

**Certified Personnel  
Policy Committee  
Handbook  
2015-2016**

## **PREFACE**

Being entrusted by the people of the Drew Central School district to develop and maintain an educational program that fits the needs of the youth of our community, we, as members of the Board of Education, think it proper and fitting that we set down the policies and thinking of the Board so that these policies may be known by and made clear to all those who have an interest in the Drew Central School System.

We realize that such a publication cannot be complete, since policies must change as times and conditions require, but we feel that such a publication can be used as a guideline by parents, teachers, and students in arriving at a better understanding of what we are trying to do and what we hope to accomplish.

## **ADMINISTRATION**

Billy Williams..... Superintendent of Schools  
Melissia Vincent..... High School Principal  
Trudy Jackson..... Elementary Principal  
Patti Smith..... Middle School Principal

## **DISTRICT TELEPHONE DIRECTORY**

Superintendent's Office..... 367-5369  
District Fax..... 367-1932  
High School Principal's Office..... 367-6076  
High School Fax..... 460-5501  
Elementary Principal's Office ..... 367-6893  
Middle School Principal's Office ..... 367-5235  
Elementary Fax ..... 460-5500  
High School Counselor ..... 367-5511  
Elementary Counselor ..... 367-8285  
Bus Shop and Maintenance..... 367-4150  
Cafeteria and Gymnasium ..... 367-6011  
Parent Center ..... 367-3545  
Vocational Building/Athletics ..... 367-8411

## **PERSONNEL POLICY COMMITTEE**

### **2014-2015**

Deborah West-Preschool Director ..... Chairman  
Ron Graham, Teacher ..... Vice Chair  
Jana Reeves, Teacher ..... Secretary  
Chaille Brown, Teacher ..... Member  
Eulea Kiraly, Teacher ..... Member  
Cindy Luper, Teacher ..... Member  
Denise Spence, Speech Therapist..... Co-Chairman  
Mary Hobbs, Teacher ..... Member  
Melanie Brotherton, Teacher..... Member

## THE BOARD OF EDUCATION

Curly Jackson .....President

Term expires September, 2019 - Zone 1

Jason Cater ..... Vice-President

Term expires September, 2018 - Zone 3

Laura Whitaker .....Secretary

Term expires September, 2015 - Zone 5

Mike Pennington ..... Member

Term expires September, 2016 - Zone 4

Rene' Knowles ..... Member

Term expires September, 2017 - Zone 2

### Organization

The Drew Central School Board is composed of five members elected by zones at large by the qualified voters living in the same zone of the district at the annual school election. Each is elected for a five-year term and is expected to serve and meet regularly with the board unless (s)he resigns or moves from the district. The officers of the Board are president, vice-president, and secretary. These officers are elected each year by the Board membership on the first regular meeting after the annual school election. The superintendent of schools shall serve as ex-officio financial secretary to the Board.

### Meetings

The board shall meet regularly the second Thursday night of each month. The regular meeting place shall be the room at the south end of the cafeteria designated as the Board of Education meeting room. The normal meeting time will be 6:00 p.m.

### Record of Proceedings and Actions

The Superintendent of Schools shall attend all Board meetings and be responsible for keeping accurate records of the proceedings and actions of the Board.

### Public Attendance

In accordance with the laws of the state of Arkansas, (Act 93 of 1967) all meetings of the Drew Central School Board shall be open to the public if any citizen wishes to attend, except those discussions in which personnel are evaluated, employed, or dismissed. The board shall maintain the right to enter into executive session for such discussions.

### **Collective, Not Individual Authority**

The Drew Central School Board realizes that it is primarily a policy making group and will refrain from taking direct administrative action. The members have the same rights and privileges as any other patron, as an individual, and will refrain from assuming individual authority in regard to school matters. Official action may be taken only in regular or called board meetings. The chief administrative officer of the school will be given the authority to execute board policy and will be held accountable to the Board for his actions.

### **Duties and Responsibilities**

1. To select and employ a competent superintendent of schools, delegate the needed authority to him to formulate and carry out a proper school program, and see that he does this in an acceptable manner.
2. To employ a competent faculty upon the advice and recommendation of the superintendent.
3. To provide adequate buildings and facilities.
4. To study and make plans for future needs of the school.
5. To promote good public relations with the patrons and other interested parties.
6. To approve, reject, or accept, as modified, recommendations of the superintendent regarding the employment or discharge of all school personnel.
7. To make decisions in controversial situations or in cases of radical departure from established procedures concerning educational matters.
8. To approve, reject, or approve, as modified, an annual budget developed and presented by the superintendent (The policy of this school board regarding any such budget shall be that of maintaining proper and needed supplies and facilities for the execution of the adopted school program with emphasis being placed on the building and maintaining of the best teacher salary possible.)
9. To comply with all school laws pertaining to the state of Arkansas
10. To see that all pupils, patrons, and employees are fairly treated. If an employee is to be discussed in open session, that employee should be given one week's notification of this action, provided time permits. If time does not permit the week's notification, then the employee should be notified as soon as possible prior to the meeting.

### **Code of Ethics**

1. We will recognize the integrity of our predecessors and other members of the board and the merit of their thinking.
2. We know that our primary allegiance is to the welfare of the children of our community and will always keep that in mind.

3. We realize that it is our responsibility to see that the schools are properly run - not to run them ourselves.
4. We will work through the administrative employees of the board - rather than over or around them.
5. We will avoid secret sessions of the board in which the chief school administrator is not present.
6. We will make decisions only in legal board meetings and that after all debatable sides have been presented.
7. We will hold in confidence any information concerning personnel that may be brought out in any executive session, particularly if such information might make it difficult for the person involved to hold his position or gain a position in another school.
8. We will refrain from discussing confidential business of the board outside of the legally constituted board meeting.
9. We will employ school personnel only upon recommendation of the superintendent of schools, maintain the authority to reject such recommendations with good cause, and ask for further nominations.
10. We will refer all complaints to the proper administrative officer or insist that they be presented in writing to the School board and signed by the complaining party.
11. We will present any personal criticisms of the employees to the superintendent of schools.
12. We will provide adequate safeguards around the superintendent and other employees so that they may perform their duties and functions in a professional manner.

### **Reduction in Force Policy**

Should a lack of students or funds necessitate the termination of current faculty in a given area, the criteria of "least longevity" within school system will be used. The board shall attempt to give as much advance notice of such termination as possible and every effort will be made to place faculty in another position in the school system for which he/she is certified. Should the situation reverse itself, the terminated faculty will be offered the first position open in their certified field. It will be the responsibility of the terminated teacher to notify the superintendent, in writing, by March 15th to be reinstated should a position be open for the following school year.

## **SECTION I**

### **EDUCATIONAL PHILOSOPHY**

Democracy is a way of life as well as a form of government. Because of this conviction, the basic foundation underlying our educational program is to develop our young people to the extent that they are ready to assume the obligations and responsibilities that the democratic system demands of its citizens.

### **THE STUDENT**

All normal young people of school age have an equal right to a high school education and should be encouraged to develop their abilities to the highest extent possible. The student should be made to realize that the way he learns to live while in school will help determine the way he will live after leaving school. It is the obligation of the school to try to discover, in so far as possible, the needs of the different students and seek to fill those needs on an individual basis.

### **THE FACULTY**

The members of the faculty should be well-rounded individuals, who enjoy broad learning and possess specific training in their teaching field. All members should be intensely interested in young people. Both men and women should be employed to the extent that a wholesome balance of the two exists in the school. They should be keenly aware of the aims and purposes of the school and of the nature of those whom they teach.

### **STUDENT-TEACHER RELATIONSHIPS**

Both students and teachers should have a mutual understanding of each other's problems and consequently maintain the proper respect for the rights and privileges associated with the dignity of the individual. Students should be encouraged to think of their teachers as friends in whom they can confide and from whom they may seek advice in the full knowledge that their thoughts and confidence will be met with the utmost respect. Teachers should maintain their dignity and aloofness only to the extent necessary to discourage undue familiarity.

### **THE CURRICULUM**

Since many of our students attend college, it is necessary to establish the usual college entrance requirements as the core of the curriculum. However, the fact should also be taken into consideration that a still larger percentage do not extend their formal education past the high school level and that these students

should be adequately cared for in the course of study. In recognition of this condition, it is wise to provide as many vocational subjects for them as can be justified with emphasis placed on agriculture, homemaking, and commercial subjects.

Since formal courses which will meet the needs of all students cannot be offered, extracurricular activities will be made available when possible and students should be encouraged to participate. We should also meet our obligation to help develop interest on the part of the students. The goal should be to motivate students to excel in whatever they do.

Believing the primary purpose of the curriculum is to meet the needs of the students, new courses should be offered when the need exists, but should not be added indiscriminately to the course of study.

## **THE COMMUNITY**

It should be kept in mind that the school exists for the betterment of the community. In the proper fulfillment of its purpose the school must be acutely conscious of the community's problems. A true spirit of cooperation should exist between the two, thus enabling all to seek out what is most valued, what is most appropriate, and what is best in our effort to solve common problems.

## **EDUCATIONAL OBJECTIVES**

- To teach the basic skills.
- To develop reasoning ability to think clearly and to problem solve.
- To develop social and civic responsibility.
- To develop desirable attitudes such as cooperation, respect for the rights of others, self respect, honesty, and dependability.
- To develop respect for public property.
- To develop leadership ability.
- To promote a better use of leisure time.
- To promote an appreciation of the moral and ethical values of life and the habits of living which conform to high moral standards.
- To develop an understanding of American democracy and a desire to practice democratic principles.
- To develop the student's curiosity, zeal, and independence to the extent that he will carry forward life long learning without the necessity for formal instruction.
- To develop an appreciation for the dignity to be associated with honest toil.

## **PERSONNEL POLICY REVIEW**



The personnel policies of the Drew Central School District will be reviewed annually by the Committee on Personnel Policies to determine if amendments to existing policies are needed. The classroom-teacher members of the committee will be elected in September by the classroom teachers employed in the district. PPC will consist of no more than 9 teacher members, at least 2 members from each of the following areas, High, Middle, and Elementary, and no more than 3 administrators. An organizational meeting will be held in October and a committee chairperson and secretary shall be elected from the members of the committee. It shall be the responsibility of the committee chairperson to plan a calendar of regular meeting days during the year. The chairperson will conduct the meetings and present suggested policy revisions and additions to the Drew Central School Board by the end of the school year. Approved monthly minutes of the meetings shall be shared with staff members via e-mail.

Majority vote is required in order that a policy proposal be presented to the board. All items receiving a majority vote will be presented to the board with the Committee on Personnel Policies' request to approve. The Drew Central School Board shall have final authority to adopt, reject, amend, or refer back to the committee for further study and revision any proposed policies or amendments to existing policies that are submitted to the board for consideration.

Copies of any amendments to the personnel policies will be available to all employees within 30 days after the amendments have been approved by the school board.

## **SECTION II**

### **ADMINISTRATION**

#### **SUPERINTENDENT**

##### **Qualifications**

The superintendent, who is the administrative head of the school system, shall hold a master's degree plus at least thirty (30) additional hours of graduate credit. Not less than 30 semester hours of graduate credit shall be in administration, supervision, or related fields. He shall have had a minimum of four (4) years of professional experience.

##### **Responsibilities**

The Superintendent of Schools shall be empowered to develop an educational program in keeping with the aims and philosophy as set forth elsewhere in this handbook. It shall be his responsibility to see that this program is carried out in a responsible manner making such reports to the board of education as is necessary for them to know and give approval to the program as it is laid out.

##### **Duties**

In the development and maintenance of a proper school program, the following would be a partial list of the specific duties of the superintendent:

- With the aid of the principals, teachers and parents, offer and make available a curriculum that meets the needs of the students.
- Recommend teaching personnel who are capable and trained to teach in the fields assigned them
- Recommend employment and, if necessary, the discharge of all school employees with substantial reasons for doing so.
- Provide the board of education all necessary information concerning the overall operation of the schools.
- Prepare and present to the board for approval a comprehensive budget of all proposed income and expenditures for each fiscal year and shall be responsible for seeing that any such proposed budget meets all legal requirements of the laws of Arkansas.
- Keep adequate records, both financial and those relating to school personnel.

- Act as ex-officio financial secretary of the board, keep a true record of all board proceedings, and sign all warrants issued by the district.
  - Be in direct charge of buildings and the school transportation program.
  - Prepare reports and make applications that are required to allow the school district to participate fully in state and federal aid programs.
  - Act as purchasing agent for the school.
  - Furnish leadership to the faculty, seek to inspire them to do the best work that they are capable of doing, and do everything possible to properly motivate students.
  - Furnish copies of board minutes to each board member no later than seven (7) days following each meeting.
  - Submit an agenda to each board member at least two days in advance of a regular meeting. No items can be added without a 2/3 majority vote of the members.
  - Be ethical in his dealing with students, parents, teachers, and employees.
  - Should avoid discussions, which, if overheard, will hurt students, parents, teachers, or employees.
- The above is only a partial list of the duties and responsibilities of the superintendent. In general, he shall be held accountable for seeing that the school programs run smoothly and meet all requirements of the rating agencies.*

### **Appointment**

The superintendent of schools shall be employed or refused employment at the regular meeting night in January of each year. (Act 215 of 1969)

## **HIGH SCHOOL PRINCIPAL**

### **Qualifications**

The principal shall hold a master's degree plus at least 15 semester hours of additional graduate credit, not less than 20 semester hours of graduate credit should have been in administration, curriculum, supervision, and related fields. He shall have had a minimum of two years of successful teaching experience.

### **Duties and Responsibilities**

- To supervise the instructional program in the high school
- To prepare a program schedule giving proper time and emphasis up to it's various aspects
- To be responsible for the attendance of students in his school

- To work cooperatively with teachers in the instructional program
- To prepare reports required in his area
- To be responsible for the care and cleaning of buildings in his charge
- To lead the faculty professionally
- To see that proper fire drills are held
- To assign duties to high school faculty members at various school functions and see that they are carried out
- To arrange for student activities, as needed, to build and keep student morale high, as well as being responsible for the fulfillment of such functions
- To arrange for the proper registration of all students and see that they take or make-up subjects required
- To arrange for a suitable graduation ceremony at the end of school and recommend students for graduation after carefully ascertaining that all such students have met requirements
- To discipline those students in his charge which need to be disciplined and support teachers in their discipline problems at all times
- To write excuses for those students who are required to be absent and to contact parents of students who are absent regularly and suspiciously
- To encourage students to prepare assignments and do passing work by whatever means he feels will work best
- To attend all meetings of the board of education
- To be ethical in his dealings with students, parents, and other teachers
- To avoid discussion which, if overheard, would hurt students, parents, or other teachers

*The above can only be a partial list of the duties and responsibilities of the principal. In general, he shall be in charge of the instructional program of the high school and shall be held accountable for its proper operation.*

## **ELEMENTARY SCHOOL PRINCIPAL**

### **Qualifications**

The elementary principal shall hold or be qualified to hold at the time of application the six-year elementary teaching certificate. Three years experience as a teacher, supervisor, or administrator in an elementary school is also required. He should hold a master's degree from a regionally or nationally accredited institution with not less than eighteen (18) semester hours of graduation credit in the administration and supervision of elementary education.

### **Duties and Responsibilities**

- To supervise the instructional program in the elementary school
- To prepare a program schedule giving proper time and emphasis to various aspects of the schedule
- To be responsible for the attendance of students in his school
- To work cooperatively with teachers in the instructional program
- To prepare reports required in his area
- To be responsible for the care and cleaning of buildings in his charge
- To lead the faculty professionally
- To see that proper fire drills are held
- To assign duties to elementary school faculty members at various school functions and see that they are carried out
- To arrange for student activities, as needed, to build and keep student morale high and be responsible for the fulfillment of such functions
- To arrange for the proper registration of all students and see that they take or make-up subjects required
- To arrange for a suitable graduation ceremony at the end of school and recommend students for graduation after Carefully ascertaining that all such students have met requirements
- To discipline those students in his charge which need to be disciplined and support teachers in their discipline problems at all times
- To contact parents of students who are absent regularly or suspiciously
- To encourage students to prepare assignments and do passing work by whatever means he feels will work best
- To be responsible for the care and upkeep of the library
- To attend all the board meetings
- To be ethical in his dealings with students, parents, and other teachers
- To avoid discussions which, if overheard, would hurt students, parents, or other teachers

## **SECTION III**

### **FACULTY & SUPPORTING STAFF**

#### **THE FACULTY**

##### **Selection**

The school board will elect members of the faculty upon recommendation of the Superintendent of Schools. The Superintendent will make recommendations after conferring with the principals involved. The Superintendent shall consider current staff members for vacancies when vacancies exist within the school district, provided that such staff member wishes consideration. The final decision for any recommendations to fill any vacancy is the responsibility of the Superintendent. This recommendation covers all professional positions except that of Superintendent. The school board may reject a recommended candidate for any reason and ask for other recommendations.

Openings occurring during the school year and summer months shall be posted electronically and on the school's website.

##### **Qualifications**

All members of the Drew Central faculty must have a valid four-year college degree and be certified by the State Department of Education in the fields in which they teach. All high school teachers must meet both State Department of Education and North Central Association requirements. All elementary teachers must meet State Department of Education requirements.

##### **Credentials**

All teachers must have the following on file in the office of the superintendent before drawing the first paycheck due on any teaching contract.

1. Valid teaching certificate.
2. A complete transcript of college credit.
3. A social security number.
4. A background check.

##### **Duties and Responsibilities**

It would be impossible to list all duties and responsibilities of teachers. They are responsible for the welfare and progress of all students with whom they come in contact. Some of the responsibilities expected of teachers follow:

1. They should teach with the philosophy and objectives of the school in mind.
2. They should be ethical in their dealings with students, parents, and other teachers.
3. They should be professional, join, and take part in local, county, and state professional groups.
4. They should be courteous, fair, and firm with all students and parents.
5. They are expected to be in their classrooms ready to accept students by 7:45 a.m., with the exception of morning supervisors. Morning supervisors are expected to arrive by 7:30 a.m. Morning supervisors are expected to accept duties assigned them, carry out these duties in a cooperative manner, and depart at the end of the day only after the students have been dismissed, their rooms are in order, and the buses have left.
6. They should avoid discussions, which, if overheard, would hurt students, parents, or other teachers.
7. They are expected to attend all faculty meetings and are encouraged to attend all school functions of a general nature. If the school doors are open to the public or students it is a good practice for teachers to be present.
8. They shall plan and present class work and assignments in a clear and concise manner that can be understood by their students.
9. They shall keep accurate grade and attendance records of their students.
10. They should observe the following in caring for their classrooms:
  - a. Keep the room neat
  - b. Check lights, heat and air when room is vacated
  - c. Keep room neat and orderly
  - d. Check to make sure all windows are locked
  - e. Keep floors free of litter
11. They should grow professionally by reading professional books and magazines, attending summer school, extension classes, professional meetings, workshops, and conferences.
12. Faculty will be expected to enforce board and administrative policy.

### **Check Out Time**

A record will be kept of the time school staff members check out during school time—7:45 a.m.-3:30 p.m. Checkout times will be turned in at the end of the year to the superintendent's office.

A staff member, who does not have professional duties during lunch break, may check out without penalty if the staff member returns in time to resume his or her duties.

### **Tenure**

Teachers in the Drew Central School system will be re-employed each year by statute in May, provided they do their job in a reasonable, creditable manner, and unless lack of students or funds makes it necessary that faculty members be discharged. The following is a list of things that the school board would consider sufficient reason for failure to re-employ:

- 1) Inability to handle students in an acceptable manner
- 2) Insufficient knowledge in their subject matter fields
- 3) Failure to cooperate with administration
- 4) Personal habits that make them objectionable to the school and community
- 5) Conduct considered immoral or improper by the board
- 6) Code of Ethics Standards for Arkansas Educators
  - A) An educator maintains a professional relationship with each student, both in and outside of the classroom.
  - B) An educator maintains competence regarding skills, knowledge, and dispositions relating to his/her organizational position, subject matter, and/ or pedagogical practice.
  - C) An educator honestly fulfills reporting obligations associated with professional practices.
  - D) An educator entrusted with public funds and property honors that trust with responsible stewardship.
  - E) An educator maintains integrity regarding acceptance of any gratuity, gifts, compensation or favor that might impair or appear to influence professional decision or actions and shall refrain from using the educator's position for personal gain.
  - F) An educator keeps in confidence secure standardized test material as well as information about students and colleagues obtained in the course of professional service unless disclosure serves a professional purpose or is allowed or required by law.
  - G) An educator refrains from using, possessing and/or being under the influence of alcohol, tobacco, or unauthorized drugs with on school premises or at school-sponsored activities involving students.

### **Teacher Dismissal**

The Drew Central School Board will comply with Act 766 of the 1979 referred to as the Public Fair Employment and Dismissal Practices Act in teacher dismissal.

It is the desire of the Board of Education that the proper school administrative officials keep in close touch with all teachers and advise them from time to time concerning their strengths or weaknesses.

### **Teacher Conduct**



Teachers are expected to furnish intellectual and moral leadership to students by stimulation, precept, and example. In doing so, teachers will not be expected to use profanity in any form or partake of alcohol in any form at school, a school function, or in any public place where the report of such action may get back to the student body of the community. Immorality in any form will be considered as proper grounds for immediate dismissal.

### **Dress Code**

It is the intent of the Drew Central Board of Education, through this dress code, to ensure all employees present themselves to our students, parents, and general public in a manner which enhances their professional position. It is also the intent of the Drew Central Board of Education to ensure all employees model, for students, attire appropriate for success.

- All staff must meet or exceed the expectations set forth in the student's handbook for each campus.
- Clothing which may be considered "extreme" will have a negative effect on the students and is not appropriate attire for any Drew Central staff. This includes on or off school campus at school sponsored events.
- Low-cut, sheer or mid-riff-exposing, back exposing, or tight-fitting garments shall not be worn. Shorts of any kind are not acceptable except for P.E. teachers or on field days. Shorts are defined as anything at or above the knee. An acceptable length of pants will be considered as anything below the knee cap. When worn by coaches or on field days, they must be no more than 2 inches above the knee. Skirts must also not be more than 2 inches above the knee.
- "Jeans" will not be considered proper for school wear. Since jeans are not considered professional attire, they may only be worn on field trips where chances of getting dirty or having clothing torn are enhanced (i.e. The Pumpkin Patch), work days, and on special occasions such as "pep" days (provided they are worn with school pride clothing or school colors) or a declared casual day. When worn on jean day, other than "pep" days, professional tops should be worn. Bib overalls and medical "scrubs" of any fabric are also not allowed (with the exception of medical staff and preschool paraprofessionals). Jeans (or any clothing article) with holes, cuts, extremely faded or unkempt are not acceptable.
- Garments worn over leggings should be as long as the wearer's fingertips or longer when arms are at the side.
- No sweat pants or wind suits are allowed (the exception is while teaching P.E.) This does not include knit coordinates.
- Hats are not acceptable attire unless it is on fund raising days, special event days, or promotes the lessons occurring in the classroom.

- Teachers should wear professional attire as stated above to conferences and workshops held off campus. This includes the educational cooperative workshops or conferences.
- It is the responsibility of each teacher to maintain professionalism in every aspect of their career and to avoid any other manner of dress not mentioned that would damage their image as a role model for the students or would distract from learning
- This dress code applies to all personnel employed by Drew Central. The principals and superintendent will have discretion over the custodial staff, cafeteria employees, and maintenance/computer techs.
- T-shirts are not considered professional attire unless they are school spirit t-shirts or subject/lesson related t-shirts.
- The administration will have the authority to enforce this dress policy and the responsibility of declaring any other manner of dress unsuitable if, in their opinion it is "extreme", inappropriate or does not reflect the proper image of a professional educator. The administration also has the authority to send a teacher home or require a teacher to change if they deem necessary. They also have the authority to write a reprimand involving inattention to the dress code in the employee's file.
- Any exceptions for special events must be cleared through the building principals and the superintendent.

### **Student Interns**

Student teachers will be placed in the Drew Central School only after superintendent and principal approval. No student teacher will be placed in the school if the administration does not think the person will benefit himself and the school.

It shall be the responsibility of the college advisor of a student teacher to check with the superintendent and the principal in placing a student teacher in the school. The administration reserves the right to refuse any or all students wishing to do their student teaching at Drew Central. Before a student can get tentative approval to do their practice teaching at Drew Central, the Selection Committee must interview them.

Cooperating teachers in high school will not be allowed to have more than one student teacher per class per year. Elementary teachers will not be allowed more than two student teachers per year. If possible, the two student teachers should not be assigned in two consecutive nine week periods.

The principal will place student teachers. This placement will be made by the principal based upon his judgment of what is best for the school, the student teacher, and the cooperating teacher. The placement should be made after consultation with the cooperating teacher, student teacher, and college advisor. If possible, each teacher should have one student teacher every three years.

Cooperating teachers in high school are not to allow practicing teachers to take over any of their classes the first nine weeks of a semester with the exception of administering tests and giving short lessons under the direct supervision of the teacher in the room.

Student teachers should be able to maintain discipline during the time they are in charge of the lesson as long as the discipline adheres to the school policy and is not corporal punishment.

The number of student teachers will be regulated in order to keep students from having student teachers in most of their classes in Jr. High and Sr. High. It would be best if students did not have more than three periods per day under a student teacher.

It shall be the responsibility of the cooperating and practicing teacher to abide by the parts of this policy that apply to them.

First-year teachers will not be allowed to have a practicing teacher.

### **Elementary Student Interning Procedures**

The cooperating teacher is responsible for her class at all times and should be present in the classroom except at such times when the university supervisor recommends special time for the student teacher to be alone with the class. The cooperating teacher should become familiar with the student teacher handbook.

Cooperative team teaching is recommended. In cooperative teaching, the cooperating teacher and the student share in the responsibility for guiding the learning situation in the classroom. During the first part of the professional period, the student teacher will observe and do limited teaching, but toward the end of the student teaching period, he/she should be making a large contribution. During the early phase of student teaching, the cooperating teacher comments, or the student may offer relevant information during the discussion. Later, when the student has a major responsibility for the class and needs assistance, he/she will feel free to ask the cooperating teacher for help. If the learning situation is in danger of a breakdown, the cooperating teacher can often improve it with a suggestion or comment.

The student teacher may begin teaching with a specific assignment for a part of a period. As they assume control and the cooperating teacher becomes merely a participant, a needed question or a helpful comment may provide just the guidance needed.

If a student teacher understands the purpose of the teacher's re-entering the situation, he/she will be grateful for help. The cooperating teacher is to serve as a guide and be ready to suggest and assist as may be needed throughout the experience a cooperating teacher should take nothing for granted and work daily with the student teacher, giving direction and encouragement.

The student teacher should be responsible for grading papers for his own classes but should have conferences with his cooperating teacher on the giving of grades.

### **Evaluation of Teachers**

Drew Central Teacher Evaluation Policies and Procedures were revised during the 1998-99 school term. Policies are available in each principal's office.

### **Classroom Observations**

A classroom observation must be scheduled at least 24 hours in advance, and must be scheduled through the building principal. A teacher may request an administrator, or an administrator's designee, to be present during any classroom observation by a parent or other guest observer, except as permitted by State regulation (State assessment testing, etc.). If the administrator or the administrator's designee is not available during the pre-arranged observation time, the teacher may request the observation to be rescheduled. The administrator to the administrator's designee, and the teacher, if available, will offer to conference with the observer immediately following the observation to discuss any concerns.

### **Professional Development Policies**

The Drew Central Board of Education requires that a comprehensive professional development program be planned and implemented for the district's certified employees, in accordance with local needs and goals. This cooperative effort of both teachers and administration shall be consistent with the mandates of the Arkansas Department of Education. All instructional personnel of this district must stay abreast of essential instructional strategies through professional study, school visitations and pertinent in-service.

#### **Policy**

- I. Number of Hours Required (to be in full compliance with the standards of the Arkansas Department of Education):
  - A. Every teacher must participate in 60 hours of inservice each year.
  - B. These hours/days are salaried, contract days and should be treated as such when not obtained.
  - C. Each day of inservice must consist of at least six hours.
  - D. An employee who misses any part of regularly scheduled staff development activities for any reason must make up that time in other approved inservice activities so that a minimum of 60 hours is earned during that school year.
  - E. Part-time employees must attend staff development on a prorated basis. For example, a half-time teacher must attend 30 hours of staff development.
- II. Time of Inservice:
  - A. In-service must be secured by June 1 of the current school year. Inservice hours obtained on or after June 1 count for the forthcoming year, unless otherwise specified by the administration.
  - B. No days or hours of inservice will be carried over from one year to another.

III. Types of Inservice:

There are two types of inservice; those provided by the school district for all-faculty attendance and those from sources outside the district. All inservice hours must relate to the School Improvement Plan and District Goals, as required by the Arkansas Department of Education.

IV. In-service Provided by the District: Flex day workshops, speakers and in-services—these will usually pertain to ACSIP, frameworks, testing or ADE mandates that must be addressed by the district-wide faculty;

V.

- A. The number of staff development days to be provided by the district will be decided on a yearly basis by the administration, curriculum coordinator, and personnel policy committee; therefore, the district will provide 7 days or 42 hours. The remaining 3 days or 18 hours must be obtained by the teacher. The teacher is responsible for recording these dates, hours attained, and obtaining proof of attendance at the training.
- B. Attendance at in-service days provided by the district is mandatory for all faculty members.

V. In Service Hours From Other Sources:

- A. For in-services outside the district to be eligible, staff development activities should produce new skills and/or improve performance in job assignments. These are:
- B. Institutes, workshops, etc., in teaching area or related area;
- C. College courses in teaching area or related area;
- D. Visitations of "master" teachers' classrooms on a day other than regularly scheduled school days in the district
- E. Conferences pertaining to specific teaching area or job description;
- F. Travel;
- G. Independent study pertaining to specific teaching area;
- H. In-service activities must be cleared with the building principal and/or Superintendent in advance, if there is a question of eligibility.

VI. Ineligible In-service Activities

- A. Teacher time to work in their classrooms;
- B. General faculty meetings for the relaying of information, regulations or procedures;
- C. Employees who teach courses or workshops outside of the districts goals cannot be counted toward fulfillment of hours;
- D. Staff development activities conducted during released time (time for which a substitute is hired to release the teacher from classroom duties) cannot be substituted for teacher attendance during the required ten days of staff development.

VII. Documentation of In-service Hours

- A. Each faculty member is responsible for completing an inservice form and submitting the list to the building principal.

- B. This list will be filed in the individual teacher's personnel file.
- C. The administration will check each personnel file yearly to verify that every teacher has secured 10 in-service days or 60 hours.
- D. Travel may be used as inservice when planning curriculum units of study. One inservice day equals 4 to 5 hours of travel. Documentation must include a written unit of study submitted to the building principal, as well as itinerary of travel. No more than one day or six (6) hours of staff development credit per year may be accrued by travel.
- E. Three (3) hours of college credit equals one (15 hours) of staff development. No more than 30 hours or ½ of the required 60 hours of staff development credit per year may be accrued from taking college coursework.
- F. Independent study will count for no more than one (1) day or six (6) hours of staff development per year.

### **Sick Leave**

The following is the employee absentee and leave policy adopted by the Board of Education:

- 1. The Board of Education shall grant to every employee in the School District sick leave at full pay at a rate of one (1) day per month or major portion thereof that the employee is contracted.
- 2. Sick leave shall be cumulative to ninety days.
- 3. Sick leave can be used for personal sickness or sickness in the immediate family.
- 4. When an employee exceeds the accumulated sick leave, an amount equal to substitute pay will be deducted from the regular salary for the first five (5) days of excessive leave, whether or not a substitute is employed. Thereafter full payment will be deducted.
- 5. Certified and classified personnel will be paid for all sick leave over 90 days at the end of each school year at the rate of sub pay per day. The funds to pay this will come out of the salary fund.
- 6. All employees who reach retirement and retire under the Arkansas Teacher Retirement System or the Arkansas Employees Retirement System will be paid for each accumulated sick leave day, up to maximum of 90 days, at a rate of sub pay per day for non-certified and sub pay per day for certified staff beginning with the 2002-03 school year. In the event of the employee's death prior to his/her retirement, his/her beneficiary will receive an amount equal to the employee's number of unused sick days multiplied by sub pay if the employee was a non-certified employee, or multiplied by sub pay if the employee was a certified employee. Accumulated sick leave will be so reimbursed up to a maximum of 90 total days.

### **Bereavement Leave**

- 1. An employee may be absent from school due to death in the immediate family for five aggregate days per year, non-cumulative with pay. An employee may use sick days if bereavement leave has been exhausted.

2. An employee may attend the funeral of a close friend ( $\frac{1}{2}$  day absence with pay) or up to a whole day with the supervisor's approval.

### **Personal Leave**

1. Full time personnel working less than a 12 month contract will be granted two personal leave days per year. Full time personnel on a 12 month contract will be granted 3 **(three)** personal leave days per year. These personal days, when used, will not be at any cost to the individual. This leave may be used for any purpose and may be accumulated up to 4 **(four)** days as personal leave. Any unused personal days beyond the accumulated 4 **(four)** days will be added to the sick day total for that person at the beginning of the **school** year.
2. An employee must get the approval of the supervisor prior to his absence.

### **Leave of absence for certified staff**

- I. Purpose of Leave
  - A. For advanced study in the employee's major field.
  - B. For educational travel if it can be shown that such activity will contribute to the efficiency of the employee.
  - C. For personal illness if it can be shown that rest and recuperation will contribute to the welfare of to employee.
  - D. For maternity leave.
  - E. For military leave.
  - F. For personal reasons if approved by administration.
- II. Condition of Leave
  - A. Leave of absence may be granted for not less than one semester nor more than two semesters.
  - B. A minimum of one year of approved service must have been completed and the employee elected for the second year before he is eligible for a leave of absence with the privilege of being recontracted and assigned.
  - C. Applications for leave of absence must be filed with the superintendent in writing and must state clearly all details under which leave is connected.
  - D. All requests for leave of absence, except in emergencies caused by ill health, should be filed with the superintendent at least one month before the time when such leave of absence shall take effect.
  - E. When a leave of absence has been granted at the end of a scholastic year, the employee must notify the superintendent by April 15 of his intention to resume his work at the beginning of the next scholastic year.
  - F. Upon return to the school system, the teacher will be assigned to his/her former position or its equivalent.

- G. A year's leave of absence for educational reasons would be considered as a year of teaching experience; therefore, the increment will be paid to the teacher.
- H. In case of illness a teacher must notify his/her principal at least 30 minutes before the school day begins or forfeit that day's pay (In case the principal cannot be reached, he/she may notify the superintendent.)

#### **Professional meetings, conferences, workshops**

Employees will not be considered absent while attending professional meetings, conferences, workshops, jury duty, etc. which have previously been approved by their supervisor. Employees will return to work if they are not selected for jury duty. Employees will sign over any monies given to them for jury duty. Employees are being paid for that day of work through the school and cannot be paid for that day by the school and the state for jury duty, occurring to the state auditors.

The Drew Central School will pay for any cost of pre-approved professional development. Once you have enrolled in a training session, it is your responsibility to attend. However, if for any reason, you cannot attend, it is your responsibility to cancel your training session. Failure to cancel will result in the staff member being charged for the cost of the training. The Drew Central School District will no longer be liable for the fees of unattended professional development by staff members.

#### **Definitions:**

Immediate family—a staff member's husband, wife, child, father, mother, grandmother, grandfather, brother, sister, brother-in-law, sister-in-law, son-in-law, daughter-in-law, father-in-law, mother-in-law, grandchildren, and/or other members of the family living in the same household as the employee.

Substitute—a person filling the vacancy created by the absence of the regular staff member.

Full day—any day in which a full salary is paid for leave purposes.

Full salary—the contracted salary divided by the number of days contracted.

#### **Pay scale of substitute teachers and bus drivers.**

- \$65.00 per school day taught for non-certified substitute teachers.
- \$75.00 per school day taught for certified substitute teachers.
- Substitute drivers will receive fixed rate for route driven.

#### **Excessive leave policy**



In the event an employee feels that there is a need for excessive leave beyond that afforded by sick leave, a request may be made to the building principal five (5) days in advance, in writing, as to the cause for such request and within the applicable pay period. The principal will give the request within two (2) working days to a personnel policy committee member for review.

The PPC will meet and consider two factors:

1. Whether or not an immediate family emergency has required excessive absences on the part of the employee.
2. Whether or not there has been an attempt on the part of the employee to wisely use days afforded.
3. Employee must provide documentation from a doctor's office to validate absences.

The PPC will respond with a decision within four (4) days of the request. The superintendent and the school board may review the decision of the committee. When the review of this committee grants a request for excessive leave, and amount equal to substitute pay will be deducted from the regular salary for the first five (5) days of excessive leave, whether or not a substitute is employed. Thereafter full payment will be deducted.

### **Miscellaneous**

The superintendent is empowered to rule on all cases not covered by the above policies. These policies supersede and replace any and all personnel absentee and leave policies, rules, regulations, and resolutions previously adopted by the Drew Central School Board and shall become effective with the beginning of the 2003-04 school year

### **Attendance Incentive Program**

During the 2014-2015 school year there will be an incentive program for employee attendance. If a person does not miss a contracted work day in any nine week quarter, they would receive a \$50 gift card to Wal-Mart. If a person does not miss a work day all year, they would receive a gift card from Wal-Mart for \$300. Total value of not missing a day of work all year would be \$500. In order for 240 day employees to be eligible, all vacation days must be taken, in groups of three days or greater. Request for vacation days must be submitted at least seven days before taking vacation leave. Under special circumstances, the superintendent may override the requirements.

supportive role and should not in any case supplant the professional responsibilities of the teacher. The paraprofessional will be under the direct supervision of the teacher or teachers to whom he/she is assigned. In an effort to delimit duties of the paraprofessional to broad areas of activities, the following categories

## **SECTION IV**

### **EMPLOYEE FRINGE BENEFITS**

#### **I. Insurance**

- A. The Drew Central School Board will participate in the state hospital and surgical benefits policy for all employees. The coverage will be provided with the district paying for part of the employee's portion for full-time employees. If the employee wishes to cover family members under the plan, then he/she will bear that portion of cost.
- B. In compliance with Act 223 of 1971, Worker's Compensation coverage will be provided for all employees.

#### **II. Retirement**

State law requires that all personnel be members of the Arkansas Teacher Retirement System.

#### **III. Tax-sheltered Retirement Plan**

Teachers desiring to participate in a tax-sheltered retirement plan as authorized by the Federal Government under the annuity plan as designated as 501 (c) (3), may request that the board withhold from their salary a stipulated amount to be forwarded to the various companies authorized to offer this plan to the teachers of this district.

#### **IV. Expenses on School Trips**

Employees will be reimbursed for expenses of approved trips on school business at the following rates:

- 1. Personal car expenses at state mileage rate for map miles to and from site of meetings.
- 2. Registration fees on approved meetings upon presentation of a receipt to the office.
- 3. A per diem rate of \$11.00 per meal. Meals at meetings or conferences that are not included in the registration fee may exceed the \$11.00 limit if approved by the superintendent. A receipt will be required.
- 4. Motel expenses for standard room rates upon presentation of a receipt to the office.

**V. Workman's Compensation**

All employees of the Drew Central School System are covered by workman's compensation for injuries that occur in the performance of their job. Any employee hurt on the job should notify the superintendent immediately so the proper forms can be filed with the Workman's Compensation Board.

All approved claims for workman's compensation are paid with funds from the general education budget.

**VI. Cellular phone policy**

The superintendent may authorize a cellular phone for Drew Central School District personnel, provided appropriate job related need for such phone is justified. Cell phones are not for personal use by the employee. Any personal use of district owned cell phones is punishable by disciplinary action up to and including dismissal.

**VII. Buildings**

The Board assumes the position that school buildings are to be used for the teaching of students and that nothing short of an emergency is to interfere with this purpose. Organized community groups will be granted the right to use district facilities provided the matter has been cleared with the proper administrative authority at least one week before such proposed use. Factors to be considered in allowing the buildings to be used would be the nature of the use, whether a responsible employee of the school would be present, and the amount of work necessary to set-up and clean up afterwards.

## **SECTION V**

### **EMPLOYEE GRIEVANCE PROCEDURES**

#### **Purpose**

To provide an orderly process for employees to resolve, at the lowest possible level, their concerns related to the personnel policies or salary payments of this district.

#### **Definitions**

Grievance—a claim or concern related to the interpretation, application, or claimed violation of the personnel policies, including salary schedules, raised by an individual employee of this school district. Other matters for which the means of resolution are provided or foreclosed by statute or administrative procedures shall not be considered grievances. Specifically, no grievance may be entertained against a supervisor for directing, instructing, reprimanding, or “writing up” an employee under his/her supervision.

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

Immediate supervisor—the person immediately superior to an employee who directs and supervises the work of that employee.

Day—a 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 a grievance is scheduled to work.

#### **Process**

Level one: An employee who believes that he/she has a grievance shall inform that employee’s immediate supervisor within five working days of the occurrence of the grievance. (The five day requirement does not apply to grievances concerning back pay.) If the grievance is not advanced to Level Two

within five days following the conference, the matter will be considered resolved and the employees shall have no further right with respect to said grievance.

If the grievance cannot be resolved by the immediate supervisor, the employee can advance the grievance to Level Two. To do this, the employee must complete the top half of the Level Two Grievance Form within five working days of the discussion with the immediate supervisor, citing the manner in which the specific personnel policy was violated that has given rise to the grievance, and submit the Grievance Form to his/her immediate supervisor. The supervisor will have ten working days to respond to the grievance using the bottom half of the Level Two Grievance Form which he/she will submit to the building principal or, in the event that the employee's immediate supervisor is the building principal, the superintendent.

Level Two: Upon receipt of a Level Two Grievance Form, the building principal or superintendent (hereafter "recipient") will have ten working days to schedule a conference with the employee filing the grievance. After the conference, the recipient will have ten working days in which to deliver a written response to the grievance to the employee. If the grievance is not advanced to Level Three (if appropriate) or appealed to the Board of Education within five days of the conference, the matter will be resolved and the employee shall have no further right with respect to said grievance.

Level Three: If the proper recipient of the Level Two Grievance was the building principal, and the employee remains unsatisfied with the written response to the grievance, the employee may advance the grievance to the superintendent by submitting a copy of the Level Two Grievance Form and the principal's reply to the superintendent within five working days of his/her receipt of the principal's reply. The superintendent will have ten working days to schedule a conference with the employee filing the grievance. After the conference, the superintendent will have ten working days in which to deliver a written response to the grievance to the employee.

Appeal to the Board of Directors: An employee who remains unsatisfied by the written response of the superintendent may appeal the superintendent's decision to the Board of Education within five working days of his/her receipt of the superintendent's written response by submitting a written request for a board hearing to the board president, with a copy sent to the superintendent. If the grievance is not appealed to the Board of Education within five days of his/her receipt of the superintendent's response, the matter will be considered resolved and the employee shall have no further right with respect to said grievance.

The school board will address the grievance at the next regular meeting of the school board, unless the employee agrees in writing to an alternate date for the hearing. After reviewing the Level Two Grievance Form and the superintendent's reply, the board will decide if the grievance, on its face, is grievable under district policy. If the Board rules the grievance to not be grievable, they shall immediately commence a hearing on the grievance. All parties have the right to representation by a person of their own choosing at

the appeal hearing before the Board of Directors. The hearing shall be open to the public unless the employee requests a private hearing. If the hearing is open, the parent or guardian of any student under the age of eighteen years who gives testimony may elect to have the student's testimony given in closed session. At the conclusion of the hearing, if the hearing was closed, the Board of Directors may excuse all parties except board members and deliberate on the hearing. A decision on the grievance shall be announced no later than the next regular board meeting.

### **Records**

Records related to grievances will be filed separately and will not be kept in, or made part of, the personnel file of any employee.

### **Reprisals**

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

## **SECTION VI LIBRARY MATERIALS**

### **SELECTION POLICY**

Library materials for the Drew Central Libraries are selected by the librarians. Faculty and students are encouraged to make suggestions for purchase. These suggestions are taken into consideration when materials are purchased.

(See attachment A.)

### **CHALLENGED MATERIALS**

If the contents of any media center material are criticized by an individual or group, the following procedure will be followed:

1. The building principal shall notify the librarian of the receipt of the complaint.
2. If the person or group wishes to submit a formal written and signed request for the reconsideration of the material, a printed form will be available for this purpose from the librarian. A copy of the completed form will be sent to the building principal.
3. The building principal shall appoint a committee at the beginning of the school year to read and review all materials that are questioned and to make recommendations concerning the complaints. This committee shall consist of:
  - an administrator
  - librarian

- a teacher or counselor
  - two parents (appointed by administrator)
4. Materials involved will be suspended pending the decision in writing of the above committee. Within one month the committee will:
- a) Read and/or examine the referred materials.
  - b) Check general acceptance of the materials by reading reviews.
  - c) Weigh values and faults against each other and form opinions based on the materials as a whole and not on passages pulled out of context.
  - d) Discuss the material and prepare a report» one copy to be
  - e) Filed in the administrative office, and one copy to be sent to the complainant.
  - f) The decision of this committee shall be implemented.

## **SECTION VII**

### **DRUG POLICY FOR EMPLOYEES**

The Drew Central School District is strongly committed to providing a drug-free workplace both for the health and safety of its employees and as an example to its students.

The illegal manufacture, distribution, dispensation, possession or use of narcotics, drugs, or controlled substances during working hours or on district property constitutes conduct unbecoming an employee and is prohibited. An employee shall not report to work or 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.

Employees are encouraged to seek treatment and/or counseling for drug problems. The district will assist its employees in obtaining treatment and/or counseling. Employees voluntarily requesting assistance will not have their employment jeopardized by the request. However, a request for assistance by an employee after violating this regulation will not affect the imposition of disciplinary action.

Any employee charged with a violation of any state or federal criminal drug statute in the workplace or while performing job related duties must, as a condition of employment, notify the district of that fact no later than five (5) days after being charged.

Nothing in this regulation shall limit the district's right to discipline, up to and including discharge of an employee from all duty, for off premises drug activity.

#### **Random Employee Testing**

To maintain the District's priority of assuring the safety, health and well being of students, employees and the traveling public, the District retains the right to randomly test for alcohol and illegal drugs on all employees who are covered by this program.

The district retains the right to test all drivers at anytime.

A confirmed positive test, registering at any level above 0.00, without adequate explanation, will result in termination. Bus drivers who have additional duties or assignments at Drew Central will also be terminated from those assignments.

Any employee that gives a false specimen for testing will be considered insubordinate and subject to termination.

### **Employee Testing for Cause**

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

The Drug Program Facilitator or the employee's immediate supervisor will follow the following process in cases where he reasonably suspects abuse and/or untimely use of alcohol or abuse, and/or untimely use of controlled substances and or drugs:

1. Solicit an explanation from the employee for any behavior, which creates a reasonable suspicion of a violation of this program.
2. If the employee cannot satisfactorily explain the behavior, the supervisor may request the employee to undergo a drug and/or alcohol test.
3. A confirmed positive test, without adequate explanation, will result in termination.

### **Employee Accident-Related Testing**

As soon as practicable following an accident involving a vehicle owned, leased or rented by the District, the District shall test a surviving driver for alcohol and controlled substances, when any person involved in the accident has been fatally injured or the driver received a citation for a moving traffic violation arising from performance of a safety-sensitive function with respect to the accident a confirmed positive test, without an adequate explanation, will result in termination.

### **Employee Refusal**

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

### **Explanation and Reconfirmation**

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



**Employees Notification**

All employees and job applicants will be advised of the District Drug Testing Program. Notice of the program will be posted on employee bulletin boards and copies of the program will be made available to job applicants and employees to review.

**Employees Appeal**

Any employee may appeal his discharge or other disciplinary action taken under this policy to the extent and in the manner such appeal is authorized by Board policy or appropriate law.

**Testing Time for Employees**

All employees who are subject to drug and/or alcohol testing will be tested during the work day at a time designated by the Drug Program Facilitator or a District administrator, except in such cases as this policy requires employees to be tested for cause or as a result of an accident, where upon the Drug Program Facilitator or a District administrator may conduct testing at any time.

**Use of Authorized Drugs**

Prior to the start of their work, employees must report their use of any prescription and/or over-the-counter drugs, which may impair job performance, or safety of others to their department head or Drug Program Facilitator. It is the employee's responsibility to determine from his physician whether or not the prescribed drug would impair his job performance. When reporting such use, the employee must present the drug container with prescription and/or the full label on it. All prescriptions are subject to verification by the District. Each employee must provide medical authorization when requested. Failure to do so may be grounds for discharge. Employees reporting their use of authorized drugs may be temporarily relieved of driving a bus without pay until the use is discontinued. Each instance will be evaluated on its individual merits. Loss of pay will be at substitute rate.

**Employee Assistance**

Employees who have an alcohol, drug or controlled substance problem are encouraged to seek assistance. All supervisors, the Director of Transportation, the Superintendent or his designees are available for assistance.

**Confidentiality**

The district realizes the legal need for strict confidentiality as it relates to test results. Confidentiality applies to all information relating to the employee drug testing, result and treatment, and no person other than necessary management will have access to drug testing results.

An employee may waive the confidentiality of the drug test. To waive confidentiality of the drug screening test, he must give a written letter of authorization to the District.

### **Record Maintenance**

It will be the responsibility of the superintendent or his designee to see that all drug and/or alcohol test records resulting from the testing of District employees for drug and/or alcohol abuse are properly stored. All such records will be maintained for a period of not less than five (5) years.

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

## **SECTION VIII**

### **Nondiscrimination statement**

The Drew Central School does not discriminate on the basis of race, color, national origin, sex, age, qualified handicap, or veteran.

### **Nondiscriminatory policy notification**

It is the policy of the Drew Central School District to provide equal opportunities without regard to race, color, national origin, sex, age, qualified handicap, or veteran in its educational programs and activities. This includes, but is not limited to, admissions, educational services, financial aid, and employment. Inquiries concerning application of this policy may be referred to:

Equity Coordinator:     Kimbraly Greer  
                                    Drew Central School District  
                                    250 University Drive  
                                    Monticello, AR. 71655  
                                    (870) 367-5369

*Grievance procedures for filing, processing and resolving alleged title vi (race), title ix (sex), section 504 (handicap) discrimination complaints*

### **I. Definitions**

- A.     Discrimination complaint: a written complaint alleging any policy, procedure or practice which discriminates on the basis of race, color, national origin, sex, qualified handicap or age.
- B.     Student grievant: a student of the Drew Central School District who submits a complaint alleging discrimination based on race, color, national origin, sex, or qualified handicap.

- C. Employee grievant: An employee of the Drew Central School District who submits a complaint alleging discrimination based on race, color, national origin, religion, sex, age, qualified handicap or veteran.
- D. Equity coordinator: The person designated to coordinate efforts to comply with and carry out responsibilities under the Civil Rights Laws and other State and Federal laws addressing equal educational opportunity. The coordinator is responsible for processing complaints and serves as moderator and recorder during hearing.
- E. Respondent: The person alleged to be responsible for the violation alleged in the complaint. The term may be used to designate persons with responsibility for a particular action or those persons with supervisor responsibility for a procedures and policies in those areas covered in the complaint.
- F. Day: Day means a working day. The calculations of days in complaint processing shall exclude Saturdays, Sundays, and holidays.

## II. **Pre-filing procedures**

A prior to the filing of a written complaint, the student or employee is encouraged to visit with Equity Coordinator, Kim Greer, and reasonable effort should be made to resolve the problem or complaint.

## III. **Filing and processing discrimination complaints**

- A. **Grievant**\_ Submits written complaint to Equity Coordinator stating name, nature and date of alleged violation; names of persons responsible (where known); and requested action. Complaint must be submitted within 30 days of the alleged violation. Complaint forms are available in Mrs. Graham's office.
- B. **Equity coordinator** Notifies respondent within 10 days and asks respondent to:
  - 1. Confirm or deny facts.
  - 2. Indicate acceptance or rejection of student or employees requested action, or,
  - 3. Outline alternatives.
- C. **Respondent Submits** answer within 10 days to Equity Coordinator.
- D. **Equity coordinator** Within 10 days after receiving the respondent's answer, equity coordinator refers the written complaint and respondent's answer to the principal. The equity coordinator also schedules a hearing with the grievant, the respondent, and the principal.
- E. **Principal, grievant, respondent, and equity coordinator**  
Hearing is conducted.
- F. **Principal**  
Issues within 10 days after the hearing a written decision to the student or employee, respondent, and Equity Coordinator.
- G. **Grievant or respondent**

If the grievant or respondent is not satisfied with the decision, they must notify the Equity Coordinator within 10 days and request a hearing with the Superintendent.

H. **Equity coordinator**

Schedules within 10 days of request a hearing with the grievant, respondent, and Superintendent.

I. **Superintendent, grievant, respondent and equity coordinator**

Hearing is conducted.

J. **Superintendent**

Issues a decision within 10 days following the hearing.

K. **Grievant**

If the grievant or respondent is not satisfied with the decision, they must notify the Equity Coordinator within 10 days and request a hearing with the governing board.

L. **Equity coordinator**

Notifies governing board within 10 days after receiving request Equity Coordinator schedules hearing with the governing board Hearing is to be conducted within 30 days from the date of notification to the **governing board**.

M. **Governing board, grievant, and equity coordinator**

Hearing is conducted.

N. **Governing board**

Issues a final written decision within 10 days after the hearing regarding the validity of the grievance and any action to be taken.

IV. **General Provisions**

- A. **Appeal:** The grievant shall have the right to appeal the board's decision within 30 days after the receipt of the decision to the Equity Assistance Center, #4 Capitol Mall, Room 402-A, Little Rock, Arkansas 72201, phone number - 682-4213 The appeal should be in writing, signed and dated.
- B. **Confidentiality of Records:** Complaint records will remain confidential unless the parties involved give permission to release such information. No complaint record shall be entered in the personnel file. Complaint records shall be maintained on file for three years after complaint resolution

**TITLE VI, TITLE IX AND SECTION 504  
GRIEVANCE FORM**

NAME OF GRIEVANT \_\_\_\_\_

STATEMENT OF GRIEVANCE \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DATE OF OCCURRENCE \_\_\_\_\_

PERSON/PERSONS RESPONSIBLE FOR GRIEVANCE \_\_\_\_\_

\_\_\_\_\_

RELEVANT INFORMATION ABOUT ALLEGED DISCRIMINATION \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Grievant signature

\_\_\_\_\_

Date

**Attachment A**

**MATERIALS EVALUATION COMMITTEE REPORT FORM**

(Attach extra pages if needed to complete statements)

**Physical description of challenged material:** (author, title, publisher, producer, copyright, etc.)

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**Justification for inclusion of material** (include theme and purpose)

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**Critics' judgment of material:** (If possible include copies of reviews indicating the source)

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**Materials evaluation committee's decision and comments:** (include statements from majority and minority positions)

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Copies sent to:                      Signature of Committee Members

Superintendent \_\_\_\_\_

Administrative Supervisor \_\_\_\_\_

Complaint \_\_\_\_\_

## DREW CENTRAL SCHOOL DISTRICT

### Request for Review of Challenged Instructional Materials

Request initiated by \_\_\_\_\_

Telephone \_\_\_\_\_ Address \_\_\_\_\_

Date \_\_\_\_\_

### REPRESENTING

Self \_\_\_\_\_ Organization or Group \_\_\_\_\_

### MATERIALS CHALLENGED

Type of Media \_\_\_\_\_

Author \_\_\_\_\_ Title \_\_\_\_\_

Publisher \_\_\_\_\_ Copyright Date \_\_\_\_\_

Please respond to the following questions. If sufficient space is not provided, please use additional sheets of paper.

1. Have you read this material in its entirety? \_\_\_\_\_
2. To what do you object? Please cite specific passages, pages, etc. \_\_\_\_\_
3. What do you believe is the main idea of this material? \_\_\_\_\_  
\_\_\_\_\_
4. Is there anything good about this material? \_\_\_\_\_  
\_\_\_\_\_
5. What do you feel might result from the use of this material?  
\_\_\_\_\_
6. What reviews of this material have you read? \_\_\_\_\_
7. For what age group might this be suitable? \_\_\_\_\_
8. What action do you recommend the school take on this material?  
\_\_\_\_\_ do not assign it to my child  
\_\_\_\_\_ withdraw it from all students  
\_\_\_\_\_ send back to staff selection official  
for re-evaluation \_\_\_\_\_ other \_\_\_\_\_
9. What other material of equal literary quality would you recommend that would convey as valuable a picture and perspective of the subject treated?

\_\_\_\_\_ Signature \_\_\_\_\_

## **Section IX**

### **Sick Leave Bank Policy**

#### **Description of Sick Leave Bank**

The purpose of the sick leave bank is to permit All Drew Central School employees, upon approval, to obtain sick leave in excess of accumulated and current sick leave, when the employee has exhausted all such leave. Only those employees who contribute to the sick leave bank shall be eligible to withdraw from the sick leave bank. The sick leave bank is set up to help members in extreme emergencies; such as, open heart surgery, terminal cancer, extensive cancer treatment, organ transplants, or catastrophic illnesses and/or disabilities that may occur to the member or to a member's immediate family\*. Routine parental leave does not qualify for withdrawing. A member shall not be granted any days from the sick leave bank until all of his/her own sick leave, personal days, and vacation days are depleted.

- A. Eligibility
  - 1. Employed by Drew Central School District.
  - 2. Employed at least one (1) full year at Drew Central School District.
  - 3. Shall have accumulated a minimum of twelve (12) days (sick leave and personal) at end of previous year.
- B. New Enrollment
  - 1. Application must be made in writing to the superintendent's office by September 1 or at the time of hiring.
  - 2. Each new member will contribute one (1) day (sick leave or personal).
  - 3. Employees with pre-existing health conditions will have a one-year waiting period.
- C. Maintenance
  - 1. Assessment of the number of days in the sick leave bank will be made at the beginning of each school year.
  - 2. Only one (1) day (sick leave or personal) for bank will be assessed per year.
  - 3. Unused days in the sick leave bank will carry forward into the next school year.
  - 4. If a member is not able to contribute a day when the assessment is made at the beginning of the year, the member will become ineligible for the rest of the year and will need to rejoin at the beginning of the next year.
  - 5. Cap will be in place at 6 days, New members to the bank will contribute yearly until they reach the 6 day cap.
  - 6. Donations will remain frozen until the pool drops to or below 100 days. At that point all contributors will donate a day the following school year.
- D. Utilization
  - 1. Used only by participating employees.
  - 2. Used only after participating employee's accumulated sick, vacation, and personal leave have been exhausted.
  - 3. Used only for personal or immediate family illness requiring the employee to be absent from work for more than four consecutive days and any follow-up medical treatment related to the original illness (this excludes normal maternity leave and elective surgery).
  - 4. Accident for which the employee is receiving worker's compensation is not eligible to receive days from the sick leave bank.
  - 5. Shall be eligible to draw up to the following numbers of days per year of membership:



- a. 1-5 years of membership . . . . 15 days
- b. 6-10 years of membership . . . 20 days
- c. 11-20 years of membership . . . 25 days
- d. 21-30 years of membership . . . 30 days
- e. More than 30 year of membership . . . 35 days

\*Definition of immediate family member found on page 19

- 6. Each request will be made in writing and given to the superintendent's office or to the sick leave bank chairperson on a sick leave bank form along with the physician's statement.
- 7. Alleged misuse of the sick leave bank shall be investigated and upon finding of wrong doing, the employee shall repay all benefits drawn from the bank.
- 8. If a member is incapacitated, the committee may transact necessary sick leave action.

E. Cancellation

- 1. Made in writing to the superintendent's office by September 1.
- 2. Employees shall not be eligible to withdraw any sick leave day contributed.
- 3. After cancellation, enrollment procedures as described in section "B" above, must be followed for re-enrollment.

F. Administrative

- 1. A nine (9) member committee—consisting of 5 certified and 4 non-certified employees, elected by their peers, shall oversee the administration of the sick leave bank
- 2. Participating committee members shall serve a term of two years, determined by the draw, from the time they are elected. These terms will be rotated every other year so the committee will always have members with experiences serving.
- 3. The sick bank committee will elect a chairperson and a vice-chairperson.
- 4. The district payroll clerk will keep the records of the sick leave bank.
- 5. The sick leave bank committee will determine the need for activation of the sick leave bank, upon receipt of a sick leave request form. This form is to be submitted to the sick leave bank chairperson or the payroll clerk by the employee or their representative, if the employee is unable to do so and must be accompanied by a physician's statement. Request form should be submitted 7 days prior to payroll cut-off nearing the depletion of accumulated sick, personal, and vacation days.
- 6. Upon receipt of application, the committee will call a meeting.
- 7. If the sick leave committee has question concerning an application, the person submitting the application may be asked to meet with the committee before a decision is made.
- 8. A quorum shall consist of five members of the committee.
- 9. Responsibilities:
  - a. Establish a procedure for approving application.
  - b. Monitor the sick leave bank.
  - c. Establish the assessment each year.
  - d. Investigate alleged misuse.
  - e. Perform other duties as necessary.

**Drew Central Public School**  
Sick Leave Bank Request Form

Please complete and return to the sick leave bank committee chairman or payroll clerk. Request form should be submitted at or near depletion of accumulated sick leave and before payroll deduction is made.

Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Home Address: \_\_\_\_\_  
Street City Zip

Building where you work? \_\_\_\_\_ School Phone: \_\_\_\_\_

Have you contributed time to the sick leave bank system? \_\_\_\_\_

Briefly describe the nature of your disability or illness and the circumstances that caused you to make this request. Attach required doctor notes to this form.

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Date last accumulated day will be used: \_\_\_\_\_

Number of sick leave bank days requested: \_\_\_\_\_

Beginning date: \_\_\_\_\_ Ending date: \_\_\_\_\_

Are you currently being treated by a physician? \_\_\_\_\_

Have you been or will you be hospitalized? \_\_\_\_\_

If you answered yes, state when, how long and reason.

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

**Committee Use Only**

Date Considered: _____	Number of days approved: _____
Approved: _____	Not Approved: _____
_____	_____