11. Interact effectively with the general public, staff members, students, teachers, parents, and administrators, using tact and good judgment.
12. Operate standard office equipment. .
13. Receives and deposits the various monies from clubs, athletics, etc.
14. Ensure adherence to good safety procedures.
15. Follow federal and state laws, as well as School Board policies.
16. Assist in the preparation of pre-registration for summer school.
17. Supervise the main office student helper.
18. Assist parents and students in scheduling process doing summer.
19. Assist DHS, and Juvenile Prohibition Officers with paper work.
20. Direct new students and parents to classrooms
21. Answer questions regarding scheduling and report cards during parent-teacher conference and afternoon tutoring.
22. Assist in student medical attention.
23. Sort and file closing procedure papers.
24. Perform other job related duties as assigned.

TERMS OF EMPLOYMENT:

Salary Schedule: Teacher Index _____ %
Length of Contract: 245 Days

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Classified Personnel.

Policy Name: ADMINISTRATIVE SECRETARY TO
THE HIGH SCHOOL PRINCIPAL

Policy Code: GCHAAKB
Date Adopted: 06/11/07

QUALIFICATIONS: High School Diploma or GED
Previous experience is a secretarial field
Knowledge of office management and business practice required; computer skills are mandatory.

REPORTS TO: Principal

JOB GOAL: To provide support to the school principal by performing the organization, clerical and management duties of the office.

PERFROMANCE RESPONSIBILITIES:

1. Follow instructions and operate within the limits of standard practices and procedures.
2. Type correspondence, articles, reports, manuals, and other materials on general or technical subjects; draft routine acknowledgments in response to inquiries not requiring a supervisor's attention.
3. Must be able to work in a fast-paced environment.
4. May be required to handle multiple tasks at any given time.
5. Maintain composure in times of stress.
6. Maintain and prepare monthly and yearly reports.
7. Assist other school personnel with computer problems and questions.
8. Maintain all employee attendance activity.
9. Distribute mail to appropriate personnel.
10. Maintain updated and accurate files of general correspondence and business documents.
11. Create and prepare some forms used by the school.
12. Distribute mail to appropriate personnel.
13. Maintain updated and accurate files of general correspondence and business documents.
14. Maintain an alphabetical, numerical, or simple subject matter filing system.
15. Answer telephone, screen callers, and refer to appropriate person; greet visitors, ascertain nature of business and direct visitors to appropriate person.
16. Contact substitutes for teachers who will be out of their classroom that day.
17. Arrange meetings, conferences and trips for administrators.
18. Maintain data, statistics, and other information and prepare reports, as required.
19. Assist in maintaining efficient office operations by providing clerical relief whenever and wherever needed.

- 20. Interact effectively with the general public, staff members, students, teachers, parents, and administrators, using tact and good judgment.
- 21. Operate standard office equipment.
- 22. Receives and deposits the various monies from clubs, athletics, etc.
- 23. Orders graduating supplies for the seniors.
- 24. Ensure adherence to good safety procedures.
- 25. Follow federal and state laws, as well as School Board policies.
- 26. Perform other job related duties as assigned

TERMS OF EMPLOYMENT:

Salary Range: Teacher Index _____ %
Length of Contract: 245 Days

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Classified Personnel.

Policy Name: Administrative Secretary
to the Alternative School Principal

Policy Code: GCHAAKC
Date Adopted: 04/22/13

Qualifications: High School Diploma or GED
Previous experience as a secretary preferred
Knowledge of office management, business practice and computer skills
Patient and calm demeanor with the ability to work well with students, peers,
faculty and parents
Be Flexible
Effective organization, communication, and interpersonal skill
Follow chain of command

REPORT TO: ALE Principal

JOB GOAL: To provide support to the principal by performing
the organizational, clerical, and management duties of the office.

PERFORMANCE RESPONSIBILITIES:

1. Perform Secretarial Duties.
2. All duties must be performed in a professional manner.
3. Operate standard office equipment.
4. Assist school personnel with computer problems and question.
5. Answer telephone, screen callers, and refer to appropriate person. Ascertain nature of business and direct visits to appropriate persons.
6. Help maintain a positive school image by properly hosting all visitors.
7. Must be able to work in fast-pace environment.
8. Maintain composure in times of stress.
9. Must be able to handle multiple tasks at any given time.
10. Be professional when interacting with the general public, staff members, students, teachers, parents, and administrators using tact and good judgment.
11. Make and file lunchroom reports.
12. Type and distribute memos and letters.
13. Create and prepare forms used by the school as assigned.
14. Maintain all employee attendance activity.
15. Distribute mail to appropriate personnel.
16. Maintain updated and accurate files of general correspondence and business documents.
17. Assist with registration of new students and maintenance of school records required for school attendance.
18. Direct new students and parents to classrooms.
19. Update the computerized student directory as required.
20. Be able to work closely with High School Counselor and Secretary to keep updated records of students' withdrawal and prepare records for transfer.
21. Assist with checking students in and out.
22. Update student and teacher information for APSCN.
23. Maintain data, statistics, and other information and prepare reports, as required.
24. Enter grades for student report cards.
25. Enter student course requests.

26. Mail out correspondences to parents and students.
27. Notify teachers of student withdrawal.
28. Distribute confirmation sheets to teachers for report cards.
29. Assist in locating no-show students.
30. Maintain confidentiality of all student and employee information.
31. Follow instructions and operate within the limits of standard practices and procedures.
32. Ensure adherence to good safety procedures.
33. Follow federal and state laws as well as School Board policies.
34. Assist DHS and Juvenile Prohibition Officers with paper work.
35. Sort and file closing procedure papers.
36. Contact substitute for absent teacher.
37. Participate in training programs to increase skills and proficiency related to assignments.
38. Perform other job related duties as assigned.

Your breaks include:

- 15 minutes in the A.M.
- 15 minutes in the P.M.
- 30 minutes for lunch

Policy Code: GCHAAL
Date Adopted: 06/19/00
Date Amended: 01/22/07

Policy Name: District Treasurer

QUALIFICATIONS: Accounting Degree Preferred
At least two years experience or formal education in accounting

REPORTS TO: Superintendent

JOB GOAL: To administer the fiscal affairs of the district efficiently and expeditiously
To complete the detail and written work relating to the financial operations of the district

PERFORMANCE RESPONSIBILITIES:

1. Give public notice and attend all meetings of the Board.
2. Keep full and accurate minutes of all meetings of the Board and sends copy of such meetings to each member of the Board at least one week prior to the next regular meeting.
3. Assist in the preparation of agenda setting forth all known items of business to be considered at Board meetings.
4. Perform Notary Public duties.
5. Publish all legal notices concerning district business.
6. Act as general accountant and preserves all accounts, vouchers, and contracts relating the schools.
7. Direct all financial accounting.
8. Receive all moneys belonging to the district.
9. Provide accounting services essential to the preparation, administration, supervision and control of the budget.
10. Supervises accounts payable process and procedures.
11. Supervises payroll authorization preparations and all related files.
12. Verifies personally all bank accounts monthly.
13. Make all reports that are the result of the accounting function.
14. Prepare and maintain all necessary earnings, records, deduction records and similar personnel payment records.
15. Prepare appropriate documents and checks for Bankruptcy Court, Child Support, Enforcement Unit, garnishments and IRS tax levies.
16. Serve as accountant for the regular budget and all federal, state, and/or private grant funds approved by the Board.

17. Establish and maintain an effective inventory control and property accounting system.
18. Pays out district moneys on written order of designated officials of the Board.
19. Give detailed accounts of moneys received and disbursed at least once a month prior to the regular meeting of the Board and at such other times as the Board may request.
20. Prepare and submit a monthly report on the district's fiscal status.
21. Render a full annual report at the end of each fiscal year.
22. Report to the Superintendent the accounting affairs of the district and recommends changes and improvements as necessary.
23. Cooperate with the auditors and provides information to them as requested.
24. Recommends the purchase of and oversees the maintenance of accounting equipment.
25. Serve as district APSCN System Administrator including the State Information System reporting.
26. Coordinate with depository institutions to assure continual collateralization of district funds.
27. Provide advance warning of potential over-expenditure of budgeted funds.
28. Maintain files on deeds of property and land-owned by the district.
29. Maintain up-to-date vehicle list and file of vehicle titles and statement of origins on buses.
30. Serve as the bookkeeper for the Adult Education program.
31. Utilize public relations skills and telephone techniques when working with employees and the general public.
32. Maintain confidentiality of all student and employee information.
33. Maintain file of all deduction checks for audit purposes.
34. Prepare yearly contracts for all employees.
35. Prepare payroll deductions for withholding tax, pension, social security, Blue Cross/Blue Shield, major medical, health insurance, and other required salary deduction.
36. Recalculate salary for returning employees that were on extended leave.
37. Prepare and distribute W-2's.
38. Perform other job related duties as assigned.

TERMS OF EMPLOYMENT:

Salary Range:	Teacher Index _____ %
Length of Contract:	245 Days

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Classified Personnel.

Policy Name: INSURANCE AND PAYROLL CLERK

Policy Code: GCHAAM
Date Adopted: 06/19/00
Amended: 01/22/07

POSITION TITLE: Payroll/Insurance Clerk

QUALIFICATIONS: Associates degree in Business Administration Preferred
Experience with data processing in payroll and insurance

REPORTS TO: Superintendent

JOB GOAL: To prepare district payroll and handle all Insurance matters.

PERFORMANCE RESPONSIBILITIES:

1. Maintain official records and files for past and present district personnel.
2. Enroll new employees as hired.
3. Review all incoming payroll time cards for accuracy prior to computer input.
4. Receive and screen payroll documents concerning employee changes of name or status and leave reports.
5. Key in information necessary to issue checks and the updating of checks and payroll records.
6. Assist in preparation of payroll deductions.
7. Implement payroll procedures and practices.
8. Produce checks, reports, and other payroll documents.
9. Process insurance withholdings and issue warrants to insurance vendors.
10. File and maintain permanent computer reports of employee payrolls and annual ledger status reports.
11. Maintain accurate records of employee leave on the computer and employee cards.
12. Inform supervisors of any discrepancies in leave and/or without pay.
13. Process incentive checks for affected employees at the end of the year.
14. Update and issue checks for unused sick leave for retirees.
15. Assist in distributing W-2's and making replacement copies as needed.
16. Utilize public relations skills and telephone techniques when working with employees and the general public.
17. Maintain confidentiality of all employee information.
18. Maintain records for sick leave bank.
19. Perform other job related duties as assigned.

TERMS OF EMPLOYMENT:

Salary Range:	Teacher Index _____%
Length of Contract:	245 Days

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Classified Personnel.

Policy Name: ACCOUNTS PAYABLE CLERK

Policy Code: GCHAAN
Date Adopted: 06/19/00
Amended: 01/22/07

POSITION TITLE: Accounts Payable Clerk

QUALIFICATIONS: Associates Degree in Business Administration Preferred
Previous experience in Bookkeeping/Accounting
Proficient on ten-key

REPORTS TO: Superintendent

JOB GOAL: To prepare invoices and input the necessary information to the computer to produce accounts payable checks.

PERFORMANCE RESPONSIBILITIES:

1. Review all invoices and check request for validity, accuracy, and proper authorization for payment.
2. Match invoices and signed packing lists.
3. Review and process authorized check requests for all schools and departments. Return any check request not properly authorized.
4. Process and pay all Food Services invoices.
5. Establish charge and direct-billing accounts with selected vendors.
6. Update the vendor book on a monthly basis for new vendors not previously on file.
7. Type purchase orders and maintain files.
8. Type manual checks when needed before bill list is finalized.
9. Maintain Files of expenditure printouts.
10. Provide advanced warning to the Superintendent of potential over-expenditures of budgeted funds.
11. Maintain security of district credit cards by using a checkout system.
12. Assist in answering school district phones and welcoming guests to the school district as needed.
13. Utilize public relations skills and telephone techniques when working with employees and the general public.
14. Maintain confidentiality of all student and employee information.
15. Perform other job related duties as assigned.

TERMS OF EMPLOYMENT:

Salary Schedule:
Length of Contract: 245 Days

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Classified Personnel.

Policy Name: ADMINISTRATIVE SECRETARY TO THE
ASSISTANT SUPERINTENDENT OF SCHOOL
FACILITIES AND TRANSPORTATION

Policy Code: GCHAAO
Date Adopted: 1/22/07
Amended: 04/22/13

POSITION TITLE: Administrative Secretary to the Assistant Superintendent of School Facilities and Transportation

QUALIFICATIONS: Associates Degree in Business Administration preferred Experience in general office work and data processing.

REPORTS TO: Assistant Superintendent of School Facilities and Transportation

JOB GOAL: To perform secretarial and clerical functions necessary to maintain the office of the Assistant Superintendent of School Facilities and Transportation.

PERFORMANCE RESPONSIBILITIES:

1. Answer phone, take messages, filing, making copies, and other general office procedures.
2. Assist employees, students, and parents with transportation routes, bus scheduling, and other questions pertaining to transportation.
3. Assist in maintaining radio contact for transportation and maintenance services.
4. Order various forms needed to operate the transportation department.
5. Contact sub bus drivers as needed.
6. Maintain and update personnel files on all bus drivers.
7. Maintain required data for the State Department of Transportation.
8. Maintain a record of absentees of the bus drivers and their substitutes.
9. Contact bus drivers regarding health records, workshops, license renewal, early dismissals, days out, and etc.
10. Assist in radio contact with bus drivers during any problems that may arise while in route.
11. Maintain a schedule of appointments and make arrangements for conferences.
12. Assist patrons with information concerning school zones.
13. Maintain files of repairs on all buses and district operated vehicles.
14. Prepare materials/forms needed by bus drivers throughout the school year.
15. Assist with the annual bus workshops.
16. Utilize School Dude/Transportation and Maintenance.
17. Give clerical support to the custodian supervisor.
18. Assist the custodian supervisor with annual supply bids.
19. Maintain forms, time cards, and other supplies for the transportation/maintenance/custodian departments.
20. Give clerical support to the maintenance supervisor.
21. Maintain records on construction/project bids and contracts.
22. Type contract agreements between the district and contractors.
23. Collect/deliver in-district mail for transportation/maintenance.
24. Maintain confidentiality of all employee information.
25. Assist the Assistant Superintendent of Transportation/Facilities in maintaining files for the Pathwise Program.
26. Perform other related duties as assigned.

Administrative Secretary to the Assistant Superintendent of
Elementary Education/Personnel/Transportation (Continued)

Policy Code: GCHAAO

TERMS OF EMPLOYMENT:

Salary Range: Teacher Index _____ %

Length of Contract: 245 Days

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on
Evaluation of Classified Personnel.

Policy Name: ADMINISTRATIVE SECRETARY TO THE
ASSISTANT SUPERINTENDENT TO
SPECIAL SERVICES

Policy Code: GCHAAOA
Date Adopted: 6/11/07

QUALIFICATIONS: Associates Degree preferred
High School Diploma or GED
Experience in general office work and data processing

REPORTS TO: Assistant Superintendent of Secondary Education/Federal Programs, and Equity

JOB GOAL: Perform secretarial and clerical functions as necessary to maintain the office and responsibilities of the Assistant Superintendent of Secondary Education/Federal Programs, and Equity.

PERFORMANCE RESPONSIBILITIES:

1. Perform general secretarial and clerical duties for the Assistant Superintendent of Secondary Education/Federal Programs, and Equity.
2. Maintain achievement records of all Title I schools in district.
3. Maintain all student and employee information of participants in the Title I, Title II-A, Title II-D, Title IV-A Safe and Drug-Free Schools, Title V, Title VI and after-school centers as needed.
4. Compile student tests, grades, and other data as needed for federal programs assessment.
5. Type requisitions and maintain purchase order files.
6. Maintain financial records of school and program expenditures approved by the Assistant Superintendent of Secondary Education/Federal Programs, and Equity.
7. Maintain files for all operations of the Assistant Superintendent of Secondary Education/Federal, and Equity Program's office.
8. Assist in answering school district phones and welcome guests to the school district as needed.
9. Provide clerical support to the Title I District Social Worker/Homeless Liaison.
10. Utilize public relations skills and telephone techniques when working with employees and the general public.
11. Maintain confidentiality of all student and employee information.
12. Assist the homeless liaison in locating, and providing services for homeless children and youth.
13. Enter data and type reports required by the ADE for homeless children and youth.
14. Assist the homeless liaison in organizing parent meetings.
15. Attend K-8 parent meetings to communicate Title I information to parents when requested.
16. Work with district personnel to maintain an accurate inventory of equipment purchased with federal funds.
17. Assist in conducting annual equipment checks on school campuses.
18. Assist in preparing required quarterly and annual expenditure reports for federal programs.
19. Perform other job related duties as assigned.

TERMS OF EMPLOYMENT:

Salary Range: Teacher Index _____ %
Length of Contract: 245 Days
Travel Expense: _____

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Classified Personnel.

Policy Code: GCHAAOB
Date Adopted: 06/11/07

POSITION TITLE: Administrative Secretary to Assistant Superintendent to Special Services

QUALIFICATIONS: Associates Degree preferred
High School Diploma or GED
Experience in general office work and data processing.

REPORTS TO: Assistant Superintendent to Special Services

JOB GOAL: To complete the detail and written work

and to coordinate other matters essential to the efficiency and effectiveness of the Special Services Office. Perform secretarial and clerical functions necessary to maintain the office of Special Services.

PERFORMANCE RESPONSIBILITIES:

1. Perform general secretarial and clerical duties for the Assistant Superintendent of Special Services.
2. Maintain records for special education and 504 students current and former.
3. Maintain, operate and file Medicaid on eligible students.
4. Maintain records on Occupational Therapy, Physical Therapy, and Speech.
5. Manage Special Education records on APSCN.
6. Organize, notify and schedule appointments with educational examiner.
7. Participate in staffing, in-services, and other meetings as requested.
8. Maintain professional library in office.
9. Utilize good public relations and telephone techniques when working with employees and the general public.
10. Maintain teacher budgets, order supplies and testing materials.
11. Maintain confidentiality concerning students by adhering to state and federal laws.
12. Make travel arrangements for Assistant Superintendent and teachers.
13. Correspond with all campuses by phone, mail and in person on a regular basis in order to maintain current information on students.
14. Assist in preparing local, state, and national reports.
15. Perform other job related duties as assigned.

TERMS OF EMPLOYMENT:

Salary Range: Teacher Index _____ %
Length of Contract: 245 Days
Travel Expense: _____

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Classified Personnel.

Policy Name: ADMINISTRATIVE SECRETARY TO
THE SUPERINTENDENT

Policy Code: GCHAAP
Date Adopted: 06/19/00
Amended: 01/22/07

POSITION TITLE: Administrative Secretary to the Superintendent

QUALIFICATIONS: Associates Degree in Business Administration preferred
Experienced in general office work and data processing

REPORTS TO: Superintendent

JOB GOAL: To perform secretarial and clerical functions necessary to maintain the office of the
Superintendent.

PERFORMANCE RESPONSIBILITIES:

1. Perform general secretarial and clerical duties for the Superintendent. (Type letters, memos, reports forms, and process paper work.)
2. Maintain district calendar and schedule the use of the Boardroom and conference room.
3. Answer school district phones and welcome guests to the school district.
4. Maintain radio contact for necessary maintenance services.
5. Make travel arrangements (airline and hotel reservations) for Superintendent and board.
6. Maintain agenda for each Board meeting and receive and assemble materials for the agenda.
7. Prepare and distribute agenda packets to Board members.
8. Assist in performing Notary Public duties.
9. Assist with preparation of documentation for grievances, and Board hearings and other legal actions.
10. Do research work involving Board minutes.
11. Periodically assemble and distribute to the Board information as identified by the Superintendent.
12. Maintain a schedule of appointments and conferences.
13. Assist in preparing local, state and national reports (Civil Rights Data Collection).
14. Assist in receiving, sorting, and distributing all incoming/outgoing mail and posting.
15. Maintain records of students who are home schooled.
16. Assure the amenities afforded School Board officials are carried out in an effective and productive manner.
17. Assist with coordinating the upkeep and maintenance of the Administration Building's primary copier.
18. Maintain files on facility rental request and agreements.
19. Assist in Implementation of the district procedures relative to inclement weather, school emergencies, and accident reports.

- 20. Maintain files for operations of the Superintendent's office including purchasing needed materials and arrangement of meeting including place and time.
- 21. Plan, prepare and facilitate Safety program for the district
- 22. Provide clerical support for the Custodial Supervisor.
- 23. Assist in acquiring custodial substitutes.
- 24. Assist the Transportation Department by monitoring phones and radio for transportation emergencies for afternoon routes.
- 25. Process all Workmen's Compensation claims on district employees.
- 26. Utilize public relations skill and telephone techniques when working with employees and the general public.
- 27. Maintain confidentiality of all student and employee information.
- 28. Process Superintendent's inter-departmental mail.
- 29. Assist in research of student records using laser-fiche software.
- 30. Assist with teacher renewal process including criminal background search process.
- 31. Perform other job related duties as assigned.

TERMS OF EMPLOYMENT:

Salary Range: Teachers Index _____ %
Length of Contract: 245 Days

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Classified Personnel.

Policy Name: CUSTODIAL SUPERVISOR

Policy Code: GCHAAQ
Date Adopted: 06/19/00

QUALIFICATIONS: High School Diploma/GED
1-3 years supervisory experience
1-4 1-3 years previous custodial supervisory experience

REPORTS TO: Superintendent

JOB GOAL: To maintain the physical school plant and grounds in a condition of operating excellence so that full educational use may be made at all times.

PERFORMANCE RESPONSIBILITIES:

1. To direct, in general, the work of all custodians
2. To distribute custodial supplies as needed and upon requisition by the school principal
3. To assign custodial personnel to the schools and to supervise the technical phases of the custodian's work through and with the principals
4. To maintain a continuous training program for custodial personnel
5. To report to the Superintendent on conditions in the school buildings and to recommend changes and improvements which need to be made
6. To perform other duties as assigned by the Superintendent

TERMS OF EMPLOYMENT:

Salary Schedule:
Length of Contract:

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Classified Personnel.

Policy Name: LEAD CUSTODIAN

Policy Code: GCHAAQA
Date Adopted: 1/22/07

POSITION TITLE: Lead Custodian

QUALIFICATIONS: Education - High School Diploma or G.E.D.
Experience - Five years of related housekeeping/custodial

REPORTS TO: Custodial Supervisor

JOB GOAL: To provide students and employees with an attractive, clean and safe environment

PERFORMANCE RESPONSIBILITIES:

1. Ability to communicate effectively in English orally and writing.
2. Ability to follow written and/or verbal instructions in English.
3. Ability to lift and carry items using the Arkansas School Board Association's (ASBA) recommended "Lifting safety rules."
4. Ability to work varied shifts.
5. Perform various cleaning duties.
6. Ability to do minor maintenance.
7. Ensure inventory and Material Safety Data Sheets (MSDA) on all supplies are maintained.
8. Be responsible for assignments of custodial staff for opening and/or closing of assigned building.
9. Must be able to operate heavy-duty floor equipment.
10. Ensure overall cleanliness of the school buildings and grounds.
11. To assist all custodians.
12. Participate in safety and health programs to increase skills and proficiency in maintaining a safe and health environment.
13. Know location of all fire extinguishers and check monthly.
14. To perform independently and/or as a crew leader to ensure overall cleanliness of the school building and grounds during day's school is not in session.
15. Follow federal, state laws and board policies.
16. To perform such other tasks and assume such other responsibilities as the custodial supervisor or principal may assign.

Lead Custodian (Continued)

Policy Code: GCHAAQA

TERMS OF EMPLOYMENT:

Salary Schedule: Custodian Salary Schedule + \$.50 per hour
Length of Contract: 260 days per contract year

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Classified Personnel.

Policy Name: Night Lead Custodian

Policy Code: GCHAAQB
Date Adopted: 1/22/07

POSITION TITLE: Night Lead Custodian

QUALIFICATIONS: Education - High School Diploma or G.E.D.
Experience - Five years of related housekeeping/custodial

REPORTS TO: Custodial Supervisor and Principal

JOB GOAL: To provide students and employees with an attractive, clean and safe environment

PERFORMANCE RESPONSIBILITIES:

1. To confer with principal and custodian supervisor regarding care and cleaning programs at all schools.
2. Supervise night cleaning at all schools.
3. Supervise and assist in arrangement of facilities for educational/civic night meetings.
4. Prepare work schedule and monitor work as scheduled.
5. To assist custodial supervisor as needed.
6. To contact substitute custodians for night crew as needed.
7. Ability to communicate effectively in English orally and writing.
8. Ability to follow written and/or verbal instruction in English.
9. Ability to lift and carry items using the Arkansas School Board Association's (ASBA) recommended "Lifting safety rules."
10. Ability to work varied shifts.
11. Ability to do minor maintenance.
12. Ensure that inventory and Material Safety Data Sheets (MSDA) on all supplies are maintained.
13. Be responsible for assignments of custodial staff for opening and/or closing of assigned building.
14. Participate in safety and health program to increase skills and proficiency in maintaining a safe and healthy environment.
15. Must be able to operate heavy-duty floor equipment.
16. Ensure overall cleanliness of the school buildings and grounds.
17. To assist all custodians.
18. To perform independently and/or as a crew leader to ensure overall cleanliness of the school building and grounds during day's school is not in session.
19. Follow federal, state laws and board policies.
20. To perform such other tasks and assume such other responsibilities as the custodial supervisor or principal may assign.

Night Lead Custodian (Continued)

Policy Code: GCHAAQB

TERMS OF EMPLOYMENT:

Salary Schedule: Custodian Salary Schedule + \$1.50 per hour
Length of Contract: 260 days per contract year

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Classified Personnel.

Policy Name: CUSTODIAN – 9 MONTHS

Policy Code: GCHAAQC
Date Adopted: 1/22/07

POSITION TITLE: Custodian - 9 Months

QUALIFICATIONS: Education - High School Diploma or G.E.D.
Experience - One year of related housekeeping/custodial

REPORTS TO: Custodial Supervisor

JOB GOAL: To provide students and employees with an attractive, clean and safe environment

PERFORMANCE RESPONSIBILITIES:

1. Able to work from ladders with due regards to safety.
2. Ability to communicate effectively in English orally and writing.
3. Ability to work well with others.
4. Ability to lift and carry items using the Arkansas School Board Association's (ASBA) recommended "Lifting safety rules."
5. Perform various cleaning duties.
6. Participate in safety and health programs to increase skills and proficiency in maintaining a safe and health environment.
7. Follow federal, state laws and board policies.
8. Be responsible for securing all classrooms, windows and doors to outside entrance.
9. Be responsible for turning off all lights.
10. Be responsible for replacing light bulbs and fluorescent tubes as needed.
11. Be responsible for setting up tables, chairs, desks, furniture and other equipment needed for school meetings and other events.
12. Load and unload supplies and equipment as needed.
13. Pick up paper and other refuse on grounds.
14. Blow off sidewalks and sweep entrances.
15. Relieve, assist or fill in on other custodial jobs as assigned by the custodial supervisor or site administrator.
16. Clean windows, door glass and drinking fountains.
17. Clean restrooms as needed.
18. Report any damage of school property and maintenance needs.
19. Know location of all fire extinguishers and check monthly.
20. Maintain Material Safety Data Sheets (MSDA) on all supplies.
21. To perform such other tasks and assume such other responsibilities as the custodial supervisor or principal may assign.

Custodian - 9 Months (Continued)

Policy Code: GCHAAQC

TERMS OF EMPLOYMENT:

Salary Schedule:	Custodian Salary Schedule
Length of Contract:	191 days per contract year
	Variable Hours (3-8 hrs. per day)

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Classified Personnel.

Policy Name: CUSTODIAN – 12 MONTHS

Policy Code: GCHAAQD
Date Adopted: 1/22/07

POSITION TITLE: Custodian - 12 Months

QUALIFICATIONS: Education - High School Diploma or G.E.D.
Experience - Three years of related housekeeping/custodial

REPORTS TO: Custodial Supervisor

JOB GOAL: To provide students and employees with an attractive, clean and safe environment

PERFORMANCE RESPONSIBILITIES:

1. Able to work from ladders with due regards to safety.
2. Ability to communicate effectively in English orally and writing.
3. Ability to work well with others.
4. Ability to lift and carry items using the Arkansas School Board Association's (ASBA) recommended "Lifting safety rules."
5. Perform various cleaning duties.
6. Participate in safety and health programs to increase skills and proficiency in maintaining a safe and health environment.
7. Follow federal, state laws and board policies.
8. Be responsible for securing all classrooms, windows and doors to outside entrance.
9. Be responsible for turning off all lights.
10. Be responsible for replacing light bulbs and fluorescent tubes as needed.
11. Be responsible for setting up tables, chairs, desks, furniture and other equipment needed for school meetings and other events.
12. Load and unload supplies and equipment as needed.
13. Pick up paper and other refuse on grounds.
14. Blow off sidewalks and sweep entrances.
15. Relieve, assist or fill in on other custodial jobs as assigned by the custodial supervisor or site administrator.
16. Clean windows, door glass and drinking fountains.
17. Clean restrooms as needed
18. Report any damage of school property and maintenance needs.
19. Know location of all fire extinguishers and check monthly.
20. Maintain inventory and Material Safety Data Sheets (MSDA) on all supplies.
21. Serve on a crew to ensure overall cleanliness of the school building and grounds during days school is not in session.
22. To perform such other tasks and assume such other responsibilities as the custodial supervisor or principal may assign.

Custodian - 12 Months (Continued)

Policy Code: GCHAAQD

TERMS OF EMPLOYMENT:

Salary Schedule:	Custodian Salary Schedule
Length of Contract:	260 days per contract year Variable Hours (3-8 hrs. per day)

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Classified Personnel.

Policy Name: SCHOOL NURSE - LPN

Policy Code: GCHAAR
Date Adopted: 06/19/00

QUALIFICATIONS: Must be a Licensed Practical Nurse

REPORTS TO: Registered Nurse

JOB GOAL: To assist in providing the fullest possible educational opportunity for Hope School District by helping to minimize absences due to illness and/or need of medications and create a climate of health and well being in this school district.

PERFORMANCE RESPONSIBILITIES:

1. Assist in implementing Board policy on exclusion and readmission of students in connection with infectious and contagious diseases.
2. Provide first aid and immediate care in school where housed to students and staff, contacting parents or guardian if student is required to leave school.
3. Perform health appraisal services by screening, through observation and collection of health data, and use the assembled information to assist students in securing attention or treatment.
4. Work cooperatively with other school personnel in promoting the health and well-being of students and employees.
5. Assume authority, in the absence of RN, for the care of a student or staff member who has suffered an injury or emergency illness.
6. Give medications as directed by physicians that are required for a student to stay in school and monitor side effects and/or adverse reactions and report to physician or parent as needed.
7. Keep clothes closet with change of clothes available to students in case of accidents and wash and dry clothes if time permits to return to student before school is out for the day.
8. Report to parents, school personnel, physicians, clinics, and other agencies on student health matters as directed by the assistant Superintendent for pupil personnel.
9. Make recommendations to facilitator of health services on health needs of individual students.
10. Maintain health records of students and update as necessary.
11. Report cases of abuse to proper authorities as state law indicates.

TERMS OF EMPLOYMENT:

Salary Schedule: One-half of Bachelor degree teacher salary schedule

Length of Contract: 180 days

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Classified Personnel.

Policy Name: SPECIAL EDUCATION PARAPROFESSIONAL

Policy Code: GCHAAS
Date Adopted: 06/19/00

QUALIFICATIONS: High School Diploma/GED
Ability to work with special students

REPORT TO: Supervising teacher, Special Education Supervisor, Building Principal

JOB GOAL: To aid and support teachers and other certified personnel implement the instructional program and related services for disabled.

PERFORMANCE RESPONSIBILITIES:

1. Reinforce instructional activities with students as prescribed.
2. Assist in the preparation of lesson plans and instructional materials.
3. Assume responsibility for being prepared to perform instructional duties as prescribed.
4. Maintain confidentiality concerning each child by adhering to state regulations.
5. Learn the curriculum content of the classes he/she assist in.
6. Implement behavior management techniques.
7. Assist in data collection.
8. Assist with any special needs (i.e. feeding, toileting, dressing, catheterization, etc.) of students.
9. Assist the teacher with the maintenance of the classroom.
10. Help supervise students at all times and assist with duties such as lunchroom, recess, bus, etc.
11. Participate in in-services, staffing, and faculty meetings.
12. Complete ADE Core Para-Professional training within first year of employment.
13. Complete daily work schedules as assigned.

TERMS OF EMPLOYMENT:

Salary Schedule:
Length of Contract:

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Staff Personnel.

Policy Name: Maintenance Worker

Policy Code: GCHAB
Date Adopted: 04/22/13

QUALIFICATIONS: High School Diploma/GED

REPORTS TO: Maintenance Supervisor

JOB GOAL:

RESPONSIBILITIES:

Under general direction perform a variety of skilled and semi-skilled maintenance, repair and construction tasks of school facilities, machines and equipment. Receive limited supervision from the Supervisor, Maintenance and Operations within a broad framework of standard policies and procedures; perform custodial duties on an emergency basis; perform skilled or semi-skilled functions in one or more of the basic building and maintenance trades including glazing, welding, flooring, ventilation, masonry, locksmith, plumbing, carpentry, electrical and painting.

1. Perform a variety of routine, skilled work in the maintenance and repair of district buildings, grounds and equipment.
2. Check buildings and equipment identifying needed repairs and maintenance.
3. Perform and/or assist in the performance of skilled maintenance tasks including installing, repairing and maintaining a variety of electrical systems and low voltage wiring systems and apparatus.
4. Service, maintain and make adjustments and repairs to district equipment.
5. Perform routine carpentry work in the alteration, repair, maintenance and construction of buildings, partitions, cabinets, floors, roofs, doors, windows, wood fixtures and furniture including new construction.
6. Assist ground maintenance personnel in the functions and activities to athletic fields and indoor and outdoor athletic activity areas; repair sprinkler systems.
7. Perform minor electrical work including conduit, wiring and fixture installation, replacing fuses, fixtures, switches and plugs.
8. Install window glass; scrape, sand, fill and paint repaired surfaces; mix, pour and finish concrete work.
9. Install and make emergency repairs and adjustments to plumbing fixtures and equipment including pipe replacement, washers and gaskets, faucets, floats and valves; water and sewer systems.
10. Make minor repairs of heaters, console heaters, forced air heating, ovens and gas ranges.
11. Report to Maintenance Supervisor problems with fire alarm system, heat detectors, intercom systems and other alarm systems.
12. Repair or install plumbing and associated fixtures.
13. Prepare interior and exterior areas for painting.
14. Clean and perform routine adjustments to heating/air conditioning units; change filters, service fans, compressors and pumps.
15. Replace door hinges, locks and thresholds, putty windows, repair holes in walls; install chalkboards, shelves and partitions.
16. Move and haul furniture, school equipment and supplies.
17. Repair floors and ceiling tile; install and maintain door locks; repair surfaces and other areas of school facilities.
18. Weld metal parts together using arc and acetylene welding processes.
19. Purchase on the job tools and equipment; estimate costs; order materials.
20. Respond to call backs in an emergency for vandalism, broken windows, broken pipes, alarm systems, etc.
21. Supervise working crews and check completed work when required; load and unload trucks as necessary.

22. Replace fuses and circuit breakers; install new lighting fixtures.
23. Maintain regular attendance.
24. Utilize School Dude/Maintenance Direct computer software system. Print daily work orders and document the completion of each work order using the School Dude/Maintenance Direct computer software system.
25. Work cooperatively with others.
26. Work on various school campuses as needed.
27. Perform other related duties as assigned.

EMPLOYMENT STANDARDS:

Training and Experience: Any combination of training and experience which would indicate possession of the knowledge, skills and abilities listed herein. Completion of the twelfth grade or the equivalent and a minimum of two years of experience in one or more of the basic repair, maintenance and construction fields (e.g., carpentry, electrical, plumbing, etc.). Knowledge: Knowledge of basic methods, practices and materials used in several of the building trades including electrical, plumbing, heating and carpentry repairs; safe working methods and procedures; hazardous materials; safe use and operation of a variety of tools and equipment used in repair and maintenance work.

Abilities: Ability to understand and follow both oral and written instructions; perform complex grounds maintenance functions; operate and maintain equipment and tools safely and skillfully; read and write at a level necessary to perform the duties of the position; perform basic arithmetical calculations; maintain simple records and reports (District software program - School Dude); work from blueprints, show drawing, schematics and sketches; meet the physical requirements necessary to safely and effectively perform the required duties; work safely and effectively on ladders, scaffolds, riggings and roofs of varying heights; establish and maintain effective work relationships with those contacted in the performance of required duties.

Physical Effort/Work Environment: Heavy physical effort which may include extensive standing or walking; frequent lifting or moving of heavy parcels, machines or equipment weighing fifty or more pounds; frequent activities requiring full body exertion and handling of hazardous materials. Frequent exposure to outdoor work in weather extremes.

TERMS OF EMPLOYMENT:

Salary Schedule: Maintenance Salary Schedule Length of Contract: 260 Days

Assistant Superintendent of Maintenance and Facilities:

Signature: _____

Policy Name: PERSONNEL - BUS DRIVERS DUTIES--SCHEDULE

Policy Code: GCHB
Date Adopted: 05/17/93
Date Amended: 06/19/00
Amended: 06/11/07

QUALIFICATIONS: High school diploma/GED
Hold a valid Arkansas Class B CDL driver's license, with passenger endorsements and air brake certification
Must pass D.O.T. Physical Examination
Must pass drug/alcohol test.
TB test and background check.

REPORT TO: Transportation Director

JOB GOAL: To assist in providing safe transportation so that students may enjoy the fullest possible advantage from the district's curriculum and extracurricular program.

PERFORMANCE RESPONSIBILITIES:

1. Obey all traffic laws.
2. Observe all mandatory safety regulations for school buses.
3. Maintain discipline when students are on bus.
4. Report undisciplined students to the proper authority.
5. Keep assigned bus clean.
6. Keep to assigned schedule.
7. Check bus before and after each operation for mechanical defects.
8. Notify the proper authority in case of mechanical failure or lateness.
9. Discharge students only at authorized stops.
10. Exercise responsible leadership when on out-of-district school trips.
11. Transport only authorized students.
12. Report all accidents and complete required reports.
13. Enforce regulations against smoking and eating on the bus.
14. Report for drug/alcohol testing as required by board policy.
15. Perform other job related duties as assigned.

TERMS OF EMPLOYMENT:

Salary Schedule: Bus Driver Salary Schedule
Length of Contract: 178 Days

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Classified Personnel.

Policy Name: BUS DRIVER – SPECIAL NEEDS

Policy Code: GCHBA
Date Adopted: 06/11/07

QUALIFICATIONS: High school diploma/GED.
Experience working with special needs students preferred.
Hold a valid Arkansas Class B CDL driver’s license, with passenger endorsements and air brake certification
Must pass D.O.T. Physical Examination
Must pass drug/alcohol test.
TB test and background check.

REPORT TO: Transportation Director

JOB GOAL: To assist in providing safe transportation so that students may enjoy the fullest possible advantage from the district’s curriculum and extracurricular program.

PERFORMANCE RESPONSIBILITIES:

1. Obey all traffic laws.
2. Observe all mandatory safety regulations for school buses.
3. Maintain discipline when students are on bus.
4. Report undisciplined students to the proper authority.
5. Keep assigned bus clean.
6. Keep to assigned schedule.
7. Conduct pre and post-trip checks on the vehicle and its special equipment.
8. Notify the proper authority in case of mechanical failure or lateness.
9. Discharge students only at authorized stops.
10. Exercise responsible leadership when on out-of-district school trips.
11. Transport only authorized students.
12. Report all accidents and complete required reports.
13. Enforce regulations against smoking and eating on the bus.
14. Transport student into school and home; delivering student into caretaker’s responsibility.
15. Operate a wheelchair lift and stabilizing the wheelchair.
16. Assist special need students in getting on and off the bus.
17. Manage emergency situations in accordance with standard operation procedures.
18. Communicate effectively with school staff.
19. Perform other job related duties as assigned.

TERMS OF EMPLOYMENT:

Salary Schedule: Bus Driver Salary Schedule plus \$ _____ per hour
Length of Contract: 178 Days

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board’s policy on Evaluation of Classified Personnel.

Policy Name: BUS PARAPROFESSIONAL

Policy Code: GCHBAA
Date Adopted: 6/11/07

QUALIFICATIONS: Experience working with special needs students preferred
Must pass Physical Examination
Must pass drug/alcohol test
TB test and background check

REPORT TO: Transportation Director

JOB GOAL: To assist in providing safe transportation so that students may enjoy the fullest possible advantage from the district's curriculum and extracurricular program.

PERFORMANCE RESPONSIBILITIES:

1. Assist the bus driver in maintaining good student conduct.
2. Assist in transporting students into school and home; delivering students into caretaker's responsibility.
3. Operate a wheel chair lift and stabilize the wheel chair in position on the bus.
4. Assure that students get on and off the bus in orderly and safe fashion.
5. Assist special need students in getting on and off the bus.
6. Complete required reports in the prescribed manner.
7. Satisfactorily complete required training programs.
8. Meet emergency situations in accordance with standard operation procedures.
9. Perform other job related duties as assigned.

TERMS OF EMPLOYMENT:

Salary Schedule: _____ Hourly Salary Schedule
Length of Contract: 178 Days

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Classified Personnel.

Policy Name: HEAD BUS MECHANIC

Policy Code: GCHBAB

Date Adopted: 6/11/07

QUALIFICATIONS: High school diploma/GED
Hold a valid Arkansas Class B CDL driver's license, with passenger endorsements and air brake certification (within 30 days of employment is required).
Must pass D.O.T. Physical Examination
Must pass drug/alcohol test
TB test and background check.

REPORT TO: Transportation Director

JOB GOAL: To assist in providing safe transportation so that students may enjoy the fullest possible advantage from the district's curriculum and extracurricular program.

PERFORMANCE RESPONSIBILITIES:

1. Demonstrate prompt and appropriate attendance.
2. Plan, layout, and assign work to mechanics, helpers, and related personnel.
3. Inspect work performed by mechanics and other personnel in process and upon completion to ensure that proper standards of repair work are maintained.
4. Coordinate emergency road service or assign mechanics to such service.
5. Inspect tools and maintain equipment for proper condition and use.
6. Maintain and supervise scheduling of preventive maintenance repairs, and complete documentation to meet state requirements.
7. Maintain the safety and security of the work place while maintaining an acceptable appearance of facilities and grounds.
8. Lead and instruct mechanics in the repair and reconditioning of vehicles, and standard/specialized machinery and equipment.
9. Observe performance of subordinates in inspection, overhaul, repair and modification of equipment.
10. Supervise preparation and maintenance of records and reports.
11. Alert Transportation Director regarding future requirements.
12. Inspect, maintain and repair system's fleet vehicles.
13. Diagnose vehicle problems and evaluate components and failures.
14. Utilize a wide variety of test equipment, standard tools, specialty tools and reference manuals.
15. Operate miscellaneous shop and welding equipment in completing necessary repairs.
16. Make visual inspections of vehicles to determine source of mechanical problems.
17. Complete paperwork for preventive maintenance records, inspection reports, repair orders and labor sheets.
18. Provide mechanical supervision to mechanic helpers as assigned.
19. Answer emergency road service calls and repair on site.
20. Maintain a clean and safe working area.
21. Demonstrate an ability to work successfully with individuals and groups from diverse educational, social, and ethnic background.
22. Perform and promote all activities in compliance with equal employment and nondiscrimination policies.

- 23. Participate in training programs to increase skills and proficiency related to the assignment.
- 24. Review current developments, literature and technical source information related to the assignment.
- 25. Ensure information related to job responsibility.
- 26. Follow federal and state laws, as well as School Board policies.
- 27. Perform other job related duties as assigned.

TERMS OF EMPLOYMENT:

Salary Schedule: Bus Mechanic Salary Schedule plus \$ _____ Lead pay
Length of Contract: 260 days

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Classified Personnel.

Policy Name: BUS MECHANIC

Policy Code: GCHBAC

Date Adopted: 6/11/07

QUALIFICATIONS: High School Diploma/GED
Hold a valid Arkansas Class B CDL driver's license, with passenger endorsements and air brake certification (within 30 days of employment is required).
Must pass D.O.T. Physical Examination
Must pass drug/alcohol test
TB test and background check.

REPORTS TO: Transportation Director

GOALS: To repair and complete maintenance on buses and related equipment.

PERFORMANCE RESPONSIBILITIES:

1. Demonstrate prompt and appropriate attendance.
2. Inspect tools and maintain equipment for proper condition and use.
3. Maintain the safety and security of the work place while maintaining an acceptable appearance of facilities and grounds.
4. Alert Transportation Director regarding future requirements.
5. Inspect, maintain and repair system's fleet vehicles.
6. Diagnose vehicle problems and evaluate components and failures.
7. Utilize a wide variety of test equipment, standard tools, specialty tools and reference manuals.
8. Operate miscellaneous shop and welding equipment in completing necessary repairs.
9. Make visual inspections of vehicles to determine source of mechanical problems.
10. Complete paperwork for preventive maintenance records, inspection reports, repair orders and labor sheets.
11. Answer emergency road service calls and repair on site.
12. Maintain a clean and safe working area.
13. Demonstrate an ability to work successfully with individuals and groups from diverse educational, social, and ethnic background.
14. Perform and promote all activities in compliance with equal employment and nondiscrimination policies.
15. Participate in training programs to increase skills and proficiency related to the assignment.
16. Review current developments, literature and technical source information related to the assignment.
17. Follow federal and state laws, as well as School Board policies.
18. Perform other job related duties as assigned.

Bus Mechanic Continued

Policy Code: GCHBAC

TERMS OF EMPLOYMENT:

Salary Schedule: Bus Mechanic Salary Schedule
Length of Contract: 260 days

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Classified Personnel.

Policy Name: BUS MECHANIC HELPER

Policy Code: GCHBAD
Date Adopted: 6/11/07

QUALIFICATIONS: High School Diploma/GED
Hold a valid Arkansas Class B CDL driver's license, with passenger endorsements and air brake certification (within 30 days of employment is required).
Must pass D.O.T. Physical Examination
Must pass drug/alcohol test
TB test and background check.

REPORTS TO: Transportation Director or Head Mechanic

JOB GOAL: Perform minor repairs and maintenance on district buses, and be able to operate a school bus or other school-motorized vehicle in a safe and efficient manner.

PERFORMANCE RESPONSIBILITIES

1. Perform periodic maintenance on buses, maintenance vehicles.
2. Assist in the repair of buses, maintenance of vehicles.
3. Clean buses interior and exterior.
4. Repair or replace cut or damaged seats.
5. Operate school vehicles in a safe and efficient manner.
6. Meet emergency situations in accordance with standard operating procedures.
7. Inform the head mechanic through the work order process, of any unsafe or mechanical problems on the bus.
8. Conduct pre-trip inspection of bus, insuring and maintaining its cleanliness and neatness and maintain engine in a manner that will protect its life and proper working order.
9. Clean shop and grounds.
10. Perform other job related duties as assigned

TERMS OF EMPLOYMENT:

Salary Schedule: Custodial Salary Schedule (without training or experience in mechanics)
Length of Contract: _____ Days

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Classified Personnel.

POSITION TITLE: Technology Technician

Policy Code: GCHBAE
Date Adopted: 04/22/2013

QUALIFICATIONS: MCSE or 5 years hand-on experience with Novell and Microsoft Networking
5 years experience in:

- Network server installation and application
- Software installation and application
- Network wiring-including fiber
- Hub-router-switch installation and operation
- Printer installation

Staff development experience in:

- Computer operations
- Network use

REPORTS TO: Technology Director

JOB GOAL:

PERFORMANCE RESPONSIBILITIES:

1. Diagnose and repair computer hardware:
 - Central processors
 - Keyboard
 - Mouse
 - Video cards
 - Network card
 - Sound card
 - Hard disk drive
 - Floppy drive
 - CD ROM drive and speaker
2. Diagnose and repair network problems.
3. Diagnose, repair, and install network wiring.
4. Conduct staff development in networking and software use.
5. Install new software.
6. Assist installation of networking hardware and related equipment and
7. Make recommendations in purchase of new equipment and software.

TERMS OF EMPLOYMENT:

Salary Range: .67 FTE 50% Teacher Salary Schedule

Length of Contract: 245 Days

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Classified Personnel.

Approved by: _____ Date: _____

Approved by: _____ Date: _____

POSITION TITLE: Speech-Language Pathologist

Policy Code: GCHBAF

Date Adopted: 04/22/13

QUALIFICATIONS: Master's Degree in Speech Pathology
Arkansas License in Speech Pathology
ASHA Certificate of Competence

REPORTS TO: Director of Special Services, and building Principals

JOB GOAL: To help reduce or eliminate speech impediments that interferes with the individual student's ability to derive full benefit from the district's educational program.

PERFORMANCE RESPONSIBILITIES:

1. Serves as a resource to school staff members in the development of a balanced program for oral communication and speech improvement.
2. Provides a therapeutic program to meet individual needs of speech students.
3. Assists teachers in observing, describing and referring suspected and identified speech and language impairments.
4. Provides an assessment and diagnosis of speech, voice, and language impairments.
5. Provides screening to identify speech-disabled students.
6. Assists in referrals to agencies and specialists as appropriate.
7. Provides appropriate individualized programs of therapy to meet student's needs.
8. Collaborates with teachers and staff to implement therapy by suggestions for daily activities.
9. Provides information, support, and counseling to parents and families when needed.
10. Provides in-service education and serves as a consultant to teachers and staff.
11. Keeps thorough ongoing records for students receiving therapy.
12. Maintains due process paperwork, directory of outside agencies, consultants.
13. Compiles case history data when deemed appropriate.
14. Assumes responsibility for requisitioning and maintaining equipment and supplies.
15. Keep records of hearing impaired students; supervise monitoring of daily hearing aid check, and use of auditory trainers.
16. Supervise the work of the speech assistant and/or speech aide.
17. Provide appropriate data for filing of Medicaid.
18. Performs other duties as assigned.

TERMS OF EMPLOYMENT:

Salary Range:

Length of Contract: 222 days

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Personnel.

Approved by: _____ Date: _____
Assistant Superintendent for Personnel

Approved by: _____ Date: _____
Equity Coordinator

POSITION TITLE: Speech-Language Pathology Assistant

Policy Code: GCHBAG

Date Adopted: 04/22/13

REPORTS TO: Speech-Language Pathologist, Director of Special Services, and building Principals

QUALIFICATIONS: Graduate of a bachelor degree program in Speech-Language Pathology and successful experience working with children

JOB GOAL: Perform tasks as prescribed, directed, and supervised by Speech-Language Pathologist

PERFORMANCE RESPONSIBILITIES:

The speech-language pathology assistant may:

1. Conduct speech-language screenings (without interpretations) following specified screening protocols developed by the supervising speech-language pathologist.
2. Provide routine maintenance/generation tasks as prescribed by the supervising speech-language pathologist. The SLP shall be solely responsible for performing all tasks associated with the assessment and diagnosis of communication and swallowing disorders, for design of all intervention plans, and for directly implementing such plans through the acquisition stage of intervention.
3. Follow documented treatment plans or protocols developed by the supervising speech language pathologist, not to exceed the activities delineated in #2 above.
4. Perform pure-tone hearing screenings (without interpretation).
5. Document student progress toward meeting established objectives as stated in the treatment plan, and report this information to the supervising speech-language pathologist.
6. Assist the speech-language pathologist during assessment of students, such as those judged to be difficult to test.
7. Assist with informal documentation (e.g., tallying notes for the speech-language pathologist to use), prepare materials, and assist with other clerical duties as directed by the speech-language pathologist.
8. Perform checks and maintenance of equipment.
9. Participate with the speech-language pathologist in research projects, in-service training, and public relations programs.

The speech-language pathology assistant may not:

1. Perform standardized or non-standardized diagnostic tests, formal or informal evaluation, or interpret test results.
2. Perform intervention tasks associated with skill acquisition.
3. Participate in parent conferences, case conferences, or in any interdisciplinary team without the presence of the supervising speech-language pathologist or other ASHA certified speech-language pathologist designated by the supervising speech-language pathologist.
4. Provide student or family counseling.
5. Write, develop, or modify a student's individual education program (IEP) in any way.
6. Assist with students without following the IEP as prepared by the speech-language pathologist or without access to supervision.
7. Sign any formal documents (e.g., treatment plans, reimbursement forms, or reports).
(The assistant may sign treatment notes for review and co-signature by the supervising professional.)
8. Select students for services.
9. Discharge a student from services.
10. Disclose clinical or confidential information either orally or in writing to anyone not designated by the supervising speech-language pathologist.
11. Make referrals for additional services.
12. Communicate with the student, family or others regarding any aspect of the student status or service without the specific consent of the supervising speech-language pathologist.
13. Represent herself as a speech-language pathologist.

TERMS OF EMPLOYMENT:

Salary Range: .88 of BSE Teacher Salary Schedule

Length of Contract: 186 Days

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Staff Personnel.

Approved by: _____ Date: _____
Assistant Superintendent for Personnel

Approved by: _____ Date: _____
Equity Coordinator

Position Title: District Security Coordinator Policy Code: GCHBAH
Date Adopted: 04/22/13

Reports To: Superintendent of Schools

Department/Campus: Assigned Campus

Wage/Hour Status: 80/BSE

Length of Contract: 208 Days

Primary Purpose: To provide for the safety of students, faculty, staff and the security of all district and campus property.

Qualifications: Education/Certification:
Graduate of Law Enforcement Academy or Similar Program

Special Knowledge/Skills:
General knowledge of directing traffic
Ability to follow instructions
Ability to deal with the public
Ability to write reports

Experience: Have a minimum of three to five years of experience in law enforcement.

Major Responsibilities and Duties:

1. Maintain professional behavior, appearance, work ethic to represent the school district in a positive manner at all times.
2. Articulate a positive image of the school district and school district personnel.
3. Demonstrate effective customer service strategies to all district patrons.
4. Maintain the safety of students, staff and visitors.
5. Patrol assigned campuses and routes walking or driving within district jurisdiction.
6. Preserve the peace, prevent unlawful acts, suppress disturbances and provide service, aid, relief and information to students, personnel, and visitors.
7. Assist in the reduction of truancy.
8. Respond to all calls from campuses crisis situation, accidents and reports of crime.
9. Assist the Transportation Department with problem at bus stop areas and/or chronic disruptions on school buses.
10. Assist staff with after hour functions.
11. Cooperate and work with other governmental entities and law enforcement agencies in sharing information and assistance, consistent with Hope School Board Policies.
12. Complete all necessary reports.
13. Testify in court as needed.
14. Help provide traffic control at athletic events, school openings/closings, or at any other time as needed.
15. Protect campus and district property.
16. Operate equipment according to established safety procedures.
17. Keep Superintendent and Principals apprised of all security issues on campus.
18. Present for students a positive role model that supports the school climate and mission of the school district.
19. Effectively communicate with colleagues, students and parents.
20. Demonstrate behavior that is professional, ethical, and responsible.
21. Be available to counsel students on personal problems as needed.

- 22. Enforce local, state and federal status.
- 23. Provide information and advice to the public on crime and public safety matters, particularly as it relates to school issues.
- 24. Prepare and deliver class presentations that relates to criminal justice and/or law enforcement.
- 25. Prepare a variety of written and verbal reports on criminal and non-criminal activities.
- 26. Other duties as assigned.

Equipment Used:

District vehicles, alarm system, fire extinguisher, and/or security equipment, two-way radio, and OC spray.

Working Conditions:

Mental Demands: Maintain emotional control under stress.

Physical Demands: Strenuous walking, standing and/or climbing; operation of a motor vehicle; directing traffic; control of sudden violent or extreme physical acts of others; rapid mental and muscular coordination simultaneously; may be subject to adverse and hazardous working conditions; including violent and armed confrontation; work outdoors in varying climate conditions; drive in all different areas of district at odd hours; on call 24 hour a day.

The foregoing statements describe the general purpose and responsibilities assigned to this job, and are not an exhaustive list of all responsibilities, duties and skills that may be required.

Employee _____ Date _____

Employee _____ Date _____

Policy Name: CLASSIFIED PERSONNEL EVALUATION

Policy Code: GCI
Date Adopted: 05/17/93
Date Amended: 05/16/05

It shall be the policy of the school board that classified personnel will be evaluated in accordance with the district's staff evaluation plan developed, submitted, and approved by the State Department of Education. The Superintendent will be responsible to implement these evaluation procedures.

The Sick Leave Bank is set up to help members in extreme emergencies due to recurring, chronic or catastrophic illnesses or disabilities occurring to the member or the member's immediate family as defined in Policy GCRCF. Routine parental leave does not qualify.

A member shall not be granted any days from the Sick Leave Bank until he/she has exhausted all other sources of leave. The member must use all personal days before requesting days from the Sick Leave Bank. All twelve (12) month employees must also use all their vacation days as allowed in Policy GCRH before making a request. A member may not request more than a maximum of twenty (20) days per contract year, but could be extended to forty-five (45) days upon approval of the Sick Leave Bank committee.

A. ELIGIBILITY

1. The Sick Leave Bank is to be set up for classified employees of the Hope School District.
2. To participate, the employee must contribute one (1) day of sick leave to the Sick Leave Bank when he /she become a member. However, an employee may choose to contribute more than one (1) day at his/her discretion for the administration of the sick leave bank.
3. An employee may become a member by enrolling no later than September 1 of each year. At such time, he/she will be assessed one (1) day. New employees hired during the year may become a member at the time of employment. He/She will be assessed one (1) day at that time. New employees may choose to donate more days as they are accrued.

B. MAINTENANCE

1. Members will be assessed for days when the Sick Leave Bank has reached a point of near depletion (100 days). Failure to donate will result in termination of sick leave bank membership.
2. Membership requires the donation of only one (1) day at a time by submitting a signed release. However, an employee may choose to contribute more than one (1) day at his/her discretion for the expansion and/or days needed for the administration of the sick leave bank. The chairperson of the Sick Leave Bank will notify the members of such a need.
3. Days assessed cannot be returned to employees and will be carried forward in the Sick Leave Bank.
4. A member utilizing sick leave days from the bank will not have to replace those days except as a regular contributing member.

C. ADMINISTRATION

1. A six (6) member committee shall oversee the administration of the Sick Leave Bank with the assistance of the Superintendent. The committee shall be comprised of six (6) classified bank members (one from each job classification-Maintenance, Transportation, Food Services, Paraprofessionals, Secretarial/Clerical and Technical Support).
2. Each job classification will elect a representative to serve on the Sick Leave Bank Committee. Each representative will serve a term of two (2) years from the time he/she is elected. (These terms will be rotated every other year so the committee will always have a member with experience serving). The first term will consist of 2 and 3 year terms. The Sick Leave Bank Committee will elect a chairperson and a secretary who will keep a record of all meetings.

Policy Name: CLASSIFIED SICK LEAVE BANK

Policy Code: GCIJ

Dated Adopted: 04/22/13

3. The District Payroll Clerk will keep the records of the Sick Leave Bank.
4. The Sick Leave Bank Committee will determine the need for activation of the Sick Leave Bank, upon receipt of a Sick Leave request form. This form is to be submitted to the Sick Leave Bank Chairperson by the employee or his/her representative, if the employee is unable to do so. The application must be accompanied by a physician's statement (Request form (Appendix A should be submitted at or near depletion of accumulated sick leave and before payroll deduction is made)

A new request form (Appendix A must be submitted for a request of additional days over the original twenty (20) days.

5. Upon receipt of application, the committee will call a meeting as soon as possible.
6. If the Sick Leave Bank Committee has questions concerning an application, the person or his/her representative submitting the application may be asked to meet with the committee before a decision is made.

Policy Code: GCJ
Date Adopted: 05/17/93
Date Amended: 05/16/05

Policy Name: CLASSIFIED PERSONNEL PROMOTION - DEMOTION

It shall be the policy of the school board that the Superintendent may apply the following in employment status:

1. Promotions
Vacated or newly established positions shall be filled, to the fullest extent consistent with efficient operations, by the promotion of qualified employees.
2. Demotions
An employee shall be subject to demotion under the following conditions:
 - a. If he has been found unsuited for his present position but may be expected to give satisfactory service in a lower paying position.
 - b. If his position has been either abolished or reallocated to a lower pay scale and he cannot be transferred to a position of equal pay. Under such circumstances it shall be clearly indicated on all papers prepared in connection with the demotion that the transaction in no way reflects on the employee's performance or ability, except as indicated in paragraph one.
3. When positions become vacant, persons presently employed by the school district will, if qualified, receive due consideration. As positions become officially open, the vacancies will be posted on the hall bulletin board in the central office building of each school. The classified staff as well as the general public is welcome to inspect bulletin boards at any time during office hours.

Policy Name: SUSPENSION OF CLASSIFIED EMPLOYEES

Policy Code: GCK

Date Adopted: 05/17/93

Date Amended: 06/19/00

The Superintendent may suspend an employee from duty with pay pending a hearing before the board:

- A. For disciplinary reasons;
- B. For pending investigation of charges which, if substantiated, will result in dismissal, provided that, if such investigation does not substantiate the charges preferred and employee is retained, he/she shall be compensated for the period of suspension at his/her regular rate of pay.
- C. Procedures of the Public School Employee Fair Hearing Act shall be applicable.

Policy Name: CLASSIFIED PERSONNEL TRANSFERS

Policy Code: GCM

Date Adopted: 05/17/03

Date Amended: 06/19/00

It shall be the policy of the school board that the Superintendent is authorized to complete transfers as follows:

1. Classified employees shall be transferred within the organization as is practical to utilize their highest skills.
2. When transfers of personnel are necessitated by organizational changes, every effort shall be made to avoid reductions in pay.
3. In making transfers within the organization, due consideration shall be given to the desires of the employee involved.

Legal References:
Act 654 of 1991.

Policy Name: DRUG & ALCOHOL TESTING FOR BUS DRIVERS

Policy Code: GCNA
Date Adopted: 05/17/93

- I. Purpose: To establish guidelines for a mandatory drug and alcohol testing program for bus drivers or any employee required to transport students by school bus.
- II. Personnel Affected: Bus drivers or any employee who transports students by school bus.

PROGRAM OVERVIEW

1. The safety and security of the Hope School District employees and students will be maintained as a high priority. The influence or use of drugs, including alcohol, is capable of threatening the safety of students and cannot be tolerated. The Hope School District is committed to providing a drug-free work environment for the safety of students and employees.
2. The possession, use, transfer or sale of alcohol and/or any illegal drug during the workday is strictly prohibited and will result in termination. Being under the influence of alcohol and/or any illegal drug during the workday is also strictly prohibited and will result in termination.

DEFINITIONS

1. Abuse and/or untimely use of alcohol

Having an alcohol concentration in the blood or breath of 0.04 percent or greater or having an alcohol concentration in the blood or breath in any amount or degree when coupled with impairment of the employee's ability to safely, properly and effectively perform his assigned duties.

2. Drug

Any substance (other than alcohol) that has known mind or function altering effects on a human subject, specifically including any psychoactive substance and including but not limited to, controlled substances.

3. Controlled substance

Has the meaning assigned by the federal government and includes all substances listed in federal regulations pertaining to school bus drivers and as they may be revised from time to time.

4. Abuse and/or untimely use of controlled substances and/or drugs

- a. Testing positive for the presence of any controlled substances in the body in any amount or degree, when coupled with impairment of the employee's ability to safely, properly, and effectively perform his assigned duties, or
- b. Testing positive for the presence of any drugs in the body at or above the lowest cutoff level as established by the analytical methods used by the testing laboratory as approved by the district.

5. Drug Screener/Collector

The person responsible for collection of specimens under this program

6. Drug Program Facilitator

The Superintendent of Schools or his designee will be responsible for administration of this program

7. Work Day

The time beginning when an employee reports for work until the employee finishes work and leaves district property (including any rest and lunch breaks) or any time an employee is traveling on district business.

8. At fault

The Person responsible or who caused the accident and determined at fault by law enforcement investigation report or from an investigation conducted by the district

JOB APPLICANT TESTING

1. All applicants for jobs covered by this program will be required to undergo drug and/or alcohol screening prior to their employment. The applicant will pay the cost of the test.
2. Confirmed presence of alcohol, illegal drugs or a controlled substance, without adequate explanation, will result in the applicant not being eligible for employment.

RANDOM EMPLOYEE TESTING

1. To maintain the district's priority of assuring the safety, health and well being of students, employees and the traveling public, the district retains the right to randomly test for alcohol and illegal drugs on all employees who are covered by this program.
2. The district retains the right to test all drivers at any time.
3. A confirmed positive test, without adequate explanation, will result in termination.

EMPLOYEE TESTING FOR CAUSE

1. The drug program facilitator or a district administrator who has reasonable suspicion that an employee under his supervision is guilty of abuse and/or untimely use of alcohol and abuse and/or untimely use of controlled substances and/or drugs may require the employee to undergo a drug and/or alcohol test. Reasonable suspicion may be based, among other things, on an employee's observed behavior which is indicative of drug or alcohol use, reports from a reliable source of suspected drug use or possession or use of drugs and/or alcohol.

2. The drug program facilitator or the employee's immediate supervisor will follow the following process in cases where he reasonably suspects abuse and/or untimely use of alcohol or abuse, and/or untimely use of controlled substances and/or drugs.
 - a. Solicit an explanation from the employee for any behavior which creates a reasonable suspicion of a violation of this program.
 - b. If the employee cannot satisfactorily explain the behavior, the supervisor may request the employee to undergo a drug and/or alcohol test.
 - c. A confirmed positive test, without an adequate explanation, will result in termination.

EMPLOYEE ACCIDENT-RELATED TESTING

The District will require an employee to immediately undergo drug and/or alcohol testing when involved in the event of an accident. A confirmed positive test, without an adequate explanation, will result in termination.

EMPLOYEES REFUSAL

Refusal to take the test immediately or failure to cooperate fully as requested during the testing procedure will be considered as being an act of insubordination and will result in termination.

EXPLANATION AND RECONFIRMATION

Both applicants and employees may provide a written explanation for their positive test results and request reconfirmation of their original sample at their own expense.

EMPLOYEES NOTIFICATION

All employees and job applicants will be advised of the district drug-testing program. Notice of the program will be posted on employee bulletin boards and copies of the program will be made available to job applicants and employees to review.

EMPLOYEES APPEAL

Any employee may appeal his/her discharge or any other disciplinary action to the extent and in the manner such appeal is authorized by board policy.

TESTING TIME FOR EMPLOYEES

All employees who are subject to drug and/or alcohol testing will be tested during the work day at a time designated by the drug program facilitator or a district administrator, except in such cases as this policy requires employees to be tested for cause or as a result of an accident, where upon the drug program facilitator or a district administrator may conduct testing at any time. Job applicants will receive no compensation for testing.

USE OF AUTHORIZED DRUGS

Prior to the start of their work, employees must report their use of any prescription and/or over-the-counter drugs which may impair job performance or safety of others to their department head or drug program facilitator. It is the employee's responsibility to determine from his physician whether or not the prescribed drug would impair his job performance. When reporting such use, the employee must present the drug container with prescription and/or the full label on it. All prescriptions are subject to verification by the district. Each employee must provide medical authorization when requested. Failure to do so may be grounds for discharge. Employees reporting their use of authorized drugs may be temporarily reassigned to an existing vacant position or be required to take leave with or without pay until the use is discontinued. Each instance will be evaluated on its individual merits. Paid leave may be charged to sick leave and/or current vacation time if either is available.

EMPLOYEE ASSISTANCE

Employees who have an alcohol, drug or controlled substance problem are encouraged to seek assistance. However, The Hope School District will not be responsible for the payment for treatment.

CONFIDENTIALITY

1. The district realizes the legal need for strict confidentiality as it relates to test results. Confidentiality applies to all information relating to the employee drug testing, result and treatment, and no person other than necessary management will have access to drug testing results.
2. An employee may waive the confidentiality of the drug test. To waive confidentiality of the drug-screening test he/she must give a written letter of authorization to the district.

RECORD MAINTENANCE

It will be the responsibility of the Superintendent or his/her designee to see that all drug and/or alcohol test records resulting from the testing of district employees for drug and/or alcohol abuse are properly stored.

All such records will be maintained for a period of not less than five (5) years.

Legal Reference: Regulations issued by the U.S. Department of Transportation

Policy Name: RESIGNATION

Policy Code: GCO
Date Adopted: 05/17/93

An employee desiring to terminate his/her employment is requested to submit a written resignation at least two (2) weeks in advance, setting forth his/her reasons for resigning.

All non-certified personnel are covered by the Social Security, Arkansas Public Employees Retirement System, or Arkansas Teacher Retirement System.

Policy Name: REEMPLOYMENT

Policy Code: GCP
Date Adopted: 05/17/93
Date Amended: 06/19/00
Date Amended: 05/16/05

Classified employees will normally be acted upon at the last meeting in April. All offers to renew contracts will expire if not signed and returned to the Superintendent's office within thirty (30) days of issue.

If an occasion arises whereby the non-renewal of a classified employee appears necessary, the Superintendent shall conduct an investigation for the purpose of determining the relevant facts.

If the recommendation is found to be warranted, the employee shall be informed in writing that a recommendation of non-renewal or termination of his/her contract has been made, reasons for the recommendation, and notification of his/her rights to hearing if such request is made within 25 days of receipt of such notice to the Superintendent.

Legal References:
Arkansas Annotated 6-17-1700-1705

Policy Name: EMPLOYEE RETIRING

Policy Code: GCQ

Date Adopted: 09/08/86

Amended: 12/12/88

Amended: 04/15/91

Amended: 07/13/98

Amended: 06/19/00

Amended: 05/16/05

Classified employees retiring under the Arkansas Teacher Retirement System or Public Employees Retirement System with ten (10) or more years of service with Hope School District shall be rewarded at a rate of \$30 per day, up to 90 days, for accumulated sick leave.

A classified employee under contract shall be allowed one day sick leave at full pay for each month worked under the contract until a maximum of one hundred twenty (120) days has accumulated.

Retiring means having reached age 60 or having at least 25 years of credited service in either Arkansas Teacher Retirement System or Public Employees Retirement System and actually beginning to receive retirement from the system.

It shall be the policy of the school board to allow an employee that retires from any retirement plan of the Hope Public School District he/she may continue to work in his/her position and be able to advance on the salary schedule.

No further payments shall be made on behalf of the retired employee for health insurance or other insurance benefits nor to any substitute retirement or annuity plans.

Retired employee will continue to receive regular yearly sick leave benefits with no accumulation.

Policy Name: CLASSIFIED PERSONNEL TIME SCHEDULE

Policy Code: GCRB
Date Adopted: 05/17/93
Date Amended: 06/19/00
Date Amended: 05/16/05

Hours of work of all employees shall be determined by the Superintendent of Schools. Beginning and ending hours for maintenance and custodial employees may vary during different seasons.

Policy Name: CLASSIFIED PERSONNEL OVERTIME PAY

Policy Code: GCRD
Date Adopted: 05/17/93
Amended: 05/16/05

It shall be the policy of the School Board that:

Beginning July 1, 1992, the school district shall pay each of its employee's wages at the rate of not less than minimum wage.

The school district shall not employ any employee for a workweek longer than forty (40) hours.

When an employee works more than ten (10) hours per day or more than forty (40) hours in a work week, in more than one position, blended rates for overtime will apply. All overtime must be pre-approved by the Superintendent.

OVERTIME PAY FORMULA AND EXAMPLE

Amount Earned = Rate = Blended Rate x Hours worked over 40 = Total Earned

Total Hours Worked

EXAMPLE

$$\frac{422.90}{45} = \frac{9.40}{2} = 4.7 \times 523.49$$

Legal References:
Act 544 of 1991.

Policy Name: LEAVE AND ABSENCES (CLASSIFIED)

Policy Code: GCRG
Date Adopted: 07/17/95
Date Amended: 06/19/00
Date Amended: 05/16/05

Every classified employee under contract for an entire school term shall be allowed two (2) days absence at full pay for personal reasons. This shall also include bus drivers. This leave shall be non-accumulative and can be taken at the convenience of the classified personnel, provided the principal or supervisor is notified three (3) days in advance and when a suitable substitute if needed can be found by the principal or supervisor.

No personal leave days will be granted during any scheduled testing days, such as semester, minimum performance testing, or achievement testing, or on scheduled parent conference days. Personal days may not be taken the day before or day after a school holiday.

Absences will be identified and declared as personal leave days at the time of occurrence and may not be changed at a later date.

Policy Name: JURY DUTY

Policy Code: GCRGA
Date Adopted: 05/17/93
Date Amended: 06/19/00
Date Amended: 05/16/05

If a classified employee is absent because of jury duty, the employee will receive a day's salary.

Policy Name: CLASSIFIED EMPLOYEE'S MINIMUM SICK LEAVE

Policy Code: GCRGB
Date Adopted: 05/17/93
Date Amended: 06/17/85
Date Amended: 04/15/91
Date Amended: 06/19/00
Date Amended: 04/22/13

Definitions: For the purposed of this policy the following definitions shall apply:

- A. School Employee--The term "classified employee" shall include any employee of a local school district who works not less than 20 hours per week and who is not compelled by law to secure a teaching license from the State Board of Education as a condition precedent to employment. This policy covers those employees who are normally and usually designated as non-certified employees.
- B. Sick Leave--shall mean absence with full pay from one's duties in a public school for the reason of personal illness, death or illness in his/her immediate family or unspecified bereavement.
- C. Immediate Family--shall include the employee's spouse, children, grandchildren, parents, brothers, sister, in-laws and grandparents, or any other relative in the same household.
- D. Accumulated Sick Leave--shall mean the total number of days of unused sick leave that the school employee has to their credit.

Each school district in the state shall provide sick leave benefits to employees at an accumulation rate of one (1) day per month or major portion thereof that the employee is employed at full pay. If an employee resigns or leaves the employment position for any reason before the end of the school term, the employing district may deduct from the last pay check full compensation for any days of sick leave in excess of the number of days earned. An employee shall be entitled to such leave for reasons of personal illness or death or illness in his immediate family. /additionally, one day of sick leave may be allowed as unspecified bereavement.

A record of sick leave used and accumulated shall be established and maintained by the school district. Sick leave that is unused by an employee during any school year shall be accumulated in such employee's sick leave account at a rate of one (1) day per month or major portion thereof employed until 120 days have been accumulated. An employee who qualifies for sick leave may use any amount up to this total number of accumulated days. Accumulated days of sick leave that are used up may be restored up to 120 days in the same manner that they were first accumulated. District sick leave and Family Medical Leave Act shall run concurrently.

Any employee, whose spouse is a classified employee of the school district, may use sick leave accumulated by that spouse, provided that the employee requiring the sick leave has no accumulated days of leave and the spouse consents in writing to the use of his/her accumulated days. The daily pay rate of the classified employee shall apply and no adjustments in pay will be made for certified employees.

The accumulated and unused sick leave earned in another Arkansas school district shall be credited to the employee by the district upon receipt of written proof from the school district in which the employee was formerly employed.

Medical verification may be required for any sick leave claimed if requested by the Superintendent or his designee for all sick leave of five (5) or more consecutive days and must be provided by the employee upon his/her return to work.

Policy Name: ABSENCES DUE TO ACCIDENTS

Policy Code: GCRGBA
Date Adopted: 05/17/93
Date Amended: 06/19/00

In case the employee is injured while on duty, the employee may elect to receive full salary, plus any applicable workman's compensation pay, until the accumulated sick leave is exhausted.

Policy Name: MATERNITY LEAVE

Policy Code: GCRGC

Date Adopted: 05/17/93

Date Amended: 06/19/00

Maternity leave will be treated as any other sick leave or Family Medical Leave Act. Employee may apply for Family Medical Leave.

Policy Name: CLASSIFIED PERSONNEL MILITARY LEAVE

Policy Code: GCRGD
Date Adopted: 05/17/93
Date Amended: 06/19/00

The school district will follow requirements of Arkansas state law in regard to granting leave of absence for military and civil defense duty. See Ark. Code Ann. 6-17-306 in appendix.

Policy Name: BUS DRIVER'S SICK LEAVE

Policy Code: GCRGE
Date Adopted: 05/16/05

FULL TIME SCHOOL BUS DRIVER'S SICK LEAVE

Definition: For the purpose of this policy the following definitions shall apply:

- A. The term – “Full Time School Bus Driver” shall include any bus driver of the district who is contracted for the school year to drive the A.M. and the P.M. runs on an assigned route(s). The school year is equal to the number of days the students shall attend in regular session.
- B. Sick Leave – shall mean absence with full pay from one's duties in the district for the reason of personal illness or the death or illness in his/her immediate family.
- C. Immediate Family – shall include the employee's spouse, children, parents, brothers, sisters, in-laws, grandparents, or any other relative in the same household.
- D. Accumulated Sick Leave – shall mean the total number of days of unused sick leave that the school employee has to their credit.

Full time school bus drivers shall be granted sick leave at the rate of one (1) day per month for the contracted term. One run on any route(s) will constitute one-half (1/2) day service or absence. Days may be accumulated to a total of 20 days. Full time school bus drivers shall be entitled to take sick leave for personal illness, or illness in the immediate family, including the bus driver's spouse, children, parents, brothers, sisters, in-laws, grandparents, or any other relative in the same household.

A full-time school bus driver taking sick leave may use any amount up to his total accumulated days. Accumulated days of sick leave that are used up may be restored up to 20 days in the same manner that they were first accumulated. District sick leave and Family Medical Leave Act shall run concurrently.

Medical verification may be required for any sick leave claimed if requested by the Superintendent or his designee for all sick leaves of five (5) or more consecutive days; the employee must provide medical verification upon returning to work.

Policy Name: BEREAVEMENT

Policy Code: GCRGF
Date Adopted: 05/17/93
Date Amended: 06/19/00
Amended: 04/22/13

Each classified employee will be granted three (3) days of bereavement leave per school year in the event of the death of an immediate family member of the employee or employee's spouse. Immediate family member shall include husband, wife, child, grandchild, mother, mother-in-law, father, father-in-law, sister, sister-in-law, brother, brother-in-law, son-in-law, daughter-in-law, grandparent or any relative living in the same household. Bereavement leave days are not accumulative. Sick leave days will be used for additional days needed. One (1) day of sick leave may be allowed as unspecified bereavement.

Policy Name: CLASSIFIED VACATION POLICY

Policy Code: GCRH
Date Adopted: 06/17/96
Date Amended: 06/19/00

Classified employees who are employed for twelve (12) months will be allowed one week of paid vacation after the first year of employment and two weeks thereafter.

Policy Name: CLASSIFIED PERSONNEL -- PAID HOLIDAYS

Policy Code: GCRI
Date Adopted: 05/17/93
Date Amended: 03/21/05

It shall be the policy of the school board that:

The following holidays will be observed and twelve (12) month employees will receive pay for:

1. July 4
2. Thanksgiving, Thursday through Friday
3. Christmas, December 24 and 25
4. New Year's Day
5. Memorial Day
6. Martin Luther King's Birthday
7. Labor Day

A total of nine (9) paid holidays.

Policy Name: CLASSIFIED EMPLOYEES GRIEVANCE PROCEDURES

Policy Code: GCS
Date Adopted: 05/17/93
Date Amended: 06/19/00
Date Amended: 05/16/05

The board of education recognizes that harmonious relations with its employees can be maintained through effective communications. The interests of all parties can best be served by sincere efforts of all concerned to promote understanding and cooperation. The board, therefore, has adopted the following grievance procedure as a means to examine and resolve possible problems which relate to the administration of personnel policies of the school district.

I. Definitions

- A. "Grievance" is a claim or dispute concerning the interpretation, application, or claimed violation of the personnel policies of the school district. Other matters for which other means of resolution are provided or foreclosed by statute or administrative procedures shall not be considered grievances. A grievance does not include matters involving the board of education's right to establish educational policy and prescribe rules and regulations for the conduct and management of the schools, nor does it include conferences or documentation of an employee's performance deficiencies as contemplated by the Arkansas Teacher Fair Dismissal Act, the Public School Employee Fair Hearing Act, or otherwise.
- B. Employees covered by this procedure shall mean classified employees under written contract with the board of education.
- C. Immediate supervisor is that employee possessing administrative authority to direct the activities of the grievant.

III. Procedure: All grievances shall be handled in accordance with the following procedure:

- A. Step 1: Any employee shall promptly present to the employee's immediate supervisor the grievance in writing. Such notice shall be presented not later than ten (10) working days after the date on which the alleged grievance occurred. The employee and his immediate supervisor shall attempt to resolve the grievance. The immediate supervisor shall make a proper disposition of the grievance and shall reply to the employee in writing within five (5) working days following the date of submission. If the grievance is not submitted within the time prescribed, the employee shall be deemed not to have any further right with respect to said grievance.
- B. Step 2: In the event the employee wishes to appeal the decision at step 1, the appeal must be presented in writing to an administrative officer of higher rank than the employee's immediate supervisor. Such appeal shall be presented within five (5) working days of the receipt of the step 1 decision. Such appeal shall contain a statement of the grievance and specific references to the section of the district personnel policies which the employee claims to have been violated. The administrative officer shall schedule a meeting with the employee as promptly as is reasonably possible to attempt to resolve the grievance. Notice of the conference shall also be given to all parties involved in the alleged grievance. The administrative officer shall issue a written decision to the employee within five working days after the conference. Unless the grievance shall be so appealed, it shall be deemed to have been settled and the employee shall have no further right with respect to said grievance.

- C. Step 3: In the event the employee wishes to appeal the decision at step 2, the appeal must be presented to the Superintendent within five (5) working days of the receipt of the step 2 decision. A copy of the step 3 appeal, together with step 1 and step 2 decisions must be submitted simultaneously to the Superintendent. The Superintendent shall schedule a meeting with the employee within ten (10) working days to attempt to resolve the grievance. The employee may bring a representative if he/she chooses. Notice of the step 3 conference shall be given to the employee, as well as, to the individuals who rendered the step 1 and step 2 decisions. The Superintendent shall issue a written decision within ten (10) working days after the conference with the employee. Unless the grievance shall be so appealed, it shall be deemed to have been settled and the employee shall have no further right with respect to said grievance.
- D. Step 4: In the event the employee wishes to appeal the decision at Step 3, the appeal must be presented to the Superintendent as secretary of the board of education within five (5) working days of the receipt of the step 3 decision. A copy of the step 4 appeals, together with copies of the grievance, the step 1, step 2 and step 3 decisions, and the name of the representative of the employee, if any, must simultaneously be submitted to the Superintendent. The employee's appearance to present his appeal before the board of education will be scheduled in accordance with regular procedures adopted by the board. The employee may appear alone at this conference or be accompanied by a representative of his choice. The board shall issue a written decision within thirty (30) days after the conference with the employee.
- E. Employees are to use forms A, B, and C on the following pages to present their grievance within five (5) working days of the receipt of the step 2 decision.

GRIEVANCE REPORT FORM A-1

Employees

STEP 1

From: _____, Grieving Person

To: _____, Immediate Supervisor

Subject: _____

Date: _____

Description of Grievance:

(Signature)

(To be completed by Immediate Supervisor only)

Date Forwarded: _____

Response to Grievance: _____

(Signature of Immediate Supervisor)

(Date)

GRIEVANCE REPORT FORM A-1

Employees

STEP 2

From: _____, Grieving Person

To: _____, 2nd Level Supervisor

Subject: _____

Date: _____

Description of Grievance:

(Signature)

(To be completed by 2nd Level Supervisor only)

Date Forwarded: _____

Response to Grievance: _____

(Signature of 2nd Level Supervisor)

(Date)

APPEAL FORM B

STEP 3

From: _____
(Grieving Person)

To: _____
(Superintendent of Schools)

Date: _____
(Grievance Report Form A-1 must be attached.)

(Signature)

Date Appeal Received: _____

Date of Response to Appeal: _____

Response to Appeal: _____

(Signature of Superintendent of Schools)

(Date)

APPEAL FORM C

STEP 4

From: _____, Grieving Person

To: Hope School Board of Education

Date: _____

Attach: Grievance Report (Form A and A-1) and Appeal (Form B)

(Signature)

Date of Second Appeal Received: _____

Date of Response to Second Appeal: _____

Response to Second Appeal: _____

(Signature of the President of Board of Education)

(Date)

Policy Name: NONDISCRIMINATION

Policy Code: GCSB

The board is committed to a policy of nondiscrimination in relation to race, color, sex, religion, age, handicap, or national origin. This policy will prevail in all matters concerning staff, students, educational programs and services, and persons with whom the board does business.

Discrimination is any behavior that prevents individuals from achieving their full human potential. Discrimination involves treating persons as members of groups, rather than on the basis of individual capacities or merits.

In keeping with the board's commitment and the requirements of law, the board and staff will strive to remove any vestige of discrimination in employment, assignment, and promotion and personnel; in educational services and opportunities offered students; in location and use of facilities; and in educational materials.

The staff will establish and maintain an atmosphere in which students can develop attitudes for effective, cooperative living, including:

- respect for the individual
- respect for socio-cultural differences
- respect for the economic and political rights of others
- understanding basic human bonds.

The board and staff will, as appropriate, work with other institutions and agencies to improve human relations within the schools and in the community.

Legal References:

Title VI, Civil Rights Act of 1964

Title VII, Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972

Executive Order 11246, as amended by E.O. 11375

Equal Pay Act, as amended by the Education Amendments of 1972

Title IX, Education Amendments of 1972

Rehabilitation Act of 1973

Education for All Handicapped Children Act of 1975

Policy Name: STAFF JOB ACTIONS

Policy Code: GCUA
Date Adopted: 06/19/00

It is the intent of the board to ensure that district education programs function without interruption. For this reason it will seek to ensure that contracts which are in force with the district are fulfilled. As much or as little legal recourse will be entered into as is necessary for the board to fulfill its obligations and responsibilities to district citizens.

Any employee who conducts himself in a manner which is disruptive to district educational programs and/or violates the provisions of his contract with the district subjects himself willfully to the possibility of legal action by the board. An employee who breaches his individual contract has, in essence, terminated his employment with the district.

It is the responsibility of every administrator to ensure that the obligations and responsibilities of the board are fulfilled as the board directs.

In the event of any disruptive actions by staff groups, emergency personnel regulations will go into effect.

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

District staff is required to help enforce implementation of the district's anti-bullying policy. The district's definition of bullying is indicated below. Students who bully another person are to be held accountable for their actions whether it occurs on school grounds, off school grounds at a school sponsored or approved function, activity, or event; or going to or from school or a school activity. Students are encouraged to report behavior they consider to be bullying; including a single action which if allowed to continue would constitute bullying, to their teacher or the building principal. The report may be made anonymously. A person or persons who file a bullying complaint shall not be subject to retaliation or reprisal in any form.

Definition:

Bullying is any pattern of behavior by a student or a group of students that is intended to harass, intimidate, ridicule, humiliate, or instill fear in another child or group of children. Bullying behavior can be a threat of, or actual, physical harm or it can be verbal abuse of the child. Bullying is a series or recurring actions committed over a period of time directed toward one student, or successive, separate actions directed against multiple students.

- Examples of "Bullying" may include but are not limited to a pattern of behavior involving one or more of the following:
- Sarcastic "compliments" about another student's personal appearance;
- Pointed questions intended to embarrass or humiliate;
- Mocking, taunting or belittling;
- Non-verbal threats and/or intimidation such as "fronting" or "chesting" a person;
- Demeaning humor relating to a student's race, gender, ethnicity or personal characteristics;
- Blackmail, extortion, demands for protection money or other involuntary donations or loans;
- Blocking access to school property or facilities;
- Deliberate physical contact or injury to person or property;
- Stealing or hiding books or belongings, and/or
- Threats of harm to student(s), possessions, or others.

Policy Name: NONCERTIFIED PERSONNEL REDUCTION IN FORCE

Policy Code: GCUC
Date Adopted: 5/15/06

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

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

If a reduction in force becomes necessary, the RIF shall be conducted separately for each occupational category of classified personnel identified within the district on the basis of each employee's years of service. The employee within each occupational category with the least years of experience will be laid off first. The employee with the most years of employment in the district as compared to other employees in the same category shall be laid off last. In the event that employees within a given occupational category have the same length of service to the district the one with the earlier hire date, based on date of board action, will prevail.

All credited years of service must be verified by documents on file with the District by October 1st of the current school year. Each employee's length of service shall be ranked within the category in which he/she has been assigned within the last two years including the current year. In the event that an employee's assignment is different this school year from the previous school year, separate point totals shall be developed for each category of assignment. All non-certified employees shall receive a listing of the personnel within their category with corresponding point totals. Upon receipt of the list, each employee has ten (10) working days within which to appeal his or her assignment of points with the Superintendent whose decision shall be final.

Total of years of service to the district shall include non-continuous years of service; in other words, an employee who left the district and returned later will have the total years of service counted, from all periods of employment. Less than a semester in any contract year does not count as a year of service. Length of service in a certified position shall not count for the purpose of length of service for a non-certified position. There is no right or implied right for any employee to "bump" or displace any other employee.

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

Pursuant to any reduction in force brought about by consolidation or annexation and as a part of it, the salaries of all employees will be brought into compliance, by a partial RIF if necessary, with the receiving district's salary schedule and further adjustments made if length of contract or job assignments change.

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

Note: For example, if the district's salary schedule provided for a range of salaries for maintenance employees ranging from \$8.50 an hour to \$12.50 an hour, and one maintenance employee is making \$14.00 an hour, the Superintendent, as part of the RIF, would send a letter of partial non-renewal to the maintenance employee to bring the salary into compliance with the salary schedule.

Policy Name: CLASSIFIED PROFESSIONAL DEVELOPMENT

Policy Code: GCUD
Date Adopted: 5/15/06

Paraprofessionals who are contracted to work 183 days must obtain thirty (30) hours of professional development each year. The required professional development must be pre-approved by the principal. On professional development desired by the employee, the employee must show evidence of how the information will be used to improve student achievement. The employee must provide documentation (certificates, sign-in sheets, college transcripts, etc.) to the principal of completion of each activity.

The thirty (30) hours of professional development must be fulfilled between June 1st and May 31st of each school year. Professional development activities that occur during the instructional day may not apply toward the thirty (30) hour minimum requirement without approval from the Superintendent or his designee. A three (3) hour college credit course counts as twelve (12) hours of professional development, if the college credit is related to and enhances the paraprofessional's knowledge related to education, general education or a related field. No more than twelve (12) hours of professional development may be met through college hours.

Employees who do not complete the thirty (30) hours within the specified time frame of the school year will be considered to be in violation of their contract.

APPENDIX

6-17-1502. The Teacher Fair Dismissal Act of 1983.

- A. As used in this subchapter, unless the context otherwise requires:
 - 1. "Teacher" means any person, exclusive of the Superintendent or assistant Superintendent, employed in an Arkansas public school district, who is required to hold a teaching certificate from the Department of Education as a condition of employment.
 - 2. "Probationary teacher" means a teacher who has not completed three (3) successive years of employment in the school district in which the teacher is currently employed. A teacher employed in a school district in this state for three years shall be deemed to have completed the probationary period; however, that an employing school district, may, by a majority vote of its directors, provide for one (1) additional year of probationary status.
- B. A teacher who has completed three (3) successive years of employment in the school district in which the teacher is employed on July 4, 1983, or a teacher who has been given credit for a prior service in another district as authorized by subdivision (a)(2) of this section, is deemed to have completed the required probationary period.

6-17-306. Leaves of Absence.

- A. All teachers, administrators, and non-certified personnel employed by any public school in this state who desire to take a leave of absence for the purpose of participating in military training programs or other official duties made available by the Arkansas National Guard or of the reserve branches of the armed forces and all teachers and administrators employed by a public school who desire to take a leave of absence for the purpose of participating in the civil defense and public health training programs made available by the United States Public Health Services shall be entitled to such a leave of absence for a period of fifteen (15) days, plus necessary travel time, in any fiscal year. To the extent this leave is not used in a fiscal year, it will accumulate for use in the succeeding fiscal year until it totals fifteen (15) days at the beginning of a fiscal year.
- B.
 - 1. Whenever any teacher, administrator, or non-certified employee is granted a leave of absence under the provisions of this section, he shall be entitled to his regular salary during the time he is away from his duties during such leave of absence.
 - 2. The teacher or administrator will be responsible for paying for the cost of any substitute employed in the teacher or administrator's absence.
 - 3. Such leave of absence shall be in addition to the regular vacation time allowed the employee.
- C.
 - 1. Teachers, administrators, and non-certified personnel called to duty in emergency situations by the Governor or by the President shall be granted leave with pay not to exceed thirty (30) working days, after which leave without pay will be granted. This leave shall be granted in addition to all other leave to which the teacher, administrator, or non-certified person shall be entitled.
 - 2. Emergency situations" shall have the same meaning as it is defined in § 21-4-212(e).
- D.
 - 1. During a leave of absence, teachers, administrators, and non-certified personnel shall be entitled to preserve all seniority rights, efficiency or performance ratings, promotional status, retirement privileges, life and disability insurance benefits, and any other rights, privileges, and benefits to which they have become entitled.
 - 2. The period of military service shall, for purposes of computations to determine whether such persons may be entitled to retirement under the laws of the State of Arkansas, be deemed continuous service, and the teacher, administrator, or non-certified employee shall not be required to make contributions to any retirement fund.
 - 3. The school district shall continue to contribute its portion of any life and disability insurance premiums during the leave of absence on behalf of the teacher, administrator, or non-certified employee, if requested, so that continuous coverage may be maintained.
- E. For the purpose of this section, "fiscal year" shall be the fiscal year now established for the United States Government.
- F. Whenever any teacher, administrator, or non-certified person employed by and public school in this state is granted military leave for a period of fifteen (15) days per calendar year or fiscal year, under the provisions of this section, the military leave will accumulate for use in succeeding calendar years or fiscal years until it totals fifteen (15) days at the beginning of the calendar year or fiscal year, for a maximum number of military leave days available in any one (1) calendar year or fiscal year to be thirty (30) days.

6-17-1701. Title

This subchapter shall be known and may be cited as the Public School Employee Fair Hearing Act".

6-17-1702. Definitions.

For Purpose of this subchapter.

1. The term “employee” shall mean any person employed by a school district under a written annual contract, who is not required to have a teaching certificate issued by the Department of Education as a condition of employment.
2. “Probationary employee” means an employee who has not completed one (1) year of employment in the school district in which he is employed. Provided that at least thirty (30) days prior to the completion of an employee’s probationary period, the Superintendent of schools may recommend and the board of directors may vote that one (1) additional year of probation is necessary for an employee;
3. “Full-time employee” means any employee who is contracted to work at least twenty (20) hours per week.

6-17-1703. Termination, non-renewal - Notice.

- A. The Superintendent of a school district may recommend termination of an employee during the term of any contract, or the non-renewal of a full-time non-probationary employee’s contract, provided that he gives notice in writing, personally delivered, or by letter posted by registered or certified mail to the employee’s residence address as reflected in the employee’s personnel file.
- B. The recommendation of non-renewal of a full-time non-probationary employee’s contract shall be made no later than thirty (30) calendar days prior to the beginning of the employee’s next contract period.
- C. Such written notice shall include a statement of the reasons for the proposed termination or non-renewal.
- D. The notice shall further state that an employee being recommended for termination, or a full-time non-probationary employee being recommended for non-renewal, is entitled to a hearing before the school board upon request, provided such request is made in writing to the Superintendent within thirty (30) calendar days from receipt of said notice.
- E. It is the public policy of the State of Arkansas that employees, as defined in this subchapter, shall not be considered “at will” employees with regard to the termination of their employment, notwithstanding any contractual provision to the contrary.

6-17-1704. Immediate suspension - Notice.

- A. Nothing herein shall be construed or interpreted to preclude the Superintendent from placing an employee on immediate suspension, provided he gives written notice of such action to the employee within two (2) school days of the suspension.
- B. The notice shall include a statement of reasons for the suspension, whether the Superintendent is recommending termination, and that a hearing before the school board is available upon request, provided that such request is made in writing to the Superintendent within thirty (30) calendar days from receipt of said notice.

6-17-1705. Hearing.

- A. The hearing before the school board shall be conducted in accordance with the following provisions:
 1. The hearing shall be conducted at the next regularly scheduled meeting of the school district board of directors, unless the employee and the Superintendent agree to a hearing on another mutually convenient date;
 2. The hearing shall be public or private at the request of the employee.
- B. The employee may be represented by persons of his or her own choosing.
- C. In hearings held concerning a recommendation for the termination of an employee’s contract, either the board or employee may elect to have a record of the hearing made at the board’s expense.
- D. In hearings held concerning a recommendation for the non-renewal of a full-time non-probationary employee, either the board or the employee may elect to have a record of the hearing made, and the expense for the record shall be shared equally between the board and the employee.

- E. After the hearing, the school board may terminate the employee or continue the suspension for a definite period of time. The salary of a suspended employee shall cease when the school board sustains the suspension. Otherwise, the employee shall be reinstated without loss of compensation.
- F. The decision of the school board shall be made within ten (10) calendar days of the hearing.

6-17-107. Reporting student drug abuse-Provision of counseling, referrals, medical care, or other assistance to suicidal youth-Immunity from liability.

- A. Teachers and other school personnel in this state shall be immune from liability and suit for damages for communicating information in good faith concerning drug abuse by any pupil to that pupil's parents, to law enforcement officers, or to health care providers.
- B. Teachers, school counselors, school health care providers, and other school personnel shall be immune from any civil liability for providing counseling, referral, emergency medical care, or other assistance offered in good faith to suicidal student or other suicidal youth. "Suicidal" refers to a person who poses a substantial risk of physical harm to himself as manifested by evidence of, threats of, or attempts at suicide or self-inflicted bodily harm, or by evidence of other behavior or thoughts that create a grave and imminent risk to his physical condition.
- C. This section shall not preclude liability for civil damages where the individual negligently performs professional counseling or nursing services which he or she is licensed under state law to perform.
- D. This section shall not preclude liability for civil damages as the result of gross negligence.