

PERSONNEL POLICIES FOR
CLASSIFIED EMPLOYEES
HARMONY GROVE PUBLIC SCHOOLS
401 OUACHITA 88
CAMDEN, ARKANSAS 71701

2013-14

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

NON-CERTIFIED (CLASSIFIED) PERSONNEL POLICIES TABLE OF CONTENTS

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COMMITTEE ON PERSONNEL POLICIES
CLASSIFIED STAFF

CODE BFG-R(CLASS)

Act 1780 of 2003 requires that all districts have written personnel policies, including the salary schedule for each classification of classified personnel in the schools. A classified employee is one who is not required to hold a teaching license issued by the State Board of Education.

Five classifications are provided by the law. They are as follows:

- (1) Maintenance and Operation
- (2) Transportation
- (3) Food Service
- (4) Secretarial and clerical
- (5) Aides and paraprofessionals.

Harmony Grove Schools will have a classified personnel policies committee consisting of at least one non-management representative from each of the five classifications at each campus. This committee will meet once a month with the superintendent of schools and one other elected administrator. Classified members will be elected by majority vote secret ballot by vote of all classified personnel. The election shall be conducted solely by classified personnel. The election shall be conducted solely by classified personnel including distribution of ballots to all classified personnel. The election shall be conducted by mid-October each year.

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

The committee will organize itself by October, elect a chairman and secretary from among the members, and develop a calendar of meetings 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. The minutes will be posted in worksites of the district including administrative offices.

New personnel policies or amendments to policies may be proposed by the committee or the board. Proposals by the board must be submitted to the committee at least 10 working days prior to presentation to the board. The personnel policies in effect at the time a classified employee'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 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 shall be taken no later than the next regular board meeting. The board may adopt, reject, or refer back to the committee for further study and revision any proposed policies or amendments to existing policies that have been submitted to the board for consideration.

Each classified employee shall be given a copy of the district's policies including new hires at the time of his or her employment.

Any classified employee hired before the adoption of this policy shall be given a copy no later than at the time his/her contract is renewed or extended.

Any amendments to personnel policies shall be furnished to classified employees or administrators within 30 days after approval by the board.

Classified Staff Reduction in Force Policy (RIF) (Non-Certified)
Harmony Grove School District
Camden, Arkansas

In the event that the district is required to eliminate classified staff positions due to loss of enrollment, merging of campuses, or other factors that the Harmony Grove School Board deems necessary for the efficient operation of the school, the following guidelines will determine the manner in which classified staff positions are eliminated.

- I. Every effort will be made through resignation and/or retirement attrition to reduce the staff before the remainder of these guidelines are put into effect.
- II. Each staff member will receive two (2) points for each year's service in the district in any capacity (at either the Harmony Grove or Sparkman campus.)
- III. Each staff member will receive one (1) point for each year's experience in a school district other than the Harmony Grove School District.
- IV. Each member will receive one-half (1/2) point for each hour's staff development training up to 30 hours (maximum 15 points) for offered training in a work related or education related program as approved by the superintendent.

If guidelines II-IV are required to determine a reduction in staff, employees within the same work classification will be ranked by the total points accumulated by the categories II-IV as stated above. Reduction will begin with that person who has the least points in that work grouping. In the event of a tie in points, the employee who has been in the district the longest will rank higher.

If situations occur that are not covered by this policy, the superintendent will present the situation to the board for a resolution. If an employee is released due to this policy going into effect, that employee will be given the first opportunity for employment that becomes available for which he or she is qualified.

Appeals may be made to the board on any decision made according to this policy. The decision of the board of education will be final.

Adopted by Board of Education
November 10, 2005

FOOD SERVICES MANAGEMENT

EF

The district's food service program will operate as an integral part of the total school program and will be governed by the same principle and types of rules as any other division. The food service supervisor will oversee the program.

Food service personnel will be directly responsible to the food service supervisor.

School food services will be operated on a non-profit basis and will comply with all rules and regulations pertaining to health, sanitation, internal accounting procedures, and service of foods. Schools will meet all state and federal requirements necessary for participation in state and federal programs.

School food service receipts will be used only to pay regular food service operating cost.

School food service staff must make food substitutions or modifications for students with disabilities or students with specific medical needs based on a prescription written by a licensed physician. The diet orders must be in writing and placed in the student's file. The diet orders must reflect the current dietary needs of the child.

No substitutions or modifications will be made based solely on preference, religious beliefs, cultural choices, or any other non-medical reason.

Students may bring sack lunch to school if the parent chooses not to participate in the school prepared meals.

Approved by board January 19, 2006

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

PERSONNEL POLICY GOALS

CODE GA(CLASS)

This policy manual is not all-inclusive. The administration has the right to publish rules and procedures not in conflict with the policies of the board. In the absence of written policy, the superintendent of schools has the authority to promulgate rules and regulations to address issues, subject to review by the board of education.

EQUAL EMPLOYMENT OPPORTUNITY

CODE GBA(CLASS)

The Harmony Grove School 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, religion, color, sex, or national origin.

TITLE IX (SEX DISCRIMINATION) GRIEVANCE PROCEDURE

CODE GBA
(Also GDQ-7)

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 with ten (10) working 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.

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 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.

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.

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

STAFF 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.

STAFF CONDUCT

CODE GBCB

Employees 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.

Staff Ethics – Requirements for Employment

GBC-05

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:

1. has pleaded guilty or nolo contendere to or been found guilty of a felony or any misdemeanor listed in Act 2151;
2. holds a license obtained by fraudulent means;
3. has had a similar license revoked in another state;
4. has intentionally compromised the validity or security of any student test or testing program administered or required by the Arkansas Department of Education;
5. has knowingly submitted falsified information to the Department of Education, the State Board of Education, or the Division of Legislative Audit; or
6. 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.

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 9-13-05

STAFF 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 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.

(State Board Rules are located in each office and will be given to each staff member.)

STAFF 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 (5) working days of the occurrence of the grievance. (The five day requirement does not apply to grievances concerning back pay.) If the grievance is not advanced to Level Two within five 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 not 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 (10) 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 board meeting. If the grievance is not appealed to the Board 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 a grievance before the Board will be heard at the next regular meeting 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. At the hearing, the employee will have the opportunity to present the grievance, but not less than ninety 90 minutes unless a shorter period of time is agreed to by the employee, 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 of 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 1027 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.

Policy Statement – Complaint Resolution Procedures – Administration of Programs within the Elementary and Secondary Education Act and School Selection and Enrollment Disputes Regarding Homeless Students and Youth under McKinney-Vento Homeless Education Assistance Improvement Act

Any person wishing to lodge a complaint that any of the programs or placement of students within programs contained in the above acts violates the rights of that person or that person's children may file a written complaint with the superintendent of schools at 401 Ouachita 88, Camden, Arkansas 71701. In the complaint the person filing must state specifically the reasons for the complaint. The complaint will be referred to the investigating officer of the district who will be the certified special programs administrator. The investing officer will review the complaint and interview such persons as necessary using the same procedures as stated in the State Education Policy Statement. If the findings of the local investigating officer are not satisfactory to the complainant, the complaint may be appealed to the SEA (State Educational Agency.)

(A complete copy of the rules and procedures may be found in the school district's office.)

Cell Phone use for School Employees

DJF-R-A

The board of education grants authority to the superintendent of schools to requisition and approve the purchased 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 any time 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 the school, or when away from the school, or when away from conventional phone usage. Employees may not use cell phones to conduct personal business when they should be performing their 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 they would disrupt a class, activity, conference, or other event.

Adopted by the board of Education on 09-12-06; updated 2009

Code JFA/JFCF/JFH
GBCB/GBM
Attachment AB

Anti-Bullying Policies
Reference - Act 681 of 2003; Act 1437 of 2005; Act 115 of 2007
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.

- any written or verbal expression that is intended to cause distress or fear upon the person targeted for harassment;
- any physical action or gesture intended to cause pain or humiliation or stress;
- any emotional distress deliberately caused by a pattern of behavior;
- any sexual attack, either physical, written, verbal, or emotional;
- 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 in 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.

- Contact the principal or counselor (if a student) or a supervisor (if an employee) and ask that the manner be resolved informally.
- File a written complaint using form JFCF -A 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 classroom.

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

Updated July, 2007 pursuant to Act 115 of 2007

CODE – JFA/JFCF/JFH
GBCB/GBM(CLASS)

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:

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

- 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:

- creates an intimidating, hostile or offensive working or educational environment; or
- substantially or unreasonably interferes with an individual's work or education; or
- 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 district'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 district-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 the Harmony Grove High School 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 who is designated as the Harmony Grove High School Agriculture 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.

EMPLOYEE DRUG AND ALCOHOL POLICY

CODE GBCB-A (CLASS)

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

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 staff members, i.e., administrators, faculty, faculty aides, office personnel, and substitute teachers to wear to school neat, clean, appropriate clothing that meets the high standards of this educational environment. Any extreme in clothing or appearance that may disrupt the normal operations of this 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.

The following items will help the staff member determine the type of dress and appearance expected. Unapproved items of clothing include shorts, except that shorts may be worn in the summer when students are not present. Shorts may not be worn by office personnel at all when on the job. Jeans may be worn on Fridays. Sweat suits should not be worn at all but wind suits are acceptable. Uniforms are approved for wear only in the area required for their use - e.g. coaches' uniforms may be worn only in P.E. or athletics.

On special occasions or for specific duties, the superintendent or his designee may allow items listed as unapproved if so requested by the respective principal and staff. e.g., homecoming week activities, elementary field day, etc.

BREAVEMENT LEAVE

CODE GCBDF

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; Revised 5/02;5/06

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.

STAFF HEALTH AND SAFETY

CODE GBE

All newly hired public school employees, prior to beginning employment, shall present a certificate of health to the superintendent's office dated not more than ninety (90) days prior to the date of its presentation stating that the employee is free from tuberculosis.

Regulations as set by law and the State Board of Health must be followed. A newly hired employee who has had the required screening performed in the United States within the six (6) months prior to employment will not be required to have it repeated, provided that the employee presents documentation in accordance with rules established by the State Board of Health.

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 students 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. A bandage may be required to be worn over open wounds that are infectious. The nurse's office will provide training to the school population on infectious and communicable conditions as determined by the administration and board. The nurse will consult with the superintendent on any action requiring staff or students be denied access to school except in emergency situations, which will then be subject to the superintendent's review.

Approved by the Board – December 8, 2008; Revised pursuant to Act 313 of 2007

STAFF PARTICIPATION IN COMMUNITY ACTIVITIES

CODE GBF
(Also KE)

The support of public education depends on 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. The board wishes the staff to be well informed concerning the educational philosophy, goals, policies, regulations, and programs of the school system in order to accurately interpret the school system to members of the community. The staff should restrain from offering casual personal opinions which may be interpreted as facts by uninformed laymen.

STAFF /STUDENT HEALTH AND SAFETY CODE

GBE/GBEA-285-A
JHF-1

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 nurse will consult with the superintendent on any action requiring staff or students to situations, which will then be subject to the superintendent's review.

Approved by the Board of Education on December 8, 2008

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. 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).

STAFF/ STUDENT RELATIONS

CODE-GBH
(Also JM)

The relationship between the teacher (or any employee of the district) 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.

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 a minimum. The superintendent shall seek direction from the Board in instances where prior practice offers no guidance about a particular fund drive.

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.

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.

VISITORS

Visitors to the District facilities must comply with regulations set forth by the District School Board.

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.

Adopted by the Board – July 8, 2004
Effective August 19, 2004

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 service 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.

SUPPORT STAFF

CODE GD

The Harmony Grove School System shall maintain a staff of employees who are not certificated by the State Department of Education in these capacities: classroom assistance, clerical, custodial, financial, food service, health, parental involvement supervision, transportation and maintenance. These employees shall perform those necessary duties as are stipulated by the superintendent of schools.

SUPPORT STAFF POSITIONS

CODE GDA

All regular, full-time support staff positions in the school system will be established initially by the Board.

In case of administrative or supervisory positions, the Board will approve a statement of job requirements as presented by the superintendent. This shall be in the form of a job description setting forth the broad purpose and function of the position, qualifications of the candidate, and a list of responsibilities and duties.

The superintendent will provide for the maintenance of up-to-date job descriptions covering all non-certified positions in the school system.

SUPPORT STAFF CONTRACTS AND COMPENSATIONS PLANS

CODE GDB

In determining contracts and compensation plans for the support staff, the Board will take into account the responsibilities of the position, the qualifications needed, past experience of the individual and years of service to the district. It will also consider the prevailing pay for similar employment in other school districts and in the private sector of the area. A salary schedule established by the board shall be in effect for all non-certified positions.

SUPPORT STAFF FRINGE BENEFITS

CODE GDBC

Harmony Grove School District will participate in the state health care program. Employees who choose to participate in this program will bear the portion of the expenses of the program personally that are not paid at the school level.

Employees may participate in a dental care program. The Board of Education will determine the amount the district will pay on the premium.

COST OF LIVING INCREASES

CODE GDB-1(CLASS)

A full-time classified employee's (40 hour per week) minimum hourly rate shall be increased by a percentage equal to the percentage increase of the consumer price index when funds are available. No fulltime classified employee shall receive less than \$8.00 per hour.

Reference – Act 1773 of 2003

Approved by Board – June 8, 2006

**Harmony Grove School District
Non-Certified Salary Schedule 2013-14**

POSITION	CONTRACT LENGTH	BASE SALARY	EXPERIENCE INCREMENT
DISTRICT TREASURER	12 MONTHS	DEGREE OR BSE+0	Certified Salary Schedule (1.3333)
TECHNOLOGY COORDINATOR	12 MONTHS	DEGREE OR BSE+0	Certified Salary Schedule (1.3333)
TECHNOLOGY COMPUTER TECHNICIAN	10 MONTHS	BSE+0	+ Yrs from Certified Salary Schedule
BUS MECHANIC	12 MONTHS	\$31,116	01-10 YRS (\$150) 11-20 YRS (\$200) 21-30 YRS (\$250)
MAINTENANCE SUPERVISOR	12 MONTHS	\$31,116	SAME
MAINT/BUS MECH SPARKMAN	12 MONTHS	\$31,116	SAME
SUPERINTENDENT'S SECRETARY	12 MONTHS	\$29,584	SAME
REGISTERED NURSE	190 DAYS - 8 HRS/DAY	\$25,504	SAME
LPN NURSE	210 DAYS - 8 HRS/DAY	\$22,536	SAME
HG ELEMENTARY SECRETARY	215 DAYS - 8 HRS/DAY	\$22,184	SAME
HG HIGH SCHOOL SECRETARY	210 DAYS - 8 HRS/DAY	\$21,696	SAME
SPEC PRGMS. SECRETARY	210 DAYS - 8 HRS/DAY	\$21,696	SAME
TREASURER ASSISTANT	210 DAYS - 8 HRS/DAY	\$21,696	SAME
SP ED INTERVENTIONIST	190 DAYS - 8 HRS/DAY	\$19,744	SAME
SPARKMAN ELEM SEC & NURSE	200 DAYS - 8 HRS/DAY	\$20,720	SAME
SPARKMAN HS SECRETARY	200 DAYS - 8 HRS/DAY	\$20,720	SAME
HGHS COUNSELOR SECRETARY	190 DAYS - 8 HRS/DAY	\$19,744	SAME
HG ISS COORDINATOR	190 DAYS - 8 HRS/DAY	\$19,744	SAME
HG ALTERNATIVE EDUCATION AIDE	190 DAYS - 8 HRS/DAY	\$19,744	SAME
HG DIST LNG CENTER COORDINATOR	190 DAYS - 8 HRS/DAY	\$19,744	SAME
PARENT CENTER COORDINATOR	190 DAYS - 8 HRS/DAY	\$18,224	SAME

FOOD SERVICE MANAGER	190 DAYS - 8 HRS/DAY	\$18,224	SAME
SPARKMAN HEAD COOK	185 DAYS - 8 HRS/DAY	\$16,666	SAME
COMPUTER WEBSITE AIDE	110 DAYS - 8 HRS/DAY	\$11,056	SAME
INSTRUCTIONAL, TITLE I AND NURSE'S AIDES	190 DAYS - 8 HRS/DAY	0 YR - 9.52 PER HR 1 YR - 9.77 2 YR - 10.02 3 YR - 10.27 4 YR - 10.52 5 YR - 10.77 6 YR - 11.02	7-10 YRS (\$150) 11-20 YRS (\$200) 21-30 YRS (\$250)
FOOD SERVICE COOKS	182 DAYS - 8 HRS/DAY	SAME	SAME
CUSTODIANS	12 MONTHS -260 DAYS	SAME	SAME
BUS DRIVERS	178 DAYS	LONG/FULL ROUTE \$9,500 SHORT/FULL ROUTE \$8,788 LONG/HALF ROUTE \$4,750 SHORT/HALF ROUTE \$4,394 SUSTITUTE PER RUN \$21	
SUBSTITUTE TEACHER	PER DAY AS NEEDED	\$61 PER DAY	
LONG TERM SUBSTITUTE TEACHER	1ST 10 CONSECUTIVE DAYS 11TH AND FOLLOWING DAYS	\$61 PER DAY BSE+0 YEARS PER DAY TEACHER RATE	
OVERTIME OR COMPENSATION TIME	PER HOUR - MUST BE PRE APPROVED BY SUPERINTENDENT	1 AND 1/2 TIMES REGULAR RATE OF PAY	

Approved by Board on June 17,
2010 to begin July 1, 2010

Joe Rogers, Jr., Board President

Staff Development – Classified

GDL

Classified or non-certified staff will be encouraged to attend training sessions related to their areas of work or to sessions dealing with working conditions or topics in general. Some sessions will be required each year. The superintendent will recommend the number of hours that are required; after board approval, the classified special programs administrator and superintendent will plan the staff development needed with input from the classified staff. The number of required hours may vary from position to position. Custodians, for example may have to get 30 hours; instructional aides may have to get 60 hours. Employees will be notified shortly after this is determined each year.

Staff development will be used to keep the employee current and knowledgeable in his or her job duties and working conditions.

Sessions offered by the State or public agencies requiring the training as part of the job will be required and employees will be afforded the opportunity to attend without loss of pay. If training is required and the employee is not under contract, the district will pay the employee for his or her extra required time. Some training will be required during the school year, such as bus driver training. Employees affected will not lose pay when they miss other duties to attend the required training.

Employees who are contracted a certain number of days and who have to exceed those days to get in required training will be compensated at their regular hourly rate for the number of training hours required.

Bus Driver Trip Pay

GDB-1-A

When an employee of the district drives a bus on an after school or weekend field trip, game, activity, convention, etc, the employee will be paid \$20 per hour actual driving time and \$7 an hour sitting/waiting time while on the trip. (This policy does not apply to anyone driving a trip during regular contracted time nor to anyone sponsoring the trip.) A log must be maintained by the driver (see attached GDB-1-A-L) for all trips, and it must be signed by the driver, the sponsor, and the bus supervisor. That report will be submitted to the superintendent prior to any payment being made to the driver. Interested drivers will be used on a rotation basis approved by the superintendent and maintained by the bus supervisor. Certified personnel connected to the trip such as a coach, teacher-sponsor, or principal will not be paid for driving or waiting time for school sponsored trips.

Bus Driver Trip Pay Log

GDB-1-A-L

Name of Driver _____

Directions: This record must be maintained on each trip for which pay is sought. Fill in all areas completely. Turn this report in to the transportation supervisor within one week of making the trip.

Date of Trip (Give specific month/day/year)	
Leaving Time Going on Trip (Give specific time.)	
Destination of Trip (Give specific location/city/state)	
Waiting Time (Give specific time.)	
Leaving Time Returning on Trip (Give Specific Time.)	
Destination of Return Trip (Give specific location/city.)	
Total Amount of Driving Time (Give total hours/minutes.)	
Total Amount of Wait Time (Give total hours/minutes.)	
Signature of Driver	
Signature of Sponsor	
Signature of Supervisor	

For Superintendent's Office Use:

Date this record was received _____

Amount approved to be paid driver _____

Signature of Superintendent _____

Date _____

CLASSIFIED STAFF LEAVES AND ABSENCES

CODE GDB D

Section I – Definitions

1. Classified Employee: Any employee of Harmony Grove School District who **is under contract** and who is not compelled by law to secure a teaching license from the State Board of Education as a condition precedent to employment.
2. Sick Leave – shall mean absence with full pay from one's duties in a public school for the following reasons: (1) personal illness or illness in his/her immediate family and (2) attendance at a funeral.
3. Immediate Family – shall include the employees' spouse, children, parents and any other relatives in the same household.
4. Accumulated Sick Leave – shall mean the total number of days of unused sick leave that a school employee has to his credit.

Section II – Earning and Accumulation of Sick Leave

Each *employee shall earn and accumulate sick leave at the rate of one (1) day per month or major portion thereof that the employee is employed at full pay. Such accumulation shall begin with the first month or major portion thereof beginning the first day of the first school term for which each employee is employed. ***Bus drivers are given 9 days per year, but days do not accumulate from year to year.**

An employee shall be entitled to such leave only for reasons of personal illness or illnesses of his/her immediate family. **Bus driver sick leave days may not be used for personal days/personal business.**

Section III – Record Keeping

A record of sick leave used and accumulated shall be established and maintained in the superintendent's office for each employee.

Sick leave that is unused by an *employee during any school year shall be accumulated in such employee's sick leave account at a rate of one (1) day per month or major portion thereof employed until ninety (90) days have been accumulated. ***(Exception: Bus drivers will not be allowed to accumulate days from year to year.)**

An employee who qualifies for sick leave may use up any amount up to his/her accumulated total number of days.

Accumulated days of sick leave that are used up may be restored up to ninety (90) days in the same manner that they were first accumulated.

An employee retiring and having ten (10) consecutive years of 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.

Section IV – Catastrophic Sick Leave

1. 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 for 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."
2. 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 one 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 all 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.)
3. 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 catastrophic. 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?

3. How many sick leave days have you 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.

Section V – Maternity Leave

1. Maternity leave will be treated the same as sick leave.
2. The employee may remain on the job as long as her performance is satisfactory and her physician deems advisable and shall return to the position under the same conditions.
3. Available sick leave days will be allowed during the period of absence.
4. Maternity leave will not qualify as catastrophic sick leave.

Section VI – Court Appearance Leave

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 deposit with the district treasurer the amount of pay received from the court.

Section VII – Bereavement Leave CODE GCBDF

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 staff member's spouse, children, parents, siblings, father-in-law, mother-in-law, grandparents and any other relatives of the same household. Any variance from this will be approved by the superintendent of schools.

Adopted 5/95

Section VII – Personal Leave

CODE GCBDB

When a non-certified staff member takes an approved personal day, he or she will be docked \$32.00 per day or \$16.00 for a half day. When any employee has used up his or her personal days, he or she will be docked for the day's pay for missing. If an employee misses school for personal reasons and has not secured prior permission to miss, he or she will be docked a day's pay. Emergency situations may be waived by the superintendent. Employees are given 2 days annually and days may be accumulated up to four days with a 2 day yearly carryover. This policy does not apply to bus drivers.

Revised and approved by the board 6/12/03.

Section IX – Military Leave

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 to. "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.

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

INFECTIOUS COMMUNICABLE DISEASES POLICY

CODE JHCC(CLASS)
(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

CODE GCBD-J(CLASS)

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

ORGAN DONOR LEAVE

CODE GCBDI (CLASS)

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

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

SUPPORT STAFF VACATION AND HOLIDAYS

CODE GDBE

A twelve month employee must have been employed for a period of one year before he or she is eligible for a two week vacation. All support personnel receive the same holidays as certified staff with the exception of certain 12 month employees. In addition, two weeks' vacation is provided for during summer months or at other times as approved by the superintendent for all 12 month employees.

12 Month employees Holidays/Vacation for Custodians, Maintenance, Bus Mechanic

- July 4 – 1 day
- Labor Day – 1 day
- Thanksgiving – 5 days
- Christmas/New Year's – 5 days
- Martin Luther King Holiday – 1 day
- President's Day – 1 day
- Spring Break – 2 days (3 if Easter is not in yearly calendar)
- Easter – 1 day
- Memorial Day – 1 day
- *Vacation – 10 days

Vacation and holidays may not accumulate from one year to the next. A year is defined as July 1 – June 30. Vacation time not used during a year will not be paid for and may not carry over from year to year. Any exceptions to this policy may be considered if extenuating circumstances exist and if approved in advance by the superintendent.

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 in the schools will be the responsibility of the superintendent and his administrative 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.

SUPPORT STAFF ASSIGNMENTS AND TRANSFERS

CODE GDI

The superintendent shall consider as far as is possible the wishes of employees in placement and assignment in making building assignments of non-instructional personnel. Employees may be assigned, re-assigned, or transferred by decision of the superintendent. Hours on duty for each employee are determined by the superintendent of schools. No hours over 40 per week will be allowed except as approved in advance by the superintendent. Pay for over 40 hours is time and a half.

SUPPORT STAFF TIME SCHEDULES

CODE GDJ

Time sheets for payroll purposes for employees assigned to one building are the responsibility of the immediate supervisor.

SUPPORT STAFF WORK LOAD

CODE GDKB

Work load will be determined based on the needs of the school under the direction of supervisors and the superintendent. All classified employees are allowed 2 fifteen minute break, free from their work area as required by Act 1752 of 2003.

SUPPORT STAFF MEETINGS

CODE GDKB

Support staff meetings may be called as needed by the superintendent.

SUPPORT STAFF DEVELOPMENT

CODE GDL

Support staff will be encouraged to attend training sessions related to their areas of work. Some sessions will be required such as bus training workshops, computer training etc.

SUPERVISION OF SUPPORT STAFF

CODE GDM

The immediate supervisor is stated on the job description for each support position.

TITLE: Alternative Education Aide

Code: GCA-E-067

Qualifications:

1. College Degree or High School Diploma with successful experience in supervision of students
2. Training in alternative education, counseling, or related social field
3. Supervisory and Communication Skills
4. Such alternatives as the Board may find appropriate

Reports to: Principal and ALE Teacher

Job Goal: To maintain an orderly environment so that students with special needs may be provided more extensive work in small group or one-on-one sessions in the core subject areas

Performance Responsibilities:

1. Participate successfully in staff development activities including specific alternative trainings as provided by the State and district
2. Maintain accurate and complete records including attendance, discipline, and work records of all students assigned to ALE on forms provided by the district
3. Supervise all students assigned to ALE including students working under the direction of classroom teachers assigned to ALE
4. Provide tutoring and remediation assistance to students as needed and as requested by ALE teachers and other staff
5. Set and require a task oriented atmosphere in the ALE room
6. Refer students with social problems to specific individuals in the district trained to work with those problems
7. Work with students to assist them in transitioning back into the mainstream of school life and work when their time ends in ALE
8. Assist the ISS supervisor with monitoring students when needed
9. Behave in a professional manner by having good attendance, punctuality, and interpersonal skills with all students and staff
10. Assist ALE teachers as needed and provide guided help in developing positive study skills, positive character traits, and positive social habits to all students assigned to ALE or study skills classes

Terms of Employment: Salary and work year to be established by the Board

Evaluation: In accordance with provisions of the Board's policy on evaluation

Approved by the Board of Education on Date _____

Reviewed and agreed to by _____ Date _____

TITLE: Bus Driver

CODE GDA-E-6

QUALIFICATIONS:

1. High school diploma
2. Demonstrates aptitude or competence for assigned responsibilities
3. Fully licensed as required by state law to drive a school bus
4. Able to pass random drug tests
5. Such alternatives to the above qualifications as the board may find appropriate and acceptable

REPORTS TO: Transportation Supervisor & Superintendent of Schools

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

PERFORMANCE RESPONSIBILITIES:

1. Obeys all traffic laws and operates the vehicle in a safe manner at all times.
2. Observes all mandatory safety regulations for school buses.
3. Maintains discipline when students are on the bus.
4. Reports undisciplined students to the proper authority.
5. Keeps assigned bus clean.
6. Keeps to assigned schedule.
7. Performs required bus system check list before each run.
8. Notifies the proper authority in case of mechanical failure or lateness.
9. Discharges students only at authorized stops.
10. Exercises responsible leadership when on out-of-district school trips.
11. Transports only authorized students.
12. Reports all accidents and completes required reports.
13. Enforces regulations against smoking and eating on the bus.
14. Follows all laws/policies related to drug tests and physical examinations.

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 Support Services Personnel.

Approved by: _____ Date _____

Reviewed and agreed to by: _____ Date _____

TITLE: Cafeteria Supervisor

CODE GDA-E-10

QUALIFICATIONS:

1. High school diploma
2. Two years' experience as a cook
3. Supervisor's training as required by law and policy
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Superintendent of Schools

SUPERVISES: All cooks

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

PERFORMANCE RESPONSIBILITIES

1. Interviews, screens, and recommends the appointment of all cafeteria personnel.
2. Standardizes the levels of cleanliness, health and safety.
3. Reviews and evaluates all requests and recommendations for purchase of new and replaced equipment.
4. Plans and supervises the preparation and serving of menus. Orders food and other products as needed to meet menu needs.
5. Inspects school lunch facilities and operations to insure that standards of diet, cleanliness, health, and safety are maintained.
6. Supervises serving of lunches to see that the size of portions served relates to the age and size of students.
7. Maintains all food service personnel time sheets and other required records of the district, state, and federal government related to food service
8. Supervises the preparation of lunch and breakfast, figuring how much food to prepare based on the number of students who are to eat.
9. Periodically checks appliances to see that they are operating. If they are not operating properly, reports such to the superintendent.
10. Sees that in the preparation of food that there is as little waste as possible.
11. When all children have been fed, supervises the clean-up of the kitchen and dining area.
12. Operates cafeteria computer system, keeping accurate financial records.

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 Support Services Personnel.

Approved by: _____ Date _____

Reviewed and agreed to by: _____ Date _____

TITLE: Cafeteria Workers – Food Service Cooks

CODE GDA-E-11

QUALIFICATIONS:

1. High school diploma
2. Demonstrates aptitude or competence for assigned responsibilities
3. Other qualifications as set by the board

REPORTS TO: Cafeteria Supervisor

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

PERFORMANCE RESPONSIBILITIES:

1. Assists in the preparation of food portions and prepares cafeteria counter.
2. Serves students and staff from the cafeteria counter.
3. Removes used dishes and assists in the cleaning of counters, tables, and furnishing in the dining area.
4. Maintains the trash and garbage collection area in a neat and sanitary fashion.
5. Performs related duties as required including duties at special meal functions.
6. Maintains equipment and keeps work areas clean and sanitary.
7. Pays attention to detail and time management efficiency.

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 Support Services Personnel.

Approved by: _____ Date _____

Reviewed and agreed to by: _____ Date _____

TITLE: Computer Lab Supervisor

CODE: GCA-E-065

Qualifications:

1. College Degree or high school diploma with specific training or work experience in lieu of college degree
2. Training in computer science or related work experience
3. Experience in supervising students and working with teachers
4. Such alternatives as the Board may find appropriate

Reports to: Principal

Job Goal: To maintain an environment and equipment necessary for the smooth and efficient operation of a computer lab for student use

Performance Responsibilities:

1. Communicate with technology coordinators on a regular basis any needs of the computer lab so that all stations remain functional for student use
2. Maintain the computer lab equipment in a safe and secure environment
3. Supervise all students in conjunction with their teachers when classes use the lab
4. Provide instruction and/or programs needed for student academic success by maintaining communication with teachers and principal
5. Provide the superintendent a monthly log of classroom visits, stating the name of the teacher, the name of the class, and the purpose of the class visit to the lab
6. Give instructions and assistance to students using computers in the lab
7. Perform supervisory duties such as hall monitoring, classroom supervision, maintaining discipline and decorum in the lab just as teachers do in their rooms
8. Behave in a professional manner by maintaining good attendance, punctuality, communication skills, and interpersonal skills with students, staff, and parents
9. Move about the lab constantly monitoring the use of the computers to make sure that students are on task and are not using illegal or inappropriate sites
10. Maintain records and other paperwork required by the district in a conscientious and effective manner
11. Seek computer lab resources to assist teachers with special needs students or remedial work needs
12. Assist teachers with their classes but do not become a baby sitter or substitute for the teacher who uses the lab

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 Support Services Personnel.

Approved by: _____ Date _____

Reviewed and agreed to by: _____ Date _____

TITLE: Computer Website Aide

Qualifications:

1. High School Diploma
2. Training in Computer Systems, specifically websites
3. Such alternatives as the Board may find acceptable

Reports to: Principals and Superintendent

Job Goal: To maintain a school district website and communicate the operations of the district with the community and other interested persons

Performance Responsibilities:

1. Working with the technology coordinators of the district, create and maintain a current website for the district and its schools
2. Communicate all information on the website and newsletters in an accurate and error free manner
3. Working with the parent center coordinator, create a newsletter for parents at least once each nine weeks and see that it is distributed
4. Provide breaks for the high school secretary and assist the secretary in the distribution of the campus mail
5. Perform special specific duties as assigned by the principal or superintendent
6. Behaves in a professional manner by maintaining good attendance, punctuality, interpersonal skills with students, parents, and staff
7. Assist the technology coordinators and teachers with projects approved by the superintendent

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 Support Services Personnel.

Approved by: _____ Date _____

Reviewed and agreed to by: _____ Date _____

TITLE: CUSTODIAN

CODE GDA-E-4

QUALIFICATIONS:

1. High school diploma preferred
2. Demonstrates aptitude or competence for assigned responsibility
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO: Maintenance Supervisor

JOB GOAL: To provide students with a safe, attractive, comfortable, clean, and efficient place in which to learn, play, and develop.

PERFORMANCE RESPONSIBILITIES:

1. Sweeps, mops, wet washes, and vacuums floors in assigned areas.
2. Dusts furniture and cleans and polishes fixtures on a regular schedule.
3. Keeps waste baskets empty and clean.
4. Reports to supervisor any acts of vandalism, any evidence of deliberate littering, and any behavior that is demeaning to the custodian.
5. Keeps buildings and premises, including sidewalks, driveways, and play areas neat and clean at all times.
6. Checks daily to insure that all exit doors are open and all panic bolts are working properly during the hours the building is occupied.
7. Cleans the corridors during the day when their condition requires it.
8. Scrubs, hoses down, disinfects toilet floors daily and cleans all sanitary fixtures and drinking fountains daily.
9. Washes all windows on both inside and outside at least twice each year, and more frequently if necessary.
10. Keeps grounds free of rubbish.
11. Reports major repairs needed promptly to the maintenance supervisor.
12. Reports immediately to the principal any damage to school property.
13. Assumes responsibility for the opening and closing of the building each school day, determining before leaving, that all doors and windows are secured, and all lights, except those left on for safety reasons, are turned off; maintains thermostats at established temperatures
14. Requisitions supplies and equipment, as may be needed.
15. Moves furniture and equipment in the buildings required for various activities as directed by the supervisor.

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 Support Services Personnel.

Approved by: _____ Date _____

Reviewed and agreed to by: _____ Date _____

TITLE: District Office Administrative Asst (Sparkman)

Code: GCA-E-062

QUALIFICATIONS:

1. High school diploma
2. Three years experience as a secretary and/or formal training
3. Training and experience in computer to include word processing
4. Such alternatives as the Board may find acceptable

REPORTS TO: Superintendent

JOB GOAL: To assure the smooth and efficient operation of the Sparkman campus central office, including the supervision of all food service paperwork

PERFORMANCE RESPONSIBILITIES:

1. Acts as the receptionist to visitors and calls in the central office at Sparkman, responding in a professional, courteous manner to those served
2. Gives appropriate information or refers callers/visitors to the proper person by making appointments with those people
3. Maintains administrative reports and records of the central office with the exception of financial records
4. Works with the cafeteria supervisor in the collection of money and tickets for students and staff eating in the cafeteria
5. Collects and processes paperwork in conjunction with the superintendent's secretary for free and reduced lunch programs
6. Maintains forms used by the district for distribution to staff such as requisitions, repairs, activity requests, requests to attend meetings, etc.
7. Assists the central financial secretary at Sparkman in maintaining records and archival data of the former Sparkman district
8. Oversees the operation of the fax machine making sure messages get to the proper persons
9. Assists teachers and staff in copying materials and distributing materials to the proper persons
10. Maintains a clean and attractive work environment in the central office at Sparkman
11. Collects and distributes the mail for the Sparkman campus
12. Behaves in a professional manner by maintaining good attendance, punctuality, proper attire, and communication skills
13. Uses positive interpersonal skills in working with students, parents, and staff
14. Acts as a liaison between superintendent's office and Dallas County Offices
15. Maintains staff attendance records and reports absentees daily to the superintendent
16. Serves as superintendent's secretary/assistant on Sparkman Campus
17. Performs other specific job duties as directed by the superintendent

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 Support Services Personnel.

Approved by: _____ Date _____

Reviewed and agreed to by: _____ Date _____

TITLE: District Treasurer

QUALIFICATIONS:

1. High school diploma or college degree
2. Formal training as bookkeeper with three years experience
3. Training and experience in use of computer systems/technology
4. Such alternatives to the above qualifications as the board may find appropriate and acceptable

REPORTS TO: Superintendent of Schools

JOB GOAL: To assist in the administration of the district's business affairs so as to provide the maximum educational services for the financial resources available.

PERFORMANCE RESPONSIBILITIES:

1. Acts as the school district's financial manager maintaining all revenues and expenditures as prescribed by law and policy.
2. Maintains an accurate and up-to-date financial system, working with the superintendent to keep board members informed of the financial condition of the district.
3. Enters complete and accurate financial and other information into the state computer system to conform to legal and district obligations.
4. Maintains accurate and complete records on employees, including financial, health, and certification records in a confidential manner at all times.
5. Assists the superintendent in planning the district budget, keeping the superintendent current on revenues and expenditures at any given time.
6. Performs other duties with members of the superintendent's office staff to ensure smooth and efficient operation and enforcement of district, state, and federal mandates of the public schools.
7. Reports and performs such other office duties as may be assigned by the superintendent or board.

TERMS OF EMPLOYMENT: 12 month contract with salary schedule set by the Board.

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

Approved by: _____ Date _____

Reviewed and agreed to by: _____ Date _____

TITLE: Maintenance Supervisor/Assistant Maintenance Supervisor CODE GDA-E-3

QUALIFICATIONS:

1. Adequate health for job performance
2. High school diploma preferred
3. Demonstrated aptitude or competence for assigned responsibility
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO: Superintendent of Schools

SUPERVISES: Custodial personnel

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

PERFORMANCE RESPONSIBILITIES:

1. Examines school buildings on a regular basis for needed repairs and maintenance.
2. Establishes and recommends priorities on repair projects.
3. Estimates cost of repair projects in terms of labor, material, and overhead.
4. Lays out and inspects work, and assists crew members.
5. Orders materials as needed, and makes recommendations of supplies and equipment for purchase.
6. Consults with superintendent regarding the establishment of regular preventive maintenance programs.
7. Advises on the hiring of contractors to perform certain maintenance or repair services.
8. Assumes primary responsibility for the safe condition of structural elements in the facilities owned or operated by the district.
9. Instructs custodians and maintenance workers on the proper use and care of equipment
10. Recommends supplies and equipment for purchase and maintains an inventory of such.
11. Determines which repair jobs may be performed by electricians, custodians, and maintenance workers on the staff and which must be performed by outside contractors, and advises the superintendent accordingly.
12. Assumes primary responsibility for the safe condition of pipes, drains, and plumbing fixtures in the facilities owned or operated by 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's Policy on Evaluation of Support Services Personnel.

Approved by: _____ Date _____

Reviewed and agreed to by: _____ Date _____

TITLE: Registered School Nurse

GCA-E-068

QUALIFICATIONS:

1. Currently licensed to practice as a registered nurse
2. Experience in working with students and parents
3. Such alternatives to the above qualifications as the board may find appropriate and acceptable

REPORTS TO: Superintendent

JOB GOAL: To promote healthy lifestyles and health education, to serve students' health needs at school, to work as a team member with other members of the school nursing staff, and to provide knowledge and expertise in administering to the medical needs of students as directed by their physicians

PERFORMANCE RESPONSIBILITIES:

1. Performs duties in a competent manner by administering first aid, medications, and advice to students in consultation with the student's parents and if needed, the student's physician
2. Maintains student health records as required by statute and assists in maintaining health appraisal folders on each student currently enrolled
3. Conducts routine screenings as required by law such as vision, hearing, scoliosis, height, and weight on students
4. Administers required paperwork and oversees patients eligible for Medicaid to ensure proper payments are made
5. Signs required reports that only the registered nurse is allowed to sign by statute
6. Administers required paperwork on screenings and referrals as established by statute
7. Serves as a team member with other members of the nursing staff on both campuses of the district with time divided as determined by the superintendent
8. Advises other nurses on proper procedures as determined by the Arkansas State Board of Nursing
9. Serves special needs students with specific daily procedures and medications as specified in these students' health plans
10. Accompanies students home or to the hospital as the need arises and stays with the students until parents or physicians arrive
11. In consultation and as a team with the other nurses, visits classrooms to teach proper hygiene, nutrition, and general health
12. In consultation and as a team with the other nurses, conducts periodic exams for contagious or transmittable conditions; when conditions are found, informs the administration and the home or proper authorities as determined in consultation with the administration
13. Performs specific medical procedures such as putting medication in pumps, catheterization, port feedings tubes, asthmatic pumps, diabetic pumps for students requiring these procedures
14. Assists with students diagnosed as autistic, cystic fibrosis, epileptic, and combative
15. Assists the nurse team in emergency situations, accidents, and incidents as well as advising the school crisis team and working with school emergencies

16. Works with the LPN to divide tasks so that all nurses are able to have two fifteen minute breaks and a thirty minute duty free lunch time away from the nursing stations and students
17. Uses accurate communication skills and appropriate interpersonal skills with students, parents, and other staff members
18. Performs in a task-oriented manner managing time as efficiently as possible
19. Exhibits characteristics needed for this position:
 - Appropriate appearance
 - Punctuality and regular attendance at work
 - Showing emotional control and stability
 - Remaining current in knowledge and requirements of the nursing profession, in particular as it applies to schools
 - Exhibiting sensitivity to the needs and feelings of students
 - Maintaining confidentiality at all times
20. Maintains a professional, organized, and clean work area

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 Support Services Personnel.

Approved by: _____ Date _____

Reviewed and agreed to by: _____ Date _____

TITLE: Licensed Practical Nurse

QUALIFICATIONS:

1. State Nursing License (LPN)
2. Nursing experience preferred
3. Such alternatives to the above qualifications as the Board may find appropriate and suitable

REPORTS TO: Building Principals/Superintendent

JOB GOAL: To provide the fullest possible educational opportunity for each district student by minimizing absence due to illness and creating a climate of health and wellbeing in the district schools.

PERFORMANCE RESPONSIBILITIES:

1. Conducts school health service, including physical examinations, immunizations, and tests for hearing and vision.
2. Assumes responsibility for selection and referral of students in need of medical and dental care.
3. Reports to parents, school personnel, physicians, and other agencies on school medical matters.
4. Maintains up-to-date cumulative health records on all students.
5. Observes students on a regular basis to determine health needs.
6. Assumes authority for the care of a student or staff member who has suffered injury or emergency illness.
7. Visits students' homes when necessary.
8. Participates with school staff in developing and implementing total school health program.
9. Gives medications as prescribed by a student's physician
10. Advises on modification of the educational program to meet health needs of individual students.
11. Makes recommendations to the principal on exclusion and readmission of students in connection with infectious or contagious diseases.
12. Advises teachers in health matters, particularly in screening student health defects.
13. Assists school personnel in establishing sanitary conditions in school.
14. Participates in in-service training programs.
15. Conducts, performs health care procedures as prescribed
16. Performs therapy as required.
17. Performs drug screening as required by board policy and law.

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 Support Services Personnel.

Approved by: _____ Date _____

Reviewed and agreed to by: _____ Date _____

Title: Nurse's Aide

CODE GDA-E-5C

Qualifications:

1. High School Diploma and Experience as Nurse's Aide or Related
2. Excellent People Skills and Communication Skills
3. Experience in working with children
4. Such alternatives to the above as the board may deem appropriate

Reports to: School Nurse and Principals

Job Goal: To assist the school nurse in meeting the health needs of K-12 students and to assist teachers and other staff as assigned by the administration.

Performance Responsibilities:

1. Assists the nurse as directed by the nurse in meeting special health needs of students identified by the nurse as needing assistance
2. Supervises students with special needs at recess and during physical activity times as assigned by the principal
3. Assists in the nurse's office as a receptionist and aide to the nurse in working with student needs but only as directed by the nurse
4. Assists in getting children with special needs to and from their assigned areas including lunch and the bus
5. Substitutes for the nurse when she is needed in a classroom or other area or runs the errands needed by the nurse
6. Maintains the highest confidentiality and discretion in working with health issues and students
7. Does not prescribe nor give any treatment or medication or advice without the written permission of the nurse and approved by the superintendent in advance
8. Assists classroom teachers with academic, social physical, or health duties as assigned by the administration when not assigned to the nurse's office
9. Assists LPN an RN with any and all work delegated as permissible by State Board of Nursing
10. Performs other job related duties including duty assignments as assigned by the administration

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 Support Services Personnel.

Approved by: _____ Date _____

Reviewed and agreed to by: _____ Date _____

TITLE: Parent Center Coordinator

CODE GCA-E-14

QUALIFICATIONS:

1. High School Diploma
2. Lives in community with children currently or in the past attending
3. Experience working with adults and students
4. Such alternatives to the above qualifications as the board may find appropriate and acceptable

REPORTS TO: Superintendent

JOB GOAL: To promote use of the parent center to the community and to assist in the smooth daily operations of the schools by performing supervisory duties as assigned by the superintendent or his designee.

PERFORMANCE RESPONSIBILITIES:

1. Keeps parent center open daily and one afternoon a week after school hours to make it accessible to parents.
2. Seeks and displays materials for students and parents to use.
3. Develops character education issues by maintaining a bulletin board and display case on important issues in the main building hall
4. Seeks to increase parental involvement in both federal and local programs in an effort to raise student achievement in the district.
5. Serves as the parent liaison for the district by attending parent involvement meetings at the State level.
6. Collects and dispenses suitable material for students, parents, teachers to promote better relationships between the home and the school
7. Contacts parents of absent students in high school on a daily basis by phone in order to seek to lessen truancy and high absentee rates
8. Produces with the technology data employee a newsletter to send parents at least once each 9 weeks
9. Involves the parent center in tutoring, adult education and alternative education as needed
10. Supervises students at times and places as assigned by the administration
11. Works with building parent facilitators to provide staff development for the staff on parental involvement issues
12. Prepares refreshments and prizes to enhance special nights designated for parent involvement such as the annual meeting with the public, SPIN night, POP night
13. Behaves in a professional manner by maintaining good attendance, punctuality, and proper attire
14. Uses positive interpersonal skills in working with students, parents, and staff

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 Support Services Personnel.

Approved by: _____ Date _____

Reviewed and agreed to by: _____ Date _____

TITLE: ELEMENTARY PRINCIPAL'S SECRETARY

CODE GDA-E-12

QUALIFICATIONS:

1. High school diploma or associates degree
2. Formal training as secretary or experience as a school secretary
3. Experience with/knowledge of computer systems and word processing
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO: Elementary Principal

PERFORMANCE RESPONSIBILITIES:

1. Performs the usual office routine and practices associated with a busy, yet productive, and smoothly run office.
2. Maintains such student records as shall be required, such as attendance records, requesting school records of incoming students and forwarding records of outgoing students.
3. Receives and routes all incoming calls and mail.
4. Maintains a daily teacher attendance log, and the work records for substitute teachers.
5. Assists teachers in preparing instructional materials as requested by the principal.
6. Handles all money coming through the office and transmits same to the superintendent's secretary.
7. Types correspondence for the principal.
8. Types book orders.
9. Issues tardy and admit slips to students.
10. Does quarterly and annual reports on attendance.
11. Organizes and maintains filing systems for records, etc.
12. Performs all duties relating to general office work 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 Support Services Personnel.

Approved by: _____ Date _____

Reviewed and agreed to by: _____ Date _____

TITLE: High School Principal's Secretary

DE GDA-E-9 GDAI-R

QUALIFICATIONS:

High school diploma or associate's degree

Formal training as secretary or experience as a school secretary

Knowledge and experience with computer systems and word processing

Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO: Principal

SUPERVISES: Student office workers

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

PERFORMANCE RESPONSIBILITIES:

1. Performs the usual office routines and practices associated with a busy, yet productive and smoothly-run office.
2. Maintains such student records as shall be required. (Admit slips, report cards, grade points, student permanent records, grade sheets, mailing of transcripts and records.)
3. Receives and routes all incoming calls. Trains student workers in the proper procedure of answering the telephone, taking messages and routing calls.
4. Assists teachers in preparing instructional materials as requested by the principal.
5. Types a variety of materials, such as letters, student records, reports, memos, monthly reports, etc., from rough draft or corrected copies.
6. Is in charge of supervising/maintenance of office machines.
7. Files correspondence, invoices, and other records in the prescribed manner.
8. Receipts and deposits all money coming into the activity account. Makes proper transmittal sheets to the superintendent's secretary.
9. Makes general announcements each day.
10. Sorts incoming mail for distribution.
11. Such other duties or responsibilities as may be assigned by the principal from time to time.

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 Support Services Personnel.

Approved by: _____ Date _____

Reviewed and agreed to by: _____ Date _____

CODE: GCA-E-061

TITLE: Classified Special programs Secretary and Administrative Aide to District Treasurer

QUALIFICATIONS:

1. High School Diploma
2. Secretarial and Financial Training or Experience in Related Areas
3. Technology Training and/or Technology Experience
4. Such alternatives as the Board may find acceptable

REPORTS TO: Classified Special programs Administrator and District Treasurer as Work
Relates to the Position – Ultimately, Superintendent of Schools

JOB GOAL: To assist the classified special programs administrator and district treasurer in
performing specific duties related to their programs as designated
Special Conditions of Employment: Employee will work on both the Harmony Grove
Campus and Sparkman as Designated

Performance Responsibilities:

1. Enters Activity checks and receipts as directed by district treasurer
2. Assists district treasurer with accounts payable as directed by treasurer
3. Assists Administrator with school inventory and maintenance of records
4. Stamps and separates district payroll checks and stuffs envelopes with checks for delivery as directed by district treasurer
5. Types contracts for all classified personnel as directed by superintendent
6. Delivers and picks up materials between the Harmony Grove and Sparkman Campus
7. Assists administrator in maintaining all financial and other files related to the office of Classified Special programs Administrator
8. Maintains contact with drug and alcohol testing personnel for testing of bus drivers
9. Maintains all safety, transportation, and maintenance inspections and records pertaining to them
10. Operates mandated technology programs to report to the ADE any required classified reports of the administrator
11. Maintains all work orders in a computer based system and tracks the routes and completion of work orders
12. Maintains a supply area for supplies, keeping accurate records of receipt and disbursement of supplies
13. Behaves in a professional manner by maintaining good attendance, punctuality, and proper attire, and adequate communication skills
14. Uses positive interpersonal skills in working with students, parents, and board
15. Performs other duties as assigned by the superintendent as needed

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 Support Services Personnel.

Approved by: _____ Date _____

Reviewed and agreed to by: _____ Date _____

TITLE: Certified Special Programs/Special Educ Secretary (HG) Code GCA-E-063

Qualifications:

1. High School Diploma or Associate Degree
2. Experience as an office secretary or administrative assistant
3. Training in special education issues
4. Such alternatives as the Board may find acceptable

Reports to: Certified Special Programs Administrator and Special Education Supervisor as work relates to the position.

Job Goal: To perform assigned secretarial and administrative assistant tasks as directed by the certified special programs administrator and special education supervisor

Performance Responsibilities:

1. Creates a monthly district calendar and distributes copies to all staff of the district as directed by the superintendent
2. Acts as the receptionist to all visitors to the special programs and special education offices, responding in a professional, courteous manner to those served
3. Acts as a substitute to the superintendent's secretary in the summer months when the secretary is on vacation and at other times as needed
4. Collects, types, duplicates, and maintains records and reports on assessment, test data, curriculum, and instructional materials assigned to the certified special program administrator's office as directed by the certified special programs administrator
5. Serves as the district's contact person with APSCN on transfers in and out of the district, notifying appropriate personnel as needed
6. Prepares materials including Medicaid information for the special education supervisor as directed by the supervisor
7. Assists District Treasurer in Medicaid Records and Duties as assigned
8. Maintains all staff development records, curriculum materials, State Standards materials in conjunction with the special programs administrator
9. Assists teachers in finding and using curricular materials provided by the certified special programs administrator
10. Performs specific daily duties as directed by the certified special programs administrator in the areas of federal programs, Cycle reports, monitoring visits, and other areas
11. Behaves in a positive professional manner by maintaining good attendance, punctuality, attire, communication skills, and interpersonal skills
12. Assists the certified special programs administrator in the recruitment of certified personnel and the maintenance of certified personnel records
13. Performs other duties as assigned by the certified special programs administrator and the supervisor of special education as these duties relate to their programs
14. Serves on various committees as assigned by the superintendent

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 Support Services Personnel.

Approved by: _____ Date _____
 Reviewed and agreed to by: _____ Date _____

TITLE: Superintendent's Secretary

CODE GCA-15

QUALIFICATIONS:

1. High school diploma or associate degree
2. Three years experience as a secretary and/or formal training
3. Training and experience in use of computer systems, including word processing
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO: Superintendent

JOB GOAL: To assure the smooth and efficient operation of the superintendent's office, including the supervision of all activity accounts

PERFORMANCE RESPONSIBILITIES:

1. Acts as the school district receptionist, responding in a professional, courteous manner to those served.
2. Gives appropriate information or refers callers/visitors to the proper person by making appointments with those people
3. Maintains administrative reports and records of the district pertaining to the superintendent's office with the exception of district financial records.
4. Receives money from activity sources, writes receipts and checks, and maintains proper records of transactions.
5. Types forms, letters, reports, orders, board minutes, policies, and other materials with accuracy and completeness.
6. Prepares all purchase orders, handles all secretarial transactions of the superintendent's office, and performs related work as required.
7. Maintains an attractive reception area and assists other personnel in the superintendent's office in maintaining confidential and accurate records and information.

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 Support Services Personnel.

Approved by: _____ Date _____

Reviewed and agreed to by: _____ Date _____

TITLE: SUBSTITUTE TEACHER

SUPPORT STAFF POSITIONS CODE GDA-E-1

QUALIFICATIONS: Approval by the Superintendent of Schools for inclusion on the substitute teacher list after proper completion of application form.

REPORTS TO: Building Principal

JOB GOAL: To enable each child to pursue his/her education as smoothly and completely as possible in the absence of the regular teacher.

PERFORMANCE RESPONSIBILITIES:

1. Reports to the building principal (school secretary) upon arrival at the school building.
2. Reviews with the principal, all plans and schedules to be followed during the teaching day.
3. Maintains as fully as possible the established routines and procedures of the school and classroom to which he is assigned.
4. Teaches the lesson outlined and described in the Substitute Teacher's Guide as prepared by the absent teacher.
5. Consults with the building principal before initiating any teaching or other procedures not specified in the Substitute Teacher's Guide.
6. Assumes responsibility for overseeing pupil behavior in class and during lunch and recess periods.
7. Follows all policies, rules, and procedures to which regular teachers are subject and which good teaching practice dictates.

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 Support Services Personnel.

Approved by: _____ Date _____

Reviewed and agreed to by: _____ Date _____

TITLE: SUPERVISOR OF K-12 IN-SCHOOL SUSPENSION PROGRAM (Non-certified)
CODE CA-E-33-A

QUALIFICATIONS:

1. Valid Experience/Training in work with at-risk persons
2. High school diploma with other training as specified by the administration and board
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO: The Superintendent and Principals

JOB GOAL: To provide supervision, instruction, and counseling to students assigned to the in-school suspension program which will contribute to their development as mature, able and responsible men and women.

PERFORMANCE RESPONSIBILITIES:

1. Supervises all students assigned to in-school suspension for disciplinary reasons.
2. Instructs students in completing assigned work using adopted curriculum materials.
3. Counsels students in areas of social and emotional development and adaptation.
4. Creates an environment conducive to learning, order and meeting set goals.
5. Maintains high expectation standards for behavior.
6. Maintains accurate, complete, and organized records as required by law, district policy, and administrative regulation
7. Takes necessary and reasonable precautions to protect students, equipment, material, and facilities.
8. Works with various agencies and individuals to assist students in receiving needed counseling and other rehabilitative services to reduce at-risk behavior
9. Supervises student behavior in alternative settings and at other school events in cooperation with other administrators/staff.
10. Attends staff meetings and serves on committees as required.
11. Keeps the superintendent and principals informed of the programs activities and problems.

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 Support Services Personnel.

Approved by: _____ Date _____

Reviewed and agreed to by: _____ Date _____

CODE GDA-E-5

TITLE: General Teacher Aide/Special Education Aide/Distance Learning Aide

QUALIFICATIONS:

1. High school diploma or college degree
2. Experience in working with children
3. College Degree or Associate Degree or pass paraprofessional test as set by State of Arkansas
4. Such alternatives to the above qualifications as the board may find appropriate and acceptable

REPORTS TO: Principal of the building and individual teacher that the aide may be assigned to.

JOB GOAL: To assist the teacher in achieving teaching objectives by working with individual students or small groups to help them achieve the skill levels of the class as a whole.

PERFORMANCE RESPONSIBILITIES:

1. Works with individual students or small groups of students to reinforce learning of material or skills initially introduced by the teacher.
2. Assists the teacher in devising special strategies for reinforcing material or skills based on a sympathetic understanding of students, their needs, interests, and abilities.
3. Guides independent study, enrichment work, and remedial work set up and assigned by the teacher.
4. Assists with such large group activities as drill work, reading aloud, and story telling.
5. Alerts the regular teacher to any problem or special information about an individual student. Maintains the same high levels of ethical behavior and confidentiality of information about students as is expected of fully licensed teachers.
6. Participates in daily and long-range lesson and classroom activity planning.
7. Guides children in working and playing harmoniously with other children.
8. Assists with the supervision of children during regular play periods.
9. Collects and dispenses suitable material for use by the teacher.
10. Reads to students, listens to students read, and participates in other forms of oral communication with students.
11. Assists with the supervision of students during emergency drills, assemblies, play periods, field trips and classrooms.
12. Assists in getting students with special needs to and from their assigned areas.
13. Assists with students' academic, social or other needs as directed by teacher and principal.
14. Maintains required records and communicates well with teachers.

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 Support Services Personnel.

Approved by: _____ Date _____
 Reviewed and agreed to by: _____ Date _____

TITLE: TECHNOLOGY COORDINATOR

CODE GCA-E-16-E-16-A

QUALIFICATIONS:

1. Minimum of bachelor's degree with a major related to technology and/or 3 years experience minimum dealing with technology issues successfully
2. Successful interviews before a screening committee
3. Ability to perform needed technical services as the board and administration may find appropriate and acceptable

REPORTS TO: Principals and Ultimately the Superintendent

JOB GOAL: To provide assistance, direction, and the expertise to develop and maintain a high degree of efficiency in all areas of computer and other technology so that the district's systems are modern and current

PERFORMANCE RESPONSIBILITIES:

1. Maintains all computer work stations with repairs and software as needed
2. Purchases needed supplies and equipment according to policy of the district
3. Maintains file servers and accounts effectively
4. Provides and installs adequate software support to district personnel
5. Installs wires, equipment, printers, routers, hubs, backup systems effectively
6. Serves as district system administrator
7. Develops reports as needed and required by law and school regulations
8. Performs APSCN duties as assigned
9. Maintains a continuous plan and procedures to upgrade technology in the district
10. Works with staff to provide technical expertise, assistance, and staff training
11. Writes grants to seek funds for technology
12. Works on technology issues other than computers
13. Promotes a vision for moving the district ahead with technology issues
14. Is available in emergency situations to stay or return to get the job done
15. Is punctual and regular in attendance on the job
16. Is able to work without direct supervision in a task oriented manner
17. Is dependable and loyal to the district, keeping superintendent informed
18. Is structured but can be flexible to meet needs as they arise
19. Treats others with respect and patience
20. Able to take direction from supervisors
21. Willing to advise the administration on what would be best by keeping up to date on technology issues, even if recommendations would not be popular

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 Support Services Personnel.

Approved by: _____ Date _____

Reviewed and agreed to by: _____ Date _____

TITLE: Transportation Supervisor and Mechanic

CODE GDA-E-7

QUALIFICATIONS:

1. High school diploma
2. Previous experience as a mechanic
3. Demonstrates aptitude or competence for assigned responsibilities
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Superintendent of Schools

SUPERVISES: All bus drivers

JOB GOAL: To keep the district cars and buses in such a state of operating excellence that they present no problems or interruptions to the educational program.

PERFORMANCE RESPONSIBILITIES:

1. Repairs district automotive equipment.
2. Maintains a current inventory of supplies and equipment.
3. Establishes an effective and efficient system of routine maintenance and preventive care.
4. Sets up a system for the receipt and issuance of parts and supplies and the keeping of records and inventories.
5. Promotes high standards of safety and good housekeeping methods in all work connected areas.
6. Develops and administers a transportation program that will meet all the requirements of the daily instructional program and extracurricular activities.
7. Prepares bus routes and schedules in consultation with the superintendent.
8. Helps recruit, train, and supervise all transportation personnel, and makes recommendations on their employment, transfer, promotion, and release.
9. Cooperates with school principals and others responsible for planning official school trips.
10. Acts as liaison with parents for complaints and special requests.
11. Conforms with all state laws and regulations regarding school transportation.
12. Completes and dispatches insurance reports in consultation with the superintendent's office.
13. Submits all reports required by state and local school district authorities.
14. Advises superintendent on road hazards for decisions on school closings during inclement weather.

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 Support Services Personnel.

Approved by: _____ Date _____

Reviewed and agreed to by: _____ Date _____

EVALUATION OF SUPPORT STAFF

CODE GDN

A Board approved evaluation instrument is in place for each support staff position. Each employee will be evaluated at least once annually in writing and given the opportunity to correct any weaknesses. The evaluation of all support staff will be made by the superintendent or his designee.

CODE GDN-13

Confidential
Alternative Learning Education Aide – Non Certified

Staff Member's Name _____ Date _____

of Evaluation _____ Evaluator's Name/Position _____

Evaluation Criteria – 4 – exceeds expectations
 3 – meets expectations
 2 – not meeting expectations – needs improvement
 1 – unsatisfactory performance (written comments required)

- _____ 1. Instructs and supervises students in work assigned during ALE Class
- _____ 2. Emphasizes to students the setting of goals and worthwhile behavior traits
- _____ 3. Works with students to reinforce skills
- _____ 4. Models and encourages constructive behavior patterns, performing in a task oriented manner and expecting the same from students
- _____ 5. Manages environment so that students have a quiet, orderly place to work with adequate supervision
- _____ 6. Demonstrates effective control of student behavior
- _____ 7. Maintains records as prescribed for ALE
- _____ 8. Assists ALE teachers in preparing, gathering, and maintaining information used
- _____ 9. Has a positive attitude; exhibits interest in students; shows sensitivity to students
- _____ 10. Is punctual and regular in attendance on the job
- _____ 11. Performs duty and works as part of the school team to accomplish goals and objectives of the ALE program and the school
- _____ 12. Works with individual students or small groups as directed by the ALE teacher to tutor or supplement the teacher's work
- _____ 13. Ensures that materials and supplies and equipment is well maintained
- _____ 14. Participates in staff development activities that serve to improve performance
- _____ 15. Refers students as needed to the proper people within the district for help
- _____ 16. Assists the staff in transitioning students into the regular school setting
- _____ 17. Assists the ISS supervisor as needed in monitoring students
- _____ 18. Performs other duties as assigned by the administration in a competent manner

Comments:

Signature of Evaluatee

Signature of Evaluator

Date

Date

Signature indicates only that the evaluation has been read and discussed. It does not necessarily imply agreement with the evaluation.

CODE GDN-6

Confidential
Bus Driver Evaluation

Staff Member's Name _____ Date _____

of Evaluation _____ Evaluator's Name/Position _____

Evaluation Criteria – 4 – exceeds expectations
 3 – meets expectations
 2 – not meeting expectations – needs improvement
 1 – unsatisfactory performance (written comments required)

- _____ 1. The safety and welfare of student riders is a paramount concern to the driver.
- _____ 2. The driver is familiar with traffic laws, bus regulations, and proper maintenance requirements. He/she follows these requirements
- _____ 3. The driver operates the vehicle in a safe and efficient manner at all times, with a minimum of complaints from the community he serves.
- _____ 4. The bus is kept reasonably clean and care is given in seeing that school property on the bus is not destroyed or damaged.
- _____ 5. The driver requires discipline from students but is flexible with students and tries to handle minor problems as they occur.
- _____ 6. The driver follows rules and regulations given by the administration in procedures to follow.
- _____ 7. The driver displays adequate work habits including regular attendance, punctuality, dependability, interpersonal skills, attention to safety, and maintaining emotion self-control. He/she asks for help with students as needed.

Comments:

Signature of Evaluatee

Signature of Evaluator

Date

Date

Signature indicates only that the evaluation has been read and discussed. It does not necessarily imply agreement with the evaluation.

CODE GDN-10

Confidential
Cafeteria Supervisor/Cafeteria Worker Evaluation – Non Certified

Staff Member's Name _____ Date _____

of Evaluation _____ Evaluator's Name/Position _____

Evaluation Criteria – 4 – exceeds expectations

3 – meets expectations

2 – not meeting expectations – needs improvement

1 – unsatisfactory performance (written comments required)

- _____ 1. Assigned duties are completed and attention is paid to detail in carrying out duties.
- _____ 2. The quality of the work performed is done in an efficient (time conscious) manner without sacrificing quality. Time is not wasted.
- _____ 3. All assigned duties are performed according to assigned schedules with a minimum of supervision required. Each worker knows what is expected of her and performs accordingly.
- _____ 4. Initiative and pride in the work done is demonstrated by quality results.
- _____ 5. The cafeteria worker accepts constructive criticism and works to best serve the needs of children. The includes following established administrative procedures.
- _____ 6. The employee displays adequate work habits including daily attendance, punctuality, cleanliness, dependability, interpersonal skills, following directions, and attention to safety.
- _____ 7. Equipment is conscientiously maintained and work areas are kept clean and sanitary.

Comments:

Signature of Evaluatee

Signature of Evaluator

Date

Date

Signature indicates only that the evaluation has been read and discussed. It does not necessarily imply agreement with the evaluation.

CODE: GCA-E-06465

Confidential
Computer Lab Supervisor/Computer Website Aide – Non-Certified

Staff Member's Name _____ Date _____

of Evaluation _____ Evaluator's Name/Position _____

Evaluation Criteria – 4 – exceeds expectations
 3 – meets expectations
 2 – not meeting expectations – needs improvement
 1 – unsatisfactory performance (written comments required)

- _____ 1. Maintains computer work station(s) in good repair, requesting the assistance of the technology coordinator when needed
- _____ 2. Requisitions and uses up-to-date software and programs
- _____ 3. Develops reports, newsletters, or other needed records required by the specific job description
- _____ 4. Provides services and supervision to students assigned in the labs or offices in which you work
- _____ 5. Assists other staff members in identifying and using computer services to enhance their work and maximize efficiency for them
- _____ 6. Creates and maintains the district website in conjunction with the technology Coordinator and business teachers
- _____ 7. Communicates accurately and effectively with other staff and community
- _____ 8. Is punctual and in regular attendance at work
- _____ 9. Substitutes and fills in for others as directed by the building principal
- _____ 10. Behaves professionally by having positive interpersonal skills with students, other staff, and community

Comments:

Signature of Evaluatee_____
Signature of Evaluator_____
Date_____
Date

Signature indicates only that the evaluation has been read and discussed. It does not necessarily imply agreement with the evaluation.

CODE GDN-4

Confidential
Custodian Evaluation – Non-Certified

Staff Member's Name _____ Date _____

of Evaluation _____ Evaluator's Name/Position _____

Evaluation Criteria – 4 – exceeds expectations

3 – meets expectations

2 – not meeting expectations – needs improvement

1 – unsatisfactory performance (written comments required)

- _____ 1. The assigned work areas including restrooms are all thoroughly cleaned and maintained in an orderly fashion. Attention is paid to detail.
- _____ 2. The quality of the work performed is done in an efficient (time conscious) manner without sacrificing quality. Time is not wasted.
- _____ 3. All assigned areas are cleaned according to assigned schedules with a minimum of supervision required and some time is left weekly for group cleaning.
- _____ 4. Initiative and pride in the work done is demonstrated by quality results.
- _____ 5. The custodian accepts constructive criticism and works to meet expectations of supervisors and the school's administrator. This includes following established procedures .
- _____ 6. The employee displays adequate work habits including daily attendance, punctuality, cleanliness, dependability, interpersonal skills, following directions, and attention to safety.
- _____ 7. Equipment is conscientiously maintained and supplies are conservatively used while at the same time keeping areas stocked and in good working order.

Comments:

Signature of Evaluatee

Signature of Evaluator

Date

Date

Signature indicates only that the evaluation has been read and discussed. It does not necessarily imply agreement with the evaluation.

CODE GDN-9

Confidential
Administrative Aide/Secretary Evaluation – Non-Certified

Staff Member's Name _____ Date _____

of Evaluation _____ Evaluator's Name/Position _____

Evaluation Criteria – 4 – exceeds expectations

3 – meets expectations

2 – not meeting expectations – needs improvement

1 – unsatisfactory performance (written comments required)

- _____ 1. The school secretary acts as a school receptionist in a professional, courteous manner to those served through face-to-face meetings and through use of the telephone
- _____ 2. Gives information and answers complaints relating to the school by referring callers to the proper person and arranging appointments
- _____ 3. Receives students, answering questions for both students and parents, gives minor first aid as needed when nurse not available. Calls parents when students are ill when nurse is not available.
- _____ 4. Maintains administrative and school records as directed by the administration
- _____ 5. Enrolls new students from other districts, receiving and sending for proper records
- _____ 6. Receives money from various activity related sources, writing receipts, and maintaining proper records of transactions – turns money in daily to superintendent's office as directed
- _____ 7. Types forms, letters, bulletins, reports, book orders, and other materials with adequate proofreading ability
- _____ 8. Supervises the operation of all office machines
- _____ 9. Handles the acquisition and sale of all bookstore supplies, including the accounting for money received from the bookstore
- _____ 10. Supervises student office workers
- _____ 11. Takes and transcribes material from administration
- _____ 12. Keeps office area neat and organized
- _____ 13. Files correspondence, invoices, and other records in the prescribed manner
- _____ 14. Sorts incoming mail for distribution to proper location
- _____ 15. Performs other related work as required
- _____ 16. Maintains attendance records in APSCN computer program daily
- _____ 17. Maintains a well groomed and professional appearance adhering to the dress code
- _____ 18. Is punctual to and in attendance at his/her assigned station
- _____ 19. Maintains emotional control and stability

Evaluator Comments:

Evaluatee Comments:

Signature of Evaluatee

Signature of Evaluator

Date

Date

Signature indicates only that the evaluation has been read and discussed. It does not necessarily imply agreement with the evaluation.

CODE GDN-8

Confidential
District Treasurer Evaluation – Non Certified

Staff Member's Name _____ Date _____

of Evaluation _____ Evaluator's Name/Position _____

Evaluation Criteria – 4 – exceeds expectations
 3 – meets expectations
 2 – not meeting expectations – needs improvement
 1 – unsatisfactory performance (written comments required)

- _____ 1. The district treasurer acts as the school district's financial manager maintaining all revenues and expenditures as prescribed by law and policy
- _____ 2. Maintains an accurate and up-to-date financial system, working with the superintendent to keep board members informed of the financial condition of the district
- _____ 3. Enters complete and accurate financial and other information into the state computer system to conform to legal and district obligations
- _____ 4. Maintains accurate and complete records on employees, including their financial, health, and certification records maintaining confidentiality at all times
- _____ 5. Assists at all times the superintendent in planning and setting up the district budget, keeping the superintendent current on revenues and expenditures, and providing information on the state of the budget at any given time
- _____ 6. Performs other related duties with members of the superintendent's office staff to ensure smooth and efficient operation and enforcement of district, state, and federal mandates of the public schools
- _____ 7. Possesses personal characteristics such as appearance, organizational ability, punctuality and regular attendance, emotional control and stability, dependability, exactness and attention to detail, and ability to communicate in an error free manner

Comments:

Signature of Evaluatee

Signature of Evaluator

Date

Date

Signature indicates only that the evaluation has been read and discussed. It does not necessarily imply agreement with the evaluation.

CODE GDN-3

Confidential

Maintenance Supervisor/Assistant Maintenance Supervisor – Non-Certified

Staff Member's Name _____ Date _____

of Evaluation _____ Evaluator's Name/Position _____

Evaluation Criteria – 4 – exceeds expectations

3 – meets expectations

2 – not meeting expectations – needs improvement

1 – unsatisfactory performance (written comments required)

- _____ 1. Buildings and grounds are maintained in maximum condition with safety and cleanliness as primary concerns. This includes maintenance work areas.
- _____ 2. Equipment and supplies are ordered, maintained, and used with maximum efficiency.
- _____ 3. Work orders are handled as quickly as possible with attention given to quality repair.
- _____ 4. Plans are made and followed for not only daily and long term maintenance but Also preventive maintenance.
- _____ 5. Initiative and pride in work is shown by quality results.
- _____ 6. The supervisor accepts direction from the superintendent and provides leadership and direction to custodians and workers under his supervision in a satisfactory manner.
- _____ 7. Adequate work habits are displayed including daily attendance, punctuality, dependability, interpersonal skills, attention to safety, leadership, and organizational skills.

Comments:

Signature of Evaluatee_____
Signature of Evaluator_____
Date_____
Date

Signature indicates only that the evaluation has been read and discussed. It does not necessarily imply agreement with the evaluation.

CODE GDN-206

Confidential
Registered Nurse Evaluation – Classified Employee

Staff Member's Name _____ Date _____

of Evaluation _____ Evaluator's Name/Position _____

Evaluation Criteria – 4 – exceeds expectations

3 – meets expectations

2 – not meeting expectations – needs improvement

1 – unsatisfactory performance (written comments required)

- _____ 1. Performs duties in a competent manner by administering first aid, medications, and advice to students in proper consultation with those needed
- _____ 2. Maintains student health records as required to include student health folders
- _____ 3. Conducts routine screenings as required such as vision, hearing, scoliosis...
- _____ 4. Administers Medicaid paperwork and eligibility, ensuring payments are made
- _____ 5. Signs required registered nurse forms in a timely manner to comply with statute
- _____ 6. Administers paperwork on screenings and referrals in a timely, error free manner
- _____ 7. Works as a team member at locations and times as assigned by superintendent
- _____ 8. Advises other nurses on requirements of the Arkansas State Board of Nursing
- _____ 9. Serves special needs students as specified in their health plans in a sensitive and confidential manner
- _____ 10. Accompanies students home or to the hospital as the need arises and stays with the students until parents or physicians arrive
- _____ 11. Visits classrooms to teach proper hygiene, nutrition, and general health as needed
- _____ 12. Conducts periodic exams for contagious or transmittable conditions and informs the proper people as required when needed
- _____ 13. Performs specific medical procedures such as pumps, catherizations, and tubes in an effective and efficient manner
- _____ 14. Assists in delivery of services to students diagnosed with special needs to include autistic, cystic fibrosis epileptic, and combative conditions
- _____ 15. Attends to emergency situations, accidents, and incidents in a timely manner and does what is best for the student
- _____ 16. Assists in setting up work schedules so that tasks are divided appropriately and all nursing staff gets breaks as required by law
- _____ 17. Communicates accurately and displays appropriate interpersonal skills with students, parents, and staff
- _____ 18. Performs and tasks in an efficient task-oriented manner

- ____ 19. Exhibits proper characteristics for the position, specifically
- ____ appropriate appearance
 - ____ punctuality and attendance
 - ____ emotional control and stability
 - ____ proper staff development for field
 - ____ sensitivity
 - ____ maintaining confidences
- ____ 20. Maintains a professional, organized, and clean work area

Comments of the Evaluator

Comments of the Evaluatee

Signature of Evaluatee

Signature of Evaluator

Date

Date

Signature indicates only that the evaluation has been read and discussed. It does not necessarily imply agreement with the evaluation.

CODE GDN-2 (also AFD)

Confidential
LPN Nurse Evaluation – Non-Certified

Staff Member's Name _____ Date _____

of Evaluation _____ Evaluator's Name/Position _____

Evaluation Criteria – 4 – exceeds expectations

3 – meets expectations

2 – not meeting expectations – needs improvement

1 – unsatisfactory performance (written comments required)

- _____ 1. The nurse who performs duties in a competent manner is one who receives children; calls parents when needed; gives first aid
- _____ 2. Keeps shot records up to date and health appraisal folders on each student current
- _____ 3. Conducts vision and hearing screenings annually (grades K, 1, 3, 5, 7) and new students when needed
- _____ 4. Conducts scoliosis screenings on grades 5-10
- _____ 5. Maintains height and weight records on grades K-3
- _____ 6. Accompanies students to local hospital or home when necessary
- _____ 7. Dispenses prescription medication following physicians' directions to students when brought from home
- _____ 8. Performs physical therapy daily on students as required
- _____ 9. Arranges for special programs, with help of classroom teachers, to cover topics in personal hygiene, nutrition, and general health care
- _____ 10. Conducts periodic exams for contagious or transmittable conditions
- _____ 11. Performs catheterization on students as required
- _____ 12. Provides accurate and appropriate oral and written communications in dealing with parents and students
- _____ 13. Performs in a task-oriented manner managing time as efficiently as possible
- _____ 14. Exhibits sensitivity to the needs and feelings of students
- _____ 15. Requisitions and stocks needed first aid supplies, keeping the nurse's office as organized and effective as possible
- _____ 16. Conducts periodic drug screening of drivers.
- _____ 17. Maintains an appropriate appearance,

Is punctual to and in attendance at his/her assigned station.

Maintains emotional control and stability, and

Demonstrates an awareness and appreciation for the changing nature of school nursing and school health care

Comments:

Signature of Evaluatee

Signature of Evaluator

Date

Date

Signature indicates only that the evaluation has been read and discussed. It does not necessarily imply agreement with the evaluation.

CODE GDN-5D

Confidential
Nurse's Aide Evaluation

Staff Member's Name _____ Date _____

of Evaluation Evaluator's Name/Position

Evaluation Criteria – 4 – exceeds expectations

3 – meets expectations

2 – not meeting expectations – needs improvement

1 – unsatisfactory performance (written comments required)

- _____ 1. Assists nurse as directed in meeting health needs of students.
- _____ 2. Supervises students with special needs as assigned by nurse or principal.
- _____ 3. Assists in nurse's office as a receptionist as directed
- _____ 4. Assists in getting special needs students to and from their assigned areas
- _____ 5. Substitutes for the nurse as directed or runs errands as directed
- _____ 6. Maintains the highest confidentiality and discretion in working with health issues and students
- _____ 7. Performs other job related duties as assigned by the nurse or administration to Support the total school program
- _____ 8. Shows good oral and written communication skills
- _____ 9. Displays a pleasant and positive relationship with students and other staff on the job
- _____ 10. Is punctual and shows good attendance on the job; is reliable and dependable

Comments:

Signature of Evaluatee

Signature of Evaluator

Date _____

Date _____

Signature indicates only that the evaluation has been read and discussed. It does not necessarily imply agreement with the evaluation.

CODE GDN-14

Confidential
Parent Center Coordinator – Non-Certified

Staff Member's Name _____ Date _____

of Evaluation _____ Evaluator's Name/Position _____

Evaluation Criteria – 4 – exceeds expectations
 3 – meets expectations
 2 – not meeting expectations – needs improvement
 1 – unsatisfactory performance (written comments required)

- _____ 1. Is available to assist parents, staff, or students at times other than the regular school day
- _____ 2. Works to increase materials available in the parent center
- _____ 3. Helps to develop character education units and materials
- _____ 4. Assists in maintaining hall displays that provide cultural and heritage lessons
- _____ 5. Works with students and assists teacher in supervision of work and play as directed by building principals
- _____ 6. Creates and distributes a parent newsletter at least quarterly, seeking input from teachers and administrators
- _____ 7. Ensures that all communications between the school and home are error free, congenial, and helpful
- _____ 8. Assists in promoting adult education programs in the community; serves as a goodwill ambassador of the school
- _____ 9. Assists in and supports the ALE and ISS programs; assists and helps with house calls to parents with any students requested by the administration
- _____ 10. Manages the parent center daily, assists in hosting events for parents as needed
- _____ 11. Serves as a resource and liaison with school and community
- _____ 12. Possesses personal characteristics such as maintaining poise, flexibility, organization, and interpersonal skills that attract others to the parent center

COMMENTS:

Signature of Evaluatee

Signature of Evaluator

Date

Date

Signature indicates only that the evaluation has been read and discussed. It does not necessarily imply agreement with the evaluation.

CODE GDN-15

Confidential
Superintendent's Secretary – Non-Certified

Staff Member's Name _____ Date _____

of Evaluation _____ Evaluator's Name/Position _____

Evaluation Criteria – 4 – exceeds expectations

3 – meets expectations

2 – not meeting expectations – needs improvement

1 – unsatisfactory performance (written comments required)

- _____ 1. Acts as the school district receptionist responding in a professional, courteous manner to those served through face-to-face meetings and through use of the telephone
- _____ 2. Gives appropriate information or refers callers or visitors to the proper person by making appointments with those people giving them time to assess the situation prior to the appointment
- _____ 3. Maintains administrative reports and records of the district pertaining to the superintendent's office with the exception of district financial records
- _____ 4. Receives money from activity sources, writes receipts and checks, and maintains proper records of transactions
- _____ 5. Types forms, letters, reports, orders, board minutes, policies and other materials with accuracy and completeness – Prepares monthly board mailings and materials for board members as requested by superintendent
- _____ 6. Prepares all purchase orders, handles all secretarial transactions of the superintendent's office, and performs related work as required
- _____ 7. Possesses personal characteristics needed including daily attendance, punctuality, appearance, dependability, organizational skills, interpersonal skills, and flexibility.

Comments:

Signature of Evaluatee

Signature of Evaluator

Date

Date

Signature indicates only that the evaluation has been read and discussed. It does not necessarily imply agreement with the evaluation.

CODE GDN-1 (also AFD)

Confidential

*Substitute Teacher Evaluation

*(Non-certified, short term only – Long term, certified substitutes will be evaluated on regular teacher evaluations.)

Substitute's Name _____ Date _____

of Evaluation _____ Evaluator's Name/Position _____

Evaluation Criteria – 4 – exceeds expectations

3 – meets expectations

2 – not meeting expectations – needs improvement

1 – unsatisfactory performance (written comments required)

- _____ 1. Reports to building principal or school secretary upon arrival
- _____ 2. Reviews with principal all plans and schedules to be followed during the teaching day.
- _____ 3. Maintains as fully as possible the established routines and procedures of the school and classroom to which assigned.
- _____ 4. Conducts class and teaches as directed by the teacher's plans.
- _____ 5. Receives approval of the principal before initiating any teaching or other procedures not specified in plans.
- _____ 6. Oversees pupil behavior in class and during recess periods in an orderly fashion.
- _____ 7. Follows policies, rules, and procedures to which teachers are subject.

Comments:

Signature of Evaluatee_____
Signature of Evaluator_____
Date_____
Date

Signature indicates only that the evaluation has been read and discussed. It does not necessarily imply agreement with the evaluation.

CODE GCA-E-33A

Confidential
In-House Suspension Supervisor Evaluation – Non-Certified

Staff Member's Name _____ Date _____

of Evaluation _____ Evaluator's Name/Position _____

Evaluation Criteria – 4 – exceeds expectations

3 – meets expectations

2 – not meeting expectations – needs improvement

1 – unsatisfactory performance (written comments required)

- _____ 1. The ISS supervisor who performs duties in a competent manner is one who instructs and supervises students in seeking worthwhile behavior skills
- _____ 2. Seeks to make the ISS an important part of the instructional effort of the school, emphasizing the importance of completing assigned work
- _____ 3. Counsels students in areas of social and emotional development
- _____ 4. Works with individual students to reinforce positive social behavior
- _____ 5. Maintains high expectations for behavior
- _____ 6. Models and encourages constructive behavior patterns, performing in a task-oriented manner and expecting students to perform similarly
- _____ 7. Does not allow students to sleep or otherwise waste time
- _____ 8. Manages classroom so that all students have a quiet environment in which to work
- _____ 9. Demonstrates effective control of student behavior
- _____ 10. Assists with the supervision of students during assemblies, fire drills, and other activities
- _____ 11. Has a positive attitude; exhibits interest in students; exhibits sensitivity to the needs and feelings of students
- _____ 12. Maintains a high level of ethical behavior and confidentiality of information about students
- _____ 13. Provides accurate and appropriate oral and written communication
- _____ 14. Handles routine tasks promptly and efficiently including record keeping
- _____ 15. Maintains an appropriate appearance, is punctual, attends regularly, shows poise, stability, and emotional control
- _____ 16. Exhibits a willingness to receive and apply suggestions for improvement
- _____ 17. Performs other duties as assigned

Comments:

Signature of Evaluatee_____
Signature of Evaluator_____
Date_____
Date

Signature indicates only that the evaluation has been read and discussed. It does not necessarily imply agreement with the evaluation.

CODE GDN-5A

Confidential
General Teacher Aide Evaluation – Non-Certified

Staff Member's Name _____ Date _____

of Evaluation _____ Evaluator's Name/Position _____

Evaluation Criteria – 4 – exceeds expectations
 3 – meets expectations
 2 – not meeting expectations – needs improvement
 1 – unsatisfactory performance (written comments required)

- _____ 1. The Teacher Aide communicates accurate and up to date knowledge of the subject.
- _____ 2. Provides accurate and appropriate oral and written communications.
- _____ 3. Promotes involvement and interest in lesson.
- _____ 4. Strives to the utmost of her ability to implement the instructional goals addressed in students individual education plans.
- _____ 5. Strives to aid the classroom teacher by being cooperative.
- _____ 6. Strives to improve instruction by offering new ideas and being open to suggestions from teacher or others.
- _____ 7. Attempts a better personal relationship with students in order to assess individual needs.
- _____ 8. Guides the learning process by using one on one instruction.
- _____ 9. Helps in grading papers, keeping accurate records and maintaining up to date folders on students as directed by teacher
- _____ 10. Alerts the regular teacher to any problems or special information about any student
- _____ 11. Maintains the same high level of ethical behavior and confidentiality of information about students as is expected of the regular classroom teacher
- _____ 12. Possesses personal characteristics needed including daily attendance, punctuality, dependability, interpersonal skills, organizational skills, rapport with students, and flexibility.

Comments:

Signature of Evaluatee

Signature of Evaluator

Date

Date

Signature indicates only that the evaluation has been read and discussed. It does not necessarily imply agreement with the evaluation.

CODE GDN-5B

Confidential
Special Education Aide Evaluation – Non-Certified

Staff Member's Name _____ Date _____

of Evaluation _____ Evaluator's Name/Position _____

Evaluation Criteria – 4 – exceeds expectations

3 – meets expectations

2 – not meeting expectations – needs improvement

1 – unsatisfactory performance (written comments required)

- _____ 1. The special education aide who performs duties in a competent manner is one who works with individual students or small groups of students to reinforce learning of material or skills initially introduced by the teacher
- _____ 2. Assists the teacher in devising special strategies for reinforcing material or skills based on a sympathetic understanding of students, their needs, interests, and abilities
- _____ 3. Guides independent study, enrichment work, and remedial work set up and assigned by the teacher
- _____ 4. Assists with large group activities as directed by the teacher
- _____ 5. Alerts the teacher to any problem or special information about an individual student
- _____ 6. Maintains the same high levels of ethical behavior and confidentiality of information about an individual student
- _____ 7. Assists in maintaining records, files, and other paper work as directed by the supervisor
- _____ 8. Guides students in working harmoniously with other students
- _____ 9. Assists with the supervision of students during assigned work times, emergency drills, assemblies, and field trips
- _____ 10. Collects and dispenses suitable material for use by the teacher as directed by teacher
- _____ 11. Communicates orally and in writing with students in an error free manner
- _____ 12. Assists in the testing and scoring of tests as directed by the supervisor
- _____ 13. Performs other related duties as assigned by the teacher and/or supervisor
- _____ 14. Uses planning time (such as conference periods) effectively and efficiently
- _____ 15. Maintains an appropriate appearance,
Is punctual to and in attendance at his/her assigned station,
Maintains emotional control and stability.
- _____ 16. Supports the supervising teacher in implementing school policy in a consistent, dependable manner
- _____ 17. Exhibits a willingness to receive and apply suggestions for improvement
- _____ 18. Participates positively and actively in fulfilling responsibilities

Comments:

Signature of Evaluatee

Signature of Evaluator

Date

Date

Signature indicates only that the evaluation has been read and discussed. It does not necessarily imply agreement with the evaluation.

CODE GDN-16A

Confidential
Technology Coordinator Evaluation

Staff Member's Name _____ Date _____

of Evaluation _____ Evaluator's Name/Position _____

Evaluation Criteria – 4 – exceeds expectations

3 – meets expectations

2 – not meeting expectations – needs improvement

1 – unsatisfactory performance (written comments required)

- _____ 1. Maintains all computer work stations with repairs and software to maintain effectiveness
- _____ 2. Purchases needed supplies and equipment according to policy and law
- _____ 3. Maintains file server and accounts effectively
- _____ 4. Provides adequate software support to district personnel
- _____ 5. Installs equipment, printers, routers, hubs, software, etc. effectively
- _____ 6. Serves as district's system administrator
- _____ 7. Develops reports as needed
- _____ 8. Performs all APSCN duties in a timely and effective manner
- _____ 9. Maintains a continuous development of plans and procedures to upgrade technology of the district
- _____ 10. Works with staff to provide technical expertise, assistance, and staff development
- _____ 11. Writes grants to seek more funds
- _____ 12. Possesses personal characteristics such as appropriate appearance, punctuality, regular attendance, emotion control, supporting school policies and procedures, being organized, being flexible, and being dependable

Comments:

Signature of Evaluatee

Signature of Evaluator

Date

Date

Signature indicates only that the evaluation has been read and discussed. It does not necessarily imply agreement with the evaluation.

CODE GDN-7

Confidential
Bus Mechanic Evaluation - Non Certified

Staff Member's Name _____ Date _____

of Evaluation _____ Evaluator's Name/Position _____

Evaluation Criteria – 4 – exceeds expectations

3 – meets expectations

2 – not meeting expectations – needs improvement

1 – unsatisfactory performance (written comments required)

- _____ 1. The bus fleet and other vehicles are maintained in maximum working order with no disruption to transportation needs.
- _____ 2. Equipment and supplies are ordered, maintained, and used with maximum efficiency.
- _____ 3. The bus work area and fleet are kept reasonably clean and free of excess clutter.
- _____ 4. Rules and regulations are followed and administrative procedures are adhered to with consistency.
- _____ 5. Initiative and pride in work is demonstrated by quality results.
- _____ 6. The bus mechanic accepts direction from the superintendent and provides direction to drivers as delegated by the superintendent in a satisfactory manner.
- _____ 7. Adequate work habits are displayed including daily attendance, punctuality, dependability, interpersonal skills, attention to safety, leadership, and organizational skills.

Comments:

Signature of Evaluatee

Signature of Evaluator

Date

Date

Signature indicates only that the evaluation has been read and discussed. It does not necessarily imply agreement with the evaluation.

SUPPORT STAFF TERMINATION OF EMPLOYMENT

CODE GDP

Termination of support staff shall be under the provisions of the "Public School Employee Fair Hearing Act" (Act 631 of 1991) (Amended 1997)

Provisions that relate to the termination or non-renewal of support staff are described below.

This act shall be known and may be cited as the "Public School Employee Fair Hearing Act."

Definitions:

Section 1.

- a) For purposes of this policy, the term "employee" shall mean any person employed by the school district under a written annual contract, who is not required to have a teaching certificate issued by the Arkansas Department of Education as a condition of employment.
- b) "Probationary employee" means an employee who has not completed one (1) year of employment in the school district. Provided that at least thirty (30) days prior to the completion of an employee's probationary period, the superintendent of schools may recommend and the board of directors may vote that one (1) additional year of probation is necessary for an employee.
- c) "Full-time" employee means any employee who is contracted to work at least twenty (20) hours per week.

Section 2.

The superintendent may recommend termination of an employee during the term of any contract, or the nonrenewal of a full-time non-probationary employee's contract provided that he gives notice in writing, personally delivered, or by letter posted by registered or certified mail to the employee's residence address as reflected in the employee's personnel file. The recommendation of non-renewal of a full-time non-probationary employee's contract shall be made not later than thirty (30) calendar days prior to the beginning of the employee's next contract period. Such written notice shall include a statement of the reasons for the proposed termination or nonrenewal. The notice shall further state that an employee being recommended for termination, or a full-time non-probationary employee being recommended for nonrenewal is entitled to a hearing before the school board upon request, provided such request is made in writing to the superintendent within thirty (30) calendar days from receipt of said notice. It is the public policy of the State of Arkansas that employees, as defined herein, shall not be considered "at will" employees with regard to the termination of their employment, notwithstanding any contractual provision to the contrary.

Section 3.

Nothing herein shall be construed or interpreted to preclude the superintendent from placing an employee on immediate suspension, provided he gives written notice of such action to the employee within two (2) school days of the suspension. The notice shall include a statement of reasons for the suspension, whether the superintendent is recommending termination, and that a hearing before the school board is available upon request; provided such request is made in writing to the superintendent within thirty (30) calendar days from receipt of said notice.

Section 4.

The hearing before the school board shall be conducted in accordance with the following provisions:

- a) The hearing shall be conducted at the next regularly scheduled meeting of the school district board of directors, unless the employee and the superintendent agree to a hearing on another mutually convenient date.
- b) The hearing shall be public or private at the request of the employee.
- c) The employee may be represented by persons of his or her own choosing.
- d) In hearings held concerning a recommendation for the termination of an employee's contract, either the board or the employee may elect to have a record of the hearing made at the board's expense. In hearings held concerning a recommendation for the non-renewal of a full-time non-probationary employee, either the board or the employee may elect to have a record of the hearing made and, the expense for the record shall be shared equally between the board and the employee.
- e) After the hearing, the school board may terminate the employee or continue the suspension for a definite period of time. The salary of a suspended employee shall cease when the school board sustains the suspension. Otherwise, the employee shall be reinstated without loss of compensation.
- f) The decision of the school board shall be made within ten (10) calendar days of the hearing.

MISCELLANEOUS SUPPORT STAFF POLICIES

CODE GDQ-1

Harmony Grove School
Bus Driver Drug Abuse Policy

The adverse impact of substance abuse by drivers has been recognized by the federal government. The Federal Highway Administration ("FHWA") has issued regulations which require the school district to implement a controlled substance testing program. The school district will comply with these regulations and is committed to maintaining a drug-free workplace. All drivers are advised that remaining drug-free and medically qualified to drive are conditions of continued employment or service with the school district.

Specifically, it is the policy of the school district that the use, sale, purchase, transfer, possession or presence in one's system of any prohibited substance (except medications prescribed by a licensed physician), including alcohol, by an employee (herein referred to as "Employee") while on school district premises, while engaged in school district business, while operating school district equipment, or while under the authority of the school district is strictly prohibited. The school district will notify and cooperate with law enforcement agencies in the investigation of any Employee suspected of possession of or trafficking in illicit or inappropriate drugs. Any Employee convicted of on-the-job, possession of or trafficking in illicit or inappropriate drugs, or of driving while intoxicated, will be terminated.

The school district will conduct pre-employment testing of all applicants ("Employee-Applicants"). All Employees will be subject to testing where circumstances establish that reasonable suspicion of prohibited substance use exists, and following on-the job accidents or injuries. When required by regulations, all drivers will be subject to testing on a random basis. Employees returning to driving will be subject to testing and must submit to follow-up tests for as long as five years.

Any Employee who tests positive will be subject to discipline up to and including termination. Any Employee who refuses to comply with a proper request to submit to testing or who fails to cooperate in the test process, will be considered to have tested positive. These procedures are designed not only to detect violations of this policy but to ensure fairness to each Employee. Every effort will be made to maintain the dignity of Employees or Employee-Applicants involved. Disciplinary action will, however, be taken as necessary.

PROGRAM SUMMARY

School District Contact	All questions or concern should be directed to the superintendent at 574-0971
Applies to:	All drivers are subject to testing under this policy and procedures.
When Compliance required:	All those subject to this policy are expected to refrain from prohibited conduct prior to driving, while driving, and in post-accident cases for eight hours after the accident.
Prohibited Conduct:	The following conduct is prohibited: 1. controlled substance use at any time; 2. having a breath test result equals or exceeds .04; 3. consuming alcohol w/in (4) hours prior to reporting for driving; 4. using alcohol on the job; 5. using alcohol within the (8) hours following an accident or until tested; 6. while behavior or ability to perform due to alcohol use are in question; 7. Refusing to test; 8. Failure to cooperate in the testing process.
Test Events:	Employees will be tested on six (6) occasions: (1) pre-hire/pre-access to driving; (2) where there is reasonable suspicion of prohibited use; (3) following an accident or injury; (4) on a random basis; (5) following a return to duty after prohibited conduct; and (6) as a follow-up to prohibited conduct.
Test Procedures:	Testing for alcohol will be conducted by the Ouachita County Sheriff's Office or other designated officials. Testing for drugs will be done by a certified lab with urine samples collected in the offices of the Superintendent of Schools.
Condition of Employment:	Submitting to testing as required by this policy is a condition of employment and continued employment with the school district.
Refusal:	Any employee who refuses to submit to a request to test will be terminated. Refusal includes failure to timely report to a designated testing site (collection site) and the failure to execute all required test documents.
Consequences of Violation:	Any employee who is found to have violated this policy will be subject to discipline, up-to and including termination. For alcohol test purposes, any test result in excess of 0.02 will result in discipline.

MISCELLANEOUS SUPPORT STAFF POLICIES

CODE GDQ-2

Background Checks – Noncertified Personnel
(Act 1313 of 1997)

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 classified employee, with the exception of the substitute teachers who are responsible for paying the required fee.

CODE GDQ-3

Ability of School Employees to Hold Public Office
(Act 1302 of 1997)

All employees of the Harmony Grove School District are free to exercise their rights as citizens and run for or accept appointment to public office if they so desire. However, employees should understand the following:

1. By law, a school board member may not work for the school district which he or she serves.
2. School district may not grant any employee paid leave for the purpose of permitting the employee to engage in public service or related activities.
3. Employees may use their personal days and vacation days (if applicable) to engage in public service or related activities, with the prior approval of their superintendent.
4. In addition, upon request to the school board, a maximum of five additional days of unpaid leave may be granted to the employee for the purposes of engaging in public service or related activities. If the employee's services can be replaced by the district, the employee will be responsible for reimbursing the district for the expense of a substitute employee.
5. Employees who attempt to use sick leave days fraudulently for any purpose, including to engage in public service or related activities, will face disciplinary action up to and including nonrenewal or termination.

CODE GDQ-4

Employee Use of Internet
(Act 801 of 1997)

Employees of the Harmony Grove School District who are allowed to use school owned computers and/or given Internet access are expected to use this technology to perform their job responsibilities. Employees who violate technology user agreements are subject to the penalties in the agreement and may also be subject to disciplinary action for violations. Recreational or personal use of this equipment and technology is not permitted, whether before, after or during the work day. In addition, technology may not be used to violate other policies; if this occurs, the employee will be disciplined both for technology misuse and policy violation. Violation of this policy will result in disciplinary action being taken against the employee. Repeated violations of this policy may result in nonrenewal or termination.

CODE GDQ-5

Tobacco Products
(Act 1555, 1999)

All use of tobacco products by any person on school property is now forbidden and a violation of state law.

TRAVEL EXPENSE POLICY

CODE GDQ-6

1. The district will pay 40 cents a mile travel reimbursement for approved travel when an individual must use his/her own vehicle and a school vehicle is not available.
2. A daily meal allotment reimbursement of up to \$30 will be paid for approved travel when the staff member stays overnight. When meal costs are included as part of a conference fee, no reimbursement will be made should the individual choose to skip conference meals for other selections. Written receipts or tickets that include the name of the restaurant must be provided for any consideration for reimbursement.
3. The school will reimburse for reasonable hotel costs for approved trips. Proper receipts must be provided.
4. Other expenses may be considered for reimbursement as long as they are reasonable and are allowed as payable by legislative audit. The superintendent will make the decisions as to what is reasonable and what is allowed.
5. Trip requests must be approved in advance in order for reimbursement to be given.

Adopted by board 12/08/05
Updated, 2007

DISCIPLINE OF EMPLOYEES

CODE GDQ-9

Harmony Grove Schools will not discipline any employee who exercises his or her right to communicate with an elected official (Act 658, 1999) or retaliate or discharge any employee who reports waste of state funds or violation of State laws (Act 1523 of 1999.)

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 09-13-05

Use of School Forms

The following forms will be used by all employees. No purchase, trip request, or repair will be permitted if these forms have not been properly used and approved.

- Absentee Report for Teacher/Staff
- Activity/Facility Request
- Duty Time Sheet
- Reimbursement Request
- Requisition Form
- Teacher/Employee Request to Attend Conferences
- Work/Maintenance Request – online 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 they wish to purchase before the actual purchase of the items. The items may be purchased only after having been approved by the employee's immediate supervisor and the superintendent of schools. If the requested items are approved by the superintendent, a purchase order is issued to buy the requested items.

An employee wishing to attend a meeting must complete and receive approval of the request form prior to attending a conference or event.

Any time an employee or person in the community wants to use a building or school area for an activity or meeting that person must submit a facility request and get prior approval.

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

Work repair and maintenance requests must be submitted for all work repairs needed or any maintenance or custodial requests and employee may have.

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 _____

Miscl. Expenses _____

Total _____

Signature of person requesting reimbursement

Signature of Supervisor

Authorization for payment

Date

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	Approved
Type of vehicle needed:	Disapproved
School car/truck	Principal's Signature and Date:
Handicapped bus	_____
Small bus	
Regular bus	Approved
Departure time of vehicle: _____ a.m.	Disapproved
/p.m.	Superintendent's Signature and Date:
Approximate return of vehicle: _____ a.m.	_____
/p.m.	
Number of Passengers: _____	
Name of preferred driver:	Teacher made personal request to attend this meeting.
_____	Administration requested that teacher attend this meeting.
(Drivers of all vehicles must be employed by the district and properly certified to operate the vehicle.)	

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)

Comments: _____

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 REQUEST

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: _____	(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.)
(Drivers of all vehicles must be employed by the district and properly certified to operate the vehicle.)	

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

Harmony Grove School District

Duty Time Sheet for the Month of _____, 20_____

Staff Member’s Name _____

Directions: Complete Columns 1-4 only; get the principal to sign in Column 5; **turn in on the last working day of each month duty is performed.** Under Column 1, you have only these choices for duty performed: lunch duty; extra duty (such as breakfast duty); remediation; meetings-specifically give the name of the meeting or in-service. Do not include travel time to and from meetings. Principals, make sure that meeting times are correct and that everyone uses the same beginning and ending times for meetings.

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
Duty Performed	Date Duty Performed	Time Duty Performed	Total Minutes Duty Performed	Initials of Administrator	

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.

APPLICATION FOR EMPLOYMENT
HARMONY GROVE SCHOOL DISTRICT #1
401 OUACHITA 88
CAMDEN, ARKANSAS 71701

(Last Name) (First Name) (Middle) Date _____

Present Address _____

Telephone # _____ Social Security # _____

Condition of health for past two years _____

School Attended _____ Grade Completed _____ Year _____

College Attended _____ # Years Attended or Degree _____

Position Desired _____

Work Experience:

<u>Employer</u>	<u>Type of Work</u>	<u>Date of Employment</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

References: Please give complete addresses and phone numbers of work and/or personal references that we may contact.

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

Please answer questions on next page

Page 2

What qualifications or experience do you have that would equip you for the position you desire?

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

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

Are you currently filing for unemployment benefits or do you intend to file for benefits as a part time employee of this district? _____

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

HARMONY GROVE SCHOOL IS AN EQUAL OPPORTUNITY EMPLOYER.

School Calendar for 2013-2014 for Harmony Grove School District

M, June 4, 2013 – Certified Professional Development May Begin for 2013-2014
 Th, July 4, 2013 – Independence Day Holiday (1 Day)
 W,Th,F,M,Tu,W; August 7-9, 12-14, 2013 – Certified and Classified Professional Development
 M, August 12, 2013 – Spirit Night – POMS; Open House – Sparsman HS and Fleets – 6:00-7:30 a.m.
 Tu, August 13, 2013 – POPS Night HGE – 6:30 – 8:00 p.m.
 M, August 19, 2013 – 1st Day of School – Begin 1st 9 Weeks/1st Quarter/1st Semester
 M, September 2, 2013 – Labor Day Holiday (1 day)
 Th, September 10, 2013 – Parent Teacher Conferences – 1:00-7:00 p.m. (counts as 2 days)
 W, October 16, 2013 – End 1st 9 weeks/End 1st Quarter – 42 days
 Th, October 17, 2013 – Begin 2nd 9 weeks and 2nd Quarter
 M-F, November 25-29, 2013 – Thanksgiving Holidays (5 days)
 R, December 20, 2013 – End 2nd 9 Weeks/End 2nd Quarter – 42 days – End 1st Semester – 84 days
 M-F, December 23, 2013 – Friday, January 2, 2014 – Christmas and New Year's holidays (10 days)
 M, January 6, 2014 – Begin 3rd 9 Weeks/3rd Quarter/2nd Semester
 M, January 20, 2014 – Martin Luther King Holiday (1 day)
 Th, February 13, 2014 – Parent Teacher Conferences – 1:00-7:00 p.m. (counts as 2 days)
 F-M, February 14-17, 2014 – Winter Break Holiday and President's Day Holiday (2 days)
 F, March 14, 2014 – End 3rd 9 Weeks/End 3rd Quarter – 47 days
 M, March 17, 2014 – Begin 4th 9 Weeks and 4th Quarter
 M-F, March 24-28, 2014 – Spring Break Holidays (5 days) (Dates are set by Arkansas Law.)
 F, April 18, 2014 – Good Friday/Easter Holiday (1 day)
 Su, May 18, 2014 – Baccalaureate – 2 p.m.
 Th, May 22, 2014 – Commencement at Harmony Grove and Sparsman – 6:30 a.m. and 8:00 p.m.
 M, May 26, 2014 – Memorial Day Holiday (1 day)
 Th, May 29, 2014 – End 4th 9 Weeks/4th Quarter – 47 days – End 2nd Semester – 84 days – Last Day School

1st Quarter – 42 days

2nd Quarter – 42 days

3rd Quarter – 47 days

4th Quarter – 47 days

Total Days of Instruction – 178 Days

Parent-Teacher Conferences – 2 Days

Adopted By Board of Education on March 14, 2013