

**CERTIFIED STAFF HANDBOOK
PERSONNEL POLICIES AND PROCEDURES
2012-13**

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**Revised and Approved by the Board of Education
Joe Rogers, Jr., Board President**

Introduction

Each certified person employed by the school district for the first time shall be given a copy of the district personnel policies in effect at the time of employment. Copies of amendments to the personnel policies will be given to certified employees within thirty (30) days after approval by the board.

Personnel Policy Goals

Code GA

This handbook has been developed in order to publish the personnel policies of the Harmony Grove School District. Each certified employee should be familiar with the content of this handbook. The administration and board reserve the right to add to the contents or take away from them as deemed necessary to comply with school policy, state, and federal law. Additional rules and procedures peculiar to a particular school building may be found in the office of that particular building. This handbook is not intended to be all inclusive. Situations may arise from time to time which call for decisions not covered herein. The board grants that authority to the superintendent and his or her staff subject to review by the board.

Equal Employment Opportunity

Code GBA

The Harmony Grove School District Board of Education shall conduct the school system on a racially nondiscriminatory and non-segregated basis. In the employment of personnel, the Board will not discriminate against any employee or applicant for employment because of race, color, sex, or national origin. This is based on current practice.

Professional Personnel

Code GC

The term "professional personnel" will be used for those employees who must possess a license to teach or serve as an administrator in order to hold their positions. Other terms used for professional personnel include certified personnel and licensed personnel. The following definitions will apply.

Full-time personnel: employees whose regular assignment requires them to work not less than 5 days a week for not less than 5 hours per day (total of 900 hours) during the period of the employee's work year, excluding vacation, sick leave, and holidays

Part-time personnel: employees whose regular assignment requires them to work less than five hours per day or less than 20 hours per week

Temporary personnel: employees working for a pre-determined time needed to complete a task; a specific date set for termination of assignment; return to work by the full-time or part-time employee from an absence

Extended temporary personnel work on an assignment lasting 20 consecutive days plus.

CERTIFIED PERSONNEL POLICIES
PROFESSIONAL PERSONNEL
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ABSENCES AND LEAVES OF ABSENCES

CODE GCBD

ATTENDANCE POLICYGeneral

The administration recognizes that it will be necessary for employees to be absent from work from time to time because of illness, death, serious illness of family members, personal reasons, and other compelling reasons. It is also recognized that there are outside activities which may be of some direct or indirect benefit to the employee and the school district as to justify an employee missing work to attend such activities. However, each employee must understand that the continuing ability to attend work regularly and to be on time are conditions of employment. The failure or inability to attend work regularly, and to be on time, shall be grounds for discipline up to and including discharge.

Nothing in this policy manual should be construed as conferring upon any employee a right to be absent for any reason. All non-illness related absences require advance permission from the administration and the granting or withholding of permission for such absence is at the sole discretion of the administration. Furthermore, whenever sudden illness or emergency prevents your attendance at school, you should notify your principal at the earliest reasonable time after the fact of your absence becomes apparent to you.

Policy for Compensation for Absent Employees

Except only as expressly provided herein, employees will be paid only for days which they are present at school and actually perform services for the school district. For pay purposes there will be three distinct types of absences from work.

- (1) Absence Without Pay – For each day of absence, one day of the employee's actual salary days will be deducted by the district. (Determined by dividing annual salary by number of contracted days.)
- (2) Absence With Net Pay – For each day of such absence the employee will receive a full day's pay, less an amount equal to the current substitute pay.
- (3) Absence With Pay – For each day of such absence the employee will be paid in full.

Act 1215 of 2011 requires the district to credit one day of sick leave to a teacher if the teacher used one day of sick leave on a mandatory professional development day and made up the missed mandatory professional development day on a non-contract day.

SICK LEAVE

CODE GCBDA

All employees who participate in the teacher salary fund, with the exception of substitute teachers, are eligible for sick leave in accordance with the following policy adopted by the Harmony Grove School District Board of Education.

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

- a. "Teacher" – The term teacher shall include any full time employee of the Harmony Grove School District who is compelled by law to secure a license from the State Board of Education as a condition precedent to employment.
- b. "Sick Leave" – shall mean absence with full pay from one's duties in a public school for the reason of personal illness or illness in the immediate family.
- c. "Immediate Family" – shall include the teacher's spouse, children, parents, and any other relatives living in the same household. Any variance from this will be approved by the superintendent of schools.
- d. "Accumulated Sick Leave" – shall mean the total number of days of unused sick leave that a teacher has to their credit.

The Harmony Grove School District shall provide sick leave for each of its teachers at a minimum rate of one (1) day per month or major portion thereof that the teacher is contracted, at full pay. Teachers who are employed for nine (9) months would receive ten (10) days; ten (10) months contracts to receive eleven (11) days, eleven (11) or twelve (12) month contract would receive twelve (12) days. After the effective day of this policy, such leave shall be in force beginning with the first day of the first school term for which each teacher is employed. Provided, if a teacher resigns or leaves their teaching position for any reason before the end of the school term, the district may deduct from their last pay check full compensation for any days of sick leave used in excess of the number of days earned. A teacher shall be entitled to such leave only for reasons of personal illness or illness in their immediate family.

A record of sick leave used and accumulated shall be established and maintained by the school district for each of its teachers. Sick leave that is unused by a teacher during any school year shall be accumulated in such teacher's sick leave account at a rate of one (1) day per month or major portion thereof employed until ninety (90) days have been accumulated. A teacher who qualifies for sick leave may use any amount up to their total number of accumulated days. Accumulated days of sick leave that are used up may be restored to ninety (90) days in the same manner that they were first accumulated. Any certified employee retiring and having ten (10) consecutive years service within the district will be paid for accrued sick leave up to ninety (90) days at the substitute salary at the time of retirement.

(Sick Leave Policy – Continued)

Teachers * who have over 90 days sick leave at the end of the school year will be given substitute pay for the number of days accumulated over 90.

*"Teacher" – The term teacher shall include any full time employee of the Harmony Grove School District who is compelled by law to secure a license from the State Board of Education as a condition precedent to employment.
(Reference Code GCBDA under "Sick Leave" in Personnel Policy Manual.)

Approved 3-11-04

If a principal or superintendent has reason to believe that a teacher has violated or misused this sick leave policy, a certificate may be required signed by a duly licensed physician for subsequent absences. The teacher shall be notified of this requirement in writing.

A teacher who is unable to teach because of personal illness or disability and who has exhausted all sick leave available may be granted, at the request of the teacher or principal, leave of absence without pay for the remainder of the school year; at that time the teacher's health condition will be reviewed and a decision shall be made by the superintendent to return the teacher to active duty, extend the leave of absence, or take appropriate action.

When teachers are absent under the provisions of this policy, they are expected to have available to the substitute those materials necessary to conduct the activities of the day.

Personnel of Harmony Grove School District can voluntarily donate sick leave days to other personnel in a case involving catastrophic illness (illness extending over a period of weeks – not a day here and a day there.) Certified and non-certified personnel may choose to donate to any staff member within either group, certified or non-certified. The donation would be confidential and at the donor's discretion. The person wishing to donate days would complete the proper form and forward to the principal. Once a donation is made, it cannot be revoked. A person could obtain only the number of days that would, when added to his/her own accumulated sick leave, add up to a maximum of 90 days. Personnel retiring or resigning from the school are expressly denied the opportunity to give away unused sick leave days except as provided for in this policy.

In the event of the absence of a teacher for less than one-half day for any reason, the teacher will be reported absent one-half day and the substitute will be credited with one-half day service. Any variance from this will be approved by the superintendent of schools.

A staff member may use up to five days of sick leave as bereavement leave when a member of the immediate family dies.

A staff member may use two bereavement days for a death in the immediate family of a staff member without deducting sick leave days. Immediate family is defined as the teacher's spouse, children, parents, siblings, father-in-law, mother-in-law, grandparents and any other relatives living in the same household. Any variance from this will be approved by the superintendent of schools.

Adopted 5/95 and revised 5/02;5/06

CATASTROPHIC SICK LEAVE

To be eligible to participate in the catastrophic sick leave plan, the staff member must join the sick leave bank for that year. One day must be given to the bank that year to be eligible to draw from the bank that year. Each year's eligibility will depend on joining each year. Any days not used by the bank will accumulate and may not be returned to donors. The principle is "give a day to get days."

No person will be eligible to draw from the bank before the 10th day that catastrophic days are needed. Since all personnel receive at least 10 days per year, the rationale is that if you give 1 day to the bank, you have 9 days left and are eligible to use from the bank beginning on the 10th day after you have used your days. In addition to using all accumulated sick days, you must also use all personal days prior to requesting catastrophic days. The criteria for catastrophic illness must be met to use the sick bank. A physician's letter must be provided stating the reasons the absence is required at the time it is requested by the employee and why the illness would be considered catastrophic. Some criteria to consider in determining catastrophic include the following: (1) life-changing emergency surgery, (2) cancer and related treatments, (3) heart problems that require time off at specific times, (4) a history of illness such as back problems or diabetes that require immediate and long term care. If there is no question about an illness being catastrophic, the person needing days will be given days from the bank, not to exceed 90 days. If there is a question about whether an illness or condition is catastrophic, the matter will be referred to a five-person panel for a decision after the employee completes and/or has their doctor complete a form given to the employee by the superintendent. (A copy is attached.)

The panel will be representative of all employees. One member will be elected from Harmony Grove Elementary certified, one from Harmony Grove High School certified, one from Harmony Grove non-certified, one from Sparkman certified and one from Sparkman non-certified. Elections will be by secret ballot and only the superintendent will know who is on the panel. The elected panel members will remain anonymous, even to each other. When a decision must be made on the issue of catastrophic, the five member panel will be contacted individually by the superintendent and asked to vote "yes" or "no" on whether the condition warrants catastrophe. The superintendent will tally the vote and let the affected person know the result. He will also let the district treasurer know how to charge the absence. The five person panel will not meet as a group but must vote objectively in secret. The name of the person who needs days will not be revealed to the panel by the superintendent.

Catastrophic Sick Leave Form

Employee's Name _____ Date _____

1. Why are you requesting catastrophic sick leave?

2. How does the illness justify the definition of catastrophic?

3. How many sick leave days do you have accumulated? _____ How many personal days do you have accumulated? _____ How many years have you worked in the district? _____
Describe your attendance record prior to this year in the district.

4. _____ Please provide a letter from your physician supporting the need for your request.
_____ Please add any details you believe would help the panel reach a fair decision.

Directions: Return this form to the superintendent. Include all requested information in order to be considered for being given days.

COURT APPEARANCE LEAVE

CODE GCBDE

An employee who is subpoenaed to appear in court as a witness or for jury duty will be granted leave of absence with pay.

In such cases, the employee will receive his/her regular rate of pay from the Board and will turn over to the Board the amount of pay received for service as a court witness or for jury duty.

The employee will submit proof of service and the amount of pay received.

EDUCATIONAL LEAVE

CODE GCBDC

Requests for educational leave of absence must be submitted in writing to the superintendent of schools sixty (60) days in advance.

All educational leave requests must identify courses and hours to be earned.

Educational leave without pay may be granted, not to exceed one year, if the superintendent determines an appropriate replacement may be found.

An employee on extended contract may be permitted summer educational leave with pay once every three (3) years for professional growth purposes if the superintendent determines a satisfactory work schedule may be made.

An employee on extended contract who is required by the state or the district to do additional work toward qualification and/or certification may be granted educational leave with pay during summer session, if the superintendent determines a satisfactory work schedule may be made.

Local summer course participation by employees on extended contract must be approved. Guidelines necessary as to daily job responsibility must be determined by the immediate supervisor with the approval of the superintendent.

MATERNITY LEAVE

CODE GCBDD

Maternity leave will be treated as sick leave.

The teacher may remain in the classroom as long as her performance is satisfactory and her physician deems advisable and shall return to the position under the same conditions.

The position will be filled with a certified employee as determined by state law requirements on a temporary contract during the period of absence.

Available sick leave days will be allowed during the period of absence.

Maternity leave may not be treated as a catastrophic illness.

MILITARY LEAVE

CODE GCBDG

All teachers, administrators, and non-certified personnel employed by the Harmony Grove School District 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 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.

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.

The teacher or administrator will be responsible for paying the cost of any substitute employed in the teacher's or administrator's absence. Such leave of absence shall be in addition to the regular vacation time allowed the employee.

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. "Emergency situations" means any case of invasion, disaster, insurrection, riot, breach of peace, or imminent danger thereof, threats to the public health or security, or threats to the maintenance of law and order. During a leave of absence, teachers, administrators, and non-certified persons 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.

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.

The school district shall continue to contribute their 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.

Military Leave For the purpose of this section "fiscal year" shall be the fiscal year now established for the United States Government.

Legal Ref: Act 673 of 1991

PERSONAL LEAVE

CODE GCBDB

Personal leave is limited leave under reasonable circumstances. Personal leave will not be granted on the day before or the day after a major holiday except with prior permission of the superintendent for extenuating circumstances. Each certified employee is allowed two (2) personal leave days annually. These days may be accumulated to a maximum of four (4) days with a two (2) day yearly carryover of unused leave. Requests must be made in writing at least three (3) school days prior to the requested date. This leave will be in addition to regular sick leave. When a teacher is absent for personal leave, a salary deduction will be made on the basis of the amount paid a substitute for a day's work.

PROFESSIONAL STAFF SABBATICALS

CODE GCBDH

Leave of absence, without pay, may be granted by the Board of Education for professional study or for educational travel if it can be shown that such activity will contribute to the efficiency of the administrator, or teacher, and provided a suitable replacement can be found.

Leave will be granted for a minimum of one year. To be eligible for a leave, the employee must have completed a minimum of three years' service with the Harmony Grove School District.

Applications for leave must be filed with the superintendent of schools in writing and clearly state all details under which the leave is requested.

Teachers returning from leaves of absence will be placed back in their original positions if possible but may be assigned to other similar positions by the superintendent if the vacated position is not available.

Code JFAIJFCF/JFH
GBCB/GBM
Attachment AB

Anti-Bullying Policies

Reference - Act 681 of 2003; Act 1437 of 2005; Act 115 of 2007; Act 907 of 2011
Harmony Grove Schools

As part of the anti-harassment policies of Harmony Grove Schools, attachment AB to those policies deals specifically with anti-bullying practices which will be required for all students and staff. The district has an obligation to and is committed to providing a safe learning environment for each student and a safe working environment for each employee. Students learn best in an atmosphere that is free from the fear of emotional and physical intimidations and threats. Bullying is a destructive behavior that the district will not tolerate. The district will take the steps necessary to eliminate such behavior.

Information on the nature of bullying, its consequences, and the procedures to be used for reporting incidents will be covered in meetings with students and in staff development activities. All members of the school population are encouraged to report any instances of witnessed bullying.

Bullying is defined as one or more of the following actions:

- (1) any written or verbal expression that is intended to cause distress or fear upon the person targeted for harassment;
- (2) any physical action or gesture intended to cause pain or humiliation or stress;
- (3) any emotional distress deliberately caused by a pattern of behavior;
- (4) any sexual attack, either physical, written, verbal, or emotional;
- (5) an electronic act (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.) The act may or may not have been committed on school property or with school equipment, but this policy applies if the act is directed specifically at students or school personnel and is maliciously intended to disrupt school and has a high likelihood of succeeding with that purpose.

A student or employee will be found in violation if the conduct humiliates, embarrasses, or is severe enough that it limits the person targeted to participate in, or benefit from, any activity of the school. Bullying behavior is established when there is a pattern of offensive behavior or when a single serious act occurs. Bullying is prohibited while in school, on school property, in school vehicles, on school buses, at designated school bus stops, at school-sponsored activities, or at school sanctioned events.

Anyone who believes he or she has been a target of bullying or anyone who witnesses bullying should report the behavior in one of two ways.

- (1) Contact the principal or counselor (if a student) or a supervisor (if an employee) and ask that the manner be resolved informally.
- (2) File a written complaint with the anti-harassment compliance officer or alternate compliance officer and the superintendent of schools.

The reporting of bullying behavior will be handled in as confidential a manner as possible. A written report including any action taken will be filed in the appropriate personnel record or student record. Appeal procedures for all parties will follow those stated in the anti-harassment policies.

Any area not specifically covered in this attachment will fall under the sexual and other anti-harassment policies of the district.

It is stressed that reporting a bullying incident is different from being a tattletale. Reporting is trying to get someone (the target) out of trouble. Tattling is trying to get someone in trouble. Witnesses are encouraged to report bullying. No reprisal will occur to the person who reports a bullying incident. Anyone who files a complaint will not be subject to retaliation or reprisal in any form. However, anyone who knowingly fabricates or hinders an investigation may be subject to disciplinary action. Tattling just to get someone in trouble is not acceptable. The disciplinary action that results from bullying will be administered by the school administration and will follow the guidelines of school disciplinary policies and anti-harassment policies. The consequences for bullying may vary depending on the age or the grade of the student involved or the severity of the situation. Corporal punishment, ISS, parental conferences, required counseling, and out-of-school suspension are among the consequences for bullying.

This policy and anti-bullying signs will be posted throughout the district to include the cafeteria, gym, auditorium, school buses, restrooms, and every classroom.

Training will be provided on compliance with anti-bullying policies to all employees.

Adopted by Board of Education July, 2005 pursuant to Act 1437, 2005

Updated July, 2007 pursuant to Act 115 of 2007; October, 2011 pursuant to Act 907

APPLICATION FOR TEACHING POSITION

HARMONY GROVE PUBLIC SCHOOLS
401 Ouachita 88
Camden, AR 71701

Date _____ Social Security # _____

PERSONAL

(Last Name) (First Name) (Middle Name)

Present Address: _____

Permanent Address: _____

Telephone Number : _____
(List at least two numbers.)

POSITION DESIRED

Elementary School _____ Grade Preferred _____

Are there grades you would not accept? _____

High School (7-12) _____ Subjects _____

Other Positions _____

The following should be sent along with your application:

A small photograph (optional)

College transcripts that show all work completed

Copy of your NTE Scores or Praxis I and Praxis II Scores

Copy of your teaching certificate or a letter from the college
certifying officer stating your certification

½ page essay on your philosophy of teaching/learning

(in your own handwriting on back of this application)

VETERAN'S INFORMATION

Are you a Veteran honorably discharged from a tour of active duty with the Armed Forces of the United States OR served honorably in the National Guard or Reserve Forces of the United States for a period of at least six (6) years?

_____ YES _____ NO

If you answered yes to the above question, please attach all documentation applicable from the following list:

- Form DD-214 indicating honorable discharge;
- A letter dated within the last six months from the applicant's command indicating years of service in the National Guard or Reserve Forces as well as the applicant's current status;
- Marriage license;
- Death certificate;
- Disability letter from the Veteran's Administration (in the case of an applicant with a service-connected disability)

NOTE: If applicant indicates veteran status, but does not supply all necessary and appropriate documentation for the claimed status, the applicant will not be given veteran's preference. The burden is on the applicant to claim veteran's status and supply all appropriate documentation.

**HARMONY GROVE SCHOOL IS AN EQUAL OPPORTUNITY EMPLOYER
EDUCATION AND PROFESSIONAL TRAINING**

Name and location of school or institution	Date of Attendance	Degree or Diploma	Major Field	Minor Field	Semester Hours in Major	Semester Hours in Minor	Total Hours Credit
High School							
College/University							
Graduate							

Do you hold a teaching certificate valid in this state? No _____ Yes _____ What type is it? _____

Date of issue _____ Date of expiration _____

If you have no valid teaching certificate, has it been applied for? Yes _____ No _____

Do you plan to do graduate work? _____ Give last date in school _____

TEACHING EXPERIENCE

Name and location of school or institution	Grade or Subjects	Dates	Salary

Total years experience in Elementary School _____ Jr. High School _____ Sr. High School _____

In which of the above was your observation and practice teaching done? _____ Add by letter any additional information that will give a more complete estimate of your training, experience, character and ability. Testimonials in your possession may be included.

OTHER WORK EXPERIENCE

Please list any non-teaching work history:

SPECIAL QUALIFICATIONS

List areas of endorsement that do not appear on your certificate (Subject Area)

Are you a U. S. Citizen? _____ If no, explain status _____

Have you ever been convicted of felony (including any expunged sexual offenses)?

I certify that the information presented in this application is true. I understand that falsifying any information on this application is grounds for dismissal should I be employed by the Harmony Grove School District.

Signature of Applicant

GENERAL FACTS

Have you ever been terminated? _____ Had a non-renewal on your contract? _____
If yes, why? _____ Where? _____
Why do you wish to leave your present position? _____
Why do you wish to teach here? _____
When could you begin work here? _____

PROFESSIONAL GROWTH

What professional magazines do you read? _____

What professional recognition have you had? _____

FOR USE BY APPLICANT DESIRING ELEMENTARY POSITION

What extra-curricular activities are you capable of sponsoring? _____

FOR APPLICANTS DESIRING HIGH SCHOOL POSITION

Place a circle around any of the following which you are able to direct or coach successfully:

school plays instrumental music football basketball baseball
softball track cheerleaders yearbook
vocal music proms club activities (State which.) _____
other _____

REFERENCES

Give at least five references, including especially superintendents and principals under whom you have taught, who have first-hand knowledge of your character, personality, scholarship and teaching ability.

Name of Reference	Address (must be complete)	Phone	Position

INFORMATION RELEASE WAIVER

I hereby release the officers, agents, employees and directors of each of my past employers from any and all liability arising from disclosure of personnel records and from verbal appraisals of my past performance made to the superintendent and board members of the Harmony Grove School District. I

understand and agree that this waiver includes any and all manners of actions that I may now have or may have in the future concerning such disclosures, regardless of their nature.

Applicant's Signature _____

When is the earliest/best time to arrange an interview? _____

How long is this application to remain active? _____ years

Essay

Applicants for new licenses or renewing licenses shall be required to apply to the Identification Bureau of the Department of Arkansas State Police for a statewide and nationwide criminal records check. This includes the taking of fingerprints. The applicant will sign a release of information to the Department of Education.

Any person who has pleaded guilty or nolo contendere to or has been found guilty of the offenses as stated in Act 2151 of 2005 shall not receive a new or renewed license and shall have his or her license revoked. The superintendent shall report to the board the name of any person holding a license issued by the State Board and currently employed or employed during the previous two (2) school years by the district who:

- (A) has pleaded guilty or nolo contendere to or been found guilty of a felony or any misdemeanor listed in Act 2151;
- (B) holds a license obtained by fraudulent means;
- (C) has had a similar license revoked in another state;
- (D) has intentionally compromised the validity or security of any student test or testing program administered or required by the Arkansas Department of Education;
- (E) has knowingly submitted falsified information to the Department of Education, the State Board of Education, or the Division of Legislative Audit; or
- (F) has failed to establish or maintain the necessary requirements and standards set forth in Arkansas law or ADE rules and regulations for teacher licensure.

As a condition for initial employment, all employees must authorize release to the Department of Education the results of statewide and nationwide criminal records checks.

Fees associated with the criminal records check will be covered by the school district.

No person holding a license will be eligible for employment if the results of the criminal records check reveal that the applicant is guilty of any offense that will or may result in license revocation.

Non-certified personnel must also apply for and receive criminal records checks. All parts of Act 2151 applicable to non-certified personnel will be followed.

Reference Act 2151 of 2005

Approved by the board on September 13, 2005

Reviewed and Approved by the Board

BOARD STAFF COMMUNICATIONS

CODE GBD
(Also BG)

The success of any school system requires effective communication between the board and the school staff. Such communication is necessary for facilitating proposals for the continuing improvement of the educational program and the proper disposition of personnel problems which may arise.

The main goal of both the board and the staff is to provide the best possible educational opportunities for the entire community. To achieve this end, good board-staff relations must be maintained in a climate of mutual trust and respect. At the same time, the board in exercising its public trust to provide thorough and efficient public education, cannot dissipate or transfer its responsibilities.

In accordance with good personnel policies, staff participation and the development of education and personnel policies will be encouraged and facilitated. The superintendent, as the professional leader of the staff, will establish the avenues for board/staff communications. All communications or reports to the board from staff members or organizations will be submitted to the board through the superintendent. However, this will not be construed as denying the rights of any staff member to appeal any action or decision of the superintendent to the board.

Cell Phone Use for School Employees

The board of education grants authority to the superintendent of schools to requisition and approve the purchase of cell phones for school business calls for employees of the district who in the judgment of the superintendent require access to cell phones in order to carry out the duties of their positions.

Employees may use cell phones at school anytime and in any situation requiring the use of the phone to conduct their duties such as parent conferences, maintaining contact when on trips away from school, or when away from conventional phone usage. Employees may not use cell phones to conduct personal business when they should be performing their job duties such as teaching a class, supervising an activity, or driving a school vehicle. Employees driving a school bus with children on board may not use a cell phone while driving unless an emergency arises to the extent that stopping the bus to use the phone would endanger students more than using the cell phone while driving.

Employees are expected to refrain from having phones on during duty hours when the phone would disrupt a class, activity, conference, or other school event.

Adopted by the Board of Education on 09-12-06; updated 2009
Reviewed and Adopted September 23, 2014

COMMITTEE ON PERSONNEL POLICIES

BFG-R

Act 687 of 1987 requires that all school districts have written personnel policies. It also specifies how the staff will have input in recommending policy to the board.

Harmony Grove School District will have a personnel policies committee to be organized and to function as follows.

The committee will be composed of nine members. Six members will be classroom teachers, two from Harmony Grove Elementary, two from Harmony Grove High School, one from Sparkman Elementary, and one from Sparkman High School. There will be two administrator members (elected by their peers) with one representative on each campus. The superintendent will represent the board on the committee. Classroom teachers will be elected by their peers voting on secret ballot. The election shall be solely and exclusively conducted by the classroom teachers, including the distribution of ballots to all classroom teachers.

Teachers are elected for one year. A committee member may succeed him/herself.

During the first quarter of the school year, the committee will meet, elect a chairperson and a secretary and develop a calendar of meetings throughout the year to review the district's personnel policies to determine if additional policies or amendments to existing policies are needed.

Minutes of the committee meetings shall be reported promptly to the superintendent for distribution to the board. Minutes will also be posted in teacher workrooms and administrative offices.

New personnel policies or amendments to personnel policies may be proposed by the committee or the board. Proposals by the board must be submitted by the committee at least 10 working days prior to presentation to the board. The personnel policies of each school district in effect at the time a teacher's contract is entered into or renewed shall be considered to be incorporated as terms of the contract and shall be binding upon both parties unless changed by mutual consent. Any amendments to personnel policies adopted during the term of such contract shall become effective the following July 1. However, these amendments may take place immediately with mutual consent. After presentation to the board, final action may be taken at the next regular board meeting.

The committee will present its proposed policies or amendments to policies to the board through the superintendent. The superintendent may recommend any changes in personnel policies to the board or personnel policy committee. The chair of the committee or a committee member designated by the chair will have the opportunity to orally present the committee's proposed policies or amendments to existing policies to the board and superintendent.

The board has the authority to adopt, reject, amend, or refer back to the committee on personnel policies for further study and revision any proposed policy or amendment to existing policy that is submitted to the board for consideration.

COMPLAINTS AND GRIEVANCES

GBM-R

Purpose:

To provide an orderly process for employees to resolve their concerns related to the personnel policies, salary, Federal or State laws and regulations, or terms or conditions of employment of this district at the lowest possible level.

Definitions:

Grievance -- a claim or concern related to the interpretation, application or claimed violation of the district's personnel policies, including salary schedules, federal or state laws and regulations, or terms or conditions of employment, raised by an employee. Specifically, no grievance may be entertained against a supervisor for directing, instructing, reprimanding, placing the employee on a plan of assistance or an individual improvement plan or "writing up" an employee under his or her supervision.

- **Group Grievance** -- a group of employees who have the same grievance may file a group grievance
- **Employee** -- any person employed under a written contract by this school district
- **Group of Employees** -- a group of employees who have the same grievance
- **Immediate Supervisor** -- the person immediately superior to an employee who directs and supervises the work of an employee
- **Day** -- calendar day, unless otherwise specified
- **Working Day** -- a day in which the majority of the employees of the same job classification as the employee with the grievance are scheduled to work

Process:

- **Level One** -- An employee or group of employees who believes that he or she has a grievance should inform that employee's immediate supervisor that the employee has a potential grievance and discuss the matter with the supervisor within five working days of the occurrence of the grievance. (The five day requirement does not apply to grievances concerning back pay.) If the grievance is not advanced to Level Two within five days following the conference, the matter will be considered resolved, and the employee shall have no further right with respect to the grievance.

If the grievance cannot or is not resolved by the immediate supervisor, the employee or group can advance the grievance to Level Two. To do this, the employee must present in writing the personnel policy that has given rise to the grievance, within five working days of the discussion with the immediate supervisor and submit the grievance forms to the employee's building principal. In the event that the employee's immediate supervisor is the building principal, or the employee does not have a building principal, the employee will submit the grievance to the superintendent.

- **Level Two** -- Upon receipt of a Level Two grievance, the building principal or superintendent (hereinafter "recipient") will require the immediate supervisor to respond to the grievance. The recipient will have ten work days to schedule a conference with the employee or group filing the grievance. After the conference, the recipient will have ten working days to deliver a written response to the grievance to the employee or group. If the grievance is not advanced to Level Three (if appropriate) or to the board of directors at the next regularly scheduled school board meeting, the matter will be considered resolved and the employee shall have no further right with respect to said grievance.
- **Level Three** -- If the proper recipient of the Level Two grievance was the building principal, and the employee or group remains unsatisfied with the written response to the grievance, or if the written response to the grievance is that the concern does not fall within the definition of "grievance" in this policy, the employee or group may advance the grievance to the superintendent by submitting a copy of the Level Two grievance and the principal's reply to the superintendent within five days of the date on the principal's response. The superintendent will have 10 work days to schedule a conference with the employee or group filing the grievance. After the conference, the superintendent will have 10 working days in which to deliver a written response to said grievance.

Appeal to the Board of Directors -- An employee or group who remains unsatisfied by the written response of the superintendent, or if the written response to the grievance is that the concern does not fall within the definition of "grievance" in this policy, may appeal the superintendent's decision to the board of directors at the next regularly scheduled school board meeting. If the grievance is not appealed to the board of directors at its next meeting, the matter will be considered resolved, and the employee or group shall have no further right with respect to said grievance.

The hearing on the grievance will be heard at the next regular meeting of the board of directors, unless both parties have agreed to a different date. All parties have the right to representation by a person of their own choosing, but not by a member of a party's immediate family at any level at the appeal hearing before the board of directors. At the hearing, the employee will have the opportunity to present the grievance, but not less than ninety (90) minutes to present the grievance, unless a shorter period is

agreed to by the employee. The employee and administration will both have the opportunity to present and question witnesses. The hearing shall be open to the public unless either the superintendent or the employee requests a private hearing. At the conclusion of the hearing, the board of directors may excuse all parties except board members and deliberate. A decision on the grievance shall be voted on in public and announced, no later than the next regular board meeting following the grievance hearing.

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

Records:

Records related to grievance will be filed separately and will not be kept in nor made a part of the personnel file of any employee.

Reprisals:

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

Reference – Act 1498 of 1999; Act 1357 of 2003; Act 1017 of 2005, Act 312 of 2007

Nothing in this section shall be construed as requiring a school district to enter into an agreement recognizing an organization for the purpose of negotiation.

CONDUCT OF STAFF

CODE GBCB

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

The policy manual is not intended to serve as an all inclusive code of behavior, although violations of these policies may lead to discipline up to and including discharge. Normally the administration will follow principles of progressive discipline. However, the administration expressly reserves the right to impose first offense discharge as a punishment for misconduct of a serious nature. Each employee should also be on notice that repeated instances of minor misconduct may, after warning, become cause of discharge.

The administration reserves the right from time to time to establish rules and regulations not inconsistent with this policy manual concerning the duties, job performance and other conduct of employees and to enforce those rules and regulations by applying discipline up to and including discharge. In addition to such published rules, each employee is expected to conduct themselves at all times in a manner that fully respects the person and property of others. It is also recognized that one of the responsibilities as educators is to set good examples for the students in the way employees conduct themselves off campus and in their private lives generally. It is, therefore, expressly recognized that violations of this responsibility may also be a ground for discipline up to and including discharge.

CONFLICT OF INTEREST

CODE GBCA

Employees of the Board will not engage in, or have a financial interest in, any activity that raises a reasonable question of conflict of interest with their duties and responsibilities as members of the school staff. This means that:

1. Employees will not participate for financial remuneration in outside activities wherein their position on the staff is used to sell goods or services to pupils or their parents.
2. Employees who have patented or copyrighted any device, publication, or other item will not receive royalties for use of such item in the district schools.
3. Employees will not engage in any type of work where the source of information concerning customer, client, or employer originates from information obtained through the school system.

Reference Code GBC to include provisions of Act 1599 of 2001.

Updated July, 2001 pursuant to Act 1599 of the Arkansas Assembly of 2001.

Reviewed and Adopted September 23, 2014

CONTRACTS

CODE GCB

Professional personnel shall be awarded contracts by the Board based upon the recommendations of the superintendent and principals. Contracts are awarded annually. Salary and other benefits shall be part of the written contract. The length and terms of contract shall be determined by the board consistent with legal requirements.

In conformity with Arkansas' written contract law, teachers are automatically reemployed unless they are notified by May 1 that their contracts will not be renewed or within ten (10) days after the end of the school year, the teacher shall deliver or mail by registered mail to the board his or her resignation as a teacher, or unless such contract is suspended by another contract between the parties.

No teacher shall be required to sign and return a contract for the next school year any sooner than thirty (30) days after the contract is issued to the teacher.
Reference 6-17-1506

CODE CBC-A (also) GBCA-1

Administrative contracts, effective at the beginning of the 1998-99 school year, will be for no more than one year except the contract of the superintendent.

The superintendent's contract will not automatically be for more than one year, but may be a multi-year contract at the discretion of the board.

DRESS CODE POLICY

GBCB-B

The administration and faculty believe that proper etiquette, social customs, and good grooming are a definite part of the educational process. To this end, it is necessary for all employees to wear to school neat, clean, and appropriate clothing that meets the standards of the educational environment. Any extreme in clothing or appearance that disrupts the normal operations of school will not be acceptable.

Dress and appearance will not present health or safety hazards or cause hardships in the carrying out of one's duties. For example, the agriculture teacher would not be expected to wear dress slacks when working in the shop. Common sense must prevail.

Certain items of clothing are not approved and may not be worn to school or are approved on certain occasions only.

- Sweat suits may not be worn at all. This includes clothing that appears to be sleep wear.
- Shorts may not be worn except in the following circumstances. Coaches may wear shorts during athletic period practices but not during academic classes. Other personnel may not wear shorts at anytime during the day while on the job with students present. Custodians and summer workers may wear shorts that come to the knee or just above the knee during the months of June, July, and August when cleaning, painting, or working on buses during the days when school is not in session and students are on vacation.
- Blue jeans may be worn on Fridays only. Jeans may not be ragged and should be in good repair.
- Uniforms may be worn only when the occasion fits the need for a uniform.
- Spaghetti strap shirts should not be worn at all.
- Clothing that exposes underwear, buttocks, or the female breast is prohibited.

On special occasions or for specific duties, the superintendent or his/her designee may allow variances from these rules if requested by staff members, the occasion fits the dress, and the clothing does not disrupt the normal routine of the school. For example, hats may be worn to raise money; special dress is needed for a field trip; homecoming week activities call for it. The teacher or sponsor must have the permission of the principal or superintendent before making any variances from this policy. Each occasion must be approved on its own merits. There will be no blanket approvals for more than one occasion at a time.

DRUG AND ALCOHOL POLICY

CODE GBCB-A

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

The illegal manufacture, distribution, dispensation, possession or use of narcotics, drugs, alcohol, or controlled substances during working hours, school activities or on school district property constitutes conduct unbecoming an employee and is prohibited. An employee shall not report to work after having used any prohibited drug. Compliance with this regulation is a condition of employment and any employee in violation will be subject to disciplinary action, up to and including discharge.

Compliance with the standards of conduct stated in this policy is mandatory of all employees. Violations of any part of this policy may result in disciplinary action, including suspension and termination. If the situation warrants, the superintendent shall communicate all available information promptly to the proper law enforcement agency(ies) and offer full cooperation of the Harmony Grove School District in an investigation.

Employees are encouraged to seek treatment and/or counseling for drug problems. The Harmony Grove School District will not assume any expenses incurred in counseling or attendance in a drug/alcohol program.

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

Adopted by the Board 4/15/93
Reviewed and Adopted September 23, 2014

STAFF ETHICS

CODE GBC

The Board expects members of its professional staff to be familiar with the code of ethics that applies to their profession and to adhere to it in their relationships with students, parents, coworkers and officials of the district.

The Board's various policies relating to conflict of interest will be made known to all staff members. One hour of professional development is required each year.

The guidelines and prohibitions for educational administrators, employees, and board members as stated in Act 1599 of 2001 will be followed and each staff member will receive a copy of this act.

Act 1045 of 2011 lists seven standards of conduct as the Code of Ethics for Arkansas Educators.

- Standard 1: An educator maintains a professional relationship with each student, both in and outside the classroom.
- Standard 2: An educator maintains competence regarding skills, knowledge, and dispositions relating to his/her organizational position, subject matter, and/or pedagogical practice.
- Standard 3: An educator honestly fulfills reporting obligations associated with professional practices.
- Standard 4: An educator entrusted with public funds and property honors that trust with honest, responsible stewardship.
- Standard 5: An educator maintains integrity regarding the acceptance of any gratuity, gift, 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.
- Standard 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 by law.
- Standard 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.

Ethical violation is one involving acts or omissions on the part of an educator, when the educator knew, or reasonably should have known, that such acts or omissions were in violation of the Standards of Professional Conduct as set forth in Rule. (An ethical violation does not include a reasonable mistake made in good faith, or acts or omissions undertaken in reasonable reliance upon the advice of a supervisor.)

Updated July, 2001 pursuant to Act 1599 of the Arkansas Assembly of 2001; Updated October, 2011 pursuant to Act 1045 of 2011

ETHICS
Revised, 2008

CODE GBC

The Harmony Grove Board of Education expects members of its staff to be familiar with the rules governing the code of ethics for Arkansas educators as adopted by the State Board of Education on June 9, 2008 and to abide by these rules. These rules define Standards of Professional Conduct and outline procedures for investigations and enforcement of the code. The Board charges the Superintendent of Schools with the responsibility to see that all staff members receive a copy of this policy and the rules adopted as part of this policy, as well as staff development in the discussion and understanding of the adopted rules and consequences. These rules will become part of each professional's handbook after approval by the Board.

These rules will not replace the policies and procedures that are in effect currently that are in addition to the June 9, 2008 adopted code. The board of Education does not relinquish its authority to take action to an extent greater than that set forth by the State Board of Education or to be specific in its grounds for suspension or dismissal. These rules and policies are considered an addition to those already in effect at Harmony Grove School District.

Reference Ark. Code Ann §§6-11-105; 6-17-401; 6-17-410; 6-17-422 (Act 846 of 2007); and 25-15-201 et seq.

Adopted by the Board of Education on this date _____

President of the Board _____

Secretary of the Board _____

**ARKANSAS DEPARTMENT OF EDUCATION
RULES GOVERNING THE CODE OF ETHICS FOR ARKANSAS EDUCATORS**

June 9, 2008

1.0 Title

1.01 These rules shall be known as the Arkansas State Board of Education Rules Governing the Code of Ethics for Arkansas Educators.

2.00 Regulatory Authority

2.01 These rules are promulgated pursuant to the State Board of Education's authority under Ark. Code Ann. §§ 6-11-105, 6-17-401, 6-17-410, 6-17-422 (Act 846 of 2007) and 25-15-201 et seq.

3.00 Purpose

3.01 The purpose of the Rules Governing the Code of Ethics for Arkansas Educators (Code) is to define Standards of professional conduct and to outline procedures for investigations and enforcement of the Code.

3.02 The professional, ethical educator contributes to the development and maintenance of a supportive student-centered learning community that values and promotes human dignity, fairness, care, the greater good and individual rights. These values are the ethical premises for the Standards of professional behavior and ethical decision-making established in this *Code of Ethics for Arkansas Educators*. By establishing Standards of ethical conduct, this code promotes the health, safety, and general welfare of students and educators and ensures the citizens of Arkansas a degree of accountability within the education profession.

4.00 Definitions

For the purposes of these rules, the following terms mean:

4.01 **Complaint** is any validated, written and signed statement from the Arkansas Department of Education, local school board, the Arkansas State Board of Education, or public school superintendent of this state filed with the Professional Licensure Standards Board alleging that an educator has breached one or more of the Standards in the Code of Ethics for Educators.

4.02 **Conviction** includes a plea of guilty or a plea of *nolo contend ere*, or a finding or verdict of guilty, regardless of whether an appeal of the conviction has been sought, or a criminal conviction has been sealed or expunged; a situation where first offender treatment without adjudication of guilt pursuant to the charge was granted; and a situation where an adjudication of guilt or sentence was otherwise withheld or not entered on the charge or the charge was otherwise disposed of in a similar manner in any jurisdiction.

- 4.03 **Denial** is the refusal to grant a teaching license to an applicant for a teaching license.
- 4.04 **Dispositions** are the values, commitments, and professional ethics that influence behaviors toward students, families, colleagues and communities and affect student learning, motivation, and development as well as the educator's own professional growth. Dispositions are guided by beliefs and attitudes related to values such as caring, fairness, honesty, responsibility and social justice.
- 4.05 **Educator** is a teacher, school or school system administrator or other education personnel who has been issued a teaching license by the Arkansas State Board of Education. For the purposes of the Code, *educator* also refers to a licensed student intern,
- 4.06 **Monitoring** is at a minimum a semi-annual appraisal of the educator's conduct by the Professional Licensure Standards Board through contact with the educator and his or her employer. As a condition of monitoring, an educator may be required to submit a criminal background check or other requested information. The Arkansas State Board of Education specifies the length of the monitoring period.
- 4.07 **Probation** is the placing of conditions, requirements or circumstances on the status of a teaching license for a period of time established by the Arkansas State Board of Education. Generally, a license under probation must sufficiently satisfy such conditions, requirements or circumstances in order to maintain or be reinstated to the original non-probationary teaching license status.
- 4.08 **Reprimand** is a written admonishment from the Arkansas State Board of Education to the license holder for his or her conduct. The written reprimand cautions that further unethical conduct will lead to a more severe action and shall become a permanent entry in the licensure file of the educator and is associated with a monetary fine of the educator.
- 4.09 **Revocation** is the permanent invalidation of any teaching license held by the educator.
- 4.10 **School-sponsored activity** is any event or activity sponsored by the school or school system which includes but is not limited to athletic events, booster clubs, parent-teacher organizations, or any activity designed to enhance the school curriculum (i.e., foreign language trips, etc.) whether on school-campus or not.
- 4.11 **Student** is any individual enrolled in the state's public or private schools from pre-kindergarten through grade 12.
- 4.12 **Suspension** is the temporary invalidation of any teaching license for a period of time specified by the Arkansas State Board of Education.
- 4.13 **Teaching License** refers to any teaching, service, or leadership certificate, license, or permit issued by authority of the Arkansas State Board of Education

- 4.14 **Warning** is a written communication from the Arkansas State Board of Education to the license holder that his or her conduct is unethical. The warning cautions that further unethical conduct will lead to more severe action and shall become a permanent entry in the licensure file of the educator.

5.00 Standards of Professional Conduct

The Standards of Professional Conduct are set forth as follows:

- 5.01 **Standard 1: An educator maintains a professional relationship with each student, both in and outside the classroom.**
- 5.02 **Standard 2: An educator maintains competence regarding skills, knowledge, and dispositions relating to his/her organizational position, subject matter, and/or pedagogical practice.**
- 5.03 **Standard 3: An educator honestly fulfills reporting obligations associated with professional practices.**
- 5.04 **Standard 4: An educator entrusted with public funds and property honors that trust with honest, responsible stewardship.**
- 5.05 **Standard 5: An educator maintains integrity regarding the acceptance of any gratuity, gift, 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.**
- 5.06 **Standard 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.**
- 5.07 **Standard 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.**

6.0 Disciplinary Action

- 6.01 The Professional Licensure Standards Board (Board) is authorized to recommend to the State Board probation, suspension, revocation or denial of a teaching license or the issuance of a reprimand or warning after an investigation is held after notice and an opportunity for a hearing are provided to the license holder. The Board is also authorized to recommend other avenues to assist the educator via training, coursework or rehabilitative treatment. (All costs would be assumed by the educator.) The State Board of Education may direct the Arkansas Department of Education to monitor progress toward the completion of any corrective action. Any of the following shall be considered cause for recommendation of disciplinary action against the holder of a teaching license:

- An initial determination that there is probable cause to believe a breach of any of the Standards of the Code of Ethics in Section 5.00 or any conduct described in the offenses set forth in A.C.A. §§ 6-17-410 (c) (1) – (34) has occurred.
 - A failure to comply with the payment of any imposed fines.
 - Disciplinary action against a teaching license/certificate in another state on grounds consistent with unethical conduct specified in Section 5.00 or as stated in the bullets above in 6.01 of these rules.
- 6.02 An individual whose license has been revoked, denied or suspended may not serve as a volunteer or be employed as an educator, paraprofessional, aide, substitute teacher or in any other position during the period of his or her revocation, suspension or denial for a violation of the Arkansas Code of Ethics for Educators.
- 6.03 The Arkansas State Board of Education shall notify local and state officials of all disciplinary actions. In addition, suspensions and revocations are reported by the Arkansas Department of Education to national officials, including the National Association of State Directors of Teacher Education and Certification (NASDTEC) Clearinghouse.

7.0 Procedures for the Investigative Process and Final Determination of Alleged Ethics Violations

- 7.01 In considering and investigating complaints brought before it, the Professional Licensure Standards Board shall follow the procedures set forth in *Appendix A* to these rules, which are hereby fully incorporated into these rules as if fully set forth herein.

Fines and Fees

- 8.01 The State Board of Education, for violations of these Standards of Professional Conduct in all areas and as authorized by Ark. Code Ann. § 6-17-422 (Act 846 of 2007):
- a. May impose fines up the amounts listed in *Appendix B* to these rules, which is attached and is hereby fully incorporated into these rules as if fully set forth herein.
 - b. Shall impose fees for action taken pertaining to an educator's license as set forth in the attachment *Appendix B*.
 - c. Shall use the revenue collected by the State Board of Education from the fees and fines imposed per *Appendix B* of these Rules for the operation of the Professional Licensure Standards Board.

**Procedures for the Investigative Process
and Final Determination of Alleged Ethics Violations**

1. Complaint Received by the PLSB:

A *complaint* will be deemed a request to investigate. Except as provided in section iv. below, a request for investigation may be a written and validated signed statement of allegations filed with the Arkansas Department of Education, local school board, the Arkansas State Board of Education, or public school superintendent of this state which may be filed with the Professional Licensure Standards Board (PLSB). The request for investigation will be validated (i.e., verified as actually being submitted by the requestor) by the agency listed above with which it is filed and forwarded as a complaint by that agency to the PLSB. When appropriate, the PLSB will provide a copy of the complaint to the superintendent or the president of the local school board (if the educator in question is the superintendent of the district) where the educator is employed.

- i. The Ethics Review Sub-Committee determines whether to investigate.
- ii. Letter sent to complainant about disposition of complaint.
- iii. Letter sent to Superintendent or President of the local school board if appropriate about disposition of complaint.
- iv. The following will automatically go to the sub-committee to open an investigation:
 - a) An affirmative answer concerning criminal or ethical violations on a licensure application.
 - b) Confirmation from the Arkansas State Police or the FBI, regarding criminal convictions.

2. Investigation Initiated by Professional Licensure Standards Board (PLSB)

- i. A letter will be sent to the educator requesting information/statement.
- ii. An Investigation is conducted.
- iii. An Investigative Summary will be sent to the Ethics Sub-Committee.

3. Probable Cause Determination Made

- i. The Ethics Sub-Committee determines if *probable cause* exists to take a recommendation to the State Board of Education for disciplinary action and, if so, what action.

4. Proposed Action or Hearing Offered

- i. A letter sent notifying the educator and the school district, if appropriate, of proposed PLSB action and the reason for the proposed action.
- ii. Educator may consent to the proposed action or may request a hearing before the Ethic Sub-Committee of the PLSB.
- iii. If an educator does not respond in thirty (30) days, the proposed action becomes a final decision recommended for Arkansas State Board of Education (SBE) action.

5. PLSB Evidentiary Hearing

- i. If the educator requests a hearing, an evidentiary hearing will be held before the Ethics Sub-Committee of the PLSB within ninety (90) days, but no earlier than thirty (30) days, from the date that the PLSB receives the educator's hearing request. Either party may request additional time subject to the subcommittee's approval
- ii. A decision by the Sub-Committee will be made.
- iii. The educator will be notified in writing of the Sub-Committee's decision. The educator may accept the initial decision or request a hearing before the SBE.

6. Evidentiary Hearing Procedures of the PLSB Sub-Committee

- i. The educator shall be notified in writing of the date, time and location of the Ethics Sub-Committee of the Professional Licensure Standards Board (PLSB) meeting at which his/her case will be considered. The notice will also state a deadline by which the educator must submit items to the sub-committee for consideration.
- ii. A representative of the PLSB and the educator (or his/her attorney) shall have up to twenty-five (25) minutes each to present their cases to the sub-committee. The chairperson of the sub-committee, may grant additional time to either or both parties, if necessary.
- iii. Each party will have the opportunity, should it so choose, to make an opening statement. The statement shall be no longer than five (5) minutes in length; any such times used for an opening statement shall be deducted from the time allowed for case presentation listed in ii. above.
- iv. The representative of the PLSB shall present its case (and opening statement, if it so chooses) to the hearing subcommittee of the Board first.
- v. Any written documents, photographs or any other items of evidence may be presented to the hearing subcommittee with the permission of the Chairperson. The items of evidence shall be marked as either "PLSB Exhibit Number 1(et seq.)" or "Educator's Exhibit Number 1 (et seq.)." After an item of evidence has been allowed to be presented to the hearing subcommittee by the Chairperson, the introducing party shall give one (1) copy to the court reporter for the record and one (1) copy to the Chairperson.
- vi. After one party has questioned a witness, the other party shall have the same opportunity.
- viii. Members of the hearing subcommittee shall also have the opportunity to ask questions of any witness or any party.

- viii. While the scope of each party's presentation ultimately lies within the chairperson's discretion, case presentation should be arranged in such a way as to avoid redundant testimony.
- ix. After the educator has presented his/her case, the chairperson may allow each party to present limited rebuttal testimony
- x. After the rebuttal evidence has been presented, the educator shall have up to five (5) minutes to present a closing statement, if desired.
- xi. After the education has made a closing statement, or waived the opportunity for the same, the representative of the PLSB shall have up to five (5) minutes to make his/her closing statement, if desired.
- xii. After closing statements have been made (or the opportunity to make them has been waived), the hearing subcommittee may orally announce its decision. Alternatively, the hearing subcommittee may take the case under advisement and render a written decision at a later time.
- xiii. A written decision reflecting the hearing subcommittee's final decision and recommendation shall be promptly prepared by the PLSB for the chairperson of the hearing subcommittee's signature. A copy of the decision and recommendation shall be timely transmitted to the educator, the PLSB and the SBE.
- xiv. The educator shall have thirty (30) days from the receipt of the decision and recommendation to appeal the sub-committee's decision to the SBE. Should the educator not file an appeal to the SBE within the above-referenced thirty (30) day time period, the decision of the sub-committee shall become non-appealable.

Final Rules Approved by SBE
June 9, 2008

Appendix B

LIST OF APPLICABLE FINES

ACTION TAKEN	MAXIMUM FINE AMOUNT
Permanent Revocation of License	\$0
Suspension of License	\$100
Probation of License	\$75
Written Reprimand by State Board of Education	\$50
Written Warning by State Board of Education	\$0

LIST OF APPLICABLE FINES

License Issued	New or Renewal	Fee Amount
One-Year Provisional Teacher's License	New	\$0.00
	Renewal	\$0.00
Three-Year Initial Teacher's License	New	\$0.00
Five-Year Standard Teacher's License	New	\$100.00
	Renewal	\$100.00
Five-Year Vocational Permit	New	\$100.00
	Renewal	\$100.00
One-Year Professional Teaching Permit	New	\$35.00
Lifetime Teacher's License (Must be 65 year of age.)	New	\$0.00
Adding Area or Level to Existing License	Not Applicable	\$0.00
Adding Degrees to Existing License (If not occurring at the time of renewal)	Not Applicable	\$50.00
Duplicate License	Not Applicable	\$50.00

Final Rules Approved by SBE
June 9, 2008

Explanations and Guidelines to Clarify the Intent of The Standards of Professional Conduct

The purpose of Appendix C is to provide greater clarity and intent of each professional standard listed in Section 5.00 of this rule. Therefore, Appendix C is not designed to supersede the required standard of professional conduct but rather to provide some rationale of the intent and purpose and thus the proper application of each professional standard of conduct. It is recognized that Appendix C is a general application of the intent and purpose of each professional standard and is considered a guide and not all inclusive of each and every interpretation and application of a professional standard of conduct as required in Section 5.00.

Furthermore, it is recognized that unless specifically stated in a professional standard of conduct listed in Section 5.00 of this rule or specifically required in Appendix C's interpretation of a particular standard of conduct, the alleged unethical conduct by a licensed educator may be considered by the Professional Licensure Standards Board regardless of the mental intent related to the alleged unethical action or omission. However, the Professional Licensure Standards Board may consider the mental intent or capacity of the licensed educator, along with other relevant factors, when determining whether a violation exists and what, if any, disciplinary action to recommend to the Arkansas State Board of Education for alleged violations of this code of ethics.

Standard 1 An educator maintains a professional relationship with each student, both in and outside the classroom

This standard goes to the core of a professional educator's expected conduct and relationship with all students and transcends criminal behavior or other actions which violate law. The professional relationship with students is such behavior and action which promotes at all times the mental, emotional, and physical health and safety of students. An educator should show respect for and not demean, embarrass, or harass students absent some reasonable educational or disciplinary purpose and never as prohibited by law. A professional relationship is one where the educator maintains a position of teacher/student authority with students even while expressing concern, empathy, and encouragement for students. In that position of authority, an educator may nurture the student's intellectual, physical, emotional, social and civic potential. An educator may display concern and compassion for a student's personal problems and, when appropriate, refer the student for school counseling or other help.

Standard 2 An educator maintains competence regarding skills, knowledge, and dispositions relating to his/her organizational position, subject matter, and/or pedagogical practice.

This standard addresses the professional educator's obligation to implement best practices and maintain competence in skills and knowledge. An educator has many dispositions that are required in the course of instruction such as ensuring that students have access to varying points of view and that instruction reflects current subject matter.

Standard 3 An educator honestly fulfills reporting obligations associated with professional practices.

This standard covers those situations where there is an intentional or knowing attempt to deceive or mislead an educational entity. Honest errors or mistakes or inaccuracies are not intended to be encompassed by this standard. To uphold this standard an educator should be honest when reporting data and information to the Arkansas Department of Education, the Arkansas Bureau of Legislative Audit, the Arkansas State Board of Education, and other state and federal governmental agencies. Honestly reporting grades is also a part of this standard. It is also important that an educator honor this standard when giving information to recommend an individual for employment promotion or licensure as well as when reporting professional qualifications, criminal history, college credits and degrees, awards, and employment history. Similarly the failure to timely submit information covers those situations where there is a knowing failure to submit or provide information. This standard covers those situations described in Ark. Code Ann. § 6-17-410(d) (1) (A) (vii) and (viii) that involve knowingly submitted false or misleading information or knowingly falsifying or directing another to falsify a grade.

Standard 4 An educator entrusted with public funds and property honors that trust with honest, responsible stewardship.

An educator must be a good steward of public funds, personnel and property dedicated to school related purposes. The use and accounting for these resources under the educator's control must comply with state and federal laws that regulate the use of public funds and property. The use of such resources for personal gain, other than incidental personal benefit for which there is no public education purpose would not be in keeping with the intent of this standard.

Standard 5 An educator maintains integrity regarding acceptance of any gratuity, gifts, compensation or favor that might impair or appear to influence professional decision or actions and shall refrain from using the educator's position for personal gain.

The standard is intended to prohibit that conduct which is solely for personal gain and creates an appearance of a conflict of interest in the role as an educator. The standard of conduct called for by this section involves an examination of the total circumstances surrounding the gratuity, gift, compensation, or favor. Factors to consider include the value of the gratuity, gift or favor, the reasonableness of any compensation; the timing of the gratuity, gift, compensation, or favor; and the relationship between the educator and the person from whom the gratuity, gift, compensation, or favor comes. Pursuant to Ark. Code Ann. § 6-24-113 an educator may accept awards and grants as provided for therein. Ark. Code Ann. § 6-24-112 contains some specific prohibited transactions involving gratuities or offers of employment. The second part of this standard requires that the educator does not use the position for personal gain.

Standard 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.

At times educators are entitled to and/or for professional reasons need access to certain student records, other educators' records, and standardized testing materials. Much of this information is confidential, and the educator should maintain that confidence unless the disclosure serves some legitimate educational purpose as allowed or required by law. The Federal Education Rights and Privacy Act (FERPA) addresses the confidentiality of certain student records. Such federal and state laws permit disclosure of some student information and restrict the disclosure of other student information. Educators should respect and comply with these and other similar confidentiality laws. Confidential student information may include student academic and disciplinary records, health and medical information, family status and/or income, assessment/testing results, and Social Security information. When standardized tests are administered, educators should maintain the confidentiality of those parts of the standardized test materials that are to remain confidential such as actual test items and test booklets in accordance with state law, regulation, and testing policy. Supervisors may be entitled to access to other educators' personnel records and should maintain the confidentiality of those records.

Standard 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.

This standard sets forth the expectation of the professional educator concerning using, possessing, or being under the influence of the listed substances while on school premises or at school-sponsored activities involving students or being in violation of state law governing the using, possessing or being under the influence of alcohol, tobacco, or unauthorized/illegal drugs while on school property or at school-sponsored activities involving students.

Staff Ethics – Requirements for Employment

GBC-05

All teachers employed in Harmony Grove School District must be licensed by the State Board of Education. The teacher's license must be filed with the Ouachita County Clerk.

Any person who knowingly falsifies any attendance records used to compute average daily attendance or average daily membership will have his or her license revoked and will be terminated from his or her position.

The superintendent or his designee is responsible for investigating and documenting allegations of criminal misconduct by a school district employee and involving a student or students.

Applicants for new licenses or renewing licenses shall be required to apply to the Identification Bureau of the Department of Arkansas State Police for a statewide and nationwide criminal records check. This includes the taking of fingerprints. The applicant will sign a release of information to the Department of Education.

Any person who has pleaded guilty or nolo contendere to or has been found guilty of the offenses as stated in Act 2151 of 2005 shall not receive a new or renewed license and shall have his or her license revoked.

The superintendent shall report to the board the name of any person holding a license issued by the State Board and currently employed or employed during the previous two (2) school years by the district who:

- (F) has pleaded guilty or nolo contendere to or been found guilty of a felony or any misdemeanor listed in Act 2151;
- (H) holds a license obtained by fraudulent means;
- (I) has had a similar license revoked in another state;
- (J) has intentionally compromised the validity or security of any student test or testing program administered or required by the Arkansas Department of Education;
- (K) has knowingly submitted falsified information to the Department of Education, the State Board of Education, or the Division of Legislative Audit; or has failed to establish or maintain the necessary requirements and standards set forth in Arkansas law or ADE rules and regulations for teacher licensure.
- (L) has failed to establish or maintain the necessary requirements and standards set forth in Arkansas law or ADE rules and regulations for teacher licensure.

As a condition for initial employment, all employees must authorize release to the Department of Education the results of statewide and nationwide criminal records checks. Fees associated with the criminal records check will be covered by the school district. No person holding a license will be eligible for employment if the results of the criminal records check reveal that the applicant is guilty of any offense that will or may result in license revocation.

Reference Act 2151 of 2005

Approved by the board on 9-13-05

Code of Ethics for Arkansas Educators Allegation of Violation Form

Allegation against _____ Date of _____
Name of Educator _____ Incident _____

Contact Information: Address _____ Phone _____

Name of School/College/University _____ Phone _____

School Address _____ City _____ Zip _____

Name of School District _____ Phone _____

District Office Address _____ City _____ Zip _____

Standard 1: An educator maintains a professional relationship with each student, both in and outside the classroom.

Standard 2: An educator maintains competence regarding skills, knowledge, and dispositions relating to his/her organizational position, subject matter, and/or pedagogical practice.

Standard 3: An educator honestly fulfills reporting obligations associated with professional practices.

Standard 4: An educator entrusted with public funds and property honors that trust with honest, responsible stewardship.

Standard 5: An educator maintains integrity regarding the acceptance of any gratuity, gift, 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.

Standard 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.

Standard 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.

Which Standard do you believe has been violated? (Please circle) 1 2 3 4 5 6 7

Allegation/Explanation _____
(Please be as specific as possible)

Please attach additional pages as needed

What evidence do you have? _____

Phone Numbers

Allegation is being made by – Name _____ Home _____

Address _____ Work _____

City, State, Zip _____ Cell _____

Signature: _____ Date _____

Send to: Beverly Williams, Assistant Commissioner for HR/Licensure
Arkansas Department of Education
Four Capitol Mall, Room 204 B
Little Rock, AR 72201

CODE GCBD-J

FAMILY AND MEDICAL LEAVE ACT OF 1993

Employees eligible for the Family and Medical Leave Act of 1993 (FMLA) must use accumulated sick leave as part of the eligible leave under this act. Any leave days beyond the number of accumulated sick leave shall be unpaid. To be eligible for FMLA an employee must have been employed by the Harmony Grove School District for the previous twelve (12) months and worked at least 1250 hours during those months. To be eligible for FMLA leave, the employee must, when possible, provide at least 30 days prior notice of the date leave is to begin. Arrangements for intermittent leave must be approved by the building principal.

The district may request certification from the licensed physician providing treatment. Certification may include the date the condition began, how long it is expected to last, whether the leave is necessary, and certification that the employee will not be able to perform his essential job functions. A second opinion at district expense may be obtained if the initial certification is deemed inadequate. In the event of a conflict of opinions, the opinion of a third physician is binding on both parties.

The Harmony Grove School District reserves to itself all options relevant specifically to schools regarding leaves at the end of a semester. The district also may reassign a returning employee to a position other than that which he left, provided that the reassignment is to an equivalent position.

Adopted 5/12/94

FOOD SERVICE PREPAYMENT

GC-FSPP

The Harmony Grove School District does not offer for credit food items purchased in the school cafeteria; payment for such items is due at the time the food items are received. Staff, who choose to do so, may pay weekly or monthly in advance for their meals.

Adopted by the Board of Education – August 13, 2009

FRINGE BENEFITS

CODE GCBC

Benefits in addition to basic salary are recognized by the Board as an integral part of the total compensation plans for staff members. The benefits extended the certified staff will be designed to promote their present and future economic security and provide incentive for professional development that will be of benefit to the district.

1. All certified personnel have liability coverage under the state liability plan.
2. All employees are covered by workers compensation.
3. All employees are covered by unemployment insurance.
4. All certified employees must join teacher retirement and social security.
5. The district will pay a portion of the cost of the approved dental insurance of the employee if the employee chooses this coverage.
6. The school pays a portion of the health insurance premium for an employee who chooses this coverage.

HEALTH AND SAFETY – STAFF/STUDENT

CODE GBE/GBEA-285-A
JHF-1

Annual health examinations for certain employees will be governed by administrative regulations and procedures in compliance with statutory provisions and rules or regulatory agency.

The superintendent, with board approval, may request a medical examination for any employee if at any time he/she has a reason to believe that the employee's physical or mental health is inimical to the welfare of pupils or other employees. The cost of any requested examination will be borne by the district.

In order to provide better protection for students and staff from contracting communicable diseases from anyone in the school population, the school nurse in consultation with the superintendent may require a staff member or student in the district to provide a medical doctor's release before entering or re-entering the school population when the staff member or student has an open wound or other condition that is contagious. In the event of an open wound, the nurse may request that a culture be done by the person's physician to establish if a staph infection is present so that measures may be taken to protect students and staff from spread of this infection. The nurse may require the person to wear a bandage covering any open wound that is infectious. The nurse's office will provide training to the school population on infectious and communicable conditions as the need is determined by the administration or the board. The school counselor is authorized to report an injury to a child's intellectual, emotional, or psychological development to the Child Abuse Hotline when the counselor observes a substantial impairment of a child's ability to function normally.

Act 1236 requires licensed personnel to receive training in recognizing the signs and symptoms of child maltreatment and the requirements of the Child Maltreatment Act beginning in the 2012-2013 school year.

Approved by the Board – December 8, 2008; Revised pursuant to Act 313 of 2007; Updated October 2011 pursuant to Act 784 and Act 1236

INFECTIOUS COMMUNICABLE DISEASES POLICY

CODE JHCC
(Also GCBDI)

The principal will report to the superintendent's office immediately all cases of individuals within the school population who have or are suspected of having a reportable infectious/communicable disease. The superintendent, after notifying the individual, will report to the State Health Department.

A School Health Advisory Committee shall be convened to review medical and other relevant data pertaining to individuals having an infectious/communicable disease and will make a recommendation to the superintendent regarding the suitability of school placement. The committee shall contact the President of the Ouachita County Medical Society for assistance in reviewing medical records.

The School Health Advisory Committee shall work with local and/or state health officials, the family physician, the student/employee, the student's parents, the student's teacher, the building principal, and the superintendent, to establish the most appropriate educational program/work setting for a student/employee identified as having an infectious/communicable disease. In appropriate cases, the School Health Advisory Committee shall submit the case to the AIDS Advisory Committee of the State Department of Education for a recommendation regarding the individual's appropriate educational program/work setting and for other recommendations with regard to the student/employee.

The Board of Education hereby authorizes the superintendent to make determinations on the exclusion of a student/employee suffering from a reportable disease, as defined by the Arkansas Department of Health, on a temporary basis not to exceed ten (10) school days. Any exclusion longer than ten (10) days by the superintendent shall be brought immediately before the Board of Education for a determination on the individual's status. Before any official action is taken by the Board for an exclusion longer than ten (10) days, the individual shall be provided an opportunity for a hearing before the Board of Education upon appropriate notice.

Students/employees excluded for reason of infectious/communicable disease shall be readmitted by one or more of the following methods as determined by the State Department of Health:

1. After a period of time corresponding to the duration of the communicability of the disease as established by the State Department of Health.
2. By application to the School Health Advisory committee and upon the recommendation of the School Health Advisory Committee.
3. By presentation of a permit from a physician, if requested by the superintendent of schools.

Adopted 5/12/94

CERTIFIED SPECIAL PROGRAMS ADMINISTRATOR
JOB DUTIES AND RESPONSIBILITIES
HARMONY GROVE SCHOOLS

1. Manages district finances related to curriculum, instruction, assessment, and assigned federal programs
2. Interviews and helps select for recommendation all instructional and certified support staff for employment in the district
3. Interprets laws, rules, and regulations related to curriculum, instruction, assessment, and assigned federal programs and advises superintendent on them
4. Serves as the public relations coordinator of the district in areas directed by the superintendent
5. Advises the superintendent on technology issues related to instruction, curriculum, assessment, and assigned federal programs
6. Maintains all staff development records of the district and assists in planning and presenting staff development for the district
7. Acts as district test coordinator, supervising all counselors in the testing process
8. Acts as district scholarship coordinator, supervising all counselors in the testing process
9. Serves as lead ACSIP planner for the district to include federal programs
10. Organizes and leads the district in all curriculum planning and review
11. Leads in the alignment of all curriculum with State frameworks
12. Requires mapping of all teachers to indicate lessons taught
13. Assesses effectiveness of all academic programs and advises superintendent on all issues related to academic work
14. Interprets test data to staff as requested by the superintendent
15. Works with principals and other administrators to plan instruction techniques and academic programs of the school
16. Serves as the school's improvement coordinator on ACTAAP issues
17. Supervises the vocational programs of the district in getting paperwork and requirements of the State implemented
18. Supervises the gifted and talented programs of the district in seeing that the district is in compliance with the State
19. Leads in all mentoring and assignment of mentors within the district
20. Supervises the APSCN program on all student issues
21. Coordinates the summer CPEP program
22. Serves on all committees related to academic achievement, assessment, curriculum, instruction, federal programs, et.al. as assigned or elected to
23. Substitutes for other administrators in their absence as requested by the superintendent
24. Assists in the supervision of student activities as assigned
25. Assists in the orientation of staff members and parents to programs of the school
26. Assists in development of individual academic plans for students required to have them
27. Assists in the coordination of academic awards for students meeting testing expectations
28. Files reports as required by the district, state, and federal education policies or laws

29. Works with community issues related to position as public relations director
30. Researches for best academic practices to promote teaching and learning
31. Maintains accurate records as required related to the job duties assigned
32. Attends and participates in board meetings as assigned
33. Participates in professional organizations and seeks continual opportunities for professional growth
34. Leads the staff in all issues related to academic improvement
35. Performs other duties as assigned by the superintendent subject to review and approval of the board

Terms: 12 month position

Reports to: Superintendent of Schools

Qualifications: Experience as a classroom teacher for a minimum of five years
Administrator's Certification in Arkansas/Emphasis on Curriculum
Master's Degree plus additional hours
Other qualifications as the board of education may set

Compensation: As set by the board of education

Evaluation: Once a year prior to February Board Meeting

Revised starting July 1, 2008

Approved by Board 07-17-08

CLASSIFIED SPECIAL PROGRAMS ADMINISTRATOR
AND PRINCIPAL
JOB DUTIES AND RESPONSIBILITIES
HARMONY GROVE SCHOOLS

1. Serves as 9-12 principal at Sparkman High School
2. Supervises district finances related to assigned classified programs of the district
3. Interviews and helps select for recommendation all custodial, food service, maintenance, nursing, safety, technology, and transportation staff for employment in the district
4. Interprets laws, rules, and regulations related to custodial, facilities, food service, health and wellness, maintenance, nursing, safety, technology, and transportation programs and advises superintendent on them
5. Serves as the safety and crisis coordinator of the district which includes recordkeeping, coordination, and training
6. Advises the superintendent on technology issues and supervises the district's technology programs and website by working as supervisor and advisor to the district technology coordinator and the website aide
7. Maintains staff development records of classified staff and assists in planning and presenting staff development for the district's classified staff
8. Acts as inventory control administrator of the district
9. Serves on the classified personnel policies committee as the designated administrator with the superintendent
10. Serves as lead safety training officer and administrator to work with workmen's compensation issues and OSHA issues
11. Oversees all drug and alcohol testing of district employees and students
12. Serves as the liaison for the district with law enforcement officials to facilitate safety training, service at extra-curricular activities, per-school patrols, and other issues; serves to promote better public relations for the district by attending civic and community meetings and working with those in the community through parent programs and civic programs
13. Coordinates safety drills and evacuation procedures to include fire, tornado, earthquake, bomb threat, and other crisis situations; works with law enforcement and other officials to plan and execute safety crisis and disaster plans for the district
14. Assesses effectiveness of all classified programs (specifically food services, facilities and maintenance, and transportation) and advises superintendent on all issues related to these programs
15. Works with classified supervisors to plan daily M & O work and summer projects
16. Chairs the health and wellness committee of the district and makes sure all requirements of the committee are enforced

17. Assists the nursing staff of the district by supervising athletic injuries and incidents and helping nurses complete proper first aid training and procedures with other staff
18. Coordinates all required safety, maintenance, and transportation inspections and maintains all records pertaining to them
19. Submits regularly mandated maintenance and operation reports and inspections to the state using technology tools provided by the state
20. Assists the superintendent in the development of the facilities master plan and its execution (which includes involvement in bids, contracts, site inspections, working with contractors and architects)
21. Processes all food service, maintenance and operation, safety, technology, and transportation requisitions prior to submitting them to the superintendent with a recommendation for approval or disapproval
22. Attends professional development workshops and seminars in areas covered in this job description and provides in-service
23. Develops and plans a system of replacement for items such as equipment and furniture for the district
24. Supervises the maintenance and custodial staff in appearance of campuses and grounds
25. Supervises the transportation needs of the district in requisition and purchase of buses, establishing best bus routes, and recruitment, training, and retention of drivers
26. Assists principals with student bus discipline issues as needed
27. Supervises the food service programs of the district making sure all state and federal guidelines are met by working with the cafeteria supervisors
28. Evaluates all classified programs and advises the superintendent of any changes that would facilitate effectiveness and efficiency in these programs
29. Assists in the evaluation of classified staff as designated by the superintendent
30. Serves on all committees related to classified issues and meets with other administrators on a regular basis as determined by the superintendent; attends board meetings unless excused by the superintendent
31. Assists with extra-curricular and athletic programs by pulling duty and supervising as all other administrators do as assigned by the superintendent
32. Maintains accurate records as required related to job duties assigned
33. Performs other duties as assigned by the superintendent subject to review and approval of the board

Terms: 12 month position

Reports to: Superintendent of Schools

Qualifications: Experience as a classroom teacher for a minimum of five years
Administrator's Certification in Arkansas/Emphasis on Curriculum
Master's Degree plus additional hours
Other qualifications as the board of education may set

Compensation: As set by the board of education

Evaluation: Once a year prior to February Board Meeting
Revised starting July 1, 2008
Approved by Board 07-17-08

TITLE: K-12 CURRICULUM COORDINATOR

CODE GCA-E-32

QUALIFICATIONS: 1. Masters degree with administrative certification
2. Five years of experience in teaching or administration
3. Demonstrated success in accomplishing tasks related to job
4. Alternatives to these qualifications as the board finds appropriate

REPORTS TO: Superintendent

JOB GOALS: 1. Supervise, support, and lead in the effectiveness of the district's curriculum
2. Assist in the efficient operation of the district's instructional program
3. Serve to increase the smooth operation of all district programs.

PERFORMANCE RESPONSIBILITIES:

1. Supervises planning and implementation of the district's adopted curriculum.
2. Coordinates the K-12 program of study.
3. Recommends changes, additions, and deletions in curriculum to the superintendent.
4. Leads in structuring curriculum to meet staff development needs.
5. Aligns curriculum and assessment K-12 to increase student performance levels.
6. Develops a communication system through curriculum mapping for staff K-12.
7. Leads district's efforts in restructuring curriculum to meet changing demands.
8. Develops interdisciplinary models for an integrated curriculum K-12.
9. Leads in designing curriculum geared toward critical thinking and reasoning skills.
10. Develops alternate organizational methods of assessing student work.
11. Recommends alternate organizational structures for teaching curriculum.
12. Brings together district and building levels to work on curriculum issues.
13. Ensures that curriculum frameworks, lesson plans, and assessments are coordinated.
14. Identifies and seeks to improve curriculum weaknesses in subjects or grade levels.
15. Stays current in research, laws, and practices for effective curriculum planning.
16. Seeks out programs of excellence within and outside the district to share with staff.
17. Involves the community and its resources in the curriculum of the district.
18. Coordinates the selection of textbook and other K-12 curriculum materials.
19. Seeks funds for curriculum enrichment and improvement through grant writing.
20. Assists teachers in classroom organization for effective teaching.
21. Assists in evaluation of teachers as directed by superintendent.
22. Plans and implements workshops to raise the level of instructional performance.
23. Advises new and probationary teachers in performance of their duties.
24. Guides teachers in developing alternate methods to enrich lessons.
25. Helps counselors interpret test scores and use assessments to improve teaching.
26. Visits classes and evaluates instructional programs for K-12 continuity.
27. Interacts with students on a regular basis by performing routine staff duties.

- 28. Attends staff meetings, workshops, or other inservice to enhance district programs.
- 29. Performs other tasks and responsibilities as assigned or delegated by superintendent

TERMS OF EMPLOYMENT: Eleven month position on salary schedule

EVALUATION: Annually in accordance with board policy on administrative personnel.

Approved By: _____ Date _____

Reviewed And Agreed To By: _____ Date _____

TITLE: PRINCIPAL

CODE GCA-E-2

QUALIFICATIONS: 1. Valid Principal's Certificate
2. A minimum of a Master's Degree with additional hours beyond a Master's
3. Prior experience as a teacher required and experience as a principal preferred
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO: The Superintendent

SUPERVISES: All staff members assigned to his/her building

JOB GOAL: To use leadership, supervisory, and administrative skills so as to promote the educational development of each student.

PERFORMANCE RESPONSIBILITIES:

1. Assumes responsibility for the implementation and observance of all Board policies, regulations, and administrative regulations and directives by the school staff and students.
2. Assists in the recruiting, screening, hiring, training, assigning and evaluation of the school's professional staff.
3. Recommends the removal of a teacher whose work is unsatisfactory, according to established procedures.
4. Supervises all professional, para-professional, administrative, and non-professional personnel attached to his/her school.
5. Supervises the school's educational program.
6. Assumes responsibility for the safety and administration of the school plant.
7. Budgets school time to provide for the efficient conduct of school instruction and business.
8. Plans and supervises fire drills and emergency preparedness programs.
9. Maintains a high standard of student conduct and enforces discipline as necessary according to board policy and the due process rights of students.
10. Supervises and evaluates the school's extra-curricular program.

11. Assists in the in-service orientation and training of teachers, with special responsibilities for staff administrative procedures and instructions.
(Title: Principal - Continued)
12. Makes recommendations concerning the school's administration and instructional programs.
13. Assumes responsibility for the attendance, conduct, health and safety of students.
14. Supervises the maintenance of accurate records on the progress and attendance of students.
15. Acts as a liaison between the school and the community, interpreting activities and policies of the school and encouraging community participation in school life.
16. Makes arrangements for special conferences between parents and teachers.
17. Conducts meetings of the staff as necessary for the proper functioning of the school.
18. Initiates, designs, and implements programs to meet specific needs of the school.
19. Evaluates and counsels all staff members regarding their individual or group performance.
20. Attends special events to recognize student achievements, attends youth sponsored activities, functions, and athletic events.
21. Keeps the superintendent informed of the school's activities and problems.
22. Keeps abreast of changes and developments in the profession by attending professional meetings, reading professional journals, and other publications, and discussing problems of mutual interest with others in the field.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board.

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

Approved By: _____ Date _____

Reviewed And Agreed To By: _____ Date _____

TITLE: SPECIAL EDUCATION SERVICES DIRECTOR CODE GCA-E-3

QUALIFICATIONS: 1. Certificate or license issued by the State Department of Education
2. Minimum of a Master's Degree in the field of Special Education
3. Minimum of three years successful teaching experience in special education, and/or administration. Experience in classroom teaching is required, administration is not a requirement
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO: Superintendent

SUPERVISES: All Special Education personnel of the district.

JOB GOAL: To provide sound educational programs for children who cannot sufficiently benefit from regular classroom programs.

PERFORMANCE RESPONSIBILITIES:

1. Contributes to the development of the total school philosophy of education.
2. Assists in the adaptation of school policies to include special education needs.
3. Recommends policies and programs essential to the needs of exceptional children.
4. Keeps informed of all legal requirements governing special education.
5. Provides leadership in establishing new programs and developing improved understanding of existing programs.
6. Develops and initiates survey programs for continuous identification of exceptional children.
7. Supervises and coordinates special education classroom programs which include special classes for students who are mentally retarded but trainable; who are mentally retarded but educable; who have specific learning disabilities; who are emotionally disturbed; who have severe auditory handicaps; who have orthopedic or neuro-muscular handicaps.
8. Evaluates existing programs as an ongoing responsibility, and recommends changes and additions as needed.
9. Established procedures for placement, evaluations, assignment, and reappraisal of students for special education services program.
10. Develops procedures for referral, securing medical reports, psychological examination, and placement.

(Title: Special Education Services Director - Continued)

11. Supervises and coordinates home instruction for homebound or hospitalized students.
12. Evaluates and recommends for reemployment any personnel serving in the special education area.
13. Assists in recruitment, selection, and recommendation for hiring of any special education personnel.
14. Assumes responsibility for compiling, maintaining and filing all reports, records, and other documents legally required or administratively used.
15. Develops and maintains complete and cumulative individual records of all children receiving special services or enrolled in special classes.
16. Develops budget recommendations and provides expenditure control on established budgets for special education.
17. Keeps informed of the state financial aid for special education.
18. Interprets the objectives and programs of the special education services to the Board, the administration, the staff and the public at large.
19. Approves all supplies, materials, and texts used by special education personnel.
20. Evaluates on an ongoing basis, the total special education program, curriculum procedures, and individual student needs and achievements.
21. Makes recommendations on design, furnishings, equipment and location of new special education facilities.
22. Provides programs of a remedial nature to supplement regular classroom instruction for those students with learning or visual disabilities.
23. Consults with parents of students enrolled in the program.
24. Assumes responsibility for professional growth and development; for keeping current with literature; new research findings and improved techniques; and for attending appropriate professional meetings and conventions.
25. Participates in curriculum and other development programs.
26. Maintains professional competence through in-service educational activities provided by the district, in self-selected professional growth activities, and/or college courses.

TERMS OF EMPLOYMENT: Salary and work year to be established by the board.

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

Approved By: _____ Date _____

Reviewed And Agreed To By: _____ Date _____

TITLE: VOCATIONAL AGRICULTURE TEACHER CODE GCA-E-27

QUALIFICATIONS: 1. Certificate or license issued by the State Department of Education
2. A minimum of a Bachelor's Degree in vocational Agriculture
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO: Building Principal

JOB GOAL: To provide each student enrolled in a vocational agriculture course with a basic knowledge of agriculture, agribusiness, and leadership development.

PERFORMANCE RESPONSIBILITIES:

1. Instruct, evaluate and assist each individual enrolled in vocational agriculture to the best of his ability.
2. Supervise, maintain and oversee all tools, equipment, and supplies which make up the agriculture shop.
3. Help prepare and administer the Vo-Ag budget.
4. Assist students in preparation for entry into an occupation or post secondary education.
5. Instruct students and encourage their participation in the Future Farmers of America organization, which in turn develops leadership, citizenship, and cooperation.
6. Supervise students and their work projects for which records are kept and required in the Supervised Occupational Experience Program record book.
7. Conduct FFA meetings monthly and other chapter events in conjunction with the chapter officers.
8. Take part in all sub-area, district, and state meetings conducted by State Department of Education staff.
9. Encourage participation by Vo-Ag/FFA students in fairs, contests, conventions, and leadership training.
10. Supervise and instruct students on all shop and project undertakings and allow for extracurricular time for students to continue progress on the project.
11. Motivation of students to excel in personal development and betterment through public speaking, parliamentary procedure, and other FFA contests for competition between students.

(Title: Vocational Agriculture Teacher - Continued)

12. Maintain and supervise the Vo-AG greenhouse and school forestry plot.
13. Maintain discipline over Harmony Grove students whenever applicable and protect school property where possible from vandalism and destruction.
14. Work closely and diligently with Harmony Grove faculty, staff, and administration at all times in order to accomplish the aforementioned responsibilities.
15. Perform other duties as assigned by the principal.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board.

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

Approved By: _____ Date _____

Reviewed And Agreed To By: _____ Date _____

TITLE: ART TEACHER

CODE GCA-E-10

QUALIFICATIONS: Certificate or license issued by the State Department of Education

REPORTS TO: High School Principal/Elementary Principal

JOB GOAL: To develop in each pupil an interest in art and the ability to express himself/herself creatively in visual terms, utilizing skills and techniques of artistic expression appropriate to the pupil's interest and abilities; to develop esthetic understanding and appreciation; to discover and develop talent of pupils in the field of art.

PERFORMANCE RESPONSIBILITIES:

1. Teaches knowledge and skills in art, including crafts, drawing, painting, lettering, design, commercial art, art history, and/or three-dimensional arts to secondary pupils, utilizing courses of study adopted by the Board of Education and other appropriate learning activities.
2. Instructs pupils in citizenship in basic subject matter specified by state law and administrative regulations and procedures of the school district.
3. Provides instruction by which pupils develop esthetic concepts and appreciation, and the ability to make qualitative judgments about art.
4. Demonstrates techniques in activities such as drawing, painting, and modeling, using standard and/or teacher prepared instructional aids.
5. Develops instructional plans and organizes class time to provide a balanced program of instruction, demonstration, and working time.
6. Provides individual and small group instruction in order to adapt the curriculum to the needs of pupils of varying intellectual and artistic abilities, and to accommodate a variety of instructional activities.
7. Establish and maintains standards of pupil behavior needed in order to provide an orderly and productive studio environment.
8. Instructs pupils in proper care and use of tools and equipment.
9. Organizes storage areas and controls use of materials, equipment, and tools to prevent loss or abuse, and to minimize time required for distribution and collection.
10. Evaluates each pupil's performance and growth in knowledge of esthetic understandings and prepares progress reports.

11. Selects and requisitions books, instructional materials, tools, instructional aids, and maintains required inventory records.

(Title: Art Teacher - Continued)

12. Plans and presents art displays and exhibitions designed to exhibit pupils' work for the school and community. May sponsor exhibits from outside.
13. Maintains professional competence through in-service education activities provided by the district and/or in self-selected growth activities and college courses.
14. Maintains auditable records of pupil attendance and makes daily report of pupils absence each period. Assigns scholastic marks.
15. Participates in faculty committees and sponsorship of student activities.
16. Communicates with parents and school counselor on pupils' progress.
17. Participates in curriculum and other developmental programs within the school and the district.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board policy on Evaluation of Professional Personnel.

Approved By: _____ Date _____

Reviewed And Agreed To By: _____ Date _____

TITLE: ATHLETIC DIRECTOR

CODE GCA-E-12

QUALIFICATIONS: 1. Certificate or license issued by the State Department of Education
2. Minimum of BS degree in a field of education
3. Minimum of two years successful experience as coach and teacher
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO: High School Principal

SUPERVISES: All Coaches

JOB GOAL: To provide each enrolled student of secondary school age an opportunity to participate in extra-curricular athletic activity that will foster physical skills, a sense of worth and competence, a knowledge and understanding of the pleasures of sports, and the principles of fair play.

PERFORMANCE RESPONSIBILITIES:

1. Organizes and administers the overall program of extracurricular athletics, both intramural and interscholastic for the district.
2. Provides leadership in the selection, assignment, and evaluation of athletic coaches and staff members.
3. Fosters good school-community relations by keeping the community aware of and responsive to the athletic program.
4. Assumes responsibility for the organization and scheduling of all interscholastic athletic events.
5. Secures officials, team physicians, and policemen as required, and assumes general responsibility for the proper supervision of home games.
6. Arranges transportation for athletic contest participants.
7. Arranges provisions for meals for athletes and coaches when necessary.
8. Develops and places into operation appropriate rules and regulations governing the conduct of athletic activities.

(Title: Athletic Director - Continued)

9. Establishes the physical requirements of eligibility for participation in each sport and verifies each athlete's eligibility.
10. Prepares and administers the athletic budget.
11. Requisitions program's supplies and equipment.
12. Arranges all details of visiting teams' needs, including meals, towels, gymnasium services, and field assistance as appropriate.
13. Arranges field and gym practice schedules.
14. Provides for the physical examination of all athletes prior to the beginning of each season.
15. Administers the insurance program covering school athletes, and assumes responsibility for all processing of claims and reports.
16. Keeps records of the results of all junior and senior high school athletic contests, and maintains a record file on all award winners, stating the date and type of award, including athletic scholarships.
17. Plans and supervises an annual recognition program for school athletes.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board.

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

Approved By: _____ Date _____

Reviewed And Agreed To By: _____ Date _____

TITLE: BAND DIRECTOR

GCA-E-14

QUALIFICATIONS: 1. Certificate or license issued by the State Department of Education
2. A minimum of a Bachelor's degree with a major field of instrumental music
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO: Building Principal

JOB GOAL: To provide each student with a program that will enable him/her to reach his/her fullest potential in development of appreciation and performance in instrumental music.

PERFORMANCE RESPONSIBILITIES:

1. Work with the principal and superintendent in developing a total budget for the high school, middle school, and beginning bands.
2. Work with the principal and the band parents in developing the portion of the budget that will be funded by the band parents.
3. Develop and submit requisitions for purchases based on competitive prices from vendors.
4. Receive and properly inventory all materials and equipment.
5. Maintain an up-to-date inventory, with up-to-date inventories being filed with the principal and superintendent at the end of the school year.
6. See that all school-owned equipment is properly maintained and repaired.
7. Supervise all fund raising activities of the band.
8. Act as liaison between parents and administration.
9. Teach the necessary skills for students to become proficient as musicians.
10. Develop a marching band that is skilled in marching as well as music.
11. Maintain a level of discipline and behavior that is conducive to learning.
12. Issue requisitions for transportation for the band to events.
13. Secure adequate chaperones for out-of-town trips.
14. Make arrangements for the bands to be displayed in public concerts and public events.

(Title: Band Director - Continued)

15. Evaluate pupil's progress in music comprehension in relationship to the level being taught as well as their performance in relationship to the level being taught.
16. Supervise pupils in out-of-classroom activities during the assigned work day.
17. Participate in curriculum and other developmental work.
18. Participate in faculty committees and sponsorship for student activities.
19. Maintain professional competence through in-service education activities provided by the district, in self-selected professional growth activities.
20. Provide a set of policies for band and have approved by the principal each year.

TERMS OF EMPLOYMENT: Salary and work year to be determined by the Board.

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

Approved By: _____ Date _____

Reviewed And Agreed To By: _____ Date _____

TITLE: BUSINESS EDUCATION TEACHER

CODE GCA-E-15

QUALIFICATIONS: 1. Certificate or license issued by the State Department of Education
2. Bachelor's Degree with a major in business administration or business education
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO: High School Principal

JOB GOAL: To develop in each student an understanding of our American business system and its place in the nation's economy; to provide knowledge needed for intelligent consumption of business services; to develop practical skills for personal use or for use in business occupations; to encourage pupils to develop work and personal habits essential for success in business.

PERFORMANCE RESPONSIBILITIES:

1. Teaches knowledge and skills in one or more of the following subjects to secondary pupils; typing, shorthand, bookkeeping, record keeping, office procedure, business communications, data processing, basic business, computer science or other related business subjects.
2. Utilizes courses of study adopted by the Board of Education and other appropriate learning activities.
3. Instructs pupils in citizenship and basic subject matter specified in state law and administrative regulations and procedures of the school district.
4. Develops lesson plans and organizes daily classes so that demonstrations, instructions, and practice can be completed within the allotted time.
5. Demonstrates skills such as shorthand, and use of office machines, and techniques such as those used in merchandising. Prepares appropriate instructional aids and displays instructional materials to enhance learning.
6. Instructs pupils in use, care and safe operation of business machines. Makes minor adjustments and requests repairs to equipment as required.
7. Maintains an auditable record of pupil attendance and makes daily reports.
8. Controls assigned district owned office equipment and supplies to prevent loss or abuse.

(Title: Business Education Teacher - Continued)

9. Establishes and maintains standards of pupil behavior needed to provide orderly, productive environment in the laboratory type classroom where several kinds of activities may be taking place simultaneously.
10. Instructs pupils in importance to employers of accuracy, neatness, efficiency, resourcefulness, and good work habits.
11. Evaluates each pupil's performance, knowledge, and skills in the course being taught and prepares pupil progress reports and employment reference.
12. Maintains continued contact with the business community to keep in touch with job entry requirements and current business methods and equipment.
13. Evaluates, selects and requisitions books, instructional aids, equipment, and instructional supplies, and maintains required inventory records.
14. Maintains professional competence through in-service education activities and/or college courses.
15. Communicates with parents and school counselor on pupil progress.
16. Supervises pupils in out-of-classroom activities during the assigned work day.
17. Participates in curriculum and other developmental activities.
18. Participates in faculty committees and sponsorship of student activities.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board policy on Evaluation of Professional Personnel.

Approved By: _____ Date _____

Reviewed And Agreed To By: _____ Date _____

TITLE: CAREER ORIENTATION TEACHER

CODE GCA-E-6

QUALIFICATIONS: 1. Certificate, license, or other legal credentials required
2. Degree(s) required and area of major study
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO: Principal of School

JOB GOAL: To develop in each pupil an awareness and understanding coupled with the basic skills/knowledge applicable to a specific occupation in the business or public sector, and to instill in each pupil the importance of safe working habits, continuation of his education and the assets of reliability, competence, loyalty, and dependability.

PERFORMANCE RESPONSIBILITIES:

1. Teaches occupational skills and knowledge to provide pupils with the competence to be an economic asset to the employer.
2. Instructs pupils in citizenship, basic communication skills, and other general elements of the course of study common to all teachers, as specified in state law, administrative regulations, and procedures of the school district.
3. Develops lesson plans and organizes class time so that preparation, instruction, shop work, and clean-up activities can be accomplished within the allotted time.
4. Demonstrates occupational materials, equipment, tools, and processes using standard or teacher-prepared models, make-ups, sketches, and other instructional aids.
5. Guides pupils in selection and performance of appropriate activities.
6. Provides individual and group instruction appropriate to the needs of the pupil(s) and the requirements of the activities being performed.
7. Instructs pupils in the appropriate safety precautions and the safe operation and use of tools, machinery, and equipment.
8. Controls the storage, maintenance and use of materials and property to prevent loss or abuse.
9. Establishes and maintains standards of pupil conduct to provide an orderly, safe, and productive environment in an activity-type classroom.

(Title: Career Orientation Teacher - Continued)

10. Maintains contacts with the business community to keep informed of new innovations and job requirements which must be reflected in the curriculum in order to develop marketable skills as required by prospective employers.
11. Communicates with parents and school counselor on individual student progress.
12. Identifies pupil needs and cooperates with other professional staff members in assessing and helping pupils solve health, attitude, and learning problems.
13. Participates in curriculum and other developmental programs. Attends and works with advisory committees in the development and implementation of specific vocational educational programs.
14. Shares in the sponsorship of student activities and club activities. Participates in faculty activities.
15. Evaluates each pupil's performance, knowledge, and skills in course being taught; prepares progress reports.
16. Selects and requisitions books, instructional aids, equipment, tools, materials, supplies, and parts as required, working under established budget and procedures.
17. Instructs students in "shadowing" techniques.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board.

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

Approved By: _____ Date _____

Reviewed And Agreed To By: _____ Date _____

TITLE: COACH

CODE GCA-E-17

QUALIFICATIONS: 1. Certificate or license issued by the State Department of Education
2. Minimum of a Bachelor's Degree in a field of Education
3. Such alternatives to the above qualifications as the Board may find appropriate

REPORTS TO: Athletic Director and Principal

JOB GOAL: To help participating students achieve a high level of skill and appreciation for the values of discipline and sportsmanship, and an increased level of self-esteem.

PERFORMANCE RESPONSIBILITIES:

1. All coaches will work to coordinate each phase of the athletic programs and each coach will promote the entire athletic program. An effort will be made to encourage all students, who are capable, to participate in athletics.
2. Coaches individual participants in the skills necessary for achievement in the sport involved.
3. Plans and schedules a regular program of practice in season.
4. Recommends purchase of equipment, supplies and uniforms, as appropriate.
5. Maintains necessary attendance forms, insurance records, and similar paperwork.
6. Oversees the safety conditions and cleanliness of the facility or area in which the assigned sport is conducted at all times that students are present.
7. Establishes performance criteria for eligibility in interscholastic competition in his/her sport.
8. Enforces discipline and sportsmanship behavior at all times, and establishes and oversees penalties for breach of such standards by individual students.
9. Completes training on health and safety issues as mandated by Act 1214 of 2011.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board.

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

Approved By: _____ Date _____

QUALIFICATIONS:

1. Certificate or license issued by the State Department of Education
2. Bachelor's Degree with a major in business education or computer science
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

JOB GOAL: To develop in each student an understanding of computer technology and its place in the communication world; to provide knowledge needed to be able to properly use computer systems; to develop practical skills for computer use; to encourage students to develop work and personal habits essential for success in business.

1. Teaches knowledge and skills in one or more of the following subjects to secondary pupils; introduction to computer, word processing, spreadsheet, data processing, and computer business applications, Desktop Publishing, multimedia, and other courses of study adopted by the Board of Education and other appropriate learning activities.
2. Instructs pupils in citizenship and basic subject matter specified in state law and administrative regulations and procedures of the school district.
3. Develops lesson plans and organizes daily classes so that demonstrations, instructions, and practice can be completed within the allotted time.
4. Demonstrates skills such as office use of the computer, networking, home use of computers, e-mail, and techniques such as those used in the business world. Prepares appropriate instructional aids and displays instructional materials to enhance learning.
5. Instructs pupils in use, care and safe operation of software and machines. Makes minor adjustments and requests repairs to equipment as required.
6. Maintains an auditable record of pupil attendance and makes daily reports.
7. Controls assigned district owned office equipment and supplies to prevent loss or abuse.

8. Establishes and maintains standards of pupil behavior needed to provide orderly, productive environment in the laboratory type classroom where several kinds of activities may be taking place simultaneously.

(Title: Computer Technology Teacher - Continued)

9. Instructs pupils in importance to employers of accuracy, neatness, efficiency, resourcefulness, and good work habits.
10. Evaluates each pupil's performance, knowledge, and skills in the course being taught and prepares pupil progress reports and employment reference.
11. Maintains continued contact with the business community to keep in touch with job entry requirements and current computer methods and equipment.
12. Evaluates, selects and requisitions books, instructional aids, equipment, and instructional supplies, and maintains required inventory records.
13. Maintains professional competence through in-service education activities and/or college courses.
14. Communicates with parents and school counselor on pupil progress.
15. Supervises pupils in out-of-classroom activities during the assigned work day.
16. Participates in curriculum and other developmental activities.
17. Participates in faculty committees and sponsorship of student activities.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board policy on Evaluation of Professional Personnel.

Approved By: _____ Date _____

Reviewed And Agreed To By: _____ Date _____

TITLE: DRIVER EDUCATION TEACHER

CODE GCA-E-29

QUALIFICATIONS: 1. Certificate or license issued by the State Department of Education
2. Minimum of a Bachelor's degree in a field of Education
3. Such alternatives to the above qualifications as the Board may find appropriate

REPORTS TO: Principal

JOB GOAL: To provide instruction and training in driver education to help students attain driver licenses. To promote safe driving practices and to increase the knowledge and skill needed to be effective citizens in the world of transportation.

PERFORMANCE RESPONSIBILITIES:

1. Teaches basic driver education topics such as safety, maintenance, rules and regulations, traffic laws, and other appropriate driver education material.
2. Trains students to observe laws regulating safe transportation.
3. Trains students to drive a vehicle providing actual practice in an automobile.
4. Utilizes a course of study adopted by the Board of Education and other appropriate learning activities.
5. Develops lesson plans and organizes daily classes so that instructions, demonstration, and practice are all completed.
6. Provides students many opportunities to practice safe driving skills.
7. Instructs students in use, care, and safe operation of a vehicle.
8. Maintains an auditable record of pupil attendance and makes daily reports.
9. Controls leased vehicle to prevent loss or abuse.
10. Establishes and maintains standards of pupil behavior needed to provide an orderly, productive environment in the classroom and in the driving vehicle.
11. Instructs students to develop mature, safe, resourceful, and good judgment habits.
12. Maintains up-to-date competence through in-service education activities and/or training sessions.
13. Communicates with parents, students, and administration on pupil progress.
14. Supervises pupils in out-of-classroom activities during the assigned day.

(Title: Driver Education Teacher - Continued)

15. Participates in curriculum and faculty meetings.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board policy on Evaluation of Professional Personnel.

Approved By: _____ Date _____

Reviewed And Agreed To By: _____ Date _____

TITLE: ELEMENTARY TEACHER GRADES K-6 CODE GCA-E-1

QUALIFICATIONS: 1. Valid Teaching Certificate
2. A minimum of a bachelor's degree
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO: The Principal

JOB GOAL: To help students learn subject matter and skills that will contribute to their development as mature, able and responsible men and women.

PERFORMANCE RESPONSIBILITIES:

1. Meets and instructs assigned classes in the locations and at the times designated using an adopted curriculum approved by the Board and the State.
2. Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
3. Prepares for classes assigned, and shows written evidence of preparation upon request of immediate superior.
4. Encourages students to set and maintain standards of classroom behavior.
5. Employs a variety of instructional techniques and instructional media, consistent with the physical limitations of the location provided and the needs and capabilities of the individuals or student groups involved.
6. Strives to implement by instruction and action the district's philosophy of education and instructional goals and objectives.
7. Assesses the accomplishments of students on a regular basis and provides progress reports as required.
8. Takes all necessary and reasonable precautions to protect students, equipment, material and facilities.
9. Maintains accurate, complete, and correct records as required by law, district policy and administrative regulation.
10. Makes provision for being available to students and parents for education related purposes under reasonable terms.

(Title: Elementary Teacher Grades K-6 - Continued)

11. Attends staff meetings and serves on staff committees as required.
12. Strives to maintain and improve professional competence.
13. Guides the learning process toward the achievement of curriculum goals and -- in harmony with the goals -- establishes clear objectives for all lessons, units, projects, and the like to communicate these objectives to students.
14. Plans a program of study that is conducive to learning and appropriate to the maturity and interests of the students.
15. Diagnoses the learning disabilities of students on a regular basis, seeking the assistance of district specialists as required.
16. Assists the administration in implementing all policies and/or rules governing student life and conduct, and, for the classroom, develops reasonable rules of classroom behavior and procedure, and maintains order in the classroom in a fair and just manner.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board.

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

Approved By: _____ Date _____

Reviewed And Agreed To By: _____ Date _____

TITLE: ENGLISH TEACHER

CODE GCE-E-7

- QUALIFICATIONS:
1. Certificate or license issued by the State Department of Education
 2. A minimum of a Bachelor's Degree with a major or minor in the field of English
 3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO: High School Principal

JOB GOAL: To develop in each pupil skills of listening, speaking, reading and writing that are fundamental to good communications and literate citizenship; to develop appreciation of good literature of all types; to motivate pupils to read widely for information and recreation; to develop standards for critical judgment of written and oral communications transmitted by mass media; to discover and develop special talents of pupils in the field of English.

PERFORMANCE RESPONSIBILITIES:

1. Teaches content and skills in English language, literature, composition, reading and journalism to secondary pupils, utilizing a course of study adopted by the Board of Education, and other appropriate learning activities.
2. Instructs pupils in citizenship, in basic subject matter specified in state law and administrative regulations and procedures of the district.
3. Adapts English material and methods to develop relevant sequential assignments to guide and challenge the pupils.
4. Selects and requisitions books and instructional aids appropriate to the interests and maturity level of pupils; maintains required inventory records.
5. Adapts the curriculum to provide individual, small group, or remedial instruction to meet the needs of the individual pupil.
6. Develops standards for critical analysis through group discussions based on a variety of mass media and classical and contemporary literature.
7. Encourage pupils to think independently and to express original ideas.
8. Evaluates each pupil's progress in English skills (listening, speaking, reading and writing.)
9. Establishes and maintains standards of pupil behavior needed to provide an orderly, productive classroom environment.

(Title: English Teacher - Continued)

10. Identifies pupil needs and cooperates with other professional staff members in assessing and helping pupils solve health, attitude and learning problems.
11. Communicates with parents and school counselor on pupil progress.
12. Supervises pupils in out-of-classroom activities during the assigned working day.
13. Works with pupils and other classroom teachers in such activities as preparing materials for the yearbook, or coordinating entries in essay contests.
14. Administers and monitors group tests.
15. Participates in curriculum and other developmental programs.
16. Participates in faculty committees and the sponsorship of student activities.
17. Maintains professional competence through in-service educational activities provided by the district and/or in self-selected professional growth activities such as college classes.
18. Utilizes current technology in instructional methodology.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board policy on Evaluation of Professional Personnel.

Approved By: _____ Date _____

Reviewed And Agreed To By: _____ Date _____

TITLE: FAMILY AND CONSUMER SCIENCES TEACHER CODE GCA-E-22

QUALIFICATIONS: 1. Certificate or license issued by the State Department of Education
2. Bachelor's Degree with a major study area in Home Economics
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO: Principal

JOB GOAL: To develop in each pupil an awareness of the importance of a good home environment as a basis for satisfactory personal and family relations; motivate each pupil to acquire competency; knowledge, and skill relating to child development, clothing and textiles, consumer education, family relations, food and nutrition, safety, home decoration, and household equipment, to discover and develop special talents of pupils in home economics field.

PERFORMANCE RESPONSIBILITIES:

1. Teaches concepts and skills in foods and nutrition, clothing and textiles, home management, family relationships, and consumer education to secondary pupils, utilizing the course of study adopted by the Board of Education and other appropriate learning activities.
2. Instructs pupils in citizenship in basic subject matter specified in State law and administrative regulations and procedures for the school district.
3. Organizes classroom activities so that preparation, instruction, or laboratory work and clean-up activities can be accomplished within the allotted class time.
4. Demonstrates skill techniques of home economics and prepares appropriate instructional aids and display materials to enhance learning.
5. Provides individualized and small group instruction in order to adapt the curriculum to the needs of each pupil.
6. Instructs pupils in use, care, and safe operation of household equipment and appliances. Makes minor adjustments and requests repairs to equipment as required.
7. Establishes and maintains the standard of pupil behavior needed to provide an orderly, productive environment in the laboratory-type classroom.
8. Evaluates each pupil's progress in concepts and skills of subjects taught and contribution to a group projects goal.

(Title: Family and Consumer Sciences Teacher - Continued)

9. Develops a yearly budget for FHA.
10. Selects and requisitions books, instructional aids and equipment, maintains required inventory records, purchases groceries and other supplies as authorized.
11. Encourages pupils to demonstrate learned techniques at home with families.
12. Communicates with school counselor and parents on pupil progress.
13. Identifies pupil needs, and cooperates with other professional staff members in helping pupils solve health, attitude, and learning problems.
14. Participates in curriculum and other development programs.
15. Participates in faculty committees and sponsorship of student activities.
16. Maintains current vocational information for pupils interested in professional careers and resource materials for those who plan to be homemakers.
17. Maintains professional competence through in-service education activities provided by the district, in self-selected professional growth activities, and/or college courses.
18. Work with the Advisory Council for planning and evaluating the homemaking program.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board.

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

Approved By: _____ Date _____

Reviewed And Agreed To By: _____ Date _____

TITLE: FOREIGN LANGUAGE TEACHER

CODE GCA-E-19

QUALIFICATIONS: 1. Certificate or license issued by the State Department of Education
2. Bachelor's Degree with a major or minor in the language to be taught
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO: Principal

JOB GOAL: To motivate each pupil to develop competency, knowledge and skills and aurally comprehending, speaking, reading and writing a foreign language, in accordance with each pupil's ability; to interpret to pupils the culture of the country where the foreign language is spoken; to discover and develop special talents of pupils in foreign language communication.

PERFORMANCE RESPONSIBILITIES:

1. Teaches the skills and knowledge in foreign language instruction to secondary pupils, utilizing a course of study adopted by the Board of Education, and other appropriate learning activities. The foreign language teacher teaches aural comprehension, speaking, reading and writing.
2. Instructs pupils in citizenship in basic subject matter specified in state law and administrative regulations and procedures of the school district.
3. Develops lesson plans and supplementary materials compatible with basic instructional philosophy.
4. Provides individualized and small group instruction in order to adapt the curriculum to the needs of the pupil.
5. Develops pupil understanding and appreciation of the culture of countries where the foreign language is spoken.
6. Establishes and maintains standards of pupil behavior in order to provide an orderly and productive classroom environment.
7. Evaluates the pupil's progress in aural comprehension, speaking, reading, and writing the foreign language in relationship to the level being taught.
8. Selects and requisitions books, instructional aids, instructional supplies and maintains required inventory records.
9. Communicates with parents and school counselor on pupil progress.

(Title: Foreign Language Teacher - Continued)

10. Identifies pupil needs and cooperates with other professional staff members in helping pupils solve health, attitude and learning problems.
11. Supervises pupils in out-of-classroom activities during the assigned work day.
12. Participates in curriculum and other developmental programs.
13. Participates in faculty committees and sponsorship of student activities.
14. Maintains professional competence through in-service education activities provided by the district, in self-selected professional growth activities such as foreign language workshops, and/or college courses.

TERMS OF EMPLOYMENT: Salary and work year to be determined by the Board.

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

Approved By: _____ Date _____

Reviewed And Agreed To By: _____ Date _____

TITLE: GIFTED AND TALENTED TEACHER

CODE GCA-E-25

QUALIFICATIONS: 1. Certificate or license issued by the State Department of Education
2. Bachelor's degree with courses in Gifted and Talented Education
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO: Principal

JOB GOAL: To identify gifted students. To provide gifted students with advanced learning and enrichment activities, experiences and opportunities in specifically designed areas of curriculum, helping those students utilize their special intellectual gifts as fully as possible.

PERFORMANCE RESPONSIBILITIES:

1. Determines program needs by documenting needs assessments.
2. Plans and schedules in-service activities for teachers and parents.
3. Selects and organizes an advisory council.
4. Establishes a procedure for identification of students.
5. Organizes and participates in the selection process of students for the program.
6. Meets on a regularly scheduled basis with such students as have been identified as being capable of work in the area of competence at a level higher than that of the regular classroom offering.
7. Sets up such problems, experiments, projects, and activities related to student needs, interests, and capabilities as are indicated.
8. Identifies areas of student strengths and weaknesses, and plans further learning experiences and activities accordingly.
9. Supervises students in the preparation and execution of independent study projects in the area of special competence.
10. Arranges for field trips as appropriate and feasible.
11. Confers with classroom teachers on the evaluation of students.

(Title: Gifted and Talented Teacher - Continued)

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's Policy on Evaluation of Professional personnel.

Approved By: _____ Date _____

Reviewed And Agreed To By: _____ Date _____

TITLE: GUIDANCE COUNSELOR (Elementary) CODE GCA-E-21

QUALIFICATIONS: 1. Certificate or license issued by the State Department of Education
2. Minimum of a Master's Degree with a major field of work in Guidance and Counseling
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO: Principal

JOB GOAL: To help students overcome problems that impede learning and to assist them in making educational, occupational, and life plans that hold promise for their personal fulfillment as mature and responsible men and women.

PERFORMANCE RESPONSIBILITIES:

1. Registers students new to the school and orients them to school procedures and the school's varied opportunities for learning.
2. Maintains student records and protects their confidentiality.
3. Works to resolve students' educational handicaps.
4. Works to discover and develop special abilities of students.
5. Arranges for tutors and summer school work.
6. Guides students in their participation in school and community activities.
7. Obtains and disseminates occupational information to students and to classes studying occupations.
8. Helps students evaluate career interests and choices.
9. Works with students on an individual basis in the solution of personal problems related to such problems as home and family relations, health and emotional adjustment.
10. Confers with parents when necessary.
11. Interprets the guidance program to the community.
12. Provides in-service training in guidance for teachers and student teachers.
13. Advises administrators and faculty on the matters of student discipline.

(Title: Guidance Counselor (Elementary) - Continued)

14. Assists in the orientation of new faculty members.
15. Maintains professional competence through in-service educational activities and/or college courses.
16. Participates in curriculum and other developmental programs.
17. Participates in faculty committees and sponsorship of student activity.
18. Assists in testing special education students and conferencing with parents.
19. Coordinates testing for the elementary school.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board.

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

Approved By: _____ Date _____

Reviewed And Agreed To By: _____ Date _____

- Act 1172 of 2011 clarifies that a counselor's time shall be spent on direct counseling related to students 75% of the work time each month during the school year and no more than 25% of work time each month on administrative duties during the school year.

TITLE: GUIDANCE COUNSELOR (SECONDARY) CODE GCA-E-20

QUALIFICATIONS: 1. Certificate issued by the State Department of Education
2. Minimum of Master's Degree with a major field of work in Guidance and Counseling
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO: Principal

JOB GOAL: To help students overcome problems that impede learning and to assist them in making educational, occupational, and life plans that hold promise for their personal fulfillment as mature and responsible men and women.

PERFORMANCE RESPONSIBILITIES:

1. Registers pupils new to the school and orients them to school procedures and the school's varied opportunities for learning.
2. Aids students in course and subject selection.
3. Maintains student records and protects their confidentiality.
4. Works to resolve students' educational handicaps.
5. Works to discover and develop special abilities of students.
6. Works to prevent students from dropping out of school.
7. Provides student information to colleges and potential employers according to provisions of the Board's policy on student records.
8. Plans guidance field trips to schools, colleges, and industry for interested students.
9. Makes recommendations to colleges for admissions and scholarships.
10. Arranges for tutors and summer school work.
11. Guides students in their participation in school and community activities.
12. Obtains and disseminates occupational information to students and to classes studying occupations.
13. Helps students evaluate career interests and choices.

14. Organizes and conducts annual "Career Day."

(Title: Guidance Counselor (Secondary) - Continued)

15. Works with pupils on an individual basis in the solution of personal problems related to such problems as home and family relations, health and emotional adjustment.
16. Confers with parents when necessary.
17. Interprets the guidance program to the community.
18. Provides in-service training in guidance for teachers and student teachers.
19. Advises administrators and faculty on the matters of student discipline.
20. Coordinates testing for secondary students.
21. Maintains professional competence through in-service educational activities and/or college courses.
22. Participates in curriculum and other developmental courses.
23. Participates in faculty committees and sponsorship of student activities.
24. Assists in testing of special education students and conferencing with parents in placement of students.
25. Serves as the school's Drug Free coordinator.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board.

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

Approved By: _____ Date _____

Reviewed And Agreed To By: _____ Date _____

- Act 1172 of 2011 clarifies that a counselor's time shall be spent on direct counseling related to students 75% of the work time each month during the school year and no more than 25% of work time each month on administrative duties during the school year.

TITLE: HEALTH EDUCATION

CODE GCA-E-31

QUALIFICATIONS: 1. Certificate or license issued by the State Department of Education
2. Minimum of a Bachelor's Degree
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO: Building Principal

JOB GOAL: To develop in each pupil an understanding of the relationship of good health function and exercise; to motivate each pupil to cultivate a lifelong healthy lifestyle, hygienic habits, and good social and emotional adjustment; to promote better health for the student and population at large.

PERFORMANCE RESPONSIBILITIES:

1. Teaches knowledge and skills in physical fitness and health education utilizing a course of study adopted by the Board of Education and appropriate learning activities.
2. Analyzes, demonstrates, and explains basic knowledge and habits for living a healthy life.
3. Provides individualized and small groups instruction in order to adapt the curriculum to the needs of each pupil, to the extent feasible.
4. Provides appropriate instruction in mental, physical, and emotional health issues.
5. Evaluates each pupil's growth in health skills, knowledge and demonstration of a healthy lifestyle.
6. Maintains professional competence through in-service education provided by the district, and/or in self-selected professional growth activities.
7. Selects and requisitions instructional aids and materials to teach a health curriculum.
8. Communicates with parents and school counselors on pupil progress.
9. Identifies pupil needs and cooperates with other professional staff members in helping pupils solve health, attitude and learning problems.
10. Utilizes an adopted curriculum approved by the state to teach health education.
11. Supervises pupils in out-of-classroom activities during the assigned work day.

(Title: Health Education Teacher - Continued)

12. Participates in curriculum and other developmental programs.

13. Participates in faculty committees and sponsorship of student activities.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board.

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

Approved By: _____ Date _____

Reviewed And Agreed To By: _____ Date _____

TITLE: JOURNALISM TEACHER

CODE GCA-E-18

QUALIFICATIONS: 1. Certificate issued by the State Department of Education
2. Minimum of a Bachelor's Degree
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO: PRINCIPAL

JOB GOAL: To develop in each pupil writing skills

PERFORMANCE RESPONSIBILITIES:

1. Teaches content in skills of journalism, composition, and reading to secondary pupils, utilizing a course of study adopted by the Board of Education and other appropriate learning activities.
2. Instructs pupils in citizenship and basic subject matters specified in state law and administrative regulations and procedures of school district.
3. Adapts journalism materials and methods to develop relevant sequential assignments that guide and challenge pupils.
4. Develops standards for critical analysis through group discussion based on a variety of mass media.
5. Encourages pupils to think independently and to express original ideas.
6. Evaluates each pupil's progress in journalism skills (reading, writing, headline writing, editorial writing).
7. Establishes and maintains standards of pupil behavior needed to provide an orderly, productive classroom environment.
8. Communicates with parents and school counselor on pupil's progress.
9. Supervises pupils in out-of-classroom activities during the assigned working day. (Such as pep rallies, hall duty, lunch duty, etc.)
10. Administers or monitors group tests.
11. Participates in curriculum and other developmental programs.
12. Participates in faculty committees and the sponsorship of student activities.
13. Maintains professional competence through in-service education activities provided by the district and/or college courses.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board.

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

Approved By: _____ Date _____

Reviewed and Agreed to By: _____ Date _____

TITLE: ELEMENTARY AND HIGH SCHOOL LIBRARIAN CODE GCA-E-16

QUALIFICATIONS: 1. Certificate of license issued by the State Department of Education
2. Minimum of a Bachelor's Degree with a major field of work in library science
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO: Principal

JOB GOAL: To provide all students with an enriched library environment containing a wide variety and range of materials that will invite intellectual growth and to aid all students in acquiring the skills needed to take full advantage of library resources. To help each student obtain maximum benefit from the education program by diversification as fully as possible the kinds of educational materials used.

PERFORMANCE RESPONSIBILITIES:

1. Operates and supervises the library to which assigned.
2. Evaluates, selects, and requisitions new library materials.
3. Assists teachers in the selection of books and other instructional materials, and makes library materials available to supplement the instructional program.
4. Informs teachers and other staff members concerning new material the library acquires.
5. Maintains a comprehensive and efficient system for cataloging all library materials, and instructs teachers and students on the use of the system.
6. Arranges for loans of material of interest or use to teachers.
7. Works with teachers in planning those assignments likely to lead to extended use of library resources.
8. Promotes appropriate conduct of students using library facilities.
9. Helps students to develop habits of independent reference work and to develop skill in the use of reference materials in relations to planned assignments.
10. Presents and discusses materials with classes studying a particular topic, at the invitation of the teacher.
11. Participates in curriculum meetings.
12. Counsels with and gives reading guidance to students who have special reading problems or unusual intellectual interests.
13. Arranges frequently - changing - book related displays and exhibits likely to interest the library's patrons.
14. Administers the library budget in cooperation with the principal.
15. Supervises library aids in the performance of their duties.
16. Participates in library association meetings.
17. Weeds obsolete and worn materials from the collection.
18. Performs the clerical routines necessary for the smooth operation of the library.

(Title: Elementary and High School Librarian - Continued)

19. Promotes the use of audiovisual instructional materials throughout the school.
20. Organizes the storage and handling of audiovisual materials for convenience, availability, and effective use.
21. Keeps administrators informed of the needs and services relating to the audiovisual program.
22. Provides professional services throughout the day.
23. Acts as a resource person in matters concerning audiovisual equipment and materials and their use in the school's instructional program.
24. Trains teachers and aides in the care and operation of equipment.
25. Recruits, trains, and schedules students to assume an active roll in the technical aspects of AV production and supervises their work.
26. Shares with teachers the published bibliographies of audiovisual instructional material and assists them in selecting appropriate materials.
27. Exercises general supervision over the scheduling of materials for classroom use.
28. Provides facilities and assistance in the production of simple audiovisual materials.
29. Orders and schedules use of borrowed materials.
30. Conducts workshops on the use of AV materials to promote multi-media instruction.
31. Arranges for maintenance and repair of library equipment.
32. Maintains professional competence through in-service education activities and/or college courses.
33. Conducts periodic inventories of equipment and materials.
34. Participates in curriculum and other developmental programs.
35. Participates in faculty committees and sponsorship of student activities.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board.

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

Approved By: _____ Date _____

Reviewed And Agreed To By: _____ Date _____

TITLE: LITERACY (AND OTHER CONTENT FIELDS) INSTRUCTIONAL COACH
CODE GCA-3-35

- QUALIFICATIONS:
1. Valid Arkansas Teaching License/Highly Qualified Teacher
 2. 4 Years Classroom Experience
 3. Instructional Facilitator Endorsement (Preferred)
 4. Skillful Collaborator
 5. Skillful in Curriculum Implementation and Evaluation
 6. Master's Degree in Content (Preferred)
 7. Such alternatives to the above qualifications as the Board desires

Reports to: Principals and Superintendent

Job Goal: To facilitate continuous improvement in classroom instruction by providing instructional support to teachers in the elements of research-based instruction and by demonstrating the alignment of instruction with curriculum standards and assessments tools; develops and implements training; chooses standards-based instructional materials; provides teachers with an understanding of current research; integrates technology into instruction; assists in the implementation of the components of ACSIP

Performance Responsibilities:

1. Applies strategies of adult learning across teacher leadership activities
2. Informs and facilitates the design and implementation of coherent, integrated professional development based on assessed student and teacher needs
3. Assists teachers in analyzing classroom and state assessment data to inform instruction
4. Provides demonstration lessons in curriculum and teaching techniques for classroom teachers and others
5. Facilitates communication about research based instructional practices and student achievement between and among teachers, within and across grade level
6. Assists in the implementation of the components of the Arkansas Comprehensive School Improvement Plan (ACSIP) process
7. Demonstrates current instructional technology in the classroom and for data analysis
8. Provides differentiated assistance to teachers based on individual needs
9. Facilitates and participates in district and building level training
10. Performs other instructional related duties as assigned
11. Serves as a leader in curriculum, assessment, and instruction by providing support to the teaching staff to meet annual adequate yearly progress

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board.

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

Approved by Board of Education, August 2009

Approved By: _____ Date _____

Reviewed And Agreed To By: _____ Date _____

TITLE: MATHEMATICS TEACHER

CODE GCA-E-23

QUALIFICATIONS: 1. Certificate or license issued by the State Department of Education
2. Bachelor's Degree with a major in mathematics
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO: Principal

JOB GOAL: To help pupils to develop competency in basic mathematic skills and an understanding of the structure of mathematics; to motivate each pupil to apply mathematics understanding and skills in the solution of practical problems; to encourage pupils to develop their special talents in the field of mathematics.

PERFORMANCE RESPONSIBILITIES:

1. Teaches courses in mathematics to secondary pupils utilizing course of study adopted by the Board of Education and appropriate curriculum publications as guidelines in teaching individual course content.
2. Instructs pupils in citizenship and basic subject matter specified in state law and administrative regulations and procedures of the school district.
3. Develops lesson plans and appropriate instructional aids stressing "discovery" and laboratory learning methods.
4. Demonstrates mathematical concepts using models, chalkboard, overhead projector and other standard or teacher-prepared instructional data.
5. Provides opportunities when needed for individualized or small group instruction to adapt the curriculum to the needs of each pupil.
6. Designs learning activities that will relate mathematics to the physical world.
7. Establishes and maintains standards of pupil behavior needed to provide an orderly, productive classroom environment.
8. Evaluates each pupil's progress in mathematical knowledge and skills.
9. Selects and requisitions books, instructional aids, and instructional supplies, maintains required inventories.

10. Communicates with parents to interpret contemporary methods in teaching mathematics and with parents and school counselors to discuss the individual pupil's progress.

(Title: Mathematics Teacher - Continued)

11. Identifies pupil needs, and cooperates with other professional staff members in assessing and helping pupils solve health, attitude, and learning problems.
12. Supervises pupils in out-of-class activities during the assigned work day.
13. Participates in curriculum and other developmental programs.
14. Shares in sponsorship of student activities and participates in faculty committees.
15. Maintains professional competence through in-service education activities provided by the district, in self-selected professional growth activities and/or college courses.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board.

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

Approved By: _____ Date _____

Reviewed And Agreed To By: _____ Date _____

TITLE: PUBLIC SCHOOL ELEMENTARY MUSIC TEACHER

CODE GCA-E-5A

- QUALIFICATIONS:
1. Certification by the State Department of Education
 2. Minimum of Bachelor's Degree with a major in the field of Music
 3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO: Building Principal

JOB GOAL: To develop in each pupil an appreciation of the art of music as part of general culture; to teach techniques of instrumental and vocal music expression; to discover and develop talents of pupils in the field of music; to develop knowledge and skills in listening to and reading music.

PERFORMANCE RESPONSIBILITIES:

1. Teaches skills in music appreciation, harmony, and explorations in music, and or choral music to elementary pupils. Utilizes course of study adopted by the Board of Education and other appropriate learning activities.
2. Instructs students in citizenship and basic subject matter specified in state law and administrative regulations and procedures of the school district.
3. Plans a balanced music program, and organizes daily class time so that preparation, rehearsal and instruction can be accomplished within the allotted time.
4. Provides individual and small group instruction in order to adapt the curriculum to the needs of each pupil.
5. Utilizes repertoire of all types of music literature, including traditional and contemporary, that are appropriate for the ages and skill levels of pupils.
6. Controls the storage and use of school-owned property; makes minor adjustments and requests repairs to instruments as required.
7. Establishes and maintains standards of pupil behavior to provide an orderly, productive environment during practice, group rehearsals, and musical performances.
8. Evaluates each pupil's musical growth and performance, assessing each individual's contribution to the performance of the group.
9. Plans, rehearses, and directs pupils in musical programs for school and community.

(Title: Public School Elementary Music Teacher - Continued)

10. Selects and requisitions books, musical instruments, and instructional aids; maintains required inventory records.
11. Communicates with parents and school personnel on pupil's progress.
12. Identifies pupil needs and cooperates with other professional staff members in assessing and helping pupils solve health, attitude, and learning problems.
13. Cooperates with school administration in providing musical programs for school productions and civic functions.
14. Supervises pupils in out-of-classroom activities as assigned.
15. Participates in curriculum and other developmental programs.
16. Participates in faculty committees and sponsorship of pupil activities.
17. Maintains professional competence through in-service education provided by the district, in self-selected professional growth activities related to music and/or college courses.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board.

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

Approved By: _____ Date _____

Reviewed And Agreed To By: _____ Date _____

TITLE: SCHOOL MUSIC TEACHER - SECONDARY CODE GCA-E-5

QUALIFICATIONS: 1. Certification by the State Department of Education
2. Minimum of Bachelor's Degree with a major in the field of music
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO: Building Principal

JOB GOAL: To develop in each pupil an appreciation of the art of music as part of general culture; to teach techniques of vocal music expression; to discover and develop talents of pupils in the field of music; to develop knowledge and skills in listening to and reading music.

PERFORMANCE RESPONSIBILITIES:

1. Teaches skills in music appreciation, harmony, and explorations in music, and or choral music to secondary pupils. Utilizes course of study adopted by the Board of Education and other appropriate learning activities.
2. Instructs students in citizenship and basic subject matter specified in state law and administrative regulations and procedures of the school district.
3. Plans a balanced music program, and organizes daily class time so that preparation, rehearsal and instruction can be accomplished within the allotted time.
4. Provides individual and small group instruction in order to adapt the curriculum to the needs of each pupil.
5. Utilizes repertoire of all types of music literature, including traditional and contemporary, that are appropriate for the ages and skill levels of pupils.
6. Controls the storage and use of school-owned property; makes minor adjustments and requests repairs to instruments as required.
7. Establishes and maintains standards of pupil behavior to provide an orderly, productive environment during practice, group rehearsals, and musical performances.
8. Evaluates each pupil[s musical growth and performance, assessing each individual's contribution to the performance of the group.
9. Plans, rehearses, and directs pupils in musical programs for school and community.
10. Selects and requisitions books, musical instruments, and instructional aids; maintains required inventory records.

11. Communicates with parents and school personnel on pupil's progress.

(Title: Public School Music Teacher - Continued)

12. Identifies pupil needs and cooperates with other professional staff members in assessing and helping pupils solve health, attitude, and learning problems.

13. Cooperates with school administration in providing musical programs for school productions and civic functions.

14. Supervises pupils in out-of-classroom activities as assigned.

15. Participates in curriculum and other developmental programs.

16. Participates in faculty committees and sponsorship of pupil activities.

17. Maintains professional competence through in-service education provided by the district, in self-selected professional growth activities related to music and/or college courses.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board.

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

Approved By: _____ Date _____

Reviewed And Agreed To By: _____ Date _____

TITLE: ORAL COMMUNICATIONS TEACHER

CODE GCA-E-11

QUALIFICATIONS: Certificate or license issued by the State Department of Education

REPORTS TO: Principal of School

JOB GOAL: To develop in each pupil public speaking skills, debate skills, and other framework developed oral skills

PERFORMANCE RESPONSIBILITIES:

1. Teaches the contents in the skills of public speaking utilizing a course of study adopted by the Board of Education and other appropriate learning activities.
2. Instructs pupils in citizenship in basic subject matter specified by state law and administrative regulations and procedures of the school district.
3. Adapts speech materials and methods to develop relevant sequential assignments that guide and challenge pupils.
4. Develops standards for critical analysis of public speaking through group discussions based on a variety of materials.
5. Encourages pupils to think independently and to express original ideas.
6. Evaluates each pupil's progress in speech skills.
7. Establishes and maintains standards of pupil behavior needed to provide an orderly, productive classroom environment.
8. Communicates with parents and school counselor on pupil's progress.
9. Supervises pupils in out-of-classroom activities during the assigned working day.
10. Participates in curriculum and other developmental programs.
11. Participates in faculty committees and the sponsorship of student activities.
12. Maintains professional competence through in-service educational activities provided by the district, self-selected professional growth activities, and or college courses.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board.

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

Approved By: _____ Date _____

Reviewed and Agreed To By: _____ Date _____

TITLE: PHYSICAL EDUCATION TEACHER

CODE GCA-E-9

QUALIFICATIONS: 1. Certificate or license issued by the State Department of Education
2. Minimum of a Bachelor's Degree
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO: Building Principal

JOB GOAL: To develop in each pupil an understanding of the relationship of good body function and exercise; to motivate each pupil to cultivate physical fitness, hygienic habits, and good social and emotional adjustment; to discover and develop talents of pupils in physical achievement; to develop strength, skill, agility, poise, and coordination in individual, dual, and team physical activities and sports, in accordance with the pupil's ability.

PERFORMANCE RESPONSIBILITIES:

1. Teaches knowledge and skills in physical fitness, health education, rhythm and dance, and individual, dual, or team sports, utilizing a course of study adopted by the Board of Education and appropriate learning activities.
2. Analyzes, demonstrates, and explains basic skills, knowledge, and strategies of formal sports, games, rhythm, and fundamentals of body movement.
3. Provides individualized and small group instruction in order to adapt the curriculum to the needs of each pupil, to the extent feasible.
4. Provides appropriate safety instruction and makes safety checks on equipment and field areas to insure the overall safety of pupils.
5. Maintains control of, storage, and use of school owned property.
6. Evaluates each pupil's growth in physical skills, knowledge, and contribution of team sports.
7. Maintains professional competence through in-service education provided by the district, and/or in self-selected professional growth activities.
8. Selects and requisitions uniforms, equipment, and instructional aids and maintains required inventory records.
9. Communicates with parents and school counselors on pupil progress.

(Title: Physical Education Teacher – Continued)

10. Identifies pupil needs and cooperates with other professional staff members in helping pupils solve health, attitude and learning problems.
11. Supervises pupils in out-of-classroom activities during the assigned work day.
12. Participates in curriculum and other developmental programs.
13. Participates in faculty committees and sponsorship of student activities.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board

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

Approved By: _____ Date _____

Reviewed And Agreed To By: _____ Date _____

TITLE: SCIENCE TEACHER

CODE GCA-E-8

QUALIFICATIONS: 1. Certificate or license issued by the State Department of Education
2. Bachelor's Degree with a major in science
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO: Building Principal

JOB GOAL: To develop in each pupil an awareness of the rules of science in economic and social progress; to motivate each pupil to acquire knowledge of scientific facts and principles and skills in scientific methods of problem solving; to discuss and develop special talents of pupils in scientific fields.

JOB RESPONSIBILITIES:

1. Teaches skills, knowledge, and scientific attitudes through courses in general science, earth sciences, biology, chemistry, physics, physiology, or science problems to secondary pupils, utilizing courses of study adopted by the Board of Education and other appropriate learning activities.
2. Instructs pupils in citizenship and basic subject matter specified in state law and administrative regulation and procedures of the school district.
3. Plans a science program involving demonstrations, lectures, discussions and student experiments; organizes laboratory activities for optimum learning.
4. Demonstrates scientific concepts by use of scientific apparatus, experiments, and standard or teacher-prepared charts, sketches, and other instructional aids.
5. Provides individual or small group instruction in order to adapt the curriculum to the needs of pupils and to accommodate circumstances where a variety of projects and experiments are being worked on simultaneously.
6. Instructs pupils in proper use, care and safe handling of chemicals, science equipment, and plant and animal life.
7. Provides for safe storage and proper use of materials, equipment, and tools. Makes minor adjustments and requests repairs to equipment as needed.
8. Establishes and maintains standards of pupil behavior for a productive learning environment during class sessions, laboratory sessions, and field trips.
9. Evaluates each pupil's growth in knowledge, skills, and scientific attitudes in the course being taught.

(Title: Science Teacher - Continued)

10. Selects and requests books, instructional aids, science equipment, chemicals, and supplies, and maintains inventory records as required.
11. Maintains professional competence through in-service education activities provided by the district, self-selected professional growth activities, and/or college courses.
12. Identifies pupil needs, and cooperates with other professional staff members in helping pupils solve health, attitude, and learning problems.
13. Participates in curriculum and other developmental programs.
14. Assists pupils in selection and development of individual research projects.
15. Cooperates with school administration in providing science displays and programs for the school and community, and in sponsoring science activities.
16. Communicates with parents and school counselors on pupil progress.
17. Supervises pupils in out-of-classroom activities during the assigned work day.
18. Participates in faculty committees and sponsorship of student activities.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board.

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

Approved By: _____ Date _____

Reviewed And Agreed To By: _____ Date _____

SOCIAL STUDIES TEACHER

CODE GCA-E-13

QUALIFICATIONS: 1. Certificate or license issued by the State Department of Education
2. Bachelor's degree with a major in Social Studies
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO: Building Principal

JOB GOAL: To develop in each pupil an appreciation of American ideals and cultural heritage; to develop proficiency in the use of social studies skills and concepts; to motivate each pupil to understand and exercise his rights, privileges, and responsibilities as a citizen; to develop understanding of the geographical, historical, cultural, and political factors which influence the development of world regions; to encourage pupils to develop sound opinions based on a study of facts concerning operation of political and economic systems.

PERFORMANCE RESPONSIBILITIES:

1. Teaches courses in social studies, history, geography, American Government, political science, or humanities to secondary pupils, utilizing courses of study adopted by the Board of Education and other appropriate learning activities.
2. Instructs pupils in citizenship and basic subject matter specified in state law and administrative regulations and procedures of the school district.
3. Develops a balanced social studies program involving factual background material, material on current events, discussion time, and other appropriate material designed to encourage pupils to develop skills and attitudes, draw conclusions, achieve improved interpersonal relationships, and make value judgments based on scientific methods of inquiry.
4. Provides individual and small group instruction in order to adapt the curriculum to the needs of pupils with varying intellectual abilities, attitudes, and cultural backgrounds.
5. Develops knowledge of the purpose, structure, and operation of the American governmental and economic system, and the rights and responsibilities of American citizenship.
6. Makes current material from the mass media available to pupils; plans and guides discussion of current problems against background environment and history of area being studied.

(Title: Social Studies Teacher - Continued)

8. Develops an understanding of the contributions of racial, religious, and political groups to American culture.
8. Develops knowledge of political and economic systems of other nations and their influence on personal freedom, education, and living standards.
9. Encourages pupils to become aware of the complexity and interrelations of local, state, national and world problems.
10. Maintains standards of pupil behavior to provide an orderly, productive classroom environment.
11. Maintains professional competence through inservice education activities and/or college courses.
12. Selects and requisitions books and instructional aids, and maintains required inventory records; may request resource speakers and field trips.
13. Communicates with parents and school counselors to discuss pupil progress.
14. Supervises pupils in out-of-the classroom activities as assigned.
15. Participates in curriculum and other developmental programs.
16. Participates in faculty committees and sponsorship of pupil activities.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board.

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

Approved By: _____ Date _____

Reviewed And Agreed To By _____ Date _____

TITLE: SPECIAL EDUCATION TEACHER

CODE GCA-E-30

QUALIFICATIONS: 1. Certificate or license issued by the State Department of Education
2. Minimum of Bachelor's Degree in the field of Special Education
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO: Principal and Special Education Supervisor

JOB GOAL: To provide sound educational programs for children who cannot sufficiently benefit from regular classroom programs.

PERFORMANCE RESPONSIBILITIES:

1. Contributes to the development of the total school philosophy of education.
2. Assists in the adaptation of school policies to include special education needs.
3. Follows policies and programs essential to the needs of exceptional children.
4. Keeps informed of all legal requirements governing special education.
5. Provides leadership in establishing new programs and developing improved understanding of existing programs.
6. Teaches knowledge and skills in areas identified on the student's individual education plan.
7. Teaches special education programs which include special classes for students who are mentally retarded but trainable; who are mentally retarded but educable; who have specific learning disabilities; who are emotionally disturbed; who have severe auditory handicaps; who have orthopedic or neuro-muscular handicaps.
8. Carries out existing programs as an ongoing responsibility, and recommends changes and additions as needed.
9. Follows procedures for placement, evaluations, assignment, and reappraisal of students for special education services program.
10. Follows adopted procedures for referral, securing medical reports, psychological examination, and placement.
11. Provides home instruction for homebound or hospitalized students as directed by supervisor.

(Title: Special Education Teacher - Continued)

12. Assumes responsibility for compiling, maintaining and filing all reports, records, and other documents legally required or administratively used as they pertain to the teacher's individual students.
13. Develops and maintains complete and cumulative individual records of all children receiving special services in the teacher's classroom and indirect students as assigned.
14. Operates within the budget for special education.
15. Keeps informed of the state requirements for special education.
16. Interprets the objectives and programs of the special education services to the administration and staff and the public at large.
17. Evaluates on an ongoing basis, the total special education program, curriculum procedures, and individual student needs and achievements.
18. Makes recommendations on design, furnishings, equipment and supplies for special education facilities.
19. Consults with parents of students enrolled in the program.
20. Assumes responsibility of own professional growth and development; for keeping current with literature; new research findings and improved techniques; and for attending appropriate professional meetings and conventions.
21. Participates in curriculum and other development programs.
22. Maintains professional competence through in-service educational activities provided by the district, in self-selected professional growth activities, and/or college courses.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board.

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

Approved By:_____ Date _____

Reviewed And Agreed To By:_____ Date _____

TITLE: SPEECH AND HEARING THERAPIST CODE GCA-E-4

QUALIFICATIONS: 1. Certificate or license issued by the State Department of Education
2. Minimum of a Bachelor's Degree with a major area of speech therapy
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO: Building Principal and Special Education Supervisor

JOB GOAL: To help reduce or eliminate speech impediments that interfere with the 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 the individual needs of speech handicapped children.
3. Assists and guides teachers in observing, describing, and referring suspected and identified speech and language impairments.
4. Provides a thorough assessment and diagnosis of speech, voice, and language impairments.
5. Provides screening to identify speech handicapped children at regular intervals and at specified levels.
6. Assists in proper referrals of individuals to agencies and specialists in the community as appropriate.
7. Provides appropriate individualized programs of therapy to meet individual student's needs and correct existing speech or language handicaps.
8. Collaborates with classroom teachers and other school/staff members to implement therapy by suggestions for the students' daily activities.
9. Provides information, support, and counseling to parents and families when appropriate.
10. Provides in-service education and serves as a consultant to teachers and school staff members on topics concerning speech improvement.

(Title: Speech and Hearing Therapist - Continued)

11. Keeps thorough ongoing records for the individual student receiving therapy or other school-provided speech services.
12. Maintains lists of referred, screened, and eligible students, as well as a directory of outside agencies, consultants, specialists, and related services.
13. Compiles case history data on those cases when additional family history, health history, early developmental history, and environmental history are deemed appropriate.
14. Assumes primary responsibility for requisitioning and maintaining needed equipment and supplies.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Co-operative.

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

Approved By: _____ Date _____

Reviewed And Agreed To By: _____ Date _____

LICENSED PERSONNEL EVALUATIONS

Definitions

“Building level or district level leader” means an individual employed by the District whose job assignment is that of a building level or district level administrator or an equivalent role, including an administrator licensed by the State Board of Education, an unlicensed administrator, or an individual on an Administrator Licensure Completion Plan. Building level or district level leader does not include the superintendent, deputy superintendents, associate superintendents, and assistant superintendents.

"Inquiry category" is a category in which the building level or district level leader consistently demonstrates progressing, proficient, and/or exemplary performance on standards and functions in the Leader Excellence and Development System (LEADS) rubric.

“Intensive Category” is a category in which a building level or district level leader receives a rating of not meeting standards on the summative evaluation rubric as defined by the LEADS Rules.

"Novice Category" is a building level or district level leader who has not completed three consecutive years of experience in one district as a building level or district level administrator.

“Probationary” is a building level or district level leader who has transitioned within the District from one building level or district level administrator position to another or who is hired by the District and has completed his/her novice category period at another district. The probationary period is one-year.

"Probationary teacher" has the same definition as A.C.A. § 6-17-1502.

"Teacher" has the same definition as A.C.A. § 6-17-2803(19).

Teachers

Teachers will be evaluated under the provisions and timelines of the Teacher Excellence Support System (TESS).

The superintendent or designee(s) shall develop procedures to govern the evaluation process and timelines for the evaluations.

Teachers will be evaluated under the schedule and provisions required by TESS. Each school-year, the district will conduct a summative evaluation over all domains and components on all probationary teachers as well as any teacher currently on an "intensive support" improvement plan or who has successfully completed intensive support or participated in an improvement plan during the current or previous school-year. All teachers not covered in the previous sentence will have a summative evaluation over all domains and components at least once every three years. To establish the initial three-year rotation schedule for non-probationary teachers to be summatively evaluated, at least one-third of each school's non-probationary teachers will be selected for evaluation by a public random selection process.

All teachers shall develop a Professional Growth Plan (PGP) annually that must be approved by the teacher's evaluator. If there is disagreement between a teacher and the teacher's evaluator concerning the PGP, the

decision of the evaluator shall be final. The teacher's job performance will be measured based on how well the teacher's PGP's goals have been met.

While teachers are required to be summatively evaluated once every three-years, the teacher's evaluator may conduct a summative evaluation in any year.

In addition to a teacher's summative evaluation, an evaluator or designee shall conduct interim teacher appraisals during the year to provide a teacher with immediate feedback about the teacher's teaching practices; engage the teacher in a collaborative, supportive learning process; and help the teacher use formative assessments to inform the teacher of student progress and adapt teaching practices based on the formative assessments.

Evaluators may also conduct informal classroom observations during the year for the same purpose as a formal classroom observation but that are of shorter duration and are unannounced.

Building Level or District Level Evaluations

Building level or district level leaders will be evaluated under the schedule and provisions required by LEADS.

The superintendent or designee(s) shall develop procedures to govern the evaluation process and timelines for the evaluations.

Novice category and probationary building level or district level leaders, those building level or district level leaders who have been placed in the Intensive category, and those building level or district level leaders who have not had a summative evaluation the previous two years will have a summative evaluation. A building level or district level leader shall complete a PGP based on the standards and functions determined during the initial summative evaluation meeting with the superintendent or designee. If there is disagreement between a building level or district level leader and the leader's evaluator concerning the PGP, the decision of the evaluator shall be final. In subsequent years, he/she shall revise his/her PGP and associated documents required under LEADS.

The building level or district level leader shall annually revise his/her PGP and associated documents required under LEADS. His/her job performance will be measured on how well the PGP's goals have been met.

To establish the initial three-year rotation schedule for inquiry category building level or district level leaders to be summatively evaluated, at least one-third of each school's inquiry category building level or district level leaders will be selected for evaluation by the Superintendent or his designee.

While building level or district level leaders are required to be summatively evaluated once every three-years, the Superintendent or designee may conduct a summative evaluation in any year.

Legal References: [A.C.A. § 6-17-1501 et seq.](#)
[A.C.A. § 6-17-2801 et seq.](#)
[Arkansas Department of Education Rules Governing the Teacher Excellence and Support System](#)
[Arkansas Department of Education Rules Governing the Leader Excellence and Development System \(LEADS\)](#)

NON-SCHOOL EMPLOYMENT BY
PROFESSIONAL STAFF MEMBERS

CODE GCQA

Outside employment is regarded as employment for compensation which is not within the duties and responsibilities of the employee's regular position within the school system.

The Board expects each of its regular full time employees to devote maximum effort to the position in which he/she is employed. While minimum hours of work are required, the nature of a given professional position may customarily require additional hours including work during the evenings or other times when offices may be closed. In such instances, hours of work become position obligations and cannot be interfered with by outside employment. In case of question, the superintendent or his/her designee will make recommendations concerning eligibility of an employee to accept or continue such employment. The recommendation of the superintendent will be made to the individual, but may be referred to the Board if the individual so requests.

Where the periods of work are such that certain evenings, days or vacation periods are duty free, the employee may use such off-duty time for purposes of remuneration provided the following conditions are met.

1. The work in no way interferes with or controls the degree of effectiveness of his/her work in the school system.
2. The work in no way reflects detrimentally upon the school system's prestige.
3. Such outside obligations do not prevent the individual from assuming emergency duties required by the regular position.
4. The individual does not receive remuneration for work which is customarily within the duties for which compensation is received for his regular position.

ORAL HEALTH INSTRUCTION

Based on curriculum approved by the Arkansas Department of Education, each elementary class and each secondary health class will teach a unit on oral health. Dental health professionals should be used as resources for implementing this policy.

Reference: Act 1216 – 2003 Arkansas Laws

ORGAN DONOR LEAVE

CODE GCBDI

In any calendar year, Harmony Grove School Employees are entitled to the following leave in order to serve as organ donors or bone marrow donors:

- (1) No more than seven (7) days to serve as a bone marrow donor; and
- (2) No more than thirty (30) days to serve as an organ donor.

The request for leave must be in writing. Written verification by the physician to perform the transplantation must be presented to the superintendent stating that the employee is to serve as a donor and written verification that the employee did serve as a donor.

This leave is provided without loss or reduction in pay, leave, or credit for time of service. There will be no penalty assessed for requesting or obtaining leave under this policy.

Mandated by Act 546 of 2003 Arkansas General Assembly

New Certified Staff Orientation

Between July 1st and the first day of classes in any given year, new certified staff orientation will be conducted by the superintendent and/or his/her designees for all new certified employees who will be working at any Harmony Grove District Campus in that year for the first time. This orientation will include but not be limited to a discussion and review of personnel policies and work related procedures of the district.

Pandemic Flu/Contagious Disease Policy

EBCD-06

The Harmony Grove School District Board of Directors directs the following policy and procedures to be used in the event that a pandemic flu or other contagious disease outbreak is ascertained.

If a flu outbreak or other disease is suspected, the school nurse and/or principal of the school will contact the superintendent of schools immediately. If the superintendent concurs, the superintendent will contact the appropriate authorities as listed:

- Local Clinic
- County judge
- Ouachita County Health Department

If twenty-five percent of the student body is absent, there is cause for concern. If thirty-five percent of the student body is absent, there is cause for an alert to be issued and parents will be sent a letter by the superintendent with input from the nurse. If forty-five percent of the student body is absent, there is a critical problem and the school will be closed after the superintendent secures approval from a majority of the board of directors through a telephone call. If the superintendent determines that so many staff members are absent that school cannot be held or that school is not safe, he or she will follow the same procedure for dismissing as that used due to 45% of the students being absent. The school will be closed immediately when so ordered by the county judge or the health department, and the superintendent will notify the board if this occurs. Parents will be notified in the fastest possible method if school must be closed, and school employees will remain with students until all students are delivered home or picked up by parents.

The superintendent will contact the news media in the event of a closing. All contact with outside agencies must be handled through the superintendent. All decisions to close school will be made through the superintendent. Principals will refer all calls from outside officials to the superintendent.

The district will offer flu vaccines as available to faculty and staff as a preventive measure. Maintenance and custodial staff will use various appropriate antiseptics when they will prevent outbreaks.

The nurses' offices will maintain daily contact with the superintendent when the absence rate due to flu or any contagious disease exceeds 25%.

Approved by Board of Directors on November 9, 2006

CODE GCBDK

LEAVE OF ABSENCE FOR PERSONAL INJURY
FROM ASSAULT OR OTHER VIOLENT CRIMINAL ACT
(ACT 1494 OF 1999)

The Board of Education of the Harmony Grove School District shall grant any full-time Certified Employee of the district, who is compelled by law to secure a license from the State Board of Education as a condition precedent to employment, leave at full pay for absence due to personal injury caused by either an assault or other criminal act committed against the Certified Employee in the course of his or her employment. Teachers who suffer personal injury while intervening in student fights, restraining a student or protecting a student from harm shall be considered to be injured as a result of an assault or a criminal act.

The leave shall not exceed one (1) year from the date of injury and shall not be charged to the sick leave of the full-time Certified Employee.

The verification of teacher's status as far as being on duty during the time of the incident shall be verified by the Principal and the Superintendent in writing to the Board.

The assault or criminal act must be verified by the proper authority, i.e., Sheriff's office, etc.

The teacher must present a statement from a medical doctor as to the condition of the teacher's ability to work during this period of time. The School Board may request that the teacher be examined by a medical doctor of the Board's choosing to verify work ability. If there is a disagreement between the teacher's doctor and the Board's doctor a third opinion shall be requested from someone that both the teacher and the Board agree upon and the opinion from the agreed upon doctor shall be the decision from which the Board and the teacher shall abide.

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

PERSONNEL RECORDS

CODE GBL

Orderly administration of the school district requires the compilation of information about all employees. The Board recognizes that all personnel files are confidential and must be considered privileged.

A personnel file will be available for examination: (1) at any time by the superintendent or the supervisory personnel he designates; (2) during regular business hours by the employee or his/her personally authorized representative; (3) during regular hours by a member of the Board in connection with legitimate Board responsibility or duty, only when such records related to an applicant or employee recommended or proposed for employment, promotion, transfer, or dismissal.

A personnel file will not be made available to others except according to law.

An individual Board member has no authority when the Board is not in session, except as authority for specific action may be delegated by the whole Board. Confidential files are available to Board members only in accordance with this policy.

Confidential ratings, reports and records, obtained prior to the employment of the individual including placement papers and those obtained in connection with job applications may not be viewed by the employee.

Information of a derogatory nature (except as may appear in the preceding paragraph) may not be entered or filed in the employee's personnel folder until the employee is given notice and an opportunity to review the information and comment thereon. The employee will have the right to append a reply to the statement, which will be included in his/her folder.

PERSONNEL RECORDS

CODE GBL-R

Each professional employee of the district will submit copies of the following material to the superintendent of schools to be filed in his/her personnel record file.

1. Certificate: A valid teaching certificate for the courses being taught and services being performed no later than July 1 of the contract year.
2. Transcripts of credits no later than September 1 of each school year.
3. Withholding tax statements: Before the first pay period.
4. Copy of birth certificate, social security card, driver's license at time of employment.
5. A copy of signed contract within dates as set by law.

It is the policy of the Harmony Grove School District to pay the fee required for the Criminal Record Check required before employing a new certified employee. A contract will be permanently offered only after the employee passes the criminal record check as required by State law and that record is on file. The teacher is responsible for paying for the \$100 licensure fee to obtain a teaching certificate.

PROFESSIONAL ORGANIZATION

CODE GCQD

Teachers are encouraged to join and support their professional organizations and attend the meetings. The district will pay the professional dues of the superintendent and the special programs administrator who represent the board, the administration, and the staff in leading the professional staff development programs of the district. Other staff members will be responsible for paying their own professional dues but will be reimbursed for expenses incurred at professional meetings as stated in policies GBQ-6, GCLA, and DLC-R. If in the superintendent's judgment paying professional dues of another employee would actually save the district money over the course of a year in lessening registration fees, he or she may authorize such payment on a case by case basis. Only professional dues related to leadership, curriculum, finance, governance, and human resources may be considered for payment.

Adopted by the Harmony Grove School Board 03-15-07

LICENSED PERSONNEL EMPLOYEE TRAINING

For the purposes of this policy, professional development (PD) means a set of coordinated, planned learning activities for District employees who are required to hold a current license issued by the State Board of Education as a condition of employment that:

- Is required by statute or the Arkansas Department of Education (ADE); or
- Meets the following criteria:
 - Improves the knowledge, skills, and effectiveness of teachers;
 - Improves the knowledge and skills of administrators and paraprofessionals concerning effective instructional strategies and methods;
 - Leads to improved student academic achievement; and
 - Is researched-based and standards-based.

All employees shall attend all local PD training sessions as directed by his/her supervisor.

The District shall develop and implement a professional development plan (PDP) for its licensed employees. The District's PDP shall, in part, align District resources to address the PD activities identified in each school's Arkansas Comprehensive School Improvement Plan (ACSIP) and incorporate the licensed employee's PDP. The 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 PD activities' effectiveness in improving student performance and closing achievement gaps.

Each licensed employee who is on a 190 day contract shall receive a minimum of sixty (60) hours of PD annually to be fulfilled between July 1 and June 30.¹ All licensed employees are required to obtain thirty six (36) hours of approved PD each year over a five-year period as part of their licensure renewal requirements. PD hours earned in excess of each licensed employee's required number of hours in the designated year cannot be carried over to the next year.²

Licensed employees who are prevented from obtaining the required PD hours due to their illness or the illness of an immediate family member as defined in A.C.A. § 6-17-1202 have until the end of the following school year to make up the deficient hours. Missed hours of PD shall be made up with PD that is substantially similar to that which was missed and can be obtained by any method, online or otherwise, approved by ADE. This time extension does not absolve the employee from also obtaining the following year's required hours of PD. Failure to obtain required PD or to make up missed PD could lead to disciplinary consequences, up to termination or nonrenewal of the contract of employment.

The goal of all PD activities shall be improved teaching and learning knowledge and skills that result in individual, team, school-wide, and District-wide improvement designed to ensure that all students demonstrate proficiency on the state's academic standards. The District's PD plan shall be research-based and standards-based and in alignment with applicable ADE Rules and/or Arkansas code.

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

Flexible PD hours (flex hours) are those hours which an employee is allowed to substitute PD activities, different than those offered by the District, but which is still aligned to the employee's Individual Improvement Plan,

Professional Growth Plan, or the school's ACSIP. The District shall determine on an annual basis how many, if any, flex hours of PD it will allow to be substituted for District scheduled PD offerings. The determination may be made at an individual building, a grade, or by subject basis. The District administration and the building principal have the authority to require attendance at specific PD activities. Employees must receive advance approval from the building principal for activities they wish to have qualify for flex PD hours. To the fullest extent possible, PD activities are to be scheduled and attended such that teachers do not miss their regular teaching assignments. Six (6) approved flex hours credited toward fulfilling the licensed employee's required hours shall equal one contract day. Hours of PD earned by an employee that is not at the request of the District and is in excess of the employee's required hours, or not pre-approved by the building principal, shall not be credited toward fulfilling the required number of contract days for that employee.³ Hours earned that count toward the licensed employee's required hours also count toward the required number of contract days for that employee. Employees shall be paid their daily rate of pay for PD hours earned at the request of the District that necessitate the employee work more than the number of days required by their contract.⁴

Teachers and administrators who, for any reason, miss part or all of any scheduled PD activity they were required to attend, must make up the required hours in comparable activities which are to be pre-approved by the employee's appropriate supervisor.

To receive credit for his/her PD activity each employee is responsible for obtaining and submitting documents of attendance, or completion for each PD activity he/she attends. Documentation is to be submitted to the building principal or designee. The District shall maintain all documents submitted by its employees that reflect completion of PD programs, whether such programs were provided by the District or an outside organization.

To the extent required by ADE Rules, employees will receive up to six (6) hours of educational technology professional development that is integrated within other professional development offerings including taking or teaching an online or blended course.

The following PD shall count toward a licensed employee's required PD hours to the extent the District's or school's PD plan includes such training, is approved for flex hours, or is part of the employee's PDP and it provides him/her with knowledge and skills for teaching:

- Students with intellectual disabilities, including Autism Spectrum Disorder;
- Students with specific learning disorders, including dyslexia;
- Culturally and linguistically diverse students;
- Gifted students.

Beginning in the 2013-14 school-year and every fourth year thereafter, all mandated reporters and licensed personnel shall receive two (2) hours of PD related to child maltreatment required under A.C.A. § 6-61-133(d)(e)(2). For the purposes of this training, "mandated reporters" includes school social workers, psychologists, and nurses.

Beginning in school-year 2014-15 and every fourth year thereafter, teachers shall receive two (2) hours of PD designed to enhance their understanding of effective parental involvement strategies.

Beginning in school-year 2014-15 and every fourth year thereafter, administrators shall receive two (2) hours of PD designed to enhance their understanding of effective parental involvement strategies and the importance of administrative leadership in setting expectations and creating a climate conducive to parental participation.

Beginning in the 2015-16 school-year and every fourth year thereafter, all licensed personnel shall receive two (2) hours of PD in teen suicide awareness and prevention which may be obtained by self-review of suitable suicide prevention materials approved by ADE.

Beginning in the 2016-17 school-year and every fourth year thereafter, teachers who provide instruction in Arkansas history shall receive at least two (2) hours of PD in Arkansas history as part of the teacher's annual PD requirement.

Anticipated rescuers shall receive training in cardiopulmonary resuscitation and the use of automated external defibrillators as required by ADE Rule. Such training shall count toward the required annual hours of PD.

At least once every three (3) years, persons employed as athletics coaches shall receive training related to the recognition and management of concussions, dehydration, or other health emergencies as well as students' health and safety issues related to environmental issues and communicable diseases. The training may include a component on best practices for a coach to educate parents of students involved in athletics on sports safety.

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

For each administrator, the thirty six (36) hour PD requirement shall include training in data disaggregation, instructional leadership, and fiscal management. This training may include the Initial, Tier 1, and Tier 2 training required for Superintendents and other designees by ADE's Rules Governing the Arkansas Financial Accounting and Reporting System and Annual Training Requirements.

Building level administrators shall complete the credentialing assessment for the teacher evaluation PD program prior to conducting any summative teacher evaluations.⁵

Teachers' PD shall meet the requirements prescribed under the Teacher Evaluation Support System (TESS).⁶

By the end of the 2014-15 school-year, teachers shall have received professional awareness on the indicators of dyslexia and the science behind teaching a student who is dyslexic.⁷

Teachers required by the superintendent, building principal, or their designee to take approved training related to teaching an advance placement class for a subject covered by the College Board and Educational Testing Service shall receive up to thirty (30) hours of credit toward the hours of PD required annually.

Licensed personnel may earn up to twelve (12) hours of PD for time they are required to spend in their instructional classroom, office or media center prior to the first day of student/teacher interaction **provided** the time is spent in accordance with state law and current ADE rules that deal with PD. The hours may be earned through online PD approved by the ADE provided the PD relates to the district's ASCIP and the teacher's professional growth plan. Licensed personnel who meet the requirements of this paragraph, the associated statute, and ADE Rules shall be entitled to one hour of PD for each hour of approved preparation.

Licensed personnel shall receive fifteen (15) PD hours for a three-hour undergraduate or graduate level college course that meets the criteria identified in law and applicable ADE rules. A maximum of eighteen (18) such hours may be applied toward the thirty six (36) hours of PD required annually for license renewal.⁸

Employees who do not receive or furnish documentation of the required annual PD jeopardize the accreditation of their school and academic achievement of their students. Failure of an employee to receive his/her required annual

hours of PD in any given year, unless due to illness as permitted by law, ADE Rule, and this policy, shall be grounds for disciplinary action up to and including termination.

Approved PD activities may include:

- Conferences/workshops/institutes;
- Mentoring/peer coaching;
- Study groups/learning teams;
- National Board for Professional Teaching Standards Certification;
- Distance and online learning (including ArkansasIDEAS;
- Internships;
- State,/district /school programs;
- Approved college/university course work;
- Action research; and
- Individually guided (to be noted in the employee's PDP).

Approved PD activities that occur during the instructional day or outside the licensed employee's annual contract days may apply toward the annual minimum PD requirement.

PD activities shall relate to the following areas:

- Content (K-12);
- Instructional strategies;
- Assessment/data-driven decision making;
- Advocacy/leadership/fiscal management;
- Systemic change process;
- Standards, frameworks, and curriculum alignment;
- Supervision; mentoring/peer coaching;
- Next generation learning/integrated technology;
- Principles of learning/developmental stages/diverse learners;
- Cognitive research;
- Parent involvement/academic planning and scholarship;
- Building a collaborative learning community;
- Student health and wellness; and
- The Code of Ethics for Arkansas Educators.

Additional activities eligible for PD credit, as included in the District, school, and licensed employee's PDP, include:

- School Fire Marshall program (A.C.A. § 6-10-110);
- Tornado safety drills (A.C.A. § 6-10-121);
- Literacy assessments and/or mathematics assessments (A.C.A. § 6-15-420);
- Test security and confidentiality (A.C.A. § 6-15-438);
- Emergency plans for terrorist attacks (A.C.A. § 6-15-1302);
- Teacher Excellence and Support System (A.C.A. § 6-17-2806);
- Student discipline training (A.C.A. § 6-18-502);
- Student Services Program (A.C.A. § 6-18-1004);
- Training required by ADE under academic, fiscal and facilities distress statutes and rules; and
- Annual active shooter drills (6-15-1303).⁹

Notes: There are special rules that apply to part time employees who teach adults or are GED Test examiners. Since such employees apply to very few districts, they are not included in this policy. PD for such employees is covered under 7.04 of the rules and A.C.A. § 6-17-706.

¹ The new rules make July 1 through June 30 the default. Districts using those dates no longer need documentation of its choice. Districts can still choose June 1 through May 30, but that choice would have to be documented. The documentation may be noted by the selection chosen for this policy and also in the district's "plan" for professional development required by A.C.A. § 6-17-704(c)(1).

² A.C.A. § 6-17-2402(1) defines a "basic contract" as a teacher employment contract for 190 days that includes 10 days of PD. Based on that, the new rules establish separate requirements for 190 day contract employees and all other licensed employees. Under the rules, ONLY 190 day contract employees on a "basic teacher contract" are required to receive 60 hours of PD annually. All employees have to get 36 hours for their license renewal, but if the employee is not on a 190 day contract, there is no requirement for hours beyond the 36.

³ The number of contract days may vary between employees, but the concern here is with the number of contract days specified in each individual employee's contract.

⁴ There is confusion surrounding districts requiring more than the required PD and employees who get more than their required hours, but do so of their own choosing. A.C.A. § 6-17-807(a) requires districts to pay a teacher their daily rate of pay for days worked in excess of the number in their contract. Each 6 hours of PD equal one day worked. Teachers who are required/requested to attend 6 more hours than they are required by statute to attain have worked an extra day of their contract. This can be addressed by giving the employees a flex PD day off or paying them their daily rate of pay for the extra day worked. Teachers who are so dedicated that, on their own, they get more than their required PD hours do not get credit for a day worked for each 6 hours of excess PD.

⁵ This requirement tracks the language in model policy 3.50—ADMINISTRATOR EVALUATOR CERTIFICATION and is based on the proposed revised TESS Rules. A corollary point to this policy's sentence is to make the hiring of any new administrator who will be responsible for conducting TESS summative evaluations contingent upon the new hire's successful credentialing for TESS evaluations. We suggest calling the ASBA staff attorney for language, including required completion dates and

employment consequences, for both the hiring motion, and to include on the contract, where it should remain until TESS credentials are successfully obtained.

⁶ TESS includes requirements and restrictions on PD that is not otherwise prescribed by law or rule and that varies by whether the teacher has a summative evaluation and/or is on Intensive Support Status. Consult A.C.A. § 6-17-2806 for specifics.

⁷ This is required by A.C.A. § 6-41-608. There is no statutory clarification regarding required hours of training, but teachers will need to be credited toward the required hours of PD for time spent fulfilling the requirement. A.C.A. § 6-41-609 and 1.02.2.2 of the emergency PD Rules delegate future dyslexia training to Higher Education.

⁸ This is an instance of the rules not mirroring the statute, A.C.A. § 6-15-1004(c), so we suggest reading Section 4 of the PD Rules along with the statute. Both permit the district to require additional hours, but if you choose to do so and the employee's required PD is in excess of 36 or 60, as applicable, the employee is due his/her daily rate of pay for the excess hours. See footnote #4.

⁹ Districts are required to annually provide active shooter drill and school safety assessment training for all of its employees and, to the extent practicable, students, in collaboration with local law enforcement and emergency management personnel. Since this is statutorily required training (PD), employees get to count it toward their annual required hours.

Cross-References:	Policy 3.50—ADMINISTRATOR EVALUATOR CERTIFICATION
	Policy 4.37—EMERGENCY DRILLS
Legal References:	Arkansas State Board of Education: Standards of Accreditation 15.04
	ADE Rules Governing Professional Development
	ADE Rules Governing the Arkansas Financial Accounting and Reporting System
	and Annual Training Requirements
	A. C.A. § 6-10-121
	A. C.A. § 6-10-122
	A. C.A. § 6-10-123
	A.C.A. § 6-15-404(f)(2)
	A.C.A. § 6-15-420
	A.C.A. § 6-15-426(f)(g)(h)
	A.C.A. § 6-15-438
	A.C.A. § 6-15-1004(c)
	A.C.A. § 6-15-1302
	A.C.A. § 6-15-1303
	A.C.A. § 6-15-1703
	A.C.A. § 6-16-1203
	A.C.A. § 6-17-703
	A.C.A. § 6-17-704
	A.C.A. § 6-17-708
	A.C.A. § 6-17-709
	A.C.A. § 6-17-2806
	A.C.A. § 6-17-2808
	A.C.A. § 6-18-502(f)
	A.C.A. § 6-18-514(f)
	A.C.A. § 6-20-2204
	A.C.A. § 6-20-2303 (15)
	A.C.A. § 6-41-608
	A.C.A. § 6-61-133

PROFESSIONAL STAFF HIRING

CODE GCD

All educational staff members will be appointed by the Board only upon the recommendation of the superintendent. Should a person nominated by the superintendent be rejected by the Board, it will be the superintendent's duty to make another recommendation.

It shall be the duty of the Superintendent of Schools to see that persons nominated for employment by the Board of Directors shall meet all qualifications established by the State Department of Education for the type of position for which the nomination is made.

Appointments, in so far as possible, will be made for specific positions with concurrence of the superintendent and principal concerned.

No exceptions shall be made without the approval of the Board.

The principals of Harmony Grove School shall be recommended for appointment by the superintendent.

The term of employment for the high school principal shall be twelve months and the elementary principal twelve months.

All candidates will be considered on the basis of their merits and qualifications, and the needs of the school system. In each instance, the superintendent and others playing a role in the selection will seek to hire the best qualified person for the job.

No resignation to accept another teaching assignment or administrative assignment will be accepted by the Board after July 1 unless a suitable replacement can be found.

PROFESSIONAL STAFF POSITIONS

CODE GCA

All certified staff positions in the district schools will be created initially by the Board. Although such positions may remain temporarily unfilled, only the Board may abolish a position it has created.

When a position is established by the Board, the Board will approve the broad purpose and function of the job. The superintendent will give a detailed job description for the position.

Among the most important qualifications for certificated employees are professional preparation, professional experience, personality, and general culture. Candidates for teaching positions will possess as a minimum a bachelor's degree from an accredited institution and shall hold or be qualified for a teaching certificate. Specialized personnel, such as counselors, will possess or be qualified for the appropriate certificate.

Each certificated staff member will be responsible for meeting the qualifications and performing the duties listed in his or her job description.

TEACHER RECORDS AND REPORTS

CODE GCA-311

Each teacher and staff member shall keep such records and make such reports as may be required by the Board of Education. No teacher or staff member shall be entitled to the last month's pay under his or her contract with the district until he or she has provided to the school district all records and reports required by the district. The superintendent will determine if the last month's pay is withheld should this issue arise.

Reference: Act 311 of 2007

PROFESSIONAL STAFF RECRUITING

CODE GCC

The Harmony Grove School Board of Education will make every effort to select the best qualified individuals for positions as teachers, principals and other administrative officers, regardless of sex, race, color or creed.

Every vacancy that occurs will be filled only after all consideration is given each candidate who applies. Academic qualifications, personality, appearance, integrity, and experience will be among the factors considered in choosing school district employees.

In an effort to secure the best possible candidates for school district positions, an active search will be made to locate likely candidates.

REDUCTION IN PROFESSIONAL STAFF FORCE (Certified)

CODE: GCPA

The Board of Education shall have the authority to terminate or reassign personnel within the system at times when reduction in staff becomes necessary. Such reduction in staff shall be implemented in times of financial limitations, declining enrollment, closing of facilities, or other serious and legitimate business of legal reasons as approved by the Board of Education.

Should it become necessary to implement the Reduction in Force policy (RIF), reductions will be made in the following order:

- I. Natural attrition-Reductions as a result of resignation or retirement.
- II. Certification in area assigned – Teachers and administrators who are fully certified in the field in which they are teaching or working will have precedence over any staff member who is not fully certified in that field. Every effort will be made to place all fully certified personnel in vacancies before implementing RIF and before hiring from outside the district.
- III. A point system to be used only after I and II above – Points will be determined as described below, and those with the fewest points will be reduced in force first.
 1. Two points for each year of experience as a certified employee within the Harmony Grove district or the former Sparkman district.
 2. One point for each year of experience as a certified employee outside the Harmony Grove District or the former Sparkman district.
 3. Three points in addition to the above for BSE or equivalent plus 12 graduate hours.
 - or -
 4. Five points in addition to the above for BSE or equivalent plus 24 graduate hours.
 - or -
 5. Ten points in addition to the above for Masters Degree.

In the event that employees accumulate identical point totals, priority will be given to the employee with the greatest number of years of experience in the Harmony Grove District or Former Sparkman district.

In the event that the RIF policy fails to cover a situation, the superintendent will refer the matter to the board with a recommendation.

EXPENSE REIMBURSEMENTS

The following regulations relate to travel and other types of reimbursable expenses.

1. Travel Requests: A request to be absent from work to attend conferences, departmental and organizational meetings must be handled through the principal's office. A request form must be submitted to the principal of the teacher's respective school. Ordinarily this request must be filed at least two weeks in advance of scheduled meetings. The principal shall approve or disapprove the request. In case of approval, the request form shall come to the superintendent for final approval or disapproval. Upon final approval, a copy of the request stays in the superintendent's office and is filed in the employee's personnel folder and two copies will be returned to the principal's office. The principal will keep one copy and one copy will be returned to the teacher making the request. In case of disapproval, the person disapproving shall give a reason for the disapproval of the request on the request form. Copies of disapproved request forms will be distributed in the same manner as an approved request form.

2. Reimbursement of Expenses: When the administration requests or approves a teacher or teachers to attend specific meetings, the school district shall reimburse the teacher for the following expenses incurred while attending such meetings.
 - Cost of meals up to \$30.00 per day when staying overnight. If the trip is a single day trip, the lunch meal will not be reimbursed except in the case of a bus driver driving for a trip.
 - Registration fees for meetings will be reimbursed or paid in advance as determined by the superintendent.
 - Cost of lodging (provided the school makes or approves the teacher's reservations) will be paid as a reimbursement upon the teacher providing proper receipts for costs incurred.
 - Provide school transportation to the meeting or pay mileage of 40 cents per mile if a personal vehicle is used when a school vehicle is unavailable for use. Beginning and ending odometer readings must be included on the request for reimbursement.

3. Expense Reimbursement Request and Receipts: Reimbursement for expenses is obtained by submitting a reimbursement request (with all receipts attached) to the superintendent's office within ten days after the expense incurred. Submissions after ten days are subject to delays in payment. Receipts required include travel expenses, parking (valet parking will not be paid), lodging, registration fees, meals, and any other legitimate expenses.

4. Approval and Payment of Expenses: Any employee of the district seeking reimbursement for any expense, with the exception of the superintendent of schools, will turn in requests for payment to the superintendent's office for his approval. Any reimbursement request sought by the superintendent that he has incurred must be approved by the Harmony Grove School Board of Education at the next regular board meeting following the date of the request.

Requisition of Classroom Supplies

GCQ-2
Code DJF-05

Each elementary teacher will be provided a budgeted \$500 in the annual budget to apply toward the purchase of commodities for use by that teacher in his or her classroom for class activities. The following procedures must be followed:

- (1) The teacher must requisition the commodities or supplies in advance per district procedures currently in place.
- (2) The teacher must provide receipts documenting any purchase and present them to the central office.
- (3) The teacher must requisition only items that will enhance the activities of his or her class and may not use these funds merely for decorative or personal use.

This policy is subject to waiver if the district requests and is approved for a waiver by the ADE due to fiscal distress. Secondary teachers may requisition needed supplies in advance per district procedures currently in place.

Reference: Act 1192, Arkansas 2005 Law

SAFETY OF STUDENTS/EMPLOYEES
IN THE EVENT OF A TERRORIST
ATTACK OR WAR

JHF-TAI

In the event that any school campus is subjected to a terrorist attack, the following procedure will be followed.

- An announcement will be made to lock down the school or evacuate the school, whichever is most feasible depending upon the circumstances. The superintendent, principal, or other designee in charge will make that determination.
- The terrorist plan will be followed.

Reference: Act 648 – 2003 Arkansas Law
Approved 9-13-05

PROFESSIONAL STAFF SALARY SCHEDULES

CODE GCBA

Salary schedules will be based on standard work loads and will recognize experience within the school system, training and responsibility where relevant.

Teachers holding contracts for longer than the usual school year will receive additional compensation in proportion to their basic salary as determined by the schedule.

No differentiation will be made on the schedule on the basis of particular assignment or school of assignment.

In order to move on the educational base increment, documentation of attainment of the necessary hours must be in the superintendent's office by October 1.

PROFESSIONAL STAFF SUPPLEMENTARY PAY

CODE GCBB

Teachers who are regularly assigned to duties which require extra time or responsibilities over and above their basic contractual obligations will receive extra compensation in accordance with a supplementary salary schedule set annually by the Board. Most stipends will be paid on an annual basis or seasonal basis, although certain assignments performed at irregular or infrequent intervals may be paid at an hourly rate. The board of education will decide rate of pay and designates to the superintendent the decision on when interval(s) of pay will be made.

Faculty members to be appointed to extra-compensation positions will be recommended by the principal and approved by the superintendent.

Salaries that are commensurate with the demands of specific assignments will be paid after approval and placement on the supplementary salary schedule.

Harmony Grove School District
 Certified Salary Schedule
 2012-2013

Approved by Harmony Grove Board Education on June 17, 2010 to begin July 1, 2010
 Joe Rogers, Jr., Board President

Yrs Exper	BSE	BSE+12	BSE+24	MED	MED+12	MED+24	MED+36 Or EDS
0	32000	32450	32900	35000	35500	36000	36500
1	32450	32900	33350	35500	36000	36500	37000
2	32900	33350	33800	36000	36500	37000	37500
3	33350	33800	34250	36500	37000	37500	38000
4	33800	34250	34700	37000	37500	38000	38500
5	34250	34700	35150	37500	38000	38500	39000
6	34700	35150	35600	38000	38500	39000	39500
7	35150	35600	36050	38500	39000	39500	40000
8	35600	36050	36500	39000	39500	40000	40500
9	36050	36500	36950	39500	40000	40500	41000
10	36500	36950	37400	40000	40500	41000	41500
11	36950	37400	37850	40500	41000	41500	42000
12	37400	37850	38300	41000	41500	42000	42500
13	37850	38300	38750	41500	42000	42500	43000
14	38300	38750	39200	42000	42500	43000	43500
15	38750	39200	39650	42500	43000	43500	44000
16	39200	39650	40100	43000	43500	44000	44500
17	39500	39950	40400	43300	43800	44300	44800
18	39700	40150	40600	43500	44000	44500	45000
19	39900	40350	40800	43700	44200	44700	45200
20	40100	40550	41000	43900	44400	44900	45400
21	40300	40750	41200	44100	44600	45100	45600
22	40500	40950	41400	44300	44800	45300	45800
23	40700	41150	41600	44500	45000	45500	46000
24	40900	41350	41800	44700	45200	45700	46200
25	41100	41550	42000	44900	45400	45900	46400
26	41300	41750	42200	45100	45600	46100	46600
27	41500	41950	42400	45300	45800	46300	46800
28	41700	42150	42600	45500	46000	46500	47000
29	41900	42350	42800	45700	46200	46700	47200
30	42100	42550	43000	45900	46400	46900	47400

\$450 increment for each educational step 0-30 years with Bachelor's Degree; \$500 for Master's/MED+

\$300 increment for year 17 with Bachelor's Degree; \$300 for Master's MED+

\$200 increment for each year's experience 18-30 years with Bachelor's Degree; \$200 for Master's/MED+

Administrator Certified: 12 month – 1.4444

Non-Administrator Certified: 12 month – 1.3333; 11 month – 1.2222; 10 month – 1.1111

Harmony Grove School District
 Certified Supplementary Salary Schedule
 2012-2013

POSITION	CONTRACT LENGTH	SUPPLEMENTAL SALARY
Superintendent	12 months	Negotiated with the Board
Principals	12 months	1.4444 multiplier + \$4,500
Spec Programs Admin	12 months	1.4444 multiplier + \$4,500
LEA Supervisor	12 months	1.3333 multiplier
Athletic Director	12 months	1.3333 multiplier + \$750
Head Sr Football Coach	12 months	1.3333 multiplier + \$1,250
Head Sr Basketball Coach Boys or Girls	10 months	1.1111 multiplier + \$1,250
Head Sr Baseball Coach	10 months	Same + \$1,000
Head Sr Softball Coach	10 months	Same + \$1,000
Head Jr Football Coach	10 months	Same + \$1,000
Head Jr Basketball Coach	10 months	Same + \$1,000
General Coaching Duties	10 months	Same + \$1,000-\$3,000 As assigned by Administration
Asst Football Coach	10 months	Same + \$800
Asst Basketball Coach	10 months	Same + \$800
Asst Baseball Coach	10 months	Same + \$500
Asst Softball Coach	10 months	Same + \$500
Track Coach Boys or Girls	10 months	Same + \$500
Golf Coach	10 months	Same + \$500
7 th Grade Football Coach	10 months	Same + \$300
7 th Grade Basketball	10 months	Same + \$300
7 th Grade Track	10 months	Same + \$100
Head Sr Cheerleaders	190 days	\$1,250
Head Jr Cheerleaders	190 days	\$1,000
Asst Cheerleaders	190 days	\$800
Sr Beta Sponsor	190 days	\$200
Jr Beta Sponsor	190 days	\$100
Future Teachers Sponsor	190 days	\$100
Jr Class Lead Sponsor	190 days	\$800
National Honor Society	190 days	\$100
Sr Class Sponsor	190 days	\$200
Sr Class Trip Sponsor	190 days	\$200
Student Council Sponsor Concession Manager	10 months	1.1111 multiplier + \$250
Student Council Sponsor	190 days	\$250

Harmony Grove School District
 Certified Supplementary Salary Schedule
 2012-2013

POSITION	CONTRACT LENGTH	SUPPLEMENTAL SALARY
Vocational Agriculture	12 months	1.3333 multiplier + \$750
Vocational Business	190 days	\$750
Yearbook Sponsor	190 days	\$1,200
Sr High Band Director	10 months	1.1111 multiplier + \$1,250
Jr High Band Director	10 months	Same + \$1,000
Sr High Choir Director	190 days	\$700
Jr High Choir Director	190 days	\$300
Elementary Choir Director	190 days	\$300
Jr/Sr Play Sponsor	190 days	\$400
Parent Involvement Trainer	190 days	\$1,000
Gate Duty at Ballgames		\$15 per hour
Extra duty that exceeds 60 minutes per week as stated in Act 1398 (before and after school within 8 hour day)		\$10 per hour
Lunch duty that interrupts 30 minute duty free lunch time		Hourly rate of pay times 1 and 1/2
Meetings called by superintendent exceeding 60 hours professional development		\$30 per hour
Remediation Teaching After Hours		\$30 per hour

Approved by Board on June 17, 2010 to begin July 1, 2010
 Joe Rogers, Jr., Board President

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School Year

IC

Student – teacher interaction time shall be for a minimum of 178 days.

Teacher contracts shall be for a minimum of one hundred ninety (190) days. Ten days or 60 hours will be required for professional development. Two days or 12 hours will be used for parent-teacher conferences.

The instructional day will be no less than six (6) hours of instructional time. Nothing less than three (3) hours shall be counted as one-half day of instructional time. Any day in which fewer than three (3) hours of instructional time are provided to students shall not be counted as any part of a school day.

Reference Act 2151 of 2005

Approve by the board on September 13, 2005

CODE – JFA/JFCF/JFH
GBCB/GBM

SEXUAL HARASSMENT
HARASSMENT BASED ON RACE, NATIONAL ORIGIN, DISABILITY AND RELIGION
HARMONY GROVE SCHOOLS

I. Policy Statement

The Harmony Grove School District is committed to maintaining a learning/working environment free from sexual harassment and harassment based on race, national origin, disability or religion. Therefore, Harmony Grove School District prohibits sexual harassment and harassment based on race, national origin, disability or religion of any student or school personnel at school or any school sponsored activity.

It shall be a violation of this policy for any student or school personnel to harass a student or school personnel sexually, or based on race, national origin, disability or religion. Further, it shall be a violation of this policy for any school personnel to tolerate sexual harassment or harassment based on a student's or employee's race, national origin, disability or religion by student, school personnel or third parties participating in, observing or otherwise engaged in school sponsored activities.

For the purpose of this policy, school personnel includes school board members, school employees, agents, volunteers, contractors or other persons subject to the supervision and control of the school district.

The school district shall: (1) promptly investigate all complaints, written or verbal, of sexual harassment and harassment based on race, national origin, disability or religion; (2) promptly take appropriate action to stop any harassment and (3) take appropriate action against any student or school personnel who violates this policy and take any other action reasonably calculated to end and prevent further harassment of school personnel or students.

II. Definitions

A. Sexual Harassment

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

- (i) submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment or education; or

- (ii) submission to or rejection of the conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
- (iii) that conduct or communication substantially or unreasonably interferes with an individual's employment or education, or creates an intimidating, hostile or offensive employment or educational environment (i.e. the conduct is sufficiently serious to limit a student's or employee's ability to participate in or benefit from the educational program or work environment).

Examples of conduct which may constitute sexual harassment if it meets the immediately preceding definition include:

- unwelcome sexual physical contact
- unwelcome ongoing or repeated sexual flirtation or propositions, or remarks
- sexual slurs, leering, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions
- graphic comments about an individual's body
- sexual jokes, notes, stories, drawings, gestures or pictures
- spreading sexual rumors
- touching an individual's body or clothes in a sexual way
- displaying sexual objects, pictures, cartoons or posters
- impeding or blocking movement in a sexually intimidating manner

B. Harassment Based on Race, National Origin, Disability or Religion

Harassment based on race, national origin, disability or religion consists of physical or verbal conduct relating to an individual's race, national origin, disability or religion when the conduct:

- (i) creates an intimidating, hostile or offensive working or educational environment; or
- (ii) substantially or unreasonably interferes with an individual's work or education; or
- (iii) otherwise is sufficiently serious to limit an individual's employment opportunities or to limit a student's ability to participate in or benefit from the education program

Examples of conduct which may constitute harassment based on race, national origin, disability or religion if it meets the immediately preceding definition include:

- graffiti containing racially offensive language
- name calling, jokes or rumors
- physical acts of aggression against a person or his property because of that person's race, national origin, disability or religion
- hostile acts which are based on another's race, national origin, religion or disability
- written or graphic material which is posted or circulated and which intimidates or threatens individuals based on their race, national origin, disability or religion

III. Complaint Procedure

A. Formal Procedure

1. File Report

Any student or school personnel who believes he or she has been the victim of sexual harassment based on race, national origin, religion or disability by a student, school personnel or a third party should report the alleged harassment to one of the compliance officers designated in this policy or to any school personnel. The alleged harassment should be reported as soon as possible, and the report generally should be made within fifteen (15) school days of the occurrence. Further, any student who has knowledge of conduct which may constitute prohibited harassment should report such conduct to one of the compliance officers designated in this policy or to any school personnel. Any school personnel who has notice that a student or other school personnel may have been a victim of prohibited harassment shall immediately report the alleged harassment to one of the compliance officers designated in this policy. The reporting party should use the form, Report of Harassment JFCF-A to make complaints of harassment. However, oral reports and other written reports shall also be accepted. The complaint should be filed with either the building principal or one of the compliance officers designated in this policy. The principal shall immediately forward any report of alleged prohibited harassment to the compliance officer. Any complaint that involves the compliance officer or principal shall be reported to the superintendent.

The complaint, and identity of the complainant and alleged harasser, will be disclosed only to the extent necessary to fully investigate the complaint and only when such disclosure is required or permitted by law. Additionally, a complainant who wishes to remain anonymous shall be advised that such confidentiality may limit the School Division's ability to fully respond to the complaint.

2. Investigation

Upon receipt of a report of alleged prohibited harassment, the compliance officer shall immediately authorize or undertake an investigation. The investigation may be conducted by school personnel or a third party designated by the school division. The investigation shall be completed as soon as practicable, which generally should be not later than 14 calendar days after receipt of the report of the compliance officer. Upon receiving the complaint, the compliance officer shall acknowledge receipt of the complaint by giving written notice that the complaint has been received to both the person complaining of harassment and the person accused of harassment. Also upon receiving the complaint, the compliance officer shall determine whether interim measures should be taken pending the outcome of the investigation. Such interim measures may include, but are not limited to, separating the alleged harasser and the complainant and, in cases involving potential criminal conduct, determining whether law enforcement officials should be notified. If the compliance officer determines that more than 14 days will be required to investigate the complaint, the complainant and the accused shall be notified of the reason for the extended investigation and of the date by which the investigation will be concluded. If the alleged harassment may also constitute child abuse, then it must be reported to the Department of Social Service.

The investigation may consist of personal interviews with the complainant, the alleged harasser and any others who may have knowledge of the alleged harassment or the circumstances giving rise to the complaint. The investigation may also consist of the inspection of any other documents or information deemed relevant by the investigator. The school district shall take necessary steps to protect the complainant and others pending the completion of the investigation. In determining whether alleged conduct constitutes a violation of this policy, the division shall consider, at a minimum: (1) the surrounding circumstances; (2) the nature of the behavior; (3) past incidents or past or continuing patterns of behavior; (4) the relationship between the parties; (5) how often the conduct occurred; (6) the identity of the alleged perpetrator in relation to the alleged victim; (7) the location of the alleged harassment; (8) the ages of the parties and (9) the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a case by case determination based on all of the facts and circumstances revealed after a complete and thorough investigation.

The compliance officer shall issue a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, then the report shall be sent to the School Board. The report shall include a determination of whether the allegations are substantiated, whether this policy was violated and recommendations for corrective action, if any.

All employees shall cooperate with any investigation of alleged harassment conducted under this policy or by an appropriate state or federal agency.

3. Action by Superintendent

Within 5 calendar days of receiving the compliance officer's report, the Superintendent or designee shall issue a decision regarding whether this policy was violated. This decision must be provided in writing to the complainant and the alleged perpetrator. If the Superintendent or designee determines that prohibited harassment occurred, Harmony Grove School District shall take prompt, appropriate action to address and remedy the violation as well as prevent any recurrence. Such action may include discipline up to and including expulsion or discharge. Whether or not the Superintendent or designee determines that prohibited harassment occurred, the Superintendent or designee may determine that school-wide or division-wide training be conducted or that the complainant receive counseling.

4. Appeal

If the Superintendent or designee determines that no prohibited harassment occurred, the employee or student who was allegedly subjected to harassment may appeal this finding to the School Board within 5 calendar days of receiving the decision. Notice of appeal must be filed with the superintendent who shall forward the record to the School Board. The School Board shall make a decision within 30 calendar days of receiving the record. The School Board may ask for oral or written argument from the aggrieved party and the superintendent and any other individual the School Board deems relevant.

If the Superintendent or designee determines that prohibited harassment occurred and discipline is imposed, the disciplined person may appeal the disciplinary sanction in the same manner as any other such sanction would be appealed.

Employees may choose to pursue their complaints under this policy through the relevant employee grievance procedure instead of the complaint procedure in this policy.

5. Compliance Officer and Alternate Compliance Officer

The Harmony Grove School Board has designated Rachell Sorrells, Counselor, 401 Ouachita 88; 870-574-0656 as the Compliance Officer responsible for identifying, preventing and remedying prohibited harassment. Complaints of harassment may also be made to the Alternate Compliance Officer Perry Richard; Agri Teacher, 401 Ouachita 88; 870-574-2148. The Compliance Officer shall:

- receive reports or complaints of harassment;
- oversee the investigation of any alleged harassment;
- assess the training needs of the school division in connection with this policy;
- arrange necessary training to achieve compliance with this policy;
- insure that any harassment investigation is conducted by an impartial investigator who is trained in the requirements of equal

employment/education opportunity, including the authority to protect the alleged victim and others during the investigation.

B. Informal Procedure

If the complainant and the person accused of harassment agree, the student's principal or designee may arrange for them to resolve the complaint informally with the help of a counselor, teacher, or administrator.

If the complainant and the person accused of harassment agree to resolve the complaint informally, they shall each be informed that they have the right to abandon the informal procedure at any time in favor of the initiation of the Formal Procedures set forth herein. The principal or designee shall notify the complainant and the person accused of harassment in writing when the complaint has been resolved. The written notice shall state whether prohibited harassment occurred.

IV. Retaliation

Retaliation against students or school personnel who report harassment or participate in any related proceedings is prohibited. The School Division shall take appropriate action against students or school personnel who retaliate against any student or school personnel who reports alleged harassment or participates in related proceedings.

V. Right to Alternative Complaint Procedure

Nothing in this policy shall deny the right of any individual to pursue other avenues of recourse to address concerns relating to prohibited harassment including initiating civil action, filing a complaint with outside agencies or seeking redress under state or federal law.

VI. Prevention and Notice of Policy

Training to prevent sexual harassment and harassment based on race, national origin, disability and religion should be included in employee and student orientations as well as employee in-service training.

This policy shall be (1) displayed in prominent areas of each division building in a location accessible to students, parents and school personnel, (2) included in the student and employee handbooks; and (3) sent to parents of all students within 30 calendar days of the start of school. Further, all students, and their parents/guardians, and employees shall be notified annually of the names and contact information of the compliance officers.

VII. False Charges

Students or school personnel who knowingly make false charges of harassment shall be subject to disciplinary action as well as any civil or criminal legal proceedings.

Code: JFCF-A

Harmony Grove Schools
Camden, Arkansas
Report of Harassment

Name of person filing complaint _____

Indicate one of the following about yourself: ___ student ___ school employee

Date report filed _____ Person report filed with _____

Name of alleged harasser _____

Indicate the incident(s) that caused you to file this complaint. _____

Signature of person making complaint _____

Page 2 - Report of Harassment

FOR OFFICIAL'S USE ONLY

Report received by _____ on date _____

Investigation conducted by
_____ compliance officer

_____ alternate compliance officer

_____ other (Specify):

Narrative of findings _____

Recommendation of actions to be taken _____

The compliance officer, alternate compliance officer, or other official investigating this complaint will sign and forward a confidential copy of this report to (1) the principal of the student if the complaint is alleged against a student or the immediate supervisor of the employee if the complaint is alleged against an employee (2) the superintendent of schools for all complaints made.

Signature of forwarding official _____ Date _____

Received by Principal or Supervisor _____ Date _____

Received by Superintendent _____ Date _____

Disposition of Incident _____

This record is to remain confidential at all times.

PROFESSIONAL STAFF EXTRA DUTY

CODE GCKA

Extra-curricular duties are considered a normal part of a teacher's work. The allocation of such duties is a responsibility of the principal of each building in conjunction with the teacher and superintendent, acting as board representative. The superintendent must approve in advance any extra assignment for which pay is provided. The conditions of Act 1398 of 2003 will be followed.

DUTY FREE LUNCH

CODE GCKA-05

Each certified school employee shall be allowed a thirty-minute uninterrupted duty-free lunch period during each instructional day except when the teacher chooses to perform duty and be compensated at his or her hourly rate of pay for each missed lunch period.

The superintendent will present a method to principals for documenting the compensation due each teacher who chooses to perform duty. The principal will present the documentation for compensation to the district treasurer as directed by the superintendent.

The principal will offer all teachers the opportunity for equal or near equal duty for pay. However, the administration may assign non-certified staff lunch duty or may use volunteers in lieu of payment for duty to teachers.

This policy applies only to lunch duty.

The superintendent is charged with making final decisions regarding this policy, subject to review by the Board of Education

Reference: Act 1881, Arkansas 2005 Law

PROFESSIONAL STAFF VISITATIONS AND CONFERENCES CODE GCLA

Professional leave shall be granted each year with full pay to teachers and administrators for the purpose of attending the professional conferences and meetings which are recommended and approved by the administration. The cost of mileage, meals and lodging and fees will be reimbursed to the teacher/administrator upon proof of payment, within the limits set by the board.

Both teachers and administrators will be given opportunities to participate in out-of-state meetings at district expense. However, these meetings will be limited in keeping with the financial capabilities of the district.

All requests for out-of-state travel must be approved by the superintendent and the school board.

STAFF/PARENT INVOLVEMENT

Each school and teacher will be responsible under the direction of the principal of the school to ensure that the requirements of Act 307 of 2007 are met. Each school's principal will be responsible to see that a copy of Act 307 is discussed and plans are made to meet its requirements. A copy of each school's plan will be given to the superintendent no later than two weeks after the first day of school. Pursuant to Act 307, the principal of each school will designate one certified staff member who is to serve as a parent facilitator. The name of this staff member will be given to the superintendent in the copy of each school's plan. The designated teacher shall receive supplemental pay for the assigned duties as required by law.

Reference: Act 307 of 2007

STAFF INVOLVEMENT AND DECISION MAKING

CODE GBB
(Also ABB)

The Board desires that all employees be given opportunities to take part as plans are made for the operation of the district, schools and departments.

Administrators will exercise their powers and duties in ways consistent with democratic ideals and institutions. They will make recommendations and initiate new procedures only after seeking and giving consideration to the opinion of staff members. The Board expects opportunities to be provided for the democratic participation of teachers and other employees in planning working situations and arrangements.

STAFF PARTICIPATION IN COMMUNITY ACTIVITIES

CODE GBF
(Also KE)

The support of public education depends upon the confidence the public has in its schools. It is the board's wish that all employees become an integral part of the community, share in its life and interests, and contribute to its general welfare.

Staff members have a professional responsibility which extends beyond the hours of teaching service. This responsibility is to seek opportunities to interpret the school system to members of the community. This responsibility also imposes the need to exercise restraint in offering casual personal opinions which may be accepted as factual information by uninformed laymen. Therefore, the board wishes the staff to be well informed concerning the educational philosophy, goals, policies, regulations, and programs of the school system.

STAFF PARTICIPATION IN POLITICAL ACTIVITIES

CODE GBG

The Board of Education subscribes to the principle that public school employees must, with all other citizens, share the responsibility for the development of a sound public body and assume full political and citizenship responsibilities. However, in his or her political activities, an employee will not:

1. Misrepresent the school district, but will take adequate precautions to distinguish between his/her personal and institutional views.
2. Interfere with a colleague's exercise of political and citizenship rights and responsibilities.
3. Use institutional privileges, district resources, or working time to promote political candidates or partisan political activities.

Circulation of political literature for or against any candidate or cause, or the posting of such literature, is prohibited in the schools or on the school premises with the exception of literature pertaining to school district levies and bond issues.

Any employee who intends to campaign for an elective public office shall notify the superintendent in writing at the earliest possible moment of the office which he/she intends to seek together with his/her decision as to whether he/she wishes to continue employment and under what terms and conditions.

The superintendent shall meet with and discuss these matters with the employee involved, and will present a proposed recommendation to the Board for consideration. The essential element to be determined by the Board is whether the activities proposed by the employee are compatible with the time requirements for fulfilling his responsibilities to the district.

The Board shall determine the terms and conditions under which the employee may continue his employment as he seeks or holds such office.

In connection with his campaigning, no employee shall use school district facilities, equipment, or supplies; nor shall the employee discuss his campaign with school personnel during the working day; nor shall he use any time during the working day for campaigning purposes.

No school employee may be disciplined who exercises his right to communicate with an elected official (Act 658 of 1999) or be retaliated against or discharged if the employee reports waste of state funds or violations of state laws (Act 1523 of 1999).

PROFESSIONAL STAFF PROBATION AND TENURE CODE GCG

Professional personnel who are not performing satisfactorily may be placed on probationary status. The reasons for such action shall be explained fully to the individual orally and in writing. During the probationary period, the individual must show evidence of improvement in the areas cited as well as performing normal duties satisfactorily. It shall be the responsibility of the appropriate administrators to determine if satisfactory progress is being made. Serving a period on probation is not necessarily a prerequisite for dismissal.

Effective 1983-84 school year all teachers new in the district will be employed on a probationary basis for a period of one year.

PROFESSIONAL STAFF ASSIGNMENTS AND TRANSFERS CODE GCI

Assignments will be based upon the needs of the school system and upon the qualifications of staff members. Personnel will be assigned without regard to race, creed, color, sex or national origin, except an assignment may be made for purposes of staff instruction.

All teachers, principals, and other staff members are subject to assignment and/or transfer at the direction of the superintendent with the approval of the Board of Education. When transfers are to be made, a conference of all employees concerned shall be held with the superintendent. All reasons for transfer shall be reviewed. The disposition of the case shall be in writing by the superintendent to all parties concerned.

Staff members who may be interested in other positions within the school system for which they are qualified may request a transfer in writing.

PROFESSIONAL STAFF TIME SCHEDULES CODE GCJ

Each principal shall furnish the office of the superintendent of schools a copy of the schedule and assignment of each teacher in his/her school by the end of the second full week of the school term.

STAFF/ STUDENT RELATIONS

CODE-GBH
(Also JM)

The relationship between the teacher and the student should be one of cooperation, understanding, and mutual respect. The teacher has the responsibility to provide an atmosphere conducive to learning and to motivate each student to perform to his/her capacity.

Although it is desired that teachers have a sincere interest in students as individuals, partiality must be avoided and teacher/pupil friendship must be on a teacher-pupil basis. Excessive informal and social involvement with individual students and “pal-like” relationships give rise to charges of partiality and excessive personal involvement. Such friendships are not compatible with professional ethics.

The teacher will strive to secure individual and group discipline, and should be treated with respect by students. Teachers should extend to students the same respect and courtesy which they, as staff members, have a right to demand.

STAFF GIFTS AND SOLICITATIONS

CODE GBI

All employees of the Board are prohibited from accepting things of material value from companies or organizations doing business with the school district. Exceptions to this policy are the acceptance of minor items which are generally distributed by the companies through public relations programs. The term “gift” does not include informational material such as books, reports, pamphlets, calendars, or periodicals informing a public servant regarding his or her official duties; payments for travel or reimbursement for any expenses; the giving or receiving of food, lodging, or travel which bears a relationship to the public servant’s office and when appearing in an official capacity.

SOLICITATIONS

No organization may solicit funds of staff members within the schools, nor may anyone distribute flyers or other materials related to fund drives through the schools without approval of the superintendent. Staff members will not be made responsible nor will they assume responsibility for, the collection of any money or distribution of any fund drive literature within the schools unless such activity has the superintendent’s approval. The Board expects such activities to be kept to a minimum. The superintendent shall seek direction from the Board in instances where prior practice offers no guidance about a particular fund drive.

STUDENT SAFETY – FIELD TRIPS

JHFE

From time to time teachers or other certified staff will be allowed to take students on field trips as part of the instructional program of the class, club, team, or activity they represent. In order to assure the safety of students and to maintain clear communication with parents and guardians, this policy and its procedures will be required for all trips when students leave the campus of Harmony Grove School to participate in extracurricular or regular class field trips.

Any time a student leaves the campus to attend any meeting, athletic event, activity, or field trip experience, that student if under age 18, must have presented to the teacher or sponsor an approved signed permission slip that gives that student permission to go on the trip from the parent or guardian of the student making the trip. The approved permission slip must be presented before the trip occurs. The teacher or sponsor is responsible for keeping up with these permission slips.

Sponsors and teachers will present permission slips to parents in one of two ways.

(1) Athletic events, musical contests, and club trips such as agri trips that require multiple scheduled days that are set in advance for a season or year will require a blanket signature to allow permission for the student's participation and required bus trips for the entire season. Prior to the first trip, the sponsor will send the permission slip to parents and guardians stating scheduled travel dates. The parent or guardian's signature will cover the entire season.

(2) Trips of a one time nature or occasional trips will require a signature from parent or guardian each time the student leaves the campus. Examples of such trips are going to the science fair, class field trips, eating in town by cast members of the junior/senior play, or going to see a play in another town. The parent or guardian's signature will cover only the one field trip.

All field trips will be scheduled through the principal's office and must have permission of the teacher's principal in order to be scheduled. Every effort should be made to place trips on the monthly calendar. Disruptions to instructional time must be kept to a minimum. Trip request forms requiring transportation using a bus or school vehicle must be presented to the bus shop after permission is signed by the principal and superintendent. A complete bus seating chart of all riders must be left in the superintendent's office prior to the bus leaving campus on any field trip. Out of state trips must be approved by the Board of Education.

The principal will determine where students will be assigned when parents do not give permission for a student to participate in a field trip. No student will be penalized in any way for a parent or guardian's decision to not allow that student to go on a one time type field trip.

The superintendent will make final decisions regarding the execution of this policy subject to review by the Board of Education.

PART TIME AND SUBSTITUTE PROFESSIONAL
STAFF EMPLOYMENT

CODE GCE

A person serving as a substitute teacher must be a high school graduate or hold a graduate equivalent degree. Substitute teachers are paid a daily rate set by the Board of Education. When a regular teacher must be absent for an extended period of time, the available substitute who in the sole discretion of the superintendent is best qualified will be employed at remuneration to be established by the superintendent. General persons substituting for an extended period of time will be paid more than regular substitutes. Based on Act 46 of 2007, no class shall be under the instruction of a substitute or substitutes for more than 30 consecutive school days unless the substitute has a bachelors degree or is licensed to teach by the State of Arkansas. Act 823 of 2007 sets forth a series of disqualifiers for any person wishing to substitute.

Employees who are unable to work for any reason should notify the principal involved at the earliest possible time so that suitable substitute arrangements may be made. Teachers are expected to have available to the substitute those materials necessary to conduct the activities of the day. The contracting and paying of substitutes shall be a responsibility of the school district.

The district will follow the letter of the law in Act 823. Prior to the first day of school each term, a list of requested substitutes will be given to the superintendent by each principal in a form and manner to be determined. The superintendent will screen these substitutes to replace teachers when necessary. All substitutes must have completed an application located in the office of the superintendent. (See GCE-S07) A criminal background check is required.

Teacher aides will be used as substitutes as determined by the superintendent.

A list shall be filed with the principal of each school. Insofar as possible, principals will call persons on this list to substitute in subjects or areas for which they are best qualified. A person whose name does not appear on the substitute list may not be employed in the Harmony Grove School District except when specifically approved by the superintendent. Principals will be responsible for seeing that the work of the substitute is as effective as possible. They will also be responsible for reporting monthly to the superintendent on the use of substitutes in their school. The pay of the substitute teacher shall be at a per day rate established by the board.

SUBSTITUTE APPLICATION GCE-S07
For
EMPLOYMENT IN HARMONY GROVE SCHOOL DISTRICT

Date _____ Social Security Number _____

Last Name _____ First Name _____

Address _____

Telephone Number (Home) _____ (Cell) _____

Preference of Positions to Substitute – Check all that you are willing and capable to do.

- ☐ Elementary Classroom (K-6)
☐ Secondary Classroom (7-12)
☐ Cafeteria
☐ Custodial
☐ Bus Driver
☐ Nurse's Office
☐ Alternative or In-School Suspension
☐ Office Secretarial

Are there grades or subjects you prefer? If so, please list them.

Condition of Health: Excellent ____ Good ____ Fair ____ Poor ____

Education Training

- Are you a high school graduate or did you pass a GED examination? _____
- High School Attended _____
- Year Graduated _____ or Year GED was obtained _____
- Are you a college graduate? _____ If so, what is the degree? _____
- College Attended _____
- Year Graduated _____ or # years completed _____
- Do you have a license to teach in Arkansas? _____

Experience

- List your three most recent employers, type work, and dates employed. If you have any experience in a school setting, list it as well.
- Employer _____ Type Work _____ Dates _____
- Employer _____ Type Work _____ Dates _____

- Employer _____ Type Work _____ Dates _____

Are you a citizen of the United State? _____ If no, explain status: _____

Have you ever been convicted of a felony (including any expunged sexual offenses)?

Are you currently filing for unemployment benefits? _____

Do you intend to file for benefits as a part time employee if employed? _____

Are you currently limited in the amount of money you may make a month? _____

If yes, what limitations are you under? _____

References must be listed of the type requested in order to be considered for work.

Name of Reference/Address	Type Reference	Phone # of Reference	Time Known
	Past Employer		
	Past Employer		
	Most Current Employer		
	Character Reference		

What qualifications or characteristics do you believe equip you for the positions that you checked? This question must be answered in order to be considered.

I certify that the information on this application is correct. I release the former employers and the school district to discuss my past performances as an employee. If I am employed, I agree to meet the statutory and local requirements of the State and Harmony Grove School District.

_____ Applicant's Signature

Suspension and Dismissal of Professional Staff Members

Code GCPD

The term “teacher” as used in this policy shall be defined as any person, exclusive of the superintendent employed in the Harmony Grove School District who is required to hold a teaching certificate from the Arkansas Department of Education as a condition of employment.

The term probationary teacher as used in this policy shall be defined as a teacher who has not completed three (3) successive years of employment in the Harmony Grove School District.

This policy is not a teacher tenure law and shall not be construed nor interpreted as a tenure law.

Every contract of employment hereafter made between a teacher and the Board of Directors of the Harmony Grove School District shall be renewed in writing on the same terms and the same salary, unless increased or decreased by law, for the next school year succeeding the date of termination fixed therein, which renewal may be made by an endorsement on the existing contract instrument, unless by May 1st of the contract year, the teacher is notified by the school superintendent that the superintendent is recommending that the teacher’s contract not be renewed or, unless during the period of the contract or within ten (10) calendar days after the end of the school year, the teacher shall send by certified or registered mail to the president, vice-president, or secretary of the board of directors, with a copy to the superintendent, his or her resignation as a teacher, or unless such contract is superseded by another contract between the parties. Termination, non-renewal, or suspension shall be only upon the recommendation of the superintendent. A notice of non-renewal shall be delivered in person to the teacher or mailed by registered or certified mail to the teacher at the teacher’s residence address as reflected in the teacher’s personnel file. A teacher who has completed three (3) successive years of employment in the Harmony Grove School District on the effective date of this policy is deemed to have completed the required probationary period. The notice of recommended non-renewal of a teacher shall include statements of the reasons for such recommendation setting forth the reasons in separately numbered paragraphs so that a reasonable teacher can prepare a defense.

The board may refuse to renew the contract of the teacher when there is a reduction in force created by district-wide reduction in certified staff or for incompetent performance, conduct which materially interferes with the continued performance of the teacher’s duties, repeated or material neglect of duty, or other just and reasonable cause.

A teacher may be terminated during the term of any contract period for just and reasonable cause. The superintendent shall notify the teacher of the termination recommendation. Such notice shall include a statement of the grounds for the recommendation of termination setting forth the grounds in separately numbered paragraphs so that a reasonable teacher can prepare a defense. The teacher will only be terminated during the term of any contract when there is a reduction in force created by district-wide reduction in certified staff or for incompetent performance, conduct which materially interferes with the continued performance

of the teacher's duties, repeated or material neglect of duty, or other just and reasonable cause. The notice shall be delivered in person to the teacher or sent by registered or certified mail to the teacher at the teacher's residence address as reflected in the teacher's personnel file.

Whenever the superintendent has reason to believe that cause exists for the termination of a teacher and that the immediate suspension of the teacher is necessary in the best interest of the district, the superintendent may suspend the teacher without notice or a hearing. The superintendent shall notify the teacher in writing within two (2) school days of the suspension. Such written notice shall include a statement of the grounds for suspension or recommended termination setting forth the grounds in separately numbered paragraphs so that a reasonable teacher can prepare a defense. The written notice shall be delivered in person to the teacher or sent by registered or certified mail to the teacher at the teacher's residence address as reflected in the teacher's personnel file, and shall state that a hearing before the board of directors is available to the teacher upon request, provided the request is made in writing within the time provided in ensuing paragraphs unless the board and teacher agree to a later time. The hearing shall be scheduled by the president, vice-president, or secretary of the board and the teacher and shall be held within the time and manner as follows after a request for the hearing is received by the board. If sufficient grounds for termination or suspension are found, the board may terminate the teacher or continue the suspension for a definite period of time. The salary of a suspended teacher shall cease as of the date the board sustains the suspension. If sufficient grounds for termination or suspension are not found, the teacher shall be reinstated without loss of compensation.

Each teacher employed by the board shall be evaluated annually in writing as dictated by law. Whenever a principal or other administrator finds it necessary to admonish a teacher for a reason that may lead to termination or non-renewal, the administrator shall bring the matter to the attention of the teacher involved in writing and shall document the efforts which have been undertaken to assist the teacher to correct whatever appears to be the cause for potential termination or non-renewal.

The Harmony Grove School 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.

A teacher who receives a notice of recommended termination or a teacher who has completed three (3) successive years of employment in the Harmony Grove School District who receives a notice of recommended non-renewal may file a written request with the Board of Directors for a hearing. Such written request for a hearing shall be sent by certified or registered mail to the president, vice-president or secretary of the board with a copy to the superintendent, or may be delivered in person to each of them by such teacher, within thirty (30) calendar days after the written notice of proposed termination or non-renewal is received by the teacher. Upon receipt of such request for a hearing, the board shall grant a hearing in accordance with the following provisions:

(a) the hearing shall take place not less than five (5) nor more than twenty (20) calendar days after the written request has been received by the board, except that the teacher and the board may agree to a time agreed upon in writing by both parties. (b) The hearing shall be private unless the board or teacher shall request that the hearing be public. If the hearing is public, the parent or guardian of any student under the age of eighteen (18) years who offers testimony, may elect to have the student's testimony offered in private. (c) The teacher and the board may be represented by representatives of their choosing. (d) It shall not be necessary that a full record of the proceedings at the hearing be made and preserved unless: (1) The board shall elect to make and preserve a record of the hearing at its own expense, in which event a copy thereof shall be furnished the teacher, upon request, without cost to the teacher. (2) A written request is filed with the board by the teacher at least twenty-four (24) hours prior to the time set for the hearing, in which event the board shall make and preserve, at its own expense, a record of the hearing, and shall furnish a copy thereof to the teacher without cost to the teacher. (e) The board shall not consider at the hearing any new reasons which were not specified in the notices provided pursuant to the subchapter.

(a) Upon conclusion of its hearing with respect to the termination or non-renewal of a teacher who has been employed as a full-time teacher by the Harmony Grove School District for less than three (3) successive years, the board of directors shall take action on the recommendations by the superintendent with respect to the termination or non-renewal of such contract. (b) Any certified teacher who has been employed continuously by the Harmony Grove School District three (3) or more years may be terminated or the board may refuse to renew the contract of such teacher for any just and reasonable cause. Upon completion of such hearing, the board may, within ten (10) days after the holding of the hearing in regard to the termination or non-renewal of the contract of the teacher who has been employed continuously by the Harmony Grove School District for three (3) or more years, (1) uphold the recommendation of the superintendent to terminate or not renew the teacher's contract, or (2) may reject or modify the superintendent's recommendation to terminate or not renew the contract of the teacher, or (3) may vote to continue the contract of such teacher under such restrictions, limitations, or assurances as the school board may deem to be in the best interest of the Harmony Grove School District. Said decision shall be reached by the school board within ten (10) days from the date of the hearing, and a copy thereof shall be furnished in writing to the teacher or by addressing the same to the teacher's last known address by registered or certified mail. The exclusive remedy for any person aggrieved by the decision of the school board shall be appealed therefrom to the circuit court of Ouachita County in which Harmony Grove School District is located, within thirty (30) days of the date of written notice of the action of the school board.

If a teacher quits or refuses to teach in accordance with his or her contract without just cause, or otherwise breaks or violates the contract between the teacher and the Harmony Grove School District, and enters into a contract with another district or accepts employment in a position requiring a teaching certificate with another district during the term of the contract violated or broken, the board of directors of Harmony Grove School District may, at its discretion, petition the State Board of Education to revoke or suspend the certificate of the teacher for the remainder of the period of the broken contract in order to prohibit such teacher from teaching elsewhere during the time for which he or she had been employed under the contract.

Any decision by the district to non-renew, terminate, suspend, or provide other disciplinary action shall be void unless the district substantially complies with all provisions of this policy.

Updated July, 2001 pursuant to Acts 551 to amend Arkansas Code 6-17-1509 (c)
Act 1739 to amend Arkansas Code 6-17-1503; 6-17-1507; 6-17-15-10

PROFESSIONAL STAFF TERMINATION OF EMPLOYMENT CODE GCP

Professional employees who for any reason intend to resign or who intend to retire are encouraged to indicate their plans in writing to the Board at as early a date in the school year as plans may become firm and the decision to leave the district is made. Resignations become effective at the end of the school year in which they are submitted. Resignations to become effective earlier than at the end of the school year require a release by the Board and must be considered on an individual basis. Letters of resignation will be submitted to the superintendent of schools.

Procedures for the dismissal of certificated employees are governed by state law and all actions of the school district and the Board, as well as the rights and privileges of employees, are clearly identified in the statutes.

A professional employee may be denied a new contract or dismissal following procedures as outlined in the appropriate policy.

School principals who directly supervise the work of professional personnel must provide the superintendent of schools with carefully documented evidence concerning the professional person's inadequacies and lack of competencies as a professional which had led to the recommendation and contemplation of nonrenewal or dismissal. These documents must also show ways in which the principal has endeavored to help the teacher become a more effective professional.

TITLE IX (SEX DISCRIMINATION GRIEVANCE PROCEDURE) CODE GBA

PROCEDURE OF APPEAL

A. Definitions

1. Grievance - any claim by a teacher, student, or employee that there has been violation, misinterpretation, or misapplication of the terms of Title IX regulations of 1975 or a violation to the right of fair treatment.
2. Grievant - a teacher, student or employee asserting the grievance.
3. Parties - the representatives of the School Board, Superintendent, Principal, Title IX Coordinator, teacher, student and employee.

B. Procedure for Individual Grievances

The parties acknowledge that it is desirable for a teacher, student or employee to resolve problems through free and informal communications with the Title IX Coordinator.

1. Level One

When informal processes fail to provide a satisfactory resolution of the problem, then a formal grievance may be submitted to the Title IX Coordinator.

2. Level Two

If the grievant is not satisfied with the disposition of the grievance at Level One, or if no decision has been rendered within five (5) days after the meeting with the Title IX coordinator then the grievance may be referred to the principal. If no decision has been rendered within five (5) days after the meeting with the principal then the grievance may be referred to the Superintendent. The superintendent will arrange a meeting with the grievant, the principal, Title IX Coordinator, the teacher, student or employee upon receipt of the grievance. The parties shall have the right to include in the representation such witnesses and counselors, as they deem necessary to develop facts pertinent to the grievance.

3. Level Three

If the decision of the Superintendent is not acceptable, or if no decision has been rendered within ten (10) days after the meeting with the superintendent, the decision will be submitted by the teacher, student, or employee to the school board in a regular or special meeting. If the decision of the board is not acceptable, the grievance may be referred to the Office of Civil Rights.

TITLE IX

CODE GBA-1

It is hereby declared the intent of the Board of Education of the Harmony Grove School District, Camden, Arkansas to comply with Title IX, Title VI, and Section 504 Regulations prohibiting sex, race, and handicap discrimination in any education program or activity receiving federal financial assistance.

The district agrees to conduct a self-evaluation to determine if any policies or practices need modification for compliance with Title IX, Title VI, and Section 504, and review the grievance procedure for student and employee complaints about sex, race, or handicap discrimination.

Sexual harassment will not be tolerated. The grievance procedure as previously established and outlined in school policy should also be followed in the event of sexual harassment.

Adopted by the Board – 10/10/2000

HARMONY GROVE SCHOOLS
SPARKMAN SCHOOL CAMPUS TOBACCO POLICY
HARMONY GROVE CAMPUS TOBACCO POLICY

TOBACCO PRODUCTS

The health hazards of tobacco use have been well established. This policy is established to (1) reflect and emphasize the hazards of tobacco use; (2) be in compliance with state and federal laws; (3) protect the health and safety of all students, employees and the general public; and (4) set an example of non-tobacco use by adults.

Overview

Tobacco is the number one killer and the leading cause of preventable death in Arkansas. To support and model a healthy lifestyle for our students, the school board of the Harmony Grove School District established the follow tobacco-free policy.

The Harmony Grove School District and all of its school properties shall be tobacco-free 24 hours a day, 365 days per year. This includes all days when school is not in session and all functions taking place on school grounds, such as athletic functions and other activities not associated with, or sponsored by, the school.

Possession and Use

Possession or use of tobacco products by students on district property, in district vehicles and at school-sponsored functions is prohibited at all times.

The use of tobacco products by all school employees on district property or in district vehicles and at school-sponsored functions is prohibited at all times.

The use of tobacco products by all visitors to the school district property is prohibited. This includes non-school hours and all functions sponsored by the school or others, athletic or otherwise, on or off school property.

Advertising

Advertising of tobacco products is prohibited in school buildings, on school property, at school functions, and in all school publications.

The School Board, therefore, in the best interest of the health and safety of students, employees and the general public directs the Superintendent to develop regulations to implement this policy effective immediately upon approval

COMMUNICATION OF POLICY

This policy will be printed in both employee and student handbooks and posted in highly visible places both inside and outside the schools of the district. Signs will be posted at all entrances of school buildings, school playgrounds and athletic fields. Parents and guardians shall be sent notification in writing, and the local media will be asked to communicate this tobacco-free policy community-wide.

REGULATIONS GOVERNING ENFORCEMENT

HIGH SCHOOL/JUNIOR HIGH SCHOOL STUDENTS (Grades 7-12)

First offense:

Will result in any or all of the following: confiscate tobacco products, notify parents, notify police, meeting and assessment with substance abuse educator or designated staff, three days of in-school suspension.

Second offense:

Will result in any or all of the following: confiscate tobacco products, notify parents, parental conference, notify police, meeting and assessment with substance abuse educator or designated staff, three days of in-school or out-of-school suspension, student assigned school service (i. e. trash pick-up on school grounds, cigarette butt removal along road, etc.).

Third offense:

Will result in any or all of the following: confiscate tobacco products, notify parents, notify police, turn tobacco product over to police, parental conference, ten days of in-school or out-of-school suspension and/or community service.

ELEMENTARY SCHOOL STUDENTS (K-6)

First offense:

May result in any or all of the following: confiscate tobacco products, parental conference, meet with substance abuse educator or designated staff and police officer.

Second and subsequent offenses:

May result in any or all of the following: confiscate tobacco products, notify parents, notify police, substance abuse educator or designated staff, three day suspension.

FACULTY/STAFF

Faculty and staff include: administrators, teachers, janitors, aides, secretaries, teacher assistants, cafeteria workers, bus drivers, or any person employed or volunteering to provide services for the operation of the school.

These individuals may not use tobacco products on school property at any time. Those staff members violating this policy will be subject to the following procedures.

First offense:

A written warning by the appropriate administrator.

Second offense:

A formal reprimand by the appropriate administrator and a letter of same to be placed in personnel file.

Third offense:

Meeting with school board and possible leave without pay or dismissal.

TUTORING FOR PAY

CODE GCQAB

Any teacher may enter into an agreement with parents for tutoring children for a fee, but this practice must be limited to children other than those for whom the teacher is currently exercising teaching, administrative, or supervisory responsibility.

Tutoring for pay by teachers under contract to Harmony Grove Schools is subject to the following guidelines:

1. The tutor should contact the school in which a child is enrolled and consult the teacher before tutoring is begun.
2. Tutoring for a fee may not take place within a school facility or during regular school hours.
3. The Board and administration are not involved in setting tutoring fees.

Use of School Forms

The following forms will be used by all employees. No purchases, trip requests, or repairs will be permitted if these forms have not been properly used and approved.

- Absentee Report for Teacher/Staff
- Activity Request
- Duty Time Sheet
- Reimbursement Request
- Requisition Form
- Teacher/Employee Request to Attend Conferences
- Use of Facility Request
- Vehicle Use Request

Absentee reports are turned in to the superintendent's office at the end of the month showing when an employee was absent and the reason for the absence. The employee will be asked to sign the report to document an absence from work.

Activity requests will be turned in for any fundraising, assemblies, programs, trips, or meetings that an employee wishes to have.

Duty time sheets must be turned in each month to the superintendent in order to be paid for lunch duty, after school workshops, early morning duty, etc.

Requests for reimbursement are turned in after returning from a trip to get money back that the employee paid such as hotel costs, mileage, food, etc.

Requisitions are used to request the purchase of supplies, conference fees, etc. All employees are required to requisition any items to be purchased. After approval by the employee's immediate supervisor, the requisition goes to the superintendent for approval. If approved by the superintendent, a purchase order is completed and the item may be bought.

Teacher/employee request to attend must be completed and approved prior to the employee attending any meeting or conference.

Use of facility request will be completed anytime a school employee or person in the community wants to use a building or school area for any activity.

Vehicle use request forms are completed anytime an employee wants to use a bus for a trip or a school vehicle for a trip. The superintendent after approving a request will forward a copy to the transportation supervisor.

Work repair/maintenance requests must be submitted for all work repairs needed or any maintenance or custodial requests an employee may have by filing such requests on-line via the computer system in use by the school.

Name of Teacher/Staff _____

Date(s) of Absence _____
(Month) (Date) (Day of Week) (Year)

Reason for Absence (Check appropriate blank – explain if necessary.)

_____ Illness (self)

_____ Personal

_____ Illness (family member)

 Vacation

_____ Medical Appointment

_____ School Business (other than prof dev)

_____ Death in Family
(list relation below)

Professional Development

_____ Other (explain below)

Total Days Absent _____

Substitute's Name _____

Total Days Substitute Worked

Teacher/Staff Signature

Principal's /Supervisor's Signature

SUPERINTENDENT'S OFFICE USE
CHARGE TO:

SICK LEAVE

_____ BEREAVEMENT LEAVE

PERSONAL LEAVE (charge \$)

_____ VACATION (_____ days remaining)

SCHOOL BUSINESS

PROFESSIONAL DEVELOPMENT

_____ DEDUCTION (charge \$ _____)

Superintendent's Signature

Date _____

Explanation (if needed) _____

ACTIVITY / FACILITY / VEHICLE REQUEST

Please circle above all that apply.

Date of Request: _____

DATE OF ACTIVITY: _____

Sponsor: _____

Type of Activity:

- ☐ Fundraising
☐ Assembly/Program During School Day
☐ Program After School Hours
☐ Athletic or Field Trip
☐ Club, class, or Group Meeting
☐ Other _____

Description of

Activity: _____

Who is involved? _____ # of students: _____ # of adults: _____

Time of Activity: _____ a.m./p.m.

If fundraising, how much money are you attempting to raise and for what purpose?

<u>VEHICLE</u>	<u>FACILITY</u>
Does this activity require a school vehicle? YES/NO	Does this activity require a school facility? YES/NO
Type of vehicle needed:	Facility needed: _____
☐ School car/truck ☐ Handicapped bus ☐ Small bus ☐ Regular bus	Times facility is needed for preparation, use , and clean up: _____
Departure time of vehicle: _____ a.m. /p.m.	
Approximate return of vehicle: _____ a.m./p.m.	
Name of preferred driver: _____ (Drivers of all vehicles must be employed by the district and properly certified to operate the vehicle.)	(Do not remove any item or piece of equipment without signing for it/obtaining permission of the principal. Failure to abide by this will result in no further permission to use the facility and liability to pay for or replace items. The sponsor is responsible for the care of the facility.)

Signature of Sponsor (Person responsible): _____ Date: _____

Approved/Signature of Principal: _____ Date: _____

Approved/Signature of Superintendent: _____ Date: _____

☐ **NOT****APPROVED**/REASON _____

Send copy to (circle all that apply): superintendent, principal, sponsor, maintenance, bus mechanic

Staff Member's Name

[illegible]

The superintendent will total the amount of duty performed and will assign the proper rate of pay per duty, then give the amount to be paid to the district treasurer. Payments will be made in December and June.

HARMONY GROVE SCHOOL DISTRICT NO. 1
REQUEST FOR REIMBURSEMENT

Name _____

Meeting attended _____

Date _____

Please attach tickets or receipts for the following:

Registration fee _____

Motel _____

Meals _____

Misc. Expenses _____

Mileage/
Odometer Reading _____

Total _____

Signature of person requesting reimbursement

Supervisor's Signature Date

Authorization for payment Date

[illegible]

Employee's Name (Print): _____ Supervisor's Approval: _____

If the supervisor does not approve, return the requisition to the employee with reason.

If approved by the supervisor, forward this request to the superintendent's office.

Superintendent's Approval: _____ DATE: _____

Disapproved: CHARGE TO:

Reason superintendent disapproved:

**** If disapproved, return to supervisor/employee.**

**TEACHER/EMPLOYEE REQUEST
TO ATTEND
CONFERENCES/DEPARTMENTAL/ORGANIZATIONAL MEETINGS**

Teacher/Employee _____ Date of Request _____

Type of Meeting _____

Location of Meeting _____

Sponsors of Meeting _____

Is the meeting related to your area of work? Yes _____ No _____

Dates of Meeting _____

Will you need a substitute during absence? Yes _____ No _____

Transportation: Approximate number of miles _____

Date you will return to work _____

Lodging: Number of nights needed _____ Dates _____

Please make your own reservations. Keep all receipts for expenses incurred and turn into the office as soon as you return.

Have you been to any out-of town meetings this year? Yes _____ No _____

<u>VEHICLE</u>	<u>FOR ADMIN USE ONLY</u>
Does this activity require a school vehicle? YES/NO Type of vehicle needed: ☐ School car/truck ☐ Handicapped bus ☐ Small bus ☐ Regular bus Departure time of vehicle: _____ a.m. /p.m. Approximate return of vehicle: _____ a.m. /p.m. Name of preferred driver: _____ (Drivers of all vehicles must be employed by the district and properly certified to operate the vehicle.)	☐ Approved ☐ Disapproved Principal's Signature and Date: _____ ☐ Approved ☐ Disapproved Superintendent's Signature and Date: _____ ☐ Teacher made personal request to attend this meeting. ☐ Administration requested that teacher attend this meeting.

Use of Facility Request

Facility to be Used _____

Date(s) needed _____

Time(s) of day needed and approximate duration of activity _____

Type of Activity _____

Date request submitted _____

Signature of Person Requesting Facility _____

Signature of Person Employed by School Supervising Event _____

Signature of Principal _____

 Superintendent's Office Use

Approved _____ Not Approved _____

Signature of Superintendent _____

Date _____

Send one copy to the following: ☐ Superintendent
 ☐ Principal
 ☐ Requestor of Facility Use
 ☐ Maintenance

Note to Users

Do not remove any item or piece of equipment without signing for it. You must have permission from the principal to borrow any item or equipment. Failure to abide by this will result in no further permission to use the facility and liability to pay for or replace items.

VEHICLE USE REQUEST

Date of Request _____
(Requests should be submitted at least two weeks in advance of the date needed.)

Employee Requesting Vehicle _____

Type of Vehicle Requested

- ☐ School Car
☐ School Truck
☐ Handicapped Bus
☐ Small Bus
☐ Regular Bus

Date(s) Vehicle Needed _____

Departure Time of Vehicle _____ a.m. or _____ p.m.

Approximate Arrival Time Back to School _____

Organization/Class/Group Using Vehicle _____

Purpose of Trip _____

Destination of Trip _____

of Passengers including adults and driver _____

Name of Preferred Driver for Bus _____

(Drivers of all vehicles must be employed by the district and properly certified to operate the vehicle.)

Signature of Sponsor _____ Date _____

Signature of Principal _____ Date _____

(Return to sponsor if not approved.)

Signature of Superintendent _____ Date _____

Approved _____ Disapproved _____ Reason: _____

(Send copy to sponsor, principal, bus mechanic, and superintendent.)

STAFF VACATION AND HOLIDAYS

All certified personnel on 12 months working contracts shall have holidays as other certified personnel and shall earn 2 weeks annual leave. Annual leave dates must be approved by the superintendent. A twelve month certified employee must have been employed for a period of one year before he or she is eligible for two weeks leave.

All classified personnel on 12 months working contracts shall earn 2 weeks annual leave. Annual leave dates must be approved by the superintendent. A twelve month classified employee must have been employed for a period of one year before he or she is eligible for two weeks leave. Classified personnel working twelve months will receive the same holidays as certified personnel except those who serve in positions of custodian, maintenance, and transportation shall have the following holidays each year.

July 4 – 1 day
Labor Day – 1 day
Thanksgiving – 5 days
Christmas/New Year's Holidays – 5 days
Martin Luther King Holiday – 1 day
President's Day – 1 day
Spring Break – 5 days if Easter is not on the yearly calendar
Easter – 1 day
Memorial Day – 1 day

- If the approved school calendar does not allow for any or all of the above named holidays, the employee will work on the dates the calendar requires school to be in session and not on holiday.

SUPPORT STAFF RECRUITING
POSTING OF VACANCIES-HIRING

CODE GDC-GDD

The Board will establish, and budget for, support staff positions in the school on the basis of need. The recruitment and selection of candidates for such positions will be the responsibility of the superintendent and his staff. The Board will officially appoint all employees upon the recommendation of the superintendent. However, tentative appointments may be made by the superintendent prior to Board action.

SAFE AND LAWFUL OPERATIONS OF HARMONY GROVE SCHOOL DISTRICT VEHICLES

All employees of the Harmony Grove School District may have to operate a school vehicle at some opportunity of their employment. The operation of a school vehicle is more important than operation of a personal vehicle. School vehicles are purchased by taxpayer funding and involve safe transportation of our student population. Employees, certified and classified, have an added responsibility in the area of supervision and care of students.

Any employee that may have to operate a school vehicle will be required to notify confidentially in writing the school district of any traffic violation conviction, other than a parking ticket within 30 days of that conviction. After receiving a violation notice of suspension or revocation of an employee's driving privileges by the Department of Administration and Finance, the employee will be mandated to confidentially notify in writing the Harmony Grove School District by the end of the next business day.

Employees in violation of this policy will be held accountable and responsible under the policies and procedures of the Harmony Grove Board of Education up to the point of termination if deemed necessary.

VISITORS

Visitors to the District facilities must comply with regulations set forth by the District School Board. Visitors should stop at the principal's office for a pass.

Smoking or the use of tobacco products by visitors is prohibited. This includes non-school hours and all functions of the school, athletic or otherwise. This also includes other organizations using school property.

Anyone found smoking or using tobacco products will be asked by the appropriate school official to refrain from smoking or tobacco use while on district property. They will be informed of the school's tobacco-free policy. If the visitor does not comply, they will be asked to leave. If they refuse to leave, district security personnel and local law enforcement will be notified.

Dex

Adopted by the Board – July 8, 2004

Effective August 19, 2004

2012-2013 School Calendar – Harmony Grove School District – Camden, Arkansas

July 4, 2012 (W).....	Independence Day Holiday
August 8, 10, 13, 14, 15, 2012 (Th, F, M, Tu, W).....	Certified Required Professional Development
August 13, 2012 (M).....	SPIN Night at HGS and Open House at Sparkman
August 14, 2012 (Tu).....	PDP Night at HG Elementary
August 20, 2012 (M).....	1 st Day of School – Begin 1 st 9 Weeks and 1 st Semester
September 3, 2012 (M).....	Labor Day Holiday
September 18, 2012 (F) (2:00pm-8:00pm).....	Counts as 2 days – Parent-Teacher Conferences
October 10, 2012 (Tu).....	End 1 st 9 Weeks and 1 st Quarter – 41 days
October 17, 2012 (W).....	Begin 2 nd 9 Weeks and 2 nd Quarter
November 19-23, 2012 (M-F).....	Thanksgiving Holidays
December 21, 2012 (F).....	End 2 nd 9 Weeks/2 nd Quarter – 43 days; End 1 st Semester – 84 days
December 24, 2012 (M) – January 4, 2013 (F).....	Christmas and New Year's Holidays
January 7, 2013 (M).....	Begin 3 rd 9 Weeks and 3 rd Quarter
January 21, 2013 (M).....	Martin Luther King Holiday
February 14, 2013 (Th) (2:00pm – 8:00 p.m.).....	Counts as 2 days – Parent-Teacher Conferences
February 18, 2013 (M).....	President's Day Holiday
March 15, 2013 (F).....	End 3 rd 9 Weeks and 3 rd Quarter – 48 days
March 18-22, 2013 (M-F).....	Spring Break Holidays
March 25, 2013 (M).....	Begin 4 th 9 Weeks and 4 th Quarter
March 29, 2013 (F).....	Good Friday/Easter Holiday
May 19, 2013 (Su).....	HG High School Baccalaureate
May 23, 2013 (Th).....	Sparkman Commencement (5:30 p.m.)/ Harmony Grove Commencement (8:00 a.m.)
May 27, 2013 (M).....	Memorial Day Holiday
May 28, 2013 (W).....	End 4 th 9 Weeks/4 th Quarter – 46 days; End 2 nd Semester – 94 days
May 30, 31 (Th, F).....	Make Up Days for Missed School Due to Inclement Weather

1st Quarter – 41 days2nd Quarter – 43 days3rd Quarter – 48 days4th Quarter – 46 days

Total Days of Instruction – 178 days

Parent-Teacher Conferences – 2 days

Professional Development – 53 days

Certified Contracted Days – 190 days

Approved by The Board of Education

March 15, 2012