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 ARKANSAS EDUCATION GOALS
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PREFACE

The handbook is a record of the administrative policies established by the Board of Directors of the Pine Bluff School District No. 3 for the operation of the public schools. The Board delegates the responsibility for implementing these policies to the Superintendent of Schools. In many instances the Superintendent of Schools will delegate responsibility for the performance of duties to the school staff.

The purpose of this handbook is to assist members of the school staff in the performance of their duties and responsibilities and to inform citizens of the basis for the operation of the schools. This handbook is the property of the Pine Bluff School District and is to be returned to the administrative office at the end of each school year for necessary revisions.



STATEMENT OF PHILOSOPHY

The mission of the Pine Bluff School District is to provide quality educational opportunities that enable all students to reach their maximum potential in intellectual growth, ethical, physical, and aesthetic development, vocation aptitude, and economic competency. Our democratic way of life is based on the appreciation of the individual and challenges each person to become all that he/she can become.

The faculty, administrators, and school board recognize the vast differences in individual abilities, needs, and goals. We, therefore, strive to maintain a curriculum that guides the students to develop those habits, skills, attitudes and appreciation which establish a pattern of behavior consistent with meeting their own needs and the legitimate demands and needs of others.

We of Pine Bluff School District believe that the philosophy and the quality of administrators and teachers, the concern of parents, the support of the community, and the attitude of students combine to form the cycle of educational growth. Each part of this cycle must continually strive to reinforce the other by maintaining open communication between student, teacher, parent, administrator, and community.

As the school should provide the community with the highest quality of education possible, it is, in turn, the community's responsibility to supply the school with active moral support, adequate financing, and informed leadership from its elected school board.

By continuously re-evaluating the philosophy and objectives of the school district, we endeavor to instill in our students the idea that they are blending with an exciting and informational society. It is our hope that for the rest of their lives they will anticipate this new learning with eagerness, assurance, and confidence.

PINE BLUFF SCHOOL DISTRICT

STATEMENT OF PHILOSOPHY

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CHAPTER I

THE BOARD OF DIRECTORS

PINE BLUFF SCHOOL DISTRICT

B

SCHOOL DISTRICT LEGAL STATUS

The corporate name of this school district shall be Pine Bluff School District No. 3, Jefferson County, Pine Bluff, Arkansas, as provided by the law of the State of Arkansas.

Adopted: April 16, 2013

GENERAL ORGANIZATION OF THE LOCAL BOARD OF EDUCATION

The Board derives its legal status from the state and is responsible to the patrons of the district for the operation and general control of the public schools, subject to local, state, and federal statutes. The law assigns specific powers, duties, and responsibilities to the board as a whole and no individual member has any authority outside the legal school board meeting.

Arkansas law requires that each school board be organized annually and provides for the election of officers. At its first regular meeting after the annual school election, the board shall organize by electing a president, vice-president and a secretary from among its members. The Board may assign a District employee to provide clerical assistance to the Board.

Board members shall serve for a term of one year or until a successor is elected and qualified. No member of the Board will serve more than two consecutive terms as president. A vacancy among officers of the Board, other than the president, will be filled by majority action of the Board. A vacancy in the presidency will be filled by the vice president, and a new vice president will be elected.

The board shall use Roberts Rules of Order Revised in conducting business.

Adopted: April 16, 2013

MEMBERSHIP ON THE BOARD

The board shall be composed of seven (7) members elected by the qualified electors of the Pine Bluff School District No. 3 of Jefferson County, in accordance with Arkansas School Law. Each member shall be elected for a term of three (3) years. Any bona fide resident, who is qualified elector, may seek membership on the board by filing a petition in writing signed by twenty (20) or more qualified electors with the County School Superintendent at least forty-five (45) days before the annual school election.

The annual school election shall be held on the third Tuesday in September in accordance with Arkansas Statutes, and administered by the County Board of Election Commissioners. The cost of the election is an obligation of the school district. The school district shall assist in the preparation of the ballot. The County Board of Election Commissioners shall provide the election supplies and appoint the judges and clerks.

UNEXPIRED TERM FULFILLMENT/VACANCIES

Vacancies may occur on the Board of Education because of a member's resignation, death, moving out of the District, or other reasons provided by law. The Board by formal action will declare the Board position vacant.

The vacancy will be filled by a majority vote of the remaining members/directors within thirty (30) days and should be from the same zone from which the vacancy occurred. At least fifteen (15) days before making an appointment to fill a vacancy, the Board will publish a notice in the newspaper(s) having general circulation in the District. Qualified persons interested in filling the position may make application.

If a minority of the directors remains after several vacancies, said vacancies shall be filled by appointment by the County Board of Education. **If the Board fails to fill the vacancy within thirty (30) days, the vacancy will be filled by appointment by the County Board of Education.**

All appointed directors will serve until the next annual school election, at which time the electorate shall elect directors to serve the unexpired term(s) of the vacating director(s). An appointed director may be a candidate for election to the seat to which they are appointed.

Adopted: April 16, 2013

BOARD OFFICERS**Duties of the President**

The president will preside at all meetings of the board and **will decide questions of order in accordance with Robert's Rules of Order Revised and will appoint all committees at the direction of the Board of Education. The president will have the right as other members of the Board to discuss and vote on all questions. The president will call a special meeting of the Board of Education whenever conditions required for special meetings have been met.**

Duties of the Vice-president

In the absence or incapacity of the president, the vice-president will perform the duties **and assume** the obligations of the president.

Duties of the Secretary

The secretary of the Board of Education will keep a record of the proceedings in all meetings of the board. **This may be done through clerical assistance.** In the absence or incapacity of the president and vice-president, the secretary will perform the duties and assume the obligations of the president.

DUTIES OF THE BOARD OF DIRECTORS

The board shall make the necessary provisions for a system of public schools in the Pine Bluff School District by establishing general policies consistent with the wishes and/or the best interests of the community and the requirements of state law. The board shall not be bound in any way by any statement or action on the part of any individual board member or employee, except when such statement or action is authorized by the board. Recognizing the legal definition of its duties, the board considers its major responsibilities to be:

1. The selection of a superintendent of schools and the support of him/her in the discharge of his/her duties.
2. The consideration and adoption of the annual school budget.
3. The proposal of a tax rate to provide the funds necessary to finance the educational program as planned.
4. The consideration of and passing upon recommendations of the superintendent in all matters of policy such as the appointment or dismissal of personnel, salary schedules, personnel policies, courses of study, selection of textbooks, and other matters pertaining to the welfare of the schools.
5. Consideration and study of reports of the superintendent concerning the progress, needs, and efficiency of the schools.
6. Counseling with the superintendent on his/her recommendations for the schools.
7. Giving assistance in presenting the needs and progress of the school system; soliciting and weighing public opinion as it affects the schools.
8. Appraisal of the effectiveness of the educational program, looking toward steps needed to improve the program.
9. The performance of such duties as may be prescribed by state statutes.

COMMITTEES

1. The board shall have such committees as are determined necessary by the president and approved by a majority of the board.
2. A committee shall have only such duties as may be specified by the board. Its function shall be to make intensive study of its assignment and make recommendations to the board for final action.
3. The superintendent shall be ex-officio member of all committees.
4. The duties of a committee shall be defined at the time of appointment.
5. A committee shall be considered dissolved when its final report is made and final action is taken by the board.

SCHOOL BOARD MEETINGS

The Pine Bluff School District Board of Education will meet in regular session once each month in the Board Room of the Pine Bluff School District Administration Building. A twelve-month calendar of Board meetings will be approved prior to the beginning of each school year. Changes in the site, date, or time of any meeting may be made by a vote of the Board. The Board President will meet with the superintendent to establish the agenda.

The Board of Education may also meet to conduct work sessions, and participate in Board retreats.

All meetings of the Board of Education will be open to the public and will be governed by the Arkansas Freedom of Information Act.

Newspapers, television and radio stations will be notified at least two (2) hours prior to all regular and special Board meetings.

Adopted: April 16, 2013

SPECIAL MEETINGS OF THE BOARD

1. Special meetings may be called in anyone of the following ways:
 - a. The president may call a special meeting when expediency demands.
 - b. Any three (3) members of the board may request the president to call a meeting.
 - c. A petition in writing signed by fifty (50) electors in the district may require the president to call a special meeting.
2. No business shall be transacted at any special meeting of the board which does not come within the purpose or purposes set forth in the call for the meeting unless all members are present and agree to the consideration of additional items.
3. Notice of a special meeting shall conform to legal requirements.

ADJOURNED MEETING

1. Any legal meeting may be adjourned to a specific item and place.
2. Only business on the agenda of the meeting adjourned may be acted on at the adjourned meeting.
3. All legal action by the board shall be taken in an open meeting.

QUORUM

A majority of the board shall constitute a quorum which is required for its action of business at all regular and special meetings of the board

ORDER OF BUSINESS

The order of business at the regular meeting of the board shall be:

1. Call to order
2. Minutes
3. Financial Reports
4. Business
5. Committee Reports
6. Communications
7. Personnel
8. Adjournment

MINUTES

1. The official minutes of the board shall be kept in the administrative offices and shall be supervised by the president and secretary-treasurer, who shall affix their signatures to such minutes after they have been approved by the board.
2. Minutes shall be made available in the school administrative offices to any qualified elector of the district desiring to examine them during regular office hours.

REVISION OF POLICIES

1. Policies may be revised by a majority vote of the board.
2. The superintendent shall give the board ample notice and full information on any proposed change.
3. The board shall review existing policies at least once a year.

PUBLIC COMPLAINT POLICY

Constructive criticism of the schools is welcomed by the Board whenever it is motivated by a sincere desire to improve the quality of the educational program or to equip the schools to do their tasks more effectively. The Board has confidence in its professional staff and desires to support their actions in order that they may be free from unnecessary, spiteful, or negative criticism and complaint. Therefore, whenever a complaint is made directly to the board as a whole or to a board member as an individual, it will be referred to the school's administration for study and possible solution.

Complaints and grievances should be handled and resolved as close to their origin as possible. Therefore, the proper channeling of complaints involving instruction, discipline, or learning materials will be as follows: teachers, principal, designated administrative officers, and superintendent, and board.

The board will consider hearing complaints when they cannot be resolved by the administration. Matters referred to the Board must be in writing and should be specific in terms of the action desired. The Board will not consider or act on complaints that have not been explored at the appropriate administrative level, following designated procedure.

Adopted: September 20, 2011

BOARD CONFIDENTIALITY

It is the policy of the Pine Bluff School District that no Director shall request any personnel information outside of executive session, and that no such information shall be removed from the Administrative building or any building.

Adopted: June 26, 2012

USE OF RESTRICTED AND UNRESTRICTED FUNDS

The Pine Bluff School District Board of Education has authorized the Superintendent, in conjunction with the Finance Director and other management authority to assign amounts to a specific purpose. The Finance Director will use unrestricted funds first in instances where restricted or unrestricted funds may be used.

Adopted: September 18, 2012

MINIMUM FUND BALANCE POLICY

The Pine Bluff School District will reserve a minimum fund balance as required by law to meet state standards.

The Board of Education has authorized the Finance Director to establish a miscellaneous/emergency fund of \$500,000.00.

PROCEDURE FOR ADOPTION OF SCHOOL BOARD POLICY

The Board of Education has the jurisdiction to legislate policy for the District and considers policy development one of its chief responsibilities.

Board policy is to provide guidelines and goals for the development of administrative regulations that direct the daily operations of the District.

The following process will be used to develop and adopt Board policy:

1. A policy may be proposed by board members, the superintendent, staff members, students, and community members.
2. Written policy proposals will be submitted to the superintendent for research to assure the integrity of the resulting policy statement.
3. The superintendent will bring policy proposals to the Board and will keep the Board informed of necessary policies or changes needed to existing policies.
4. The Board will give the proposed policy a **first reading** and allow for feedback from interested persons.
5. The proposed policy may be modified or changed before returning it to the Board for a **second reading**. Based on the extent of modifications or changes in the policy after the first reading, the Board may decide to defer the second reading to the next regularly scheduled monthly Board meeting.
6. Second reading is the final approval step by the Board. Second reading is to occur no sooner than the next regularly scheduled monthly Board meeting unless in the unanimous opinion of the Board members present, second reading should occur earlier.
7. The superintendent will disseminate approved policy statements and develop regulations if and as required to ensure appropriate implementation.
8. The Board and superintendent will work together to keep Board policies and the Board's policy manual up-to-date.

The Board endorses the policy development, codification and dissemination system of the National School Boards Association's National Education Policy Network (NSBA/NEPN).

Adopted: January 15, 2013

SUPERINTENDENT'S MEDIATING CASES AND PURCHASING

The members of the Board of Education understand that the superintendent needs to make purchasing decisions during the daily operations of the school district. The Board expects the superintendent to follow the Arkansas State Statute regarding the process for purchasing and bidding. Items that are on the State's bid list do not have to be bid, such as computers. The Board authorizes the superintendent the authority to purchase items up to the \$10,000.00 limit required for bidding (at any one time).

The superintendent will also have the authority to mediate legal cases up to and inclusive of \$10,000.00. The superintendent should inform the board of settlement agreements.

Adopted: January 15, 2013

**WORKPLACE INJURY/DISABILITY AND REASONABLE ACCOMMODATIONS
POLICY****COMMENDS:**

That the Board opt a new combined Americans with Disabilities Act and 504 Policy.

PURPOSE: The purpose of this policy is to create a system for the Pine Bluff School District ("District") to address disability-related accommodations requests, complaints and appeals for students, employees and others in compliance with the Americans with Disabilities Act ("ADA") and Section 504 of the Rehabilitation Act of 1973 ("504").

The ADA and 504 define a disability as: a physical or mental impairment which substantially limits one or more major life activities.

The Pine Bluff School District will provide reasonable workplace accommodations for any employee who sustains injury while working in the workplace and who is rendered disable at any time during employment.

Reasonable accommodations are adjustments or modifications which range from making the physical workplace accessible to restructuring a job, providing assistive equipment, transferring an employee to a different job or location or providing flexible scheduling. The accommodations are tools provided to enable employees to accomplish their job.

These accommodations will be provided keeping the following considerations in mind:

- A. The demands of the job
- B. The employee's skill and functional limitations
- C. Cost
- D. Duration of the accommodation

Accommodations will be made by providing:

- A. Light duty assignments for employees who are unable to perform full and regular duty due to a work related injury for up to a maximum of ninety (90) days upon submission of required medical documentation.
- B. Light duty assignments will be considered for employees who are unable to perform full and regular duty due to no-work related conditions or injuries for up to a maximum of sixty (60) days upon the submission of required medical documentation in accordance with applicable contract provisions, statues and laws.
- C. Arduous duty positions or alternate positions which may include job classification of lower salary level and positions in other locations may be provided.

Definition:

- A. Disability – A physical or mental impairment that substantially limits one or more major life activities which results from injury while in the performance of one's job and occurring in the workplace.
- B. Undue Hardship – This term is defined as an action requiring significant difficulty or expense for the business/employer, considering :
 - 1. The nature and cost of the proposed accommodation
 - 2. The overall financial resources of the business and the effect of the accommodation upon expenses and resources, and
 - 3. The impact of the accommodation upon the operation of the activity/job category.

Adopted: January 15, 2013

SCHOOL BOARD MEMBER CODE OF CONDUCT

The Board of Education is elected to develop policy and provide overall leadership to the District. The role of the Board will be to act on issues that impact the quality of education for all children. They will act as both statespersons and representatives.

To ensure that this goal is achieved, the Pine Bluff School District Board of Education adopts the following code of conduct for all Board members.

1. The Board of Education (the Board) has oversight responsibility and control over all activities related to the public school education provided by the District. The Board is elected by the public and has decision-making authority, the power to designate management, the ability to significantly influence operations and primary accountability for fiscal matters.
2. Board members will act as policy makers, monitors, and evaluators of educational policies, and they will be the liaison to the people.
3. Individual Board members have no power or right to make individual promises that would be binding upon the Board and/or the District.
4. When Board members are contacted by staff or community members, they should listen to the concern or complaint and inform the individual of appropriate board policies and procedures regarding the complaint or concern.
5. Board members should praise employees when it is appropriate to do so, but criticism must be handled through the office of the superintendent.
6. Interaction between the superintendent and Board members will be constructive, open, productive, and mutually respectful.
7. Board members may provide individual advice but may provide direction to the superintendent only as a result of official Board action.
8. Confidences shared among colleagues will be honored and information that is privileged under applicable law will remain completely confidential.
9. Each member of the Board agrees to direct questions about school district operations to the superintendent or to his/her designee(s).
10. Each Board member is expected to work to establish an open, positive, problem-solving atmosphere to achieve the goals of the organization.

11. In the area of policy, only the president of the Board is empowered to speak for the Board, and then only on matters which the Board has resolved by a majority vote of the Board. Board members may state personal positions as long as they make it clear that they are not speaking on behalf of the Board or the District. The Board speaks only through its resolutions.
12. Before each meeting, Board members should read all available agenda materials and call the superintendent prior to the meeting if clarification is needed.
13. Once a decision is reached, the administration should ensure the decision is implemented.
14. When interacting with staff, Board members are expected to be cognizant of their role as policy makers, in contrast with the role of administrators as managers of the school system.
15. Board members will facilitate dialogue, divergent thinking, and debate in order to make the best decisions.

In order to ensure that this code of conduct is adhered to, the President of the Board will entertain discussions of perceived violations of this code, and the Board is empowered to censure officially, in public meetings, members who persistently violate this code.

Adopted: April 16, 2013

BOARD MEMBER REMOVAL FROM OFFICE

Board members will be removed from office for the following reasons:

Conviction of a felony:

A vacancy will exist on the Board of Education from the date of the final judgment of conviction. The prosecuting attorney who prosecutes a board member will immediately notify the Pine Bluff School District Board of Education and a vacancy shall be declared.

Removal of residence from the zone represented:

If a Board member's primary residence is moved outside the zone he or she was elected to represent, the board member will immediately tender a letter of resignation.

Temporary vacancy due to service in the armed forces:

A successor will be appointed to fill the temporary vacancy. Upon return to civilian activities the elected member may resume the duties of board member for the unexpired term by written notice to the Board secretary.

Absence from board meetings:

A vacancy may be declared by a vote of the Board if a member fails to attend a school board meeting during a ninety (90) day period due to removal of residence from the District or employment at a distance from the District.

A vacancy may be declared by a vote of the Board if a member misses three (3) regular and consecutive board meetings during a school year for any reason other than service in the armed forces or illness documented by the member's attending physician. The member must be given an opportunity for a hearing before the Board upon fifteen (15) days notice received by personal delivery or certified mail with return receipt signed by addressee.

When a vacancy occurs on the Board of Education the remaining Board members will appoint an individual to serve until the next annual school election.

Adopted: April 16, 2013

BOARD POWERS AND RESPONSIBILITIES

The Board of Education is a representative body elected to provide for and oversee the operation of the District. Power and mandatory responsibilities of the Board are defined in state statutes. The Board exercises its powers and responsibilities only when convened in a legally constituted meeting.

Powers of the Board:

- Legislative or policymaking. The Board is responsible for the development of policy and for the employment of a superintendent who will carry out District policy through the development and implementation of regulations. The Board will serve as the final authority within the school system to resolve any issue which cannot be resolved through regular administrative channels.
- The Board is responsible for selecting, hiring and evaluating the superintendent.
- Educational planning and appraisal. The Board is responsible for using reliable information which will enable it to make the best possible decisions about the scope and nature of the educational program. The Board is responsible for requiring appraisal of the results of the educational program.
- Staffing and appraisal. The Board is responsible for approving the employment of staff. The Board is responsible for approving salaries, salary schedules, terms and conditions of employment, and for ensuring an effective appraisal of District staff through the annual evaluation process.
- Financial resources. The Board is responsible for adopting a budget that will provide the financial base for staff, buildings, materials, and equipment to enable the District to carry out the educational program. The Board is responsible for exercising control over the finances of the District to ensure proper use of, and accounting for, all District funds.
- School facilities. The Board is responsible for ensuring that District facilities support and enhance the educational program.
- Communication with public. The Board is responsible for keeping the community informed about the schools and for providing opportunities for the community to share ideas and concerns with the Board.

Adopted: April 16, 2013

BOARD MEETING AGENDA

The agenda guides the proceedings of the Board meeting. The Superintendent shall prepare the agenda with consultation from the Board President. Items may be placed on the agenda upon request by any Board member or by members of the community. Community members must submit their agenda item requests, in writing to the Superintendent, at least 10 days (2 weeks) prior to the meeting of the Board. The written request must be sufficiently descriptive to enable the Superintendent and Board President to fully understand and evaluate its appropriateness to be an agenda item. Such requests may be accepted, rejected, or referred back to the individual for further clarification.

The Superintendent shall be responsible for Board members receiving copies of the Agenda with all accompanying pertinent information at least 5 days prior to the meeting.

This policy's advance notice requirements do not apply to special or called board meetings.

June 18, 2013

TORT IMMUNITY

The District, as well as its agents, officers, employees, and volunteers are immune from liability for negligence, pursuant to A.C.A. § 21-9-301. When allegations of negligence are raised, whether in litigation or not, the statutory grant of immunity will be asserted.

[The School Board retains the right to settle claims for negligence, as authorized by A.C.A. § 21-9-301, but it shall do so only in the most extraordinary circumstances. If any claim is settled, the District and the School Board specifically do not waive immunity above the amount of the settlement, nor is that immunity waived for any other claim, at any time, regardless of whether it is similar in nature.]*

**The portion in brackets is optional.*

Date Adopted: June 18, 2013

NEPOTISM

DEFINITIONS:

Family or family member means:

- a. An individual's spouse;
- b. Children of the individual or children of the individual's spouse;
- c. The spouse of a child of the individual or the spouse of a child of the individual's spouse;
- d. Parents of the individual or parents of the individual's spouse;
- e. Brothers and sisters of the individual or brothers and sisters of the individual's spouse;
- f. Anyone living or residing in the same residence or household with the individual or in the same residence or household with the individual's spouse; or
- g. Anyone acting or serving as an agent of the individual or acting or serving as an agent of the individual's spouse.

Initially employed means:

- A. Employed in either an interim or permanent position for the first time or following a severance in employment with the school district;
- B. A change in the terms and conditions of an existing contract, excluding:
 - I. Renewal of a teacher contract under A.C.A. § 6-17-1506;
 - II. Renewal of a noncertified employee's contract that is required by law; or
 - III. Movement of an employee on the salary schedule which does not require board action.

NEW HIRE OF SCHOOL BOARD MEMBER'S RELATIVE AS SCHOOL EMPLOYEE

The district shall not initially employ a present board member's family member for compensation in excess of \$5,000 unless the district has received approval from the Commissioner of the Department of Education. The employment of a present board member's family member shall only be made in unusual and limited circumstances. The authority to make the determination of what qualifies as "unusual and limited circumstances" rests with the Commissioner of the Department of Education whose approval is required before the employment contract is effective, valid, or enforceable.

Initial employment for a sum of less than \$5,000 per employment contract or, in the absence of an employment contract, calendar year does not come under the purview of this policy and is permitted.

The board member whose family member is proposed for an employment contract, regardless of the dollar amount of the contract, shall leave the meeting until the voting on the issue is concluded and the absent member shall not be counted as having voted.

EXCEPTION: SUBSTITUTES

Qualified family members of board members may be employed by the district as substitute teachers, substitute cafeteria workers, or substitute bus drivers for a period of time not to exceed thirty (30) days per fiscal year.

A family member of a school board member having worked as a substitute for the district in the past does not “grandfather” the substitute. The 30 day maximum limit is applied in all cases.

EXISTING EMPLOYEES WHO ARE FAMILY MEMBERS OF SCHOOL BOARD MEMBERS—RAISES, PROMOTIONS OR CHANGES IN COMPENSATION

Any change in the terms or conditions of an employment contract including length of contract, a promotion, or a change in the employment status of a present board member’s family member that would result in an increase in compensation of more than \$2,500, and that is not part of a state mandated salary increase for the employee in question, must be approved by the Commissioner of the Department of Education before such changes in the employment status is effective, valid, or enforceable.

QUALIFICATIONS FOR RUNNING FOR SCHOOL BOARD MEMBER UNCHANGED

The employment status of a citizen’s family member does not affect that citizen’s ability to run for, and, if elected, serve the school board provided he/she meets all other statutory eligibility requirements.

Note: This paragraph is necessary if the district is to be eligible to hire any board member’s family members as substitute employees. The board may choose to not allow such hiring. If they so choose, substitute the following sentence for the existing one. “Family members of board members shall not be employed by the district as substitute teachers, substitute cafeteria workers, or substitute bus drivers.”

Adopted: June 18, 2013

PREVENTION OF NEPOTISM

No person will be employed in the Pine Bluff School District in a position where he/she would be related, (whether by blood or marriage, including spouse, parent, child, grandparent, grandchild, brother, sister, aunt, uncle, niece, nephew, or first cousin), to his/her immediate supervisor. If an employee is transferred to a supervisor's position which would cause a violation of this policy, the subordinate employee will be transferred to a substantially equivalent position as soon as reasonably possible. Under no circumstance will a supervisor be allowed to evaluate the performance of one of his/her relatives.

Adopted: June 18, 2013

BOARD MEMBER TRAINING

Board members who have served on the board for twelve (12) or more consecutive months are required to obtain a minimum of six (6) hours of training by December 31 of each calendar year. Effective with the 2006 school election, board members who are elected to serve an initial or non –continuous term shall obtain a minimum of nine (9) hours of training by December 31 of the year following their election and six (6) hours of training by December 31 of each calendar year thereafter. Hours obtained in excess of the required minimums may be carried forward through December 31 of the third calendar year following the year in which the hours were earned.

The training shall be focused on topics relevant to school laws, school operations, and the powers, duties, and responsibilities of the members of the board of directors. The responsibilities include, but are not limited to legal requirements, role differentiation, financial management, improving student achievement, reading and interpreting an audit report, and the duties and responsibilities of the various levels of employees within the district as well as those of the board of directors.

The district is responsible for maintaining a record of the hours of training received by each board member. Board members shall make a concerted effort to submit documentation of training they have received to the superintendent or his/her designee. In the absence of such documentation, the district shall attempt to obtain records of training received from training providers.

Such training may be obtained from an institution of higher learning, from instruction provided by the Arkansas Department of Education or the Arkansas School Boards Association, or from other providers approved by the Arkansas Department of Education.

A statement regarding the number of hours of training received each preceding calendar year shall be:

- Part of the district's comprehensive school plan and goals;
- Published in the same way as other components of the comprehensive plan and goals are required to be published;
- Part of the annual school performance report required to be submitted to, and published by the Arkansas Department of Education.

Board members shall be reimbursed, from school funds, for expenses relating to such training and Board members shall be paid a per diem stipend for days necessary to attend such training with the amount of such stipend to be determined by the Board in July of each year.

Adopted: June 18, 2013

EXPENSE REIMBURSEMENT FOR BOARD MEMBERS

Reimbursement for expenses related to travel and/or attendance at conferences, professional development activities and other school business incurred by ~~district employees and/or~~ members of the Board of Directors on behalf of the district shall be done according to the following per diem guidelines. For a receipt to be valid it should contain the name of the issuing company, the date, and the amount. Employees are only eligible for reimbursement for travel expenses for travel which has been approved in advance.

A ***Request for School Business Leave Form*** must be submitted for approval four (4) weeks in advance for out-of-state travel and two (2) weeks in advance for in-state travel. The ***Request for School Business Leave Form*** must be completed in its entirety. To include:

- a. Name of traveler
- b. Home school or department (if applicable)
- c. Identification of meeting & supporting documentation
- d. Location of meeting

To the extent practicable, ~~employees~~ **Board Members** shall have the district pay initial conference and ~~professional development~~ registration fees, and associated necessary materials. In the occasional circumstances where this is not practical, the district shall reimburse the ~~employee~~ **Board Member** for such fees if they were authorized in advance and are supported with proper receipts.

Mileage, lodging, and meal expenses will not be allowable when incurred for the personal convenience of the ~~employee~~ **Board Member** and not required for the travel.

1. Mileage:

- a. Travel shall be reimbursed at the ~~Government Domestic Per Diem Rate (GSA)~~ of forty-two (.42) cents per mile ~~as determined by Rand McNally map mileage~~. Parking shall be reimbursed for the amount of actual expenses.
- b. Public transportation shall be reimbursed only if the ~~employee~~ **Board Member** did not use his/her vehicle to travel to the business related meeting. If the ~~employee~~ **Board Member** did not travel to his/her destination by use of a personal vehicle, public transportation will be reimbursed based on actual expenses incurred.

2. Lodging:

~~The GSA Per Diem rate will be used for all lodging except~~ **will be provided** when staying at hotels identified as a conference hotel for the specific event.

3. Per Diem for Meals:

- a. Meal expenses may be awarded at a rate of \$35.00 per day for in-state business trips involving an overnight stay.
- b. Out-of-state meals shall be awarded based on the daily GSA rate, including tax.

As with any reimbursement request, a lesser amount may be claimed at the traveler's request. Meal receipts are not required to support the claim for full or partial day per diem. However, the ~~traveler~~ **Board Member** is responsible for maintaining copies of receipts for audit purposes. Verification of expenditures may be requested by an auditor at his or her discretion.

4. Prorating Meal Per Diem:

The meal per diem rate on the day of departure and the day of return will be ~~one half (1/2) of the daily meal rate~~ **paid at the full per diem**. If meals are provided by a conference or host, then the meal per diem for that trip will be adjusted to correspond with meals that were provided. In the event that all meals for a day are provided by conference, a business group meal, or another source, no meal per diem can be claimed for that day. ~~The initial meal values for provided meals are as follows:~~

~~Breakfast 15%
Lunch 35%
Dinner 50%~~

5. One-Day Travel Status:

~~No~~ reimbursement will be made for meal expenses when no overnight travel is involved.

6. Expenses not covered:

The district shall not reimburse the following items/categories of expenses.

- a. Alcoholic beverages;
- b. Entertainment expenses – including sports, sporting events, pay per view, or game expenses at hotels;
- c. Replacement due to loss or theft;
- d. Discretionary expenses for items such as clothing or gifts;
- e. Meals and expenses for others;
- f. Medical expenses incurred while on route to or from or at the destination of the reason for the travel; and
- g. Tips

7. Airport Associated Expenses:

All airline flights shall be by coach/economy class. Receipts are necessary to be reimbursed for airport parking. Upon arrival, the employee is expected to take the less expensive option between a taxi and an airport shuttle service to his

hotel or meeting site. Receipts are necessary to be reimbursed. When circumstances dictate that a rental car is necessary and/or the most economical approach to the travel requirements, the least expensive car that will accomplish the job should be rented. A receipt is necessary to be reimbursed. The district shall not reimburse for any kind of rental car supplemental insurance.

Before ~~an employee or~~ a Board Member can receive reimbursement for travel, meals (if applicable), or lodging a ***Request for School Business Leave Form*** must be approved by the proper authorities and submitted to the Business Office with supporting receipts.

8. Policy for National School Boards Association Meetings:

- a. The ~~Superintendent and~~ School Board Members of the Pine Bluff School District shall receive the Government Domestic Per Diem Rate (GSA) for lodging and meals for all out-of-state travel.
- b. Per Diem for meals may be provided in advance. Meal expenses may be awarded at a rate of \$35.00 per day for in-state business trips ~~involving an overnight stay~~. Out-of-state meals shall be awarded based on the daily GSA rate, including tax.
- c. Parking, ground transportation and baggage fees incurred while representing the Pine Bluff School District at the National School Boards Association Conference and other approved meetings shall be reimbursed at the actual rate of expense.
- d. Travel in-state shall be reimbursed at a rate of forty-two (.42) cents per mile ~~as determined by Rand McNally map mileage~~.
- e. This per diem amount includes travel from Pine Bluff to the Little Rock or Memphis airports and return to Pine Bluff.
- f. ~~Partial day expense will be prorated base on half (1/2) days.~~
- g. The above Travel Expense Policy applies to the ~~Superintendent and~~ School Board Members in ALL other circumstances.

Adopted: October 15, 2013

BINDING OF TEACHERS

The Board of Directors is committed to hiring highly qualified individuals to teach in the PBSB. The Board also recognizes there are critical shortage areas wherein it may be difficult to find teachers. Therefore, the Board authorizes that the Superintendent may offer binders to teachers in critical shortage areas. The Superintendent will then ensure that the teachers meet the criteria as established by the Arkansas Department of Education and references are checked prior to being presented them to the Board for final approval.

Adopted: May 20, 2014

POSTING OF GRADES AND ATTENDANCE TO WEB-BASED REPORTING PROGRAM (Teacher Access Center-TAC, Home Access Center—HAC)

The Board of Education promotes the use of technology to enhance communication, record keeping, information retrieval, student and personnel record acquisition, and to solve problems more analytically with meaningful and relevant data. The advent of Internet-based access to student records and assignments provides parents, students and teachers an easy access to student grades, assignments, attendance, and homework. The ability for parents and students to access academic progress, attendance, homework and assignments on a weekly basis provides the awareness to help make a difference in academic achievement prior to the grade posting for the interim report, nine weeks, and semester grades.

One of the primary technology goals of the Pine Bluff School District (PBSD) is to increase administrative efficiency and to promote communication. The web-based subscription service to HAC (Home Access Center) and TAC (Teacher Access Center) is the present program venue for the sole purpose of providing parents and students real time information pertaining to academic progress and attendance. All teachers, grades K – 12, are to participate in a minimum of three hours of professional development initial training provided by the PBSD to ensure successful implementation of the posting of grades and attendance on the web-based program on a weekly basis. Additional training may be required as deemed necessary.

Teachers are directed to post grades and attendance to the web-based program on a weekly basis at all PBSD elementary, middle, jr. high, and high schools. Elementary teachers in grades K – 5 are to post, at minimum, one grade for each content area weekly. Allowances for the required weekly grade posting may occur when the instructional curriculum or special projects do not provide a weekly grade for posting. The need for frequent communication with parents and students regarding academic progress is extremely important in meeting academic improvement plans when a student is not performing at the level expected. The failure of a teacher to comply with the regulation of posting grades and attendance to the web-based program will result in progressive discipline. Principals will work with the instructional staff to ensure compliance with the web-based program regulation.

Date Adopted: June 17, 2014

Revised Schedule for Renewal of Contracts

1. The superintendent shall be employed on a three-year contract and the election shall occur at the ~~January~~ **February** board meeting.
2. Renewal of contracts for administrators and supervisory staff shall be considered at the ~~February~~ **April** board meeting.
3. Renewal of contracts for teaching staff shall be considered at the April board meeting.
4. Effective August 1, 1997, teachers will be allowed at least thirty (30) days to sign and return teaching contracts after receipt and will be allowed unilateral recession of contracts within ten (10) days after the end of the school year. Act 1247 of 1997.
5. In the event that a contract is not executed and returned within ten (10) days after the end of the school year, the teacher is considered to have resigned and a termination notice will be sent pursuant to Arkansas Law, Act 936 of 1983.
6. Beginning with the 1992-93 school year, contracts of all certified personnel should include:
 - A. Years of experience as related to the pay scale.
 - B. Additional hours and or degrees.

Date Revised: June 17, 2014

SOCIAL MEDIA NETWORKING AND ETHICS

I. GENERAL STATEMENT

The Pine Bluff School District (PBSD) recognizes the importance of online social media networks as a communication and e-learning tool. The District may use these tools and other communication technologies to fulfill its responsibility for communicating with parents and the general public.

However, employees should avoid posting any information or engaging in communication that violate state or federal or Pine Bluff School District Policies.

The line between professional and personal relationships can be blurred when social media is being used. When an employee chooses to join or engage with District students, family members or fellow employees on a social media network they are advised to maintain professionalism as a PBSD employee and have the responsibility for addressing inappropriate behavior or activity on these networks, including requirements for mandated reporting. Employees are expected to serve as ambassadors for our schools and to remember they are role models to students.

II. DEFINITIONS

Social Media Account: a personal, individual, and non-work related account with an electronic medium or service where users may create, share, or view user-generated content, including videos, photographs, blogs, podcasts, messages, emails or website profiles or locations such as blogs, Virtual Worlds, online forums, MySpace, Facebook, Twitter, Instagram, YouTube, Yik Yak, Flickr and other emerging electronic networks.

Professional/education Social Media Account: an account with an electronic medium or service where users may create, share, or view user-generated content, including videos, photographs, blogs, podcasts, messages, emails or website profiles or locations such as blogs, Virtual Worlds, online forums, MySpace, Facebook, Twitter, Instagram, YouTube, Yik Yak, Flickr and other emerging electronic networks.

III. CODE OF ETHICS

The Arkansas Department of Education *Rules Governing the Code of Ethics for Arkansas Educators* requires “an educator maintains a professional relationship with each student, both inside and outside the classroom.” All licensed personnel are

encouraged to read these rules found on the Arkansas Department of Education of Education website.

Conduct in violation of the *Rules Governing the Code of Ethics for Arkansas Educators* including, but not limited to conduct relating to the inappropriate use of technology or online resources, may be reported to the Professional License Standards Board (PLSB) and may form the basis for disciplinary action up to and including termination.

IV. REQUIREMENTS/EMPLOYEE EXPECTATIONS

Employees should not use their PBSB e-mail address for communications on public social media networks that have not been approved by the District.

Employees may not disclose any confidential or proprietary information pertaining to the PBSB, its students or employees that is protected by data privacy laws.

Employees may not use or post the district logo without permission from the Superintendent or designee.

PBSB employees are discouraged from creating **personal** social media accounts to which they invite students to be friends/followers. Employees taking such action do so at their own risk and are advised to monitor the site's privacy setting regularly.

PBSB employees may set up blogs and other professional/education social media accounts using District resources and following District guidelines to promote communications with students, parents and the community concerning school-related activities and for the purpose of supplementing classroom instruction. However, the Superintendent or designee must be notified annually of the existence of the accounts. Accessing professional/education social media during school hours is permitted.

Accessing social media websites with personal equipment for personal use during school hours is prohibited, except during breaks or preparation periods. Staff shall not access social media websites using district equipment at any time, including during breaks or preparation periods except on official district sites or for educational purposes.

V. PRIVACY OF SOCIAL MEDIA ACCOUNTS

In compliance with A.C.A. § 11-2-124, the District shall not require, request, suggest, or cause a current or prospective employee to:

1. Disclose the username and/or password to his/her personal social media account;
2. Add an employee, supervisor, or administrator to the list of contacts associated with his/her personal social media account;

3. Change the privacy settings associated with his/her personal social media account; or
4. Retaliate against the employee for refusing to disclose the username and/or password to his/her personal social media account.

Notwithstanding any other provision in this policy, the PBSB reserves the right to view any information about a current or prospective employee that is publicly available on the Internet.

In the event that the PBSB inadvertently obtains access to information that would enable the district to have access to an employee's personal social media account, the district will not use this information to gain access to the employee's social media account. However, disciplinary action may be taken against an employee in accord with other District policy for using district equipment or network capability to access such an account. Employees have no expectation of privacy in their use of District issued computers, other electronic device, or use of the District's network. (See Policy 3.28 LICENSED PERSONNEL COMPUTER USE POLICY and 8.22 CLASSIFIED PERSONNEL COMPUTER USE POLICY).

Cross Reference: 3.28 LICENSED PERSONNEL COMPUTER
USE POLICY

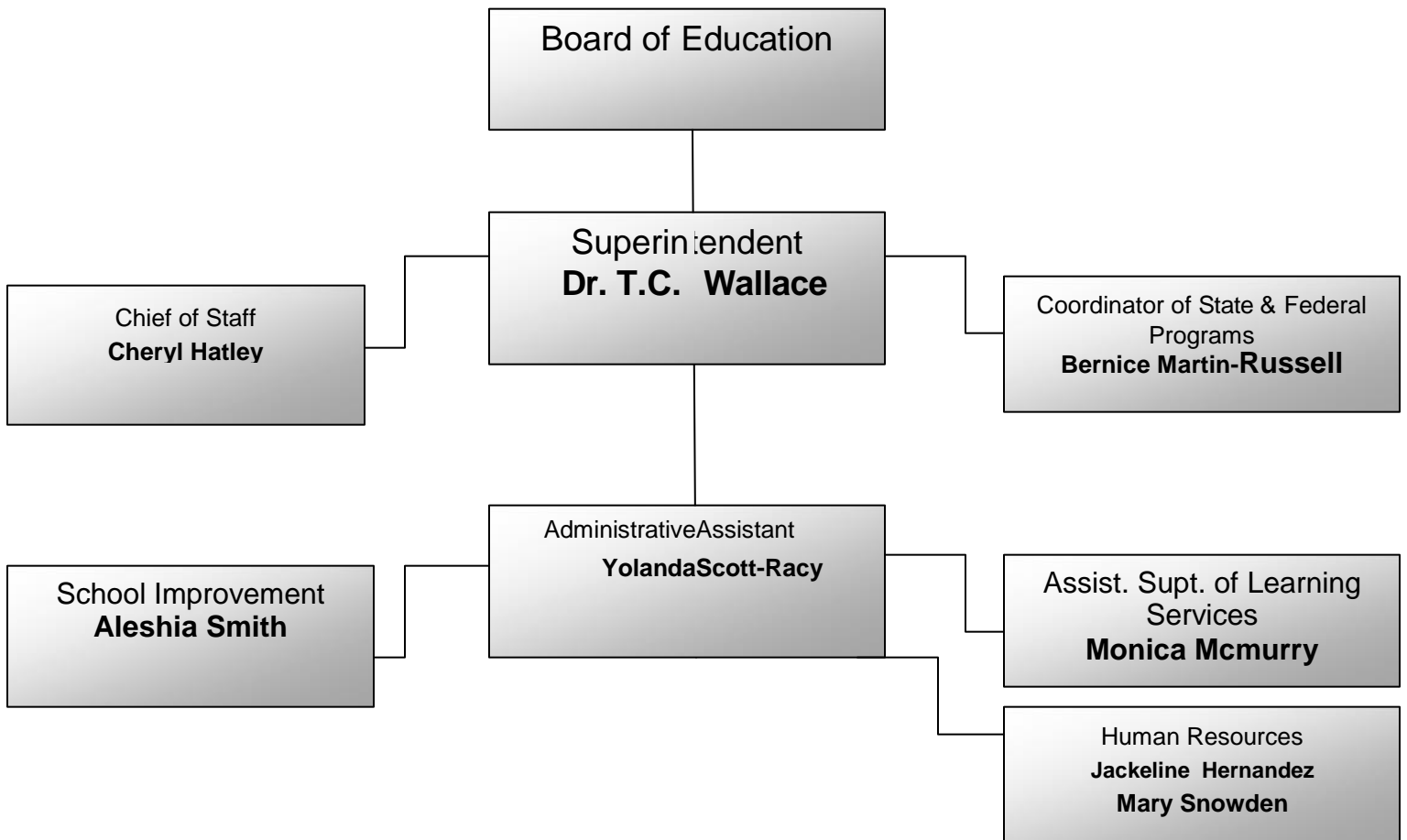
8.22 CLASSIFIED PERSONNEL COMPUTER USE
POLICY

Legal Reference: A.C.A. § 11-2-124 RULES GOVERNING THE CODE OF ETHICS
FOR ARKANSAS EDUCATORS

Date Adopted: July 22, 2014

CHAPTER II
ORGANIZATION

Pine Bluff School District Organization Chart



A. Central Office Administrative and Supervisory Personnel

1. The administrative and supervisory personnel shall execute the policies of the board toward achieving the district goals.
2. Every attempt shall be made to retain democratic relationships and individual teacher participation since those persons who are affected by a policy should have a voice in the determination of policy.
3. The line of authority extends from citizens through the board, through the superintendent. The line of authority continues with the following sequence:
 - a. Assistant Superintendents
 - b. Principals
 - c. Teachers and students
4. This line in reverse is the line from students to the board.
5. On the staff, there shall be certain professional staff personnel with specialized experience and educational background that are to assist the line officers by administering, consulting, demonstrating, advising, and producing information needed as a basis for decisions and actions.
6. The staff personnel shall be primarily concerned with instructional matters and teaching performance.
7. Staff personnel shall have no direct jurisdiction over professional personnel in the line, rather, the relationship is one of group assistance and mutual understanding.

B. Job Description

1. *The Superintendent of Schools*

The superintendent shall be the chief executive officer of the board and administrative head of all divisions and departments of the district. He/She may delegate responsibility for the operation of the schools, but he/she shall be responsible to the board for the results produced.

Some of the more specific duties are:

- a. To administer the development and maintenance of a quality educational program to meet the needs of the community and carry out the policies of the board.
- b. To recommend the number and type of positions required to provide proper personnel for the operation of such a program.
- c. To be responsible for interviews and contracting applicants for teaching positions.
- d. To determine the salary of personnel as set forth in the salary schedule approved by the board.
- e. To recommend policies on organization, finance, instruction, school plant and other functions of the school program.
- f. To nominate all personnel for appointment, promotion, or dismissal subject to the approval of the board, and to assign and define the duties of all personnel.
- g. To confer periodically with professional and lay groups concerning the school program and transmit to the board suggestions gained from such conferences.
- h. To prepare and present the annual school budget for the board's consideration and action.
- i. To administer the budget and report the progress in the budget at the regular meetings of the board.
- j. To pursue a continuing study of the developments and needs of the district and keep the board and public informed.
- k. To attend and participate in all meetings of the board except when his/her employment and salary are being considered.
- l. To prepare the agenda for all board meetings.
- m. To serve as the medium by which all staff members may communicate with the board.

2. *Superintendent*

The assistant superintendent of elementary education/human resources shall have the responsibility for the general supervision of the elementary school instructional program in the district.

Some of the more specific duties are:

- a. To maintain programs of supervision and staff development for elementary teachers and principals.
- b. To be responsible for the evaluation of the effectiveness and outcome of instruction.
- c. To recommend textbooks and other instructional materials.
- d. To assist in the development and initiation of policies governing the classification, promotion, and progress of students.
- e. To serve as liaison person in the placement of student teachers at the elementary level.
- f. To coordinate in the selection and recommendation of all elementary level materials related to instruction.
- g. To supervise the standardized testing program in the elementary schools.
- h. To be responsible for administering the elementary textbook budget and the distribution of state-owned textbooks.
- i. To assist the superintendent in the selection, recruitment and assignment of all elementary school personnel.
- j. To give assistance to principals and parents in administering policies relative to student problems.
- k. To do a formal evaluation of elementary principals and assistant principals.
- l. To coordinate the elementary staff development program.
- m. To coordinate and facilitate the elementary curriculum committee and its sub-committees.
- n. To perform all other duties assigned by the superintendent.

3. *Superintendent*

- a. To assist the superintendent in coordination of existing programs.
- b. To develop special projects as directed by the superintendent. To involve the appropriate parties in the development of new projects.
- c. To assist in establishing parental involvement programs and to facilitate training.
- d. To give leadership in developing a community service program where schools adopt community projects.
- e. To work as liaison to Partners for a Better Pine Bluff. To study the Community 2000 School Guidelines to help chart the course for Pine Bluff School District to meet the guidelines.

- f. To give leadership in developing alternative education programs K-12 to meet state requirements and coordinate with other local districts.
- g. To serve as liaison to the Arkansas River Educational Cooperative.
- h. To oversee student disciplinary procedures and student re-entry from suspension/expulsion.
- i. To assist the superintendent in coordinating alternative education programs.
- j. To oversee and coordinate the internal public relations matters of the school district.
- k. To be responsible for setting up standardized test programs and to interpret and disseminate results.

4. *Superintendent*

The assistant superintendent for secondary instruction shall have the responsibility for the general supervision and direction of the school district's secondary curriculum and instructional program.

Some of the more specific duties are:

- a. To coordinate secondary textbook selection programs.
- b. To coordinate with principals the secondary teacher supervision and evaluation program.
- c. To serve as liaison person in the placement of student teachers at the secondary level.
- d. To coordinate the selection and purchase of secondary materials, supplies and equipment.
- e. To supervise and assist in evaluating the standardized testing program in the secondary schools.
- f. To report to the superintendent of schools on the condition of the secondary education program, and to recommend to the superintendent changes and improvements to the secondary curriculum.
- g. To coordinate and facilitate the operation of the secondary curriculum committee and its sub-committees.
- h. To coordinate secondary school field trips which enhance the educational program.
- i. To consult with the maintenance department of the schools in maintaining the facilities of the secondary schools.
- j. To coordinate the secondary staff development program.

- k. To assist the superintendent in the recruitment, selection, and assignments of secondary teachers.
- l. To coordinate instructional activities to insure an orderly curriculum progression from grades 7-12. This will call for close cooperation with the assistant superintendent of elementary education/human resources.
- m. To serve as civil rights officer and equity coordinator for the district.
- n.. To perform other duties as assigned by the superintendent.

5. *Coordinator of Business and Finance*

The director of business and finance shall work under the direction of the superintendent and is in charge of the business office.

Some of the more specific duties are:

- a. To serve as consultant to all bookkeepers outside the regular district budget and consolidate remittance of payroll deductions into a single report (FICA, Income Tax, State Income Tax, AEA-NEA, Tax Sheltered Annuities, and United Fund). This consolidation refers to deductions from employees of cafeteria, Title I, ESAA, other federal and special funds, and regular district budget funds.
- b. To process all requisitions for expenditures, to maintain budget control of expenditures and receipts, to process invoices and issue checks.
- c. To maintain records for payment of employees, issue payroll checks, administer sick leave policy, and make verification of employment of present and past personnel when requested.
- d. To make monthly, quarterly, and annual reports pertaining to school funds as required by law.
- e. To supervise school enumerations, to supervise annual school elections, and to maintain permanent personnel records.
- f. To receive deposits and have supervision of all monies accruing to the district in a manner approved by law.
- g. To assist in budget making.
- h. To record and file all official documents involved in business transactions and present them for audit.
- i. To approve all requisitions, and make purchases of instructional supply items.
- j. To prudently invest district monies and oversee the handling of the same.
- j. To assume other duties as assigned.

6. *Coordinator of Federal Programs*

The director of federal programs shall work under the direction of the assistant superintendent of elementary education/human resources in cooperation with federal guidelines in planning, implementing, and evaluating all federal program activities.

Some of the more specific duties are:

- a. To serve as contact or liaison person between state and local agencies on matters pertaining to federal programs.
- b. To prepare and submit annually an application for federal funds, and to coordinate and supervise all activities paid from these funds.
- c. To prepare and submit annually an evaluation for all federal activities, as required by law.
- d. To maintain the direct fiscal control of funds in accordance with federal guidelines.
- e. To make recommendations to the superintendent on all federal program personnel.
- f. To carry out all directives designated by state and/or federal guideline policies as they relate to federal programs.
- g. To monitor all federal program activities for evaluation procedures.
- h. To plan and supervise federal program activities for evaluation procedures.
- i. To provide specific means by which to keep parent council members abreast of federal regulations, state guidelines, and local program activities.
- j. To coordinate federally funded instruction with and through the assistant superintendent of elementary education.
- k. To assume other responsibilities as assigned by the superintendent.

7. *Director of Physical Plant and Auxiliary Services*

The director of physical plant and auxiliary services shall have administrative responsibility for the maintenance and operations of physical plant. Other responsibilities shall include supervision of purchasing, warehousing, and routine reports relative to the physical operation of the school district.

Some of the more specific duties are:

- a. To gather data and information necessary to assist the superintendent in the preparation of the budget.
- b. To facilitate and oversee all purchasing of the district, except instructional supplies which are handled by the director of business and finance.
- c. To work with the supervisor of buildings and grounds to see that all school property is properly maintained, protected, and kept in good repair.

- d. To assist in planning any capital improvements, new buildings, or additions.
- e. To recommend changes and improvements which should be made in the fiscal affairs of the district.
- f. To supervise and coordinate all district insurance programs.
- g. To assist the transportation director in purchasing of buses.
- h. To have overall supervision of the maintenance and custodial departments.
- I. To perform all other duties assigned to him by the superintendent.

8. *Transportation Director*

The transportation director shall be responsible for implementing the state and local transportation policies.

Some of the more specific duties are:

- a. To plan all routes, stops, and schedules for the school transportation operation.
- b. To recruit, select, instruct, and supervise drivers and other transportation department personnel.
- c. To work with principals, teachers, drivers, students, and parents to improve the quality of the school transportation operation.
- d. To investigate and report all accidents, road failures, and other problems associated with the school transportation operation to the director of physical plant and auxiliary services.
- e. To implement a training program for all drivers and a safety program for drivers and students.
- f. To keep accurate time sheets, records of employment, and health records on all transportation employees, and to present them to the assistant superintendent for business as required.
- g. To see that all transportation equipment and vehicles are properly inspected and maintained.
- h. To keep accurate inventories and records of all gasoline, oil, parts, and accessories used in the transportation operation, and to make regular reports to the director of physical plant and auxiliary services.
- i. To develop for bid the specification, selection, and procurement of school bus chassis and bodies.
- j. To consult with the assistant superintendent of elementary education/human resources and the assistant superintendent for secondary education in determining the validity of field trips and see that all approved trips are properly executed.

- k. To develop, implement, and supervise ongoing evaluation programs for the school transportation operation.
- l. To perform other duties assigned by the superintendent.

9. *Director of Student Affairs*

The director of student affairs shall have the responsibility for the coordination and general supervision of the athletic and non-athletic activities of the district, working closely with the principals and the central office staff in the planning and operation of the program.

Some of the more specific duties are:

- a. To plan all activity events in accordance with the constitution and by-laws of the AAA.
- b. To assist in the continuing development of the activity program under the policies of the Pine Bluff School Board.
- c. To assist in arranging for the use of school facilities by non-school groups and organizations.
- d. To assist in the selection and evaluation of personnel involved in the activities program.
- e. To plan a master schedule of events.
- f. To assist in the purchase and maintenance of equipment used in the activities program.
- g. To supervise the purchasing, distributing, selling, and accounting of tickets.
- h. To assist in the planning of care and updating of facilities used in the activities program.
- i. To arrange for officials at all events.
- j. To arrange for supervision of crowds and the security of school property used in the activities program.
- k. To plan with the staff of the Parks and Recreation Commission for an effective park/school program in accordance with school board policies.
- l. To coordinate the planning of student publications.
- m. To supervise the student insurance programs.
- n. To complete other special duties as assigned by the superintendent.

10. *Director of Special Education*

The director of special education shall work under the direction of the superintendent of schools in cooperation with federal and state guidelines in planning, implementing, and evaluating all special education activities.

Some of the more specific duties are:

- a. To supervise and administer all district programs for disabled children.
- b. To provide consultation to special education personnel in the district.
- c. To designate appropriate professionals responsible for appraisal, programming and implementation activities as specified by state guidelines.
- d. To initiate and administer programs to locate and evaluate students with suspected disabling conditions.
- e. To monitor operation of district programs for disabled children to ensure operation in accordance with state approved policies, procedures and guidelines.
- f. To provide consultive assistance to regular education teachers with disabled students.
- g. To maintain information on and liaison with other public and private agencies and individuals who are providing services to disabled students in the district.
- h. To develop and monitor contacts with other districts, public and private agencies and individuals who are providing services to disabled students in the district.
- i. To develop and recommend the district special education plan and budget for special education to be included in the district's overall plan.
- j. To develop and administer the district in-service program for special education.
- k. To provide liaison with the Special Education Section of the Department of Education in matters concerning education of disabled children.
- l. To provide liaison with parent and professional organizations.
- m. To assist in the interview, selection, recommendation, and placement of special education teachers/supervisor.
- n. To assist in the evaluation of special education personnel when necessary.
- p. To perform other duties as assigned by the superintendent.

11. *Special Education Supervisor*

The Special Education Supervisor shall work under the direction of the director of special education in cooperation with federal and state guidelines.

Some of the more specific duties are:

- a. To assist the director in coordination and monitoring of all existing programs.

- b. To develop special projects as assigned by the director. To involve appropriate parties in the development of new projects.
- c. To coordinate and monitor private day service programming. To be responsible for students' records and accounting as required by federal, state and local regulations. To evaluate and ensure compliance issues related to these services.
- d. To prepare the budget for special day service programming and related services. To provide the director with necessary information needed to complete the overall special education budget.
- e. To give assistance to principals, teachers and parents in policies governing special education and section 504 as related to students' problems, referral, evaluation and placement.
- f. To assist in the coordination of staff development programs.
- g. To assist in the development and initiation of policies governing the discipline, classification, promotion and progress of students.
- h. To plan and arrange the monthly publication of the special service newsletter for parents and district personnel.
- i. To assist in the monitoring of in-district compliance and IEP effectiveness.
- j. To orientate new personnel to special education programs, techniques, instructional strategies, and due process procedures.
- k. To coordinate special olympic activities.
- l. To serve as a team member in special education, 504, and 591 referral, evaluation and programming conferences as needed.
- m. To monitor and coordinate pre-school/public school student transition. To ensure compliance and FAPE for these students by following through with appropriate conferences, parental and support personnel involvement.
- n. To keep the director informed of any issues related to FAPE, budgetary items, students problems and parental/agency concerns.
- o. To perform other duties as assigned by the special education director.

12. *Director of the Gifted and Talented Program*

The director of the gifted and talented program shall have responsibility for the supervision and coordination of the G/T program under the direction of the superintendent and in accordance with the Gifted and Talented Program Approval Standards.

Some of the more specific duties are:

- a. To plan the overall structure of the district gifted program in consultation with teachers, administrators, and parents.

- b. To inform parents and community members annually of the program opportunities for G/T students.
- c. To chair the Advisory Council for G/T.
- d. To provide a written plan for staff development based on local educational needs.
- e. To provide opportunities to increase knowledge of the education of gifted and talented students for school board members, school administrators, teachers, and support staff.
- f. To interview and recommend teachers for the program for either integrated classes or special classes.
- g. To chair the selection committee for identification of students for the gifted program.
- h. To develop identification procedures that are clearly stated and communicated to the entire school staff.
- i. To develop program options that will meet the needs of the identified students.
- j. To evaluate the district program and individual school programs to strengthen service to gifted students by obtaining data from teachers, students, and parents.
- k. To provide a liaison between parents and the school, regular teachers and special teachers, the administration, the program personnel, and the community at large.
- l. To take care of all administrative paper work inherent in the district program (such as writing proposals for funding, evaluating data, etc.).
- m. To attend workshops and meetings to stay informed about current ideas and practices in gifted education.
- n. To arrange for field trips that are needed for the gifted program.
- o. To develop and recommend the budget for gifted and talented to be included in the district's overall plan.

13. *Technology Services Director*

The Technology Services Director shall facilitate a functional, progressive technology service providing students, faculty and staff with quality learning and teaching opportunities under the direction of the superintendent.

Some of the more specific duties are:

- a. To assume the responsibility for the layout of department budget and operations.
- b. To comprehensively plan for the design and installation of technology equipment.
- c. To oversee and provide for the repair, upkeep and modernization of all technology equipment.

- d. To recommend purchases necessary to provide a progressive learning and technology realm.
- e. To determine and establish detailed specifications for supplies, materials and equipment.
- f. To conduct periodic inspections of all technology facilities and equipment to assure function and quality.
- g. To advise the administration on forthcoming technology that may impact education and/or benefit student learning of district productivity.
- h. To serve as district liaison to APSCN office and to facilitate training opportunities when applicable.
- i. To work cooperatively with administrative and educational personnel to provide technology resources for district.
- j. To provide information, training and staff development in technology areas where appropriate.
- k. To maintain software inventory.
- l. To advise the administration on development and updating of district technology plan.
- m. To oversee effectiveness of copy and duplication systems.

14. *Reading Supervisor*

The Reading Supervisor shall be an experienced elementary school teacher with an advanced degree with emphasis on reading and shall have the responsibility of improving the reading program in the district.

Some of the more specific duties are:

- a. To coordinate the total district reading program in grades 1-12.
- b. To serve as a resource person in reading for all personnel.
- c. To assist teachers and principals in improving the reading program.
- d. To bring new methods and techniques in reading instruction.
- e. To initiate new reading projects.
- f. To visit classrooms and supervise instruction in reading.
- g. To perform demonstration lessons on effective teaching.
- h. To interpret the reading program to the staff and to the public.
- i. To plan an effective program of inservice activities in reading.

- j. To assist in the appraisal and selection of basal reading texts.
- k. To assist in the selection, utilization, and evaluation of aids and materials.
- l. To orientate new teachers to the reading program.
- m. To train and supervise teacher aides in the reading program.
- n. To assist teachers as they involve student teachers in the reading program.
- o. To assist principals, teachers, and library aides in promoting recreational reading.
- p. To assist in giving diagnostic tests, in interpreting the results of tests, and in writing a prescription to reduce the weaknesses found.
- q. To perform other duties as assigned by the superintendent.

15. *Math Supervisor*

The Math Supervisor shall be an experienced elementary school teacher with an advanced degree with emphasis on math and shall have the responsibility of improving the math program in the district.

Some of the more specific duties are:

- a. To coordinate the total district math program in grades 1-12.
- b. To serve as a resource person in math for all personnel.
- c. To assist teachers and principals in improving the math program.
- d. To bring new methods and techniques in math instruction.
- e. To initiate new math projects.
- f. To visit classrooms and supervise instruction in math.
- g. To perform demonstration lessons on effective teaching.
- h. To interpret the math program to the staff and to the public.
- i. To plan an effective program of inservice activities in math.
- j. To assist in the appraisal and selection of basal math texts.
- k. To assist in the selection, utilization, and evaluation of aids and materials.
- l. To orientate new teachers to the math program.
- m. To train and supervise teacher aides in the math program.
- n. To assist teachers as they involve student teachers in the math program.

- o. To assist principals, teachers, and library aides in promoting recreational reading.
- p. To assist in giving diagnostic tests, in interpreting the results of tests, and in writing a prescription to reduce the weaknesses found.
- q. To perform other duties as assigned by the superintendent.

16. *Coordinator of Volunteers In Public Schools*

The coordinator of the Volunteers In Public Schools of Pine Bluff, Inc. program is to strive to achieve the VIPS goal: To enhance the learning experiences of the students in the Pine Bluff School District. The coordinator works with and reports to a VIPS board of directors and the superintendent of schools. The VIPS program is a corporation with by-laws to help govern the program. The components of the program are: students, staff (VIPS and school), volunteers, and the community.

Some of the more specific duties are:

- a. To recruit, orient, train, place, evaluate, and recognize volunteers in the VIPS program.
- b. To fill teachers' and administrators' requests.
- c. To provide information and forms to the teachers and administrators so they become aware of and can participate in any or all aspects of the VIPS program.
- d. To establish and maintain a good public relations image for the VIPS program and the Pine Bluff School District.
- e. To establish and maintain effective office procedures in order to document the volunteer participation and effectively run a quality VIPS program.
- f. To administer the Pine Bluff School District RIF grant and coordinate all of the activities of the Reading is Fundamental (RIF) program.
- g. To work with the United Way to maintain supplemental funding for the VIPS program.
- h. To support and provide volunteer services for all aspects of the Pine Bluff School District in such areas as classroom tutors, resource speakers, athletic activities, teaching aids, mini-civics, gifted and talented programs, growth and development, Berkeley health, clerical, administrative, library, and other special projects which include career day, quiz bowl, mock trial, science expo, etc.
- i. To perform all primary and related responsibilities as assigned by the superintendent.

17. *Principals*

The principal shall provide educational leadership in the building to which he/she is assigned. The supervision of instruction in the improvement of the instructional program is the most important phase in the principal's responsibility.

Some of the more specific duties are:

- a. To be directly responsible to the superintendent for the administration of all activities of the individual school and the general welfare of all pupils, teachers, and other school personnel in his/her charge.
- b. To direct, supervise, and evaluate the instructional and guidance program of the school or schools under his/her supervision.
- c. To direct the work of all personnel assigned to his/her school.
- d. To supervise the operation and care of the buildings, grounds, and other school property assigned to his/her care.
- e. To supervise and be responsible for the accounting of all monies and materials received by the school unit.
- f. To participate in the interpretation and execution of the policies and administrative regulations as determined by the board and the superintendent.
- g. To direct all child accounting for the assigned attendance area.
- h. To work cooperatively with other administrative personnel in coordinating the school program with that of other school programs in the system.
- i. To become thoroughly informed of all district and community services available and keep teachers, parents, and students apprised of same.
- j. To utilize effectively the services of supervisory personnel.
- k. To be responsible for all pupils during school hours.
- l. To keep the central office fully informed of the condition and needs of the school, making requisitions for supplies, equipment, and repairs as may be needed for proper operation of the school, evaluate and make proper disposal of all other requisitions originating within his building from other employees.
- m. To work with both public and private transportation to stress safety of children traveling to and from school.
- n. To constantly strive to improve relationships between school and community through a program of interpretation of all school services to patrons.
- o. To work with teachers in using every means possible in a program of improvement of instruction.
- p. To return on scheduled dates all statistical and other administrative reports requested or approved by the superintendent.
- q. To be responsible for all co-curricular activities that take place in the name of or under the auspices of his/her school.
- r. To set aside regular times for teachers' meetings for consideration of plans for the improvement of the work of the school.

- s. To perform other duties as assigned by the superintendent.

18. *Dean of Students*

Some of the more specific duties are:

- a. To assist and make recommendations to the principal for the establishment of programs and activities to provide positive consequences for students.
- b. To assist guidance counselors in providing orientation for new students.
- c. To monitor student organizations and assist sponsors in planning and coordinating meetings and activities.
- d. To monitor student eligibility for extra-curricular activities.
- e. To assist intramural supervisor in organizing and implementing student intramural program.
- f. To supervise students before and after school, during class changes, lunch periods and assemblies.
- g. To attend and help supervise extra-curricular events presented by various school groups.
- h. To assist the faculty in maintaining discipline and monitoring the conduct of students.
- i. To impose punishment for offenses in accordance with provisions of Jack Robey Student Handbook and Board Policy. Serious offenses and recommendations for suspension and expulsion are to be discussed with the principal.
- j. To always keep the principal informed.
- k. To perform other duties as assigned.

19. *Department Heads*

A department head is a teacher who has special duties as coordinator of instructional activities and supervisor of instructional personnel in a particular department of a secondary school(s). The position shall exist where, in the judgment of the director of curriculum, assistant superintendent, and superintendent, there is need for a department head. He/She is directly responsible to the principal of the school(s) in which he/she serves as department head.

Some of his/her more specific duties are:

- a. To advise the administration regarding changes in personnel, including hiring and dismissal.
- b. To have regular conferences with principals regarding the effectiveness of the department and of individual teachers, and to carry out a continuing evaluation of the department.

- c. To maintain rapport with teachers in the elementary schools.
- d. To demonstrate effective teaching techniques in own classroom coupled with an experimental attitude which will lead to the development of new techniques.
- e. To take the lead in organizing the department democratically.
- f. To lead in determining the philosophy and curriculum of the department.
- g. To lead in setting up policies of the department.
- h. To promote in-service training of department members through an honest effort to keep informed of scholarship and other developments in his/her subject matter area.
- i. To plan departmental meetings.
- j. To promote membership and participation in state and national professional organizations.
- k. To distribute professional materials.
- l. To arrange for visiting speakers and consultants.
- m. To assist all department members, with special attention to new teachers, in interpreting departmental philosophy and curriculum to students.
- n. To secure and arrange for orderly use of materials.
- o. To cooperate with other departments and the administration to promote faculty morale and understanding and the best possible development of students.

20. *Teachers*

The teacher is assigned the responsibility for the instructional program, working under the direction of the school principal. He/She shall be responsible for carrying out the policies of the board as they relate to the functions of the school, the classroom, and the immediate contact with pupils and parents.

Some of the more specific duties of the teachers are:

- a. To direct and evaluate the learning experience of the student in curricular and extra-curricular activities.
- b. To be responsible for student records and accounting as required by the board or by state law.
- c. To maintain the most beneficial relationship possible with parents.
- d. To carry out the instructional program as directed by the principal and other administrative officers.
- e. To participate in the in-service education program in schools.

- f. To promote cordial relationships with other teachers and administrators.
- g. To establish a relationship with students which promotes good citizenship.
- h. To place on file in the central office all necessary papers and records which are required by state law and by the policy of the Pine Bluff School Board.
- i. To observe the policies and regulations of the Pine Bluff School District as stated in the administrative handbook and other prepared bulletins and material coming from the central office or the principal's office.
- j. To perform other duties as assigned by the principal of the school or the superintendent of schools.

C. Job Description of Auxiliary Staff Officers

1. *Director of Food Services*

The director of food services works under the direction of the superintendent, or his/her designated officer, and shall have direct supervision over all school lunchrooms.

Some of the more specific duties are:

- a. To supervise lunchrooms.
- b. To hire lunchroom managers and helpers, and substitute workers.
- c. To receive and distribute commodities, and to make monthly report of inventory of commodities.
- d. To prepare requisitions for purchasing groceries and equipment for lunchrooms.
- e. To make recommendations on equipping new lunchrooms.
- f. To plan menus in a creative fashion, specifically designed to emphasize attractive, nutritious food that appeals to youth.
- g. To perform other duties as assigned by the superintendent of schools.

2. *Maintenance Supervisor*

The maintenance supervisor shall work under the direction of the director of physical plant and auxiliary services, and shall be responsible for the maintenance and operation of all buildings and grounds in the district.

Some of the more specific duties are:

- a. To direct and supervise the proper maintenance and repair of all school property.
- b. To conduct regular surveys of all school property and report to the director of physical plant and auxiliary services conditions of all school property and recommend changes and improvements which should be made.
- c. To maintain buildings and grounds for safe, sanitary, and efficient operations, and to inspect continuously to maintain said condition throughout the term of operation.
- d. To requisition the purchase of equipment and supplies needed for efficient operation and maintenance of all school property.
- e. To maintain accurate records on all major equipment to help implement a preventive maintenance program and render service to property as needed.
- f. To see that emergency repairs are made to secure the buildings until permanent repair can be made after all vandalism and break-ins occur on weekends and at night.

- g. To recommend for employment the personnel needed to operate and maintain all buildings, grounds, and other school property.
- h. To direct, train, and supervise all maintenance personnel.
- i. To keep accurate inventories of all school properties under his care.
- j. To perform such other duties as assigned by the director of physical plant and auxiliary services.

3. *Custodial Supervisor*

The custodial supervisor shall work under the direction of the maintenance supervisor and shall be responsible to the director of physical plant and auxiliary services for the custodial services in the schools. He/She shall work directly with the principals of the schools in an advisory capacity in the improvement of the custodial services.

Some of the more specific duties are:

- a. To assist in the employment and dismissal of all custodians and maids.
- b. To implement an on-going training program for all custodial employees.
- c. To be responsible for keeping accurate records on all custodial employees such as time sheets, health cards, etc.
- d. To implement a rating scale for the purpose of rating all custodial employee's work and cleanliness of all school buildings.
- e. To recommend and test products, supplies, and equipment for purchase by the school district.
- f. To assign all custodial employees to the schools and, with the principal, supervise the technical phase of custodial services.
- g. To keep accurate records on all supplies purchased and the amounts used at each school.
- h. To be responsible for emergency cleanup crews when break-ins or vandalism occur at night, on weekends, or holidays.
- i. To perform other duties assigned by the maintenance supervisor or the director of physical plant and auxiliary services.

CHAPTER III

INSTRUCTIONAL PROGRAM

The instructional program shall be under the direct supervision of the Superintendent of Schools and his/her designated line and staff officers. This program should enable all students to develop a pattern of behavior which will result in a maximum development of their ability.

A. Length of School Year

1. The school year shall be two semesters with a total of thirty-six (36) weeks of not less than 178 school days. The number of school days shall increase to 180 teacher/student contact days when mandated by the State Board of Education or the Pine Bluff School Board.
2. The schools will be closed for holidays as indicated on the school calendar approved by the board.
3. The first activity of the school year shall be staff development days for all professional personnel.

B. Closing of Schools

1. When schools are not to be open on a scheduled school day because of inclement weather or any other emergency, an announcement of the fact will be made on all local radio stations not later than 7:00 a.m.
2. If students have reported to school and an emergency arises during the day which forces the closing of a school or all of the schools, the superintendent shall notify the principals and all radio stations of the decision.

C. Length of School Day

1. The **Elementary** school day shall begin at 7:35 a.m. and continue to 2:50 p.m. unless otherwise specified by the Superintendent of Schools. The **Secondary** school day shall begin at 8:20 a.m. and continue to 3:35 p.m. unless otherwise specified by the Superintendent of Schools.
2. It shall be the responsibility of the principal to provide adequate supervision of students when the students are at school.
3. The principal and the teachers shall be at their stations at least fifteen (15) minutes before the time for school to open.
4. The principal and the teachers shall be expected to spend such time after school as may be necessary to finish the day's work and to make preparation for the next day of school.
5. Teachers shall be required to check with the principal before leaving the school premises at any time during the school day.

D. Daily Program

1. The elementary school program shall have a minimum of five and one-half hours of instructional time.
2. The secondary schools shall operate on seven or eight periods of time per day with appropriate time for lunch.

E. Pupil Teacher Ratio

A teacher/pupil ratio consistent with state requirements shall be maintained.

F. Textbooks and Instructional Materials

1. The State of Arkansas provides free textbooks and instructional materials for all pupils attending the public schools in all subjects taught. The books and materials shall be those adopted as provided by law.
2. The local adoption committee shall study the textbooks and instructional materials placed on the multiple list by the State Textbook Selection Committee and make its recommendation to the superintendent in the subject areas to be adopted for the current year.
3. Since the state textbook allotment is not sufficient to supply new textbooks and instructional materials in all subject areas each year, a rotating system shall be developed by the superintendent so that all pupils may have the textbooks needed.
4. Instructional Materials Policy:

The primary objective in the selection and use of instructional materials in the Pine Bluff School System is to implement, support, and enrich the educational program of the schools. The schools should provide a wide range of materials on all levels of difficulty, with diversity of appeal, and presentation of different points of view.

Despite the care taken to select appropriate materials for student use, there may be occasional objections to the use of specific materials. If an item or items cause an objection by a patron, the following procedure should be followed:

- a. When a complaint is received, be courteous, try to present all facts related to the issue, explain the procedure, and make no commitment.
- b. If the complainant is not satisfied, invite him/her to file his/her objections in writing and offer him/her a copy of "Patron's Request for Reconsideration of a Work" to be submitted to the Superintendent of the Pine Bluff School System.
- c. Upon receipt of a written request for reconsideration, the superintendent shall name a Materials Evaluation Committee composed of the following:
 1. A representative from central administrative staff.
 2. A representative from building level administration.
 3. A materials specialist.
 4. Classroom teachers familiar with the subject matter of the material involved.
 5. A parent.
 6. A student, where appropriate.
- d. Within two weeks the Materials Evaluation Committee shall:
 1. Examine the referred materials.
 2. Check general acceptance of the materials by reading reviews.

3. Weigh values and faults against each other and form opinions based on the materials as a whole.
 4. Meet to discuss the materials and to prepare a report.
 5. Send a copy of the report to the school and to the superintendent. The superintendent will send a copy of the report to the complainant.
- e. No material should be removed from use until the Materials Evaluation Committee has made a final decision or the committee recommends non-use of the material during the time of the recommendation.
 - f. The findings of the committee will be implemented.
 - g. Patrons may appeal the decision of the committee to the school board.

G. Course of Study

1. The selection of the courses to be offered, the credit to be earned in each course, and the supervision of the instructional program shall be delegated by the superintendent to those he charges with this responsibility.
2. Each principal has a major responsibility for the supervision of instruction.

H. Homework and Independent Study

1. The Pine Bluff School District believes that homework and independent study will significantly improve academic achievement of students if the following principles/guidelines are adhered to by the school:
 - a. Student achievement rises significantly when teachers regularly assign meaningful homework and students conscientiously complete it.
 - b. Well designed homework assignments relate directly to class work.
 - c. Homework is most meaningful when teachers carefully prepare the assignment, explain it, and give prompt comments and criticism when the work is completed.
 - d. For increased retention, teachers should design short, frequent practice activities.
 - e. To increase student motivation, homework should be at a level that allows for a high degree of success and that gives meaning to the skill being taught.
 - f. Long term projects should be monitored periodically to ensure appropriate progress.
2. The roles and responsibilities of various persons in relation to homework are as follows.
 - a. The school principal has the responsibility to implement and coordinate the district policy with all staff members.
 - b. The teacher has the responsibility to design meaningful homework activities as set forth in this policy and to communicate expectations regarding all types of homework to students and parents.
 - c. Parents have the responsibility to cooperatively support this portion of the educational process by encouraging and becoming involved in the student's learning experience.
 - d. Each student has the responsibility to complete assigned tasks in a conscientious manner and return work to class on time. It is the student's responsibility to request makeup work upon return to school.
3. The grading scale for students in the Pine Bluff School District is as follows:

A = 90 - 100
B = 80 - 89
C = 70 - 79
D = 60 - 69
F = 59 - And Below

I. Special Programs and Services

1. A summer school program for enrichment and makeup in certain subjects shall be offered on a tuition basis as approved by the board.
2. Adult education classes as permitted by law shall be offered in the evenings in the public school facilities under the supervision of a person designated by the system.
3. Special education programs will be offered for those who cannot benefit from the regular school program.
4. Necessary interventions and services, as outlined in an Individualized Health Care Plan, will be provided as determined by a health care team to students identified as having special health care and dietary needs in accordance with federal and state mandates and district procedural guidelines.
5. School staff may not accept and may not agree to comply with directives from physicians/parent/guardians that would withhold or withdraw life-sustaining treatments for students.

J. Activities

1. Extracurricular and noninstructional activities in the Pine Bluff School System are defined as follows:

Any activities outside of the student's scheduled classes that do not deal directly with the curriculum and in which the student does not receive grades. Extracurricular activities are essential to the well being of the student's emotional, social, and physical development; however, interruption into the instructional time and student absences created as a result of these activities shall be limited by the prior approval of the superintendent of schools.

2. Each student wishing to participate in activities now governed by the AAA eligibility rules must have passed four academic courses the previous semester and earned a GPA of 2.0 or better from all academic courses the previous semester. Any of these four courses for which concurrent high school credit is earned may be from an institution of higher learning recognized by the State Department of Education.
 - a. If a student's GPA for the previous semester does not meet the requirement, he/she may be placed in Supplement Instruction Program. A student may continue to participate provided he/she fully participates in this remediation program.
 - b. Non-eligibility to participate in activities shall not necessarily preclude membership in a class or organization.
 - c. Clubs or organizations that have required higher grade point averages (above 2.0) shall retain those requirements.
3. The activity program shall operate under the guidance of the principal of the school.
4. The school district will sponsor interschool activity programs in the secondary schools, grades 8 - 12.
5. The school district will sponsor an intraschool activity program in the seventh grade school.
6. The school district will not participate in any facet of inter-school athletic programs in the elementary schools. It is felt that students are growing rapidly and are insufficiently developed to withstand the physical and emotional stress of such programs.
7. Each school shall develop its own program within the guidelines established by the principal of the school and school board policy.
8. All rules and regulations of the Arkansas Activities Association shall be followed in the athletic programs.
9. Athletic Award Policy is:
 - a. Beginning in grade nine, students are eligible to accumulate successive years of participation and credentials for earning a letter award.

- b. Students in grade nine or above will be awarded a certificate at the end of his/her first year of full participation. On the completion of his/her second consecutive year, providing the stipulated playing time requirement is met, the student will be awarded a letter jacket. Students earning a second letter in the same sport or in an additional sport will be given a foil certificate.
- c. Graduating seniors earning a third letter in the same sport will be awarded a plaque recording all honors achieved and containing a diskette for each letter earned in additional sports. The jacket and all awards will be presented at an athletic awards assembly held near the end of fall semester. A January date is suggested.
- d. Criteria for earning letter awards shall be:
 - 1. Football and Basketball - Participation during the second consecutive or subsequent years in forty percent (40%) of the total possible quarters. Exceptions may be made, at the coaches discretion, for students who have suffered an injury which prevented achieving the required playing time if they were on schedule at the time of the injury and would have almost certainly lettered.
 - 2. Track - Students who during the second consecutive or subsequent years of participation score 16 points in major ribbon meets or who score points in the state meet.
 - 3. Baseball - Participation during the second consecutive or subsequent years in fifty percent (50%) of the games played or who are designated as starters in six or more games.
 - 4. Tennis and Golf - Students who in their second consecutive or subsequent years are certified for the state meet.

Exceptions may be made in all sports for a student who moves into the district or otherwise enters the program during his/her senior year and meets the requirements for participation, points accumulated, etc. Any student earning a jacket may optionally select either a sweater or blanket so long as the cost does not exceed normal jacket price.

K. Field Trips

1. School sanctioned and sponsored activity trips are considered to be an extension of the classroom and all school rules are applicable when students are away from campus on such trips.
2. In order for a class to go on a field trip, these procedures must be observed.
 - a. Permission from the principal and central office supervisor must be obtained for trips within the district. The superintendent must be notified when trips are scheduled.
 - b. Permission from the superintendent, principal, and central office supervisor must be obtained for trips outside the district.
 - c. A licensed bus driver who is approved by the director of transportation must be secured for all trips.
 - d. Supervision of students must be enforced according to school rules.
 - e. Written permission from the parents must be obtained before students may depart on a field trip.
 - f. Conduct of students must meet or exceed school standards.
 - g. Student dress for field trips will conform to school dress code unless the principal gives special permission for other attire.
 - h. If the group stops at a service station or restaurant, the sponsor must obtain permission from the manager before the students use the facilities. The sponsor must inspect the facilities.
 - i. A copy of the seating chart and itinerary must be on file with the principal and director of transportation prior to departure. Two copies must be kept on the bus.

L. Transportation

1. Transportation is a student privilege, not a direct responsibility. Students may be denied transportation services when such denial is in the best interest of the services offered.
2. School bus services will be provided for those students who live outside the city limits and at least two miles from the nearest school offering their grade level as reimbursed by the State Department of Education.
3. School bus services will be provided for students who do not qualify for state reimbursement as permitted by the limitations of the buses and scheduling problems.
4. School personnel who supervise students during school sanctioned activity trips (i.e. athletics, band, choir, field trips, etc.) will ensure that all students are returned to the point of origin on the carrier that they departed on.

The only exceptions to this policy are:

- a. When the parent(s) of a student directly contacts the sponsor/supervisor and assumes responsibility for the student's mode of transportation.
- b. Emergency situations involving injury, illness, accidents, etc.

M. Homebound and Hospital - Regular School Program

1. Enrolled students in grades K-12, who because of an illness or injury that precludes participation in the regular school program for a period greater than four weeks are eligible for homebound and/or hospital instruction during the academic year within his/her facility of confinement.
2. Requests for homebound and/or hospital instructions will be submitted to the superintendent of schools, or his/her designee along with a statement by the attending physician as to the student's diagnosis, reason for confinement, and approximate length of time of such confinement.
3. Upon approval of the superintendent, or his/her designee, the student will receive twelve to sixteen hours of instruction per month for a maximum of three months. Days and time of instruction will be distributed to the best advantage of both student(s) and teacher(s).
4. Students receiving homebound and/or hospital services due to an illness or injury which extends for a period greater than three months will be reevaluated for continued eligibility.
5. Students receiving homebound and/or hospital instruction may require a modification to their academic program during the semester that their illness or physical condition precludes participation in the schools regular academic program. Principals, teachers, and counselors will determine the extent of such modification.
6. Special education students requiring homebound and/or hospital instructions will be processed in accordance with Section M, 1-5 above; or as stipulated in existing federal and/or state regulations, procedures, guidelines, etc.

CHAPTER IV

CERTIFIED TEACHING STAFF

A. Employment Procedures

1. Employees of the district, except the superintendent of schools, shall be employed on nomination of the superintendent.
2. If a person nominated is rejected by the board, the superintendent shall make another nomination.
3. The superintendent shall see that those employed meet all qualifications established by the board and by the law for the position.
4. Teachers transferring to the Pine Bluff School District, subsequent to employment in other school districts, will be hired on a one-year probationary status. Further, such teachers will certify that they are not under contract or have been released from contract by the school district they are leaving. Falsification of information which results in an invalidated contract will require the teacher to reimburse all monies received from the Pine Bluff School District.
5. An application form which gives personal and professional characteristics of applicants shall be used in the selection of personnel.
6. Funds will be budgeted for a search for teaching talent.
7. The Pine Bluff School District is an equal opportunity employer and is dedicated to a policy of non-discrimination in hiring its employees. The district does not discriminate because of age, race, creed, color, sex, religion, national origin, or handicap.
8. No certified employee of the Pine Bluff School District shall, on the basis of sex, race or handicap, be subjected to discrimination to the point of exclusion from programs and activities.
9. Any person with a complaint against the district, in areas regulated by Title VI, Title IX and Section 504 of the Rehabilitation Act, should submit their grievance in writing to the district coordinator, Title VI, IX and Section 504 of the Rehabilitation Act.
10. After proper review of the facts, followed by an appropriate remedy at the district coordinator's level, one may then appeal to the superintendent and subsequently the Board of Education, if deemed necessary.

B. Schedule for Renewal of Contracts

1. The superintendent shall be employed on a three-year contract and the election shall occur at the January board meeting.
2. Renewal of contracts for administrators and supervisory staff shall be considered at the February board meeting.
3. Renewal of contracts for teaching staff shall be considered at the April board meeting.
4. Effective August 1, 1997, teachers will be allowed at least thirty (30) days to sign and return teaching contracts after receipt and will be allowed unilateral rescission of contracts within ten (10) days after the end of the school year. Act 1247 of 1997.
5. In the event that a contract is not executed and returned within ten (10) days after the end of the school year, the teacher is considered to have resigned and a termination notice will be sent pursuant to Arkansas Law, Act 936 of 1983.
6. Beginning with the 1992-93 school year, contracts of all certified personnel should include:
 - a. Years of experience as related to the pay scale.
 - b. Additional hours and or degrees.
 - c. Compensated activities.

B. REVISED ~ Schedule for Renewal of Contracts

1. The superintendent shall be employed on a three-year contract and the election shall occur at the ~~January~~-**February** board meeting.
2. Renewal of contracts for administrators and supervisory staff shall be considered at the ~~February~~-**April** board meeting.
3. Renewal of contracts for teaching staff shall be considered at the April board meeting.
4. Effective August 1, 1997, teachers will be allowed at least thirty (30) days to sign and return teaching contracts after receipt and will be allowed unilateral recession of contracts within ten (10) days after the end of the school year. Act 1247 of 1997.
5. In the event that a contract is not executed and returned within ten (10) days after the end of the school year, the teacher is considered to have resigned and a termination notice will be sent pursuant to Arkansas Law, Act 936 of 1983.
6. Beginning with the 1992-93 school year, contracts of all certified personnel should include:
 - A. Years of experience as related to the pay scale.
 - B. Additional hours and or degrees.

Date Revised: June 17, 2014

C. General Requirement for Employment

1. Applicants must file a completed application form.
2. All certified personnel must file the following credentials in the central office before the first pay period.
 - a. Arkansas Teaching Certificate.
 - b. Teacher Retirement number.
 - c. Transcript of college credit.
 - d. Social Security number.
 - e. Health certificate.
3. Other factors which will be utilized in employment practices are:
 - a. Subject matter proficiency.
 - b. Personal appearance.
 - c. Utilization of English language.
 - d. Voice.
 - e. Teaching experiences in district and out of district.
 - f. Information and recommendations from previous employers, educational institution personnel, and supervising teachers.
 - g. It is not the policy of the Pine Bluff School District to pay the fee required for the Criminal Record Check required before employing a new certified employee. Prospective employees are responsible for paying the required fee.

D. Assignment and Transfer of Personnel

1. The superintendent shall assign all personnel.
2. The assignment of teachers will conform to these basic principles:
 - a. Personnel will be assigned to the available position for which they are best qualified.
 - b. Assignments shall be based upon training, experience, seniority and other factors as would influence success in the position.
 - c. When it is necessary to transfer teachers, the decision shall be made after a conference with principal(s) and with teacher(s) involved. The decision shall be based on the above principles.
 - d. If feasible, the teacher's preference will be respected.
 - e. Transfers will be announced as early as possible.
 - f. No teacher shall be assigned where the spouse is an administrator.
 - g. Openings occurring during the school year for promotional or extra compensation positions shall be posted in all schools. The superintendent will notify the principal and staff by written notice.
 - h. Openings occurring during the summer for promotional or extra compensation positions shall be posted in open school buildings.
 - i. All employees will receive equal consideration for available positions.
 - j. Current district employees will receive consideration for available positions.
 - k. Race will not be used as a factor in making teacher assignments or in making teacher transfers.
3. Before the end of each school year, the superintendent will submit a list of positions and request each certified employee to check the positions of interest, indicating plans for certification when certification is lacking.
4. When openings occur during the summer, the superintendent will make an effort to notify each employee who has indicated an interest in the position.
5. The assignment of summer school teachers shall conform to the above principles. A teaching position will be offered first to district teachers at the level in which they are serving.

E. Retirement

1. Retiring personnel are requested to notify the superintendent, in writing, early in the last semester of teaching.
2. Upon retirement or voluntary termination, the Pine Bluff School District will compensate certified employees of the district the current rate of substitute pay of forty-four dollars (\$44) per day up to ninety (90) days for unused sick leave if the employee has served ten (10) years in the Pine Bluff School District. If the employee qualifies for disability under the Arkansas Teacher Retirement System, Arkansas Public Employee Retirement System, or Social Security, he/she will be compensated for unused sick leave days regardless of length of service in the Pine Bluff School District. An employee must make a written request for the unused sick leave compensation. Upon receipt of an employee's written intent to resign/retire, the district will provide written instructions for reimbursement of unused sick leave.

F. Staff Development Policy

1. The Pine Bluff School District recognizes the importance of professional staff development and the need for the staff to practice and expand skills necessary to maintain schools that are effective. The staff development program will meet or exceed all state requirements. Opportunities for professional growth will be offered through planned in-service programs within the district. Attendance by professional personnel at such programs shall be mandatory and non-attendance may be cause for the forfeiture of contract with the Board of Education.
2. In addition, the professional staff is encouraged to pursue professional growth in areas of interest through college course-work, professional meetings, classroom visits, and monitoring current literature and research.
3. To support such a program, the board authorizes the superintendent to make provision in the annual budget for the maintenance of professional libraries and for the expenses associated with in-service activities such as pre-school conference, workshops, professional visits, etc.

G. Evaluation

Definition and Explanation of the Evaluation Track System

The Pine Bluff School District places a high value on the quality of teaching in the district. Evaluation of certified staff is seen as an important tool in helping dedicated teachers grow professionally while also recognizing their accomplishments. Through the evaluation process, suggestions for improvement can be made and assistance can be given to achieve this goal of continuous improvement.

In order to provide feedback to teachers and administrators in a manner which is most applicable to their level of experience, all certified personnel will be placed on an evaluation track which is matched to the level of supervision needed. Placement on a track will be for one contract year, with a change to a different track being made in successive years as warranted. Three tracks are utilized: Probationary/Novice, Professional, and Assistance.

All Pine Bluff School District teachers, regardless of track, will receive a formal evaluation each year.

Track 1: Probationary/Novice Teacher

Purpose:

The purposes of the probationary/novice teacher track are to (1) provide additional assistance to beginning teachers (less than three years total teaching experience) and experienced teachers (in their first year of employment with the Pine Bluff School District) to help them meet the competencies which are identified for their position, (2) develop a positive attitude toward supervision and professional improvement, (3) provide an orientation to the school and to the district, and (4) provide reliable data for making employment-decisions.

Track 1 Includes:

- Novice Teacher - Teacher having less than (1) year of public school classroom teaching experience.
- Probationary Teacher - A teacher who has not completed three successive years of employment in a school district in which the teacher is currently employed.
- Probationary teachers will be evaluated in this track the first year of their employment in the Pine Bluff school district.
- A district teacher who moves to a media specialist, counselor, or administrative position will be placed in the beginning track for one year.

Procedures:

- Teachers on this track will be observed a minimum of four times prior to the April school board meeting and will include 2 formal observations, 1 informal observation, and 1 summative observation.
- Elementary media specialists and counselors on this track will have a minimum of two observations and two conferences during each year that will include 1 formal and 1

summative observation. Secondary media specialists and counselors will have a minimum of two observations and two conferences during each year that will include 1 formal and 1 summative observation.

- Administrators in this track will have a minimum of four conferences with a supervisor during each year.
- A pre-observation conference will be held before summative and formal observations. All observations will be followed by a post-conference within five working days. The appropriate evaluation instrument will be completed by the administrator or supervisor who conducts the evaluation.
- The evaluatee may request an additional observation by the same or a different evaluator.

Track 2: Professional Track

The professional track has been developed to meet the needs of the experienced teacher. All experienced faculty who have met and are maintaining teacher core competencies are expected to move to the professional track.

Purpose:

The purposes of the professional track are to (1) provide an evaluation procedure for the experienced educator, (2) encourage continued professional growth and development, and (3) provide reliable data for making employment decisions.

Track 2 Includes:

- Experienced teachers who are not in Track 1 or Track 3.

Procedures:

- Teachers will have a minimum of 1 summative evaluation once every 3 years and a formal observation yearly prior to the April school board meeting. Formal observations can focus on targeted growth areas in a teacher's PGP.
- Teachers will be randomly placed in a 3 year cycle.
- A post-observation conference will be held within five working days. The appropriate evaluation instrument will be completed by the administrator or supervisor conducting the evaluation.
- Administrators, secondary media specialists, and secondary counselors will have a minimum of one conference or observation with a supervisor per year.
- The evaluatee may request an additional observation by the same or a different evaluator.

Cycle 1	Cycle 2	Cycle 3
Year 1: 2A Summative PGP	Year 1: 2B1 Formative PGP	Year 1: 2B2 Formative PGP
Year 2: 2B2 Formative PGP	Year 2: 2A Summative PGP	Year 2: 2B1 Formative PGP
Year 3: 2B1 Formative PGP	Year 3: 2B2 Formative PGP	Year 3: 2A Summative PGP

Classification	Evaluation Requirements
2A	Summative & PGP
2B2	Formative & PGP
2B1	Formative & PGP

Track 3: Assistance Track

The assistance track has been developed to provide intensive assistance to the faculty member who has been identified by a supervisor as failing to make satisfactory progress in meeting core competencies or expectations.

The intent of the track is positive. However, performance on this track may serve as a basis for future employment decisions should significant improvement not occur within the timeframe specified.

Purpose:

The purpose of the Assistance Track is to (1) provide training and assistance as necessary to support the teacher who is experiencing difficulty in meeting core competencies or expectations, and (2) to provide reliable data for making employment decisions.

Placement:

Placement of a staff member on the assistance track will be determined by the principal, administrator, or direct supervisor.

- An evaluator shall place a teacher in intensive support status if the teacher has a rating of "Unsatisfactory" in anyone entire teacher evaluation Domain of the evaluation framework.
- An evaluator may place a teacher in intensive support status if the teacher has a rating of "Unsatisfactory" or "Basic" in a majority of Components in a teacher evaluation Domain.

Procedure:

- An Individual Improvement Plan (IIP) is mandatory for personnel on the assistance track.
- The faculty member will be notified in writing when he/she is being placed on the assistance track. The faculty member will then meet with the supervisor to complete an IIP.

- The IIP will be jointly written by the supervisor and the faculty member. The IIP will specify the steps that will be taken to correct deficiencies and be removed from the assistance track.
- Personnel in this track will be evaluated as indicated in the IIP. Teachers will have a summative evaluation and multiple formal and informal observations as determined by the IIP. The supervisor will determine how often to conduct an evaluation in order to bring about the desired improvement in teaching performance. The appropriate evaluation instrument will be completed by the evaluator.
- Successful completion of the IIP will result in the teacher being assigned to a different track. Teacher will receive a summative evaluation within the current or immediately preceding school year.
- Teachers may remain in Track 3 for no more than 2 consecutive semesters unless the teacher has substantially progressed and the evaluator elects to extend the intensive support status for up to two additional consecutive semesters.

Definitions

Formal observation means an announced visit to a classroom by an evaluator that:

- Is preceded by a pre-observation conference
- Is conducted by an evaluator for at least seventy-five percent of the class period.
- Facilitates a professional dialogue for the teacher and evaluator.
- Provides essential evidence of the teacher's classroom practices.
- May be lesser in scope than a summative evaluation but uses the portions of the evaluation framework and evaluation rubrics that are relevant to the evaluation.

Informal observation means an observation conducted by an evaluator for the same purpose as a formal classroom observation but may be unannounced and for a shorter period of time than a formal classroom observation.

Summative evaluation means an evaluation of a teacher's performance that evaluates all domains of the evaluation framework and includes student growth measures. The summative evaluation process shall include:

- Pre-observation conference and post-observation conversation.
- Formal and informal classroom observations.
- Presentation of artifacts chosen by the teacher, the evaluator, or both.
- An opportunity for the evaluator and teacher to discuss the review of external assessment measures used in the evaluation.
- A written evaluation determination for each teacher evaluation category and a written summative evaluation determination.
- Feedback based on the evaluation rubric that the teacher can use to improve teaching skills and student learning.
- Feedback from the teacher concerning the evaluation process and the evaluator.

Date Adopted: December 17, 2013

H. Class Size and Teaching Load

1. The student/teacher ratio for kindergarten shall be no more than twenty (20) students to one (1) teacher in a classroom.
2. The average student/teacher ratio for grades one through three in a school district shall be no more than twenty-three (23) students per teacher in a classroom. There shall be no more than twenty-five (25) students per teacher in any classroom.
3. The average student/teacher ratio for grades four through six in a school district shall be no more than twenty-five (25) students per teacher in a classroom, and no more than twenty-eight (28) students per teacher in any classroom.
4. In grades seven through twelve, a teacher shall not be assigned more than one hundred fifty (150) students daily, and an individual academic class shall not exceed thirty (30) students, provided that, in exceptional cases or for courses that lend themselves to large group instruction, these ratios may be increased.

I. District Overall Curriculum Committee

1. Purpose

The primary purpose of the Districtwide Curriculum Committee structure is to ensure faculty input into curriculum matter decisions. The district curriculum committee will have board authorization to make recommendations in specific areas concerning curriculum (including, but not limited to, those areas listed below) and will be consulted by the board and administration before decisions are made in these areas.

2. Committee composition

a. Districtwide Curriculum Committee:

1. Officers: Chairperson, Vice-chairperson, Secretary/Recorder.
2. Voting Members: Four elementary, four junior high, four high school.
3. Non-voting Members: Central office personnel named by the superintendent.
4. Length of Terms: Four years (Members cannot succeed themselves).
 - a. Replacements chosen by Level II committees (High School, Junior High, Elementary, 2 from K-3, 2 from 4-6).
5. Meetings:
 - a. Regular: One meeting each semester - October and February.
 - b. Called: Any time - May be called by the chairperson or the superintendent or a majority of members.
 - c. Time of Day: Non-school hours.

- b. Level II Committees, comprised of the high school, junior high, and elementary curriculum committees, may be called collectively by central office personnel to study curriculum issues from a K-12 perspective. As a result of these deliberations, this body may make recommendations as deemed appropriate to the Districtwide Committee. Items will be placed on the agenda in accordance to 4b.

1. Junior High Curriculum Committee

- a. Called by Assistant Superintendent for Curriculum and Instruction.
- b. Secretary appointed at first meeting.
- c. Voting: Six faculty members representing the two junior high schools.
- d. Non-voting: Assistant Superintendent.

2. Elementary Curriculum Committee

- a. Called by Assistant Superintendent Elem. Education/Human Resources.
 - b. Secretary appointed at first meeting.
 - c. Voting: Eleven faculty members representing the eleven elementary campuses.
 - d. Non-voting: Assistant Superintendent Elem. Education/Human Resources.
- c. Level I Committees:
 - 1. High School Department or Areas
 - a. Called by department head or area representative.
 - b. Secretary to be appointed.
 - c. Voting: All members of the area/department.
 - 2. Junior High Faculty/Curriculum Committee or Special Area
 - a. Principal or designee will call meeting.
 - b. Principal is provided with the following options for meeting type:
 - 1. Entire faculty.
 - 2. Appoint a curriculum committee.
 - 3. Select subject matter personnel.
 - c. Voting: All participating faculty members.
 - d. Non-voting: Principal or principal designee.
 - 3. *Communications*

All matters expected to be acted on by Level II Committees will be discussed and considered by the faculties, or other responsible bodies such as departments or discipline areas, before submission to the appropriate Level II Committee. All curriculum matters must have the principal's signature affixed.

 - a. All discussion and action will be communicated to the entire faculty after each meeting.
 - 4. *Placing Items on the Agenda*
 - a. Individual Faculty Members

1. Present items to school faculty (at elementary or junior high levels, unless otherwise directed by the principal; e.g., all science teachers may be assigned to some matters), or if at the high school level submit items to the appropriate department or discipline area.
 - b. By Special Groups
 1. Items go directly to Districtwide Committee.
 2. Districtwide Committee assigns items to appropriate school level, then the items are forwarded back through channels for appropriate action.
5. Areas of Responsibility for Districtwide Committee
- a. Recommendations for any additions, deletions or changes in course offerings.
 - b. Ensure coordination and continuity between grade levels and courses in all such matters.
 - c. Recommendations concerning any special projects and in-service programs directly affecting the curriculum.
 - d. Development of procedure for coordination of textbook adoption.
 - e. Recommendation concerning supervision.
 - f. Recommendations concerning the operation and function of the school faculty committees and the grade level (K-6, 7-9, 10-12) curriculum committees concerning these stated curriculum materials.
 - g. Recommendations concerning graduation requirements, course weighting, course pre-requisites, and types of diplomas.
 - h. Identification of any problems directly affecting the effectiveness of the curriculum to the administration and board with the expectation that identified problems will be reviewed and responded to.
6. Committee Recommendations
- a. Level I Committee
 1. If approved, the item will be referred to Level II.
 2. If disapproved:
 - a. Item will be referred back to the submitting individual, or group, for refinement.
 - b. Rationale for disapproval will be given.

- c. After modification, the item may be re-submitted for reconsideration at Level I.
 - d. An item suffering a second rejection by the Level I Committee may bypass the Level I Committee if there is felt to be a strong need for the proposed item.
 - b. Level II Committee
 - 1. If approved, the item will be referred to the Districtwide Committee.
 - 2. If disapproved:
 - a. Item will be referred back to Level I Committee with rationale for disapproval.
 - b. After modification an item may be re-submitted.
 - c. An item rejected for the second time by Level II Committee may be forwarded to the Districtwide Committee given a strong need for the item to exist.
 - c. Districtwide Committee
 - 1. Will make recommendations of approval or disapproval.
 - 2. Report recommendations to the central office.
 - 3. Distribute items from special groups to appropriate school committee.
 - d. Central Office
 - 1. Make recommendations to adopt or reject items with rationale.
 - 2. Report recommendations to the school board.

TIME FRAMES:

All proposals, or items requiring school board approval, should be presented early enough to provide time for the various committees to act on them with adequate time for the central office and the board to become familiar with the proposed concerns.

A rule of thumb would be to ensure that events will allow the items to reach the central office at least three weeks before the third Tuesday of each month. Then the central office will submit materials (or items) to the board two weeks before the third Tuesday (the regular board meeting date).

J. Extra-Curricular Duties

1. Extra-curricular duties are a part of each assignment.
2. The building principal shall assign extra-curricular duties.
3. Extra-curricular duties for which there is extra pay are a part of some assignments and will be written into each contract.
4. The building principal shall make an explanation of the extra pay and extra assignments.
5. The supplement shall be set by the superintendent with board approval.

K. General Requirements for Promotion

1. Acceptable ratings on all evaluations.
2. Additional hours of college credit beyond those immediately required.
3. Achievement of or acceptable progress toward required certification.
4. Participation in non-credit in-service activities.
5. Participation and leadership in professional organizations.
6. Accumulation of years of successful experience in education.
7. Other factors indicating success in the position.

L. Resignations

Unless specified otherwise in a written contract, an employee desiring to resign from employment with the school system must give written notice to the Human Resources Office.

1. An employee shall normally give thirty (30) days' notice on or before May 31 of each school year when resigning from his/her position in the district.
2. The Superintendent may waive the 30-day notice in cases of emergencies or when suitable staff can be replaced.
3. The teacher shall submit a written request to the Superintendent stating his/her wishes and the reason for terminating his/her contract after the thirty(30) days deadline has passed.
4. The final check due a teacher will be paid within 15 days after resignation and after all duties are completed in a satisfactory manner.
5. Teachers who do not wish renewal of contract are requested to notify the Superintendent or Human Resources in writing on or before April 1 and no later than May 31 of each school year.
6. A certified person will not be released from his/her contract within 30 days of the start of the employee's contract.
7. The Superintendent may request revocation of an employee' Arkansas teaching certificate if thirty (30) calendar days written notice is not provided or earlier release is not granted.
8. Resignations will be accepted on behalf of the Board of Education by the Superintendent or the Human Resources Director.

Revised/Adopted: October 15, 2013

M. Vacation for Certified Employees on 12-Month Contract

1. All certified employees working on 12-month employment are entitled to two weeks vacation with pay. Since this is not cumulative, vacation time must be taken within the contract period, or if the employee is employed for the following year, the vacation may be taken at a time approved by the superintendent from June 1 to October 31. Vacation not taken before October 31 will be lost.
2. All certified personnel on a 12-month contract who resign during the contract period will be paid on pro-rata amount for vacation time.

N. **Termination Practices and Procedures**

A teacher may be terminated during the term of any contract period of any cause which is not arbitrary, capricious, or discriminatory.

1. The cause for dismissal as an employee of the district as follows:
 - a. Incompetency - lacking in ability, power, or fitness as judged by the evaluation program.
 - b. Loss of effectiveness - lacking in ability to carry out professional duties in an effective manner.
 - c. Misconduct - conducting personal and/or professional acts which are flagrantly indiscreet, immoral, or illegal.
 - d. Neglect to duty - failing to perform professional duties assigned to the position.
 - e. Insubordination - refusing to obey the policies and regulations of the Pine Bluff School District.
 - f. Failure to meet legal and certification regulations - lacking in the legal and/or State Teacher Certification requirements.
 - g. Abolition of position - lacking in legal and/or teacher certification requirements for another teaching position after a position is abolished. The policies pertaining in "Assignment and Transfer of Personnel" will be applicable.
2. The procedure for dismissal of a teacher of the district will conform to the provisions of Act 936 of 1983 as follows:

SECTION 1. This Act shall be referred to and may be cited as "The Teacher Fair Dismissal Act of 1983."

SECTION 2. The term "teacher" as used in this Act shall be defined as any person, exclusive of the superintendent or assistant superintendent(s), employed in an Arkansas public school district who is required to hold a teaching certificate from the Arkansas Department of Education as a condition of employment.

The term "probationary teacher" as used in this Act shall be defined as a teacher who has not completed three (3) successive years of employment in the school district in which the teacher is currently employed. A teacher employed in a school district in this state for three (3) years shall be deemed to have completed the probationary period; provided, however, that an employing school district may, by a majority vote of its directors, provide for one additional year of probationary status.

SECTION 3. This Act is not a teacher tenure law in that it does not confer lifetime appointment, nor prevent discharge of teachers for any cause which is not arbitrary, capricious, or discriminatory.

SECTION 4. Every contract of employment hereafter made between a teacher and the board of directors of a school district shall be renewed in writing on the same terms and for the same salary, unless increased or decreased by law, for the next

school year succeeding the date of termination fixed therein, which renewal may be made by an endorsement on the existing contract instrument, unless by May 1st of the contract year, the teacher is notified by the school superintendent that the superintendent is recommending that the teacher's contract not be renewed or unless during the period of the contract or within ten (10) days after the end of the school year, the teacher shall deliver or mail by registered mail to the board of directors his or her resignation as a teacher, or unless such contract is superseded by another contract between the parties. Termination, non-renewal, or suspension shall be only upon the recommendation of the superintendent.

A notice of nonrenewal shall be mailed by registered or certified mail to the teacher at the teacher's residence address as reflected in the teacher's personnel file. A teacher who has completed three (3) successive years of employment in the school district in which the teacher is employed on the effective date of this Act or a teacher who has been given credit for a prior service in another district as authorized by SECTION 2 herein is deemed to have completed the required probationary period. The notice of recommended nonrenewal of a teacher shall include a simple but complete statement of the reasons for such recommendation.

SECTION 5. A teacher may be terminated during the term of any contract period for any cause which is not arbitrary, capricious, or discriminatory, the superintendent shall notify the teacher of the termination recommendation. Such notice shall include a simple but complete statement of the grounds for the recommendation of termination, and shall be sent by registered or certified mail to the teacher at the teacher's residence address as reflected in the teacher's personnel file.

SECTION 6. Whenever a superintendent has reasons to believe that cause exists for the termination of a teacher and that immediate suspension of the teacher is necessary, the superintendent may suspend the teacher without notice or a hearing. The superintendent shall notify the teacher in writing within two (2) school days of the suspension. Such written notice shall include a simple but complete statement of the grounds for suspension and/or recommend termination, and shall state that a hearing before the board of directors is available to the teacher upon request, provided such request is made in writing within the time provided in SECTION 9. The hearing shall be scheduled by the president of the board and the teacher and shall be held within the time provided in SECTION 9 after a request for the hearing unless the teacher and the board agree to a later time.

If sufficient grounds for termination or suspension are found, the board may terminate the teacher or continue the suspension for a definite period of time. The salary of a suspended teacher shall cease as of the date the board sustains the suspension. If sufficient grounds for termination or suspension are not found, the teacher shall be reinstated without loss of compensation.

SECTION 7. Each teacher employed by the board of directors of a school district must be evaluated in writing annually. Evaluation criteria and procedures shall be established in the manner prescribed in Act 400 of 1975. Whenever a superintendent or other school administrator charged with the supervision of a teacher believes or has reason to believe that a teacher is having difficulties or problems meeting the expectations of the district or its administration and the administrator believes or has reason to believe the problems could lead to termination or nonrenewal of contract, the administrator shall bring the problems and difficulties to the attention of the teacher involved in writing and shall document the efforts which have been

undertaken to assist the teacher to correct whatever appears to be the cause for potential termination or nonrenewal.

SECTION 8. The district shall maintain a personnel file for each teacher which shall be available to the teacher for inspection and copying at the teacher's expense during normal office hours. The teacher may submit for inclusion in the file written information in response to any of the matter contained therein.

SECTION 9. A teacher who receives a notice of recommended termination or nonrenewal may file a written request with the school board of the district for a hearing. Such written request for a hearing shall be sent by certified or registered mail to the president of the school board, with a copy to the superintendent, or may be delivered in person to each of them by such teacher, within thirty (30) days after the written notice of proposed termination or nonrenewal is received by the teacher. Upon receipt of such request for a hearing, the board shall grant a hearing in accordance with the following provisions:

- a. The hearing shall take place not less than five (5) nor more than ten (10) days after the written request therefore has been served on the board, except that the teacher and board may, in writing, agree to a postponement of the hearing to a later date.
- b. The hearing shall be private unless the teacher or the board shall request that the hearing be public.
- c. The teacher and the board may be represented by representative(s) of their choosing.
- d. It shall not be necessary that a full record of the proceedings at the hearing be made and preserved unless:
 1. The board shall elect to make and preserve a record of the hearing at its own expense, in which event a copy thereof shall be furnished the teacher, upon request, without cost to the teacher.
 2. A written request is filed with the board by the teacher at least twenty-four (24) hours prior to the time set for the hearing, in which event the board shall make and preserve, at its own expense, a record of the hearing, and shall furnish a transcript thereof to the teacher without cost.

SECTION 10.

- a. Upon conclusion of its hearing with respect to the termination or nonrenewal of a contract of a teacher who has been employed as a full time teacher by the school district for less than three (3) continuous years, the board shall take action on the recommendations by the superintendent, with respect to the termination or non-renewal of such contract. The board's decision with regard to non-renewal of a probationary teacher shall be final.
- b. Any certified teacher who has been employed continuously by the school district three (3) or more years (or who may have achieved non-probationary status pursuant to SECTION 2 herein), may be terminated or the board may refuse to renew the contract of such teacher for any cause which is not arbitrary, capricious, or discriminatory, or for violating the reasonable rules and regulations promulgated by the school board. Upon completion of such hearing, the board shall, within ten (10) days after the holding of the hearing:

(1) uphold the recommendation of the superintendent to terminate or not renew the teacher contract, or (2) may reject or modify the superintendent's recommendation to terminate or not renew the contract of the teacher, or (3) may vote to continue the contract of such teacher under such restrictions, limitations, or assurances as the school board may deem to be in the best interest of the school district. Said decision shall be reached by the school board within ten (10) days from the date of the hearing, and a copy thereof shall be furnished in writing to the teacher involved, either by personally delivering the same to the teacher or by addressing the same to the teacher's last known address by registered or certified mail.

- c. Subsequent to any hearing granted a teacher by this Act, the school board shall, by majority vote, make specific written conclusions with regard to the truth of each reason given the teacher in support of the recommended termination or non-renewal.
- d. The exclusive remedy for any non-probationary teacher aggrieved by the decision by the school board shall be an appeal therefrom to the Circuit Court of the county in which the school district is located, within seventy-five (75) days of the date of written notice of the action of the school board. Additional testimony and evidence may be introduced on appeal to show facts and circumstances showing that the termination or non-renewal was lawful or unlawful.

SECTION 11. "An act to provide that when a school district hires a teacher who is obligated to teach at another school district, the hiring district shall be liable to the other district in an amount equal to the salary in the violated contract; and for other purposes." Any school district which employs a teacher or administrator which the school district knows, or should have known, is contractually obligated to another school district, shall be liable to the other school district for an amount of money equal to the salary in the violated contract exclusive of fringe benefits. Either school district may petition the State Department of Education to satisfy the liability by transferring such amount to the entitled school district from funds which the Department would have distributed to the liable school district. Upon receipt of such a petition, the Department shall determine the amount of the liability and satisfy the same by such transfer. If a substantial question arises as to the existence of a contract, the State Board may decline to assess the penalty.

SECTION 12. Repealing clause.

SECTION 13. The effective date of this Act was July 1, 1983.

O. The Procedures for Leaves of Absence

1. *Sick Leave* (Including Maternity)

- a. Each teacher will be granted one day of sick leave per month of employment cumulative to ninety (90) days. These days shall be granted at the beginning of the contract period. Such leave shall be in force beginning with the first day of the employee's period of employment. Provided, if an employee resigns or leaves his/her position for any reason before the end of the school term, the District shall deduct from his/her paycheck full compensation for any days of sick leave used in excess of the number of days earned.
- b. A teacher absent on account of his/her own illness or illness of his/her mother, father, sister, brother, husband, wife, or child, or any relative living in the same house, or death in the immediate family (immediate family shall include mother, mother-in-law, father, father-in-law, sister, sister-in-law, brother, brother-in-law, husband, wife, child, son-in-law, daughter-in-law, grandchild, grandparent, or any relative living in the same house) will receive full pay for the time of accumulated leave.
- c. The Board of Education of the Pine Bluff School District shall grant any full-time Certified Employee of the district, who is compelled by law to secure a license from the State Board of Education as a condition precedent to employment, leave at full pay for absence due to personal injury caused by either an assault or other criminal act committed against the Certified Employee in the course of his or her employment. (Act 741 of 1987)

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

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

The assault or criminal act must be reported as an assault by the victim to the school authority and must be verified by the proper law enforcement agency.

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

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

The decision of the School Board shall be final.

2. *Sick Leave Bank*

The sick leave bank will provide all eligible employees who have exhausted accumulated sick leave the means of obtaining additional sick leave days. The obtaining of such additional days shall be upon the approval of the sick leave bank committee.

The committee shall consist of six members; one teacher from each of the following areas: K-3, 4-6, 7, 8-9, 10-12 and one administrator. The chair of the committee shall be a teacher member.

Certified, full-time employees of the Pine Bluff School District who have been employed by the Pine Bluff Schools for the last three (3) consecutive years shall be eligible for participation in the sick leave bank. By September 15 each year, eligible employees must declare whether or not they intend to participate in the sick leave bank. Those persons electing to participate in the bank must contribute one (1) day of accumulated sick leave to the bank. Such declaration and contribution shall be made on a district form distributed and collected by the business office.

Rules of Operation and Participation:

1. Only those personnel who have made contribution to the bank during the current school year may make a request for grants from the bank.
2. The bank days may be used only upon exhaustion of a participating employee's accumulated sick leave days. Days used from the bank are grants and do not require repayment. Before approving a request, the committee may request administrative review of sick leave records and/or require appropriate documentation from the sick leave bank records.
3. A participating employee must submit an application to the district business office to be forwarded to the committee chair. The application must be accompanied by a physician's statement documenting that the applicant is unable to perform his/her normal work routine due to serious illness, injury, or other disability. The physician's statement should also include an estimate of how long the employee will be unable to work. The committee will maintain records of sick leave bank utilization.
4. Days are not granted for normal pregnancy (pre- and post-natal).
5. Sick leave bank days will not be granted if the employee is eligible to receive income from an income protection or salary protection policy other than the school district's plan.
6. Sick leave grants made from the bank shall be for no more than twenty (20) days for an individual employee per school year.
7. Unused days contributed to the bank will accumulate and carry forward.
8. In the event that the total of available days in the bank falls to less than thirty (30) days, the committee has the authority to solicit additional contributions to the bank in accordance with section III.
9. Days donated to the sick leave bank are nonrefundable.

3. *Bereavement Leave*

Each teacher will be granted 4 days of bereavement leave per school year in the event of death of an immediate family member. Immediate family member shall include mother, mother-in-law, father, father-in-law, sister, sister-in-law, brother, brother-in-law, husband, wife, child, son-in-law, daughter-in-law, grandchild, grandparent, or any relative living in the same household. Bereavement Leave Days are not accumulative.

4. *Personal Leave*

- a. A teacher will be allowed two days of personal leave per year with no reduction in salary. One additional personal leave day may be granted with the teacher paying the substitute for the additional day.
- b. The two personal leave days that are unused during the contract year shall be added to the cumulative sick leave of that teacher in accordance with the procedures stated in the sick leave section of the personnel policies handbook.

5. *Professional Leave*

- a. A teacher who desires to be absent for the purpose of attending professional meetings may be granted professional leave.
- b. The number of days and the pay of the substitute will be left to the discretion of the superintendent.
- c. When the teacher receives an honorarium, fee, etc., for participation during the hours of the school day, the teacher shall pay the school district for the substitute.

6. *Military Leave*

- a. Any person being called into military service will be granted leave without pay for the length of his/her tour of duty.
- b. If this person desires to return, he/she must notify the superintendent three months prior to being separated from service. When he/she returns, he/she will be assigned to his/her former position, provided the position has not been abolished.

7. *Parental Leave*

- a. A parental leave of absence without pay may be granted to a teacher for the purpose of child rearing.
- b. A parental leave may be granted for the remainder of a semester but not more than two semesters at any one time during one school term.
- c. Parental leave may be granted in extenuating family circumstances.

- d. A teacher adopting a child may request parental leave to commence at any time during the first year after receiving de facto custody of said child, or prior to receiving such custody if necessary in order to fulfill the requirements for adoption.
- e. Return to teaching service during the school year will be contingent upon vacancies for which the teacher is qualified.
- f. Upon return to the school system, the teacher will be assigned to his/her former position or its equivalent.
- g. The returning teacher shall notify the superintendent, in writing, by April 1 of the year he or she expects to return.

8. *Educational Leave*

- a. Any teacher who has been employed by the Pine Bluff School District three years or more may be granted one year's absence, without pay, for advance study, with a guarantee of his/her position or its equivalent upon returning if the teacher notifies the superintendent of his/her intentions by April 1.
- b. A teacher with less than three years' experience in the Pine Bluff Schools may be granted educational leave with the understanding that his/her re-employment will be dependent upon job availability.

9. *Medical Leave*

- a. The teacher may make written application for medical leave, without pay, for not less than one semester nor more than two semesters at any one time during one school term. The application to the superintendent must be accompanied by a physician's certificate stating medical reasons.
- b. The teacher may return to the classroom upon written approval of a physician, except when the work and/or attendance of the teacher is adversely affected as determined by the board upon recommendation of the superintendent.
- c. Upon return, the teacher will be assigned to his/her former position, provided the position has not been abolished.
- d. A teacher is guaranteed return at the start of a school year.
- e. Return to teaching services during the year shall be contingent upon vacancies for which the teacher is qualified.
- f. The returning teacher shall notify the superintendent, in writing, by April 1 of the year he or she expects to return.

10. *Jury Duty Leave*

- a. Teachers will be encouraged to serve jury assignments and shall receive full pay for the time of jury service.
- b. The expense money received by jury members shall be used by the teacher to cover added expense of serving on the jury.

P. Salary Schedule Regulations

1. The certified employees of the district are classified for salary benefits as those who have:
 - a. Trade Certificate.
 - b. Bachelor's Degree.
 - c. Bachelor's Degree and Standard Certification + 18 semester hours earned after completing standard certification.
 - d. Master's Degree.
 - e. Master's Degree + 15 graduate hours earned after completing the Master's Degree.
 - f. Master's Degree + 30 semester graduate hours earned after completing the Master's Degree.
2. The salary schedule is for a term as defined by the board.
3. Teachers are employed by contract and paid in twenty-four installments, beginning in September. June, July, and August checks shall be written and mailed within ten (10) working days after the last day of school. In the event the ten (10) day period goes beyond the 10th day of June, the June 10th check will be available to be picked up on the 10th day of June.
4. Teachers shall be paid on the 10th and 25th of each month during the school year. In the event that a pay period falls on the weekend or on a national holiday, teachers shall be paid on the school day immediately preceding the pay period.
5. The following rules govern payroll deductions:
 - a. During the month of November the teacher's committee will, upon request, schedule presentations by representatives of insurance companies.
 - b. At no time will two insurance companies have payroll deductions for the same type coverage.
 - c. Tax Sheltered Annuities will be limited to those companies endorsed by the AEA or the school board.
 - d. An insurance company can be replaced in the following ways:
 1. Voted out by sixty percent of the participating members.
 2. Have less than twenty percent of PBEA members.
 - e. Payroll deductions which do not benefit the group are excluded.

6. The principle of extra pay for extra work is recognized as an essential addition to the salary schedule. (Extra work is defined as duties not within regular teaching duties or non-curricular duties of nature not considered a normal part of a teacher's work).
7. The type of work and the amount of pay for extra work shall be determined by the administration and approved by the board.
8. Variation from the salary schedule due to the supply and demand for teachers shall be left to the administration and approval of the board.
9. Only previous teaching experience in a state accredited school or a state accredited institution of higher education shall be accepted for "Experience Credit" with the Pine Bluff School District.
10. It shall be the responsibility of the teacher to establish proof of teaching experience outside the district.
11. The type of teaching certificate a teacher holds on September 15 shall determine the contract salary for that school year.
12. Substitute teaching shall not count for "Experience Credit."
13. The maximum number of years annual increments that shall be:
 - a. Bachelor's Degree..... 17 years
 - b. Bachelor's Degree + 18 hours..... 17 years
 - c. Master's Degree 17 years
 - d. Master's Degree + 15 hours..... 17 years
 - e. Master's Degree + 30 hours..... 18 years
14. No teacher will be employed at a higher salary than that received by a currently employed teacher with equivalent training and experience, except as provided in 6 and 8 above.
15. Progression from one salary classification to a higher one shall be accomplished by adding the earned increments to the base salary of the classification to which the advance is made; provided that a teacher may not receive a higher salary than any teacher in that classification with equivalent training and experience.
16. Stability of the salary schedule is dependent upon available revenues.
17. Substitute Pay:
 - a. Teachers employed on a day-to-day basis as substitutes shall be paid at a rate established by the board. The current rate for substitute pay is \$44.00 per day.
 - b. After 20 days of continuous service in the same position, the substitute pay for a teacher holding a current teacher certificate will be at the rate of a beginning teacher retroactive to day one.

- c. After 20 days of continuous service in the same position, the substitute pay for a non-certified teacher will be at one and one-half (1 1/2) times the established substitute rate.

Q. Employee Benefits

1. *Teacher Retirement*

- a. Each teacher shall elect to become a member of the Arkansas Teacher Retirement System on a contributory or non-contributory basis. If contributory, the contribution shall be deducted each payroll period and shall be remitted to the Arkansas Teacher Retirement System.
- b. All substitute teachers must become members of the teacher retirement system as required by state law.

2. *Social Security*

- a. Each employee is included in Social Security coverage.
- b. The employee contributes that required by federal law.
- c. The district matches this contribution of the employee.

3. *Workers Compensation*

- a. All school employees are covered by Workman's Compensation for on-the-job injuries.
- b. Employees who are absent from work because of an injury on the job will be eligible for Workers Compensation for certain medical expenses and lost salary under the rules and regulations of the Arkansas Workers Compensation Commission. Such employees shall have the opportunity to use their accumulated sick leave on a pro rata basis to recover that part of their lost salary not paid by Workers Compensation.

4. *Authorized School Business*

- a. No deduction shall be made in salary when the employee is absent due to authorized school business. Each absence must have prior approval by the immediate administrator and the superintendent or an assistant designated by him/her.
- b. The district shall pay the substitute required by authorized school business absence.

5. *Insurance Benefits*

- a. The district will provide an income protection plan with the premium amount to be determined each spring and charged to the teacher salary fund.
- b. All certified personnel who have been employed by the school district are eligible for dental insurance.
- c. All certified personnel employed by the school district are provided accidental death or dismemberment insurance by the school district while they are on a trip to conduct school business.

6. *Section 125 Cafeteria Plan*

All certified personnel may participate in a section 125 plan provided by the school district.

R. Outside Employment

1. All full-time employees of the district are expected to devote full time to their assigned duties. No outside employment during the work day shall be allowed by the district.
2. No employee of the district shall act as a salesman for any type of school supplies or books within the Pine Bluff School District.
3. All employees of the district who represent a company must refrain from recommending his/her product to the patrons of this district which his/her position may be a factor in the credibility of his/her product.

S. Liability

1. A school board is generally immune to suits for injury or damage except, however, the individual employee of the district charged with the responsibility of the activity, the operation, the group, or the individual student can, under certain circumstances, be charged with liability.
2. As a general policy, courts have sustained the judgment and actions of a teacher when and only when there was evidence of "reasonableness" in the teacher's actions.

T. Conditions of Work

1. As long as it remains feasible, para-professional and auxiliary personnel will be hired to relieve elementary teachers from the non-instructional duties so that they shall have a planning period during the day of at least thirty-five minutes.
2. Teachers will be employed in such numbers and assigned in such a manner that the teacher load will conform to the requirements of the State Department of Education and the North Central Association.
3. Each certified employee shall be provided at least a thirty-minute, uninterrupted, duty-free lunch period for a minimum of 80% of contract days.

U. Citizenship and Role of Teachers

1. All personnel are encouraged to support the United Fund and other drives conducted through the schools.
2. In assuming his/her role as an informed and active citizen, a teacher has the right as a participating citizen in such activities as voting, discussing political issues, belonging to the party of his/her choice, campaigning for candidates, working in ward and precinct activities, and running for and serving in public office.
3. School personnel should refrain from using school time and school property for political activity and from exploiting the relationship with students for political purposes. The Code of Ethics of the Education Profession should be used as a guide in the appropriate exercise of citizenship.
4. The Pine Bluff 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, alcohol, 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 while under the influence of any prohibited substance. 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, and referred for prosecution under the Drug Free School and Communities Act, P.L. 101-226..

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.

An employee charged with a violation of any state or federal criminal drug statute in the work place 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 for off duty/off premises drug activity.

5. In the interest of promoting a healthier environment in which to work and to provide an example to students, smoking on campus by all employees is prohibited. There will be no tobacco chewing, use of Skoal, snuff, etc. on a school campus or while conducting a school activity. Tobacco juice is extremely unsightly as well as unsanitary, and the use of tobacco in any form is unhealthy.

V. **Dress**

The dress and grooming of all certified personnel shall be appropriate for the professional duties being performed.

W. Grievance Procedures

A grievance is defined as any concern related to personnel policies or salary raised by an employee as stated by State Law.

The appeal levels are as follows:

1. Elementary Teachers
 - a. Principal
 - b. Assistant Superintendent Elementary Education/Human Resources
 - c. Superintendent
 - d. Board of Education
2. Junior High Teachers
 - a. Principal
 - b. Assistant Superintendent for Instruction
 - c. Superintendent
 - d. Board of Education
3. High School Teachers
 - a. Building Principal
 - b. High School Head Principal
 - c. Assistant Superintendent for Instruction
 - d. Superintendent
 - e. Board of Education
4. An employee having a concern shall ask for a conference with his/her immediate supervisor.
5. A valid attempt must be made to resolve the concern up to the school principal level before a formal grievance is filed.
6. If the matter is not resolved, the employee must submit the grievance in writing to his/her principal.
7. The supervisor shall communicate the decision in writing to the employee within five school days of the receipt of the grievance.
8. The employee may appeal the decision in writing through the appeal levels on the same time format with a copy of the appeal and the previous decision(s) sent to each party involved in the matter.

9. The superintendent shall review all decisions in all unsolved grievances, conduct a hearing with the parties involved, and issue a written decision to all parties within ten school days.
10. Within five school days of receiving the decision of the superintendent, the employee may appeal the decision in writing to the board.
11. The board shall review all written decisions and conduct a hearing at the next board meeting at the request of the employee.
12. If the employee does not request a hearing by the board, the board shall issue a written decision at the next board meeting and provide all parties a copy of the decision.

X. Reduction of Force (ROF) Policy

The board recognizes that decreasing enrollment, changing school attendance areas, reorganizing grade levels, declining finances and other factors may make it necessary to reduce personnel by placing some staff members on involuntary leaves of absence.

If a ROF occurs, the procedures to follow will be designed (1) to maintain a high quality educational program and (2) to give fair and equitable treatment of all employees.

1. Guidelines:

- a. If possible, any reduction will be made by attrition and reassignment.
- b. There will be no ROF prior to an administrative study of possible reduction of extra-curricular programs (programs not scheduled within the school day).
- c. There will be no ROF prior to an administrative study of possible modification of all non-instructional programs.
- d. Non-instructional personnel not absolutely necessary, as determined by the Superintendent, shall be reduced before instructional personnel.
- e. Administrative staff members not absolutely necessary, as determined by the Superintendent, shall be reduced before instructional personnel.
- f. Any remaining non-essential expenditures not absolutely necessary, as determined by the Superintendent, shall be eliminated before instructional staff is reduced.
- g. Written notice to affected personnel will be at least thirty (30) days prior to expiration of contract.
- h. Personnel reduced through this policy will be considered to be on involuntary leaves of absence, without pay or other benefits.
- i. Recall from involuntary leaves of absence will not be affected by other employment.
- j. ROF will be made on a district-wide basis--elementary (K-6), middle school (7-9), senior high (10-12), rather than a building by building basis.
- k. Personnel will be considered for ROF on the basis of their current assignment. (Those on leave will be considered as though they were in their most recent assignment).
- l. All recommended changes through ROF will be reviewed by the Personnel Policies Committee.

2. Specific Procedure:

- a. After studying projected enrollment and financial estimates, etc., the superintendent will determine the total number of staff reductions to be made in the district.

- b. The superintendent will determine the reductions in each of the following categories:
 - 1. Classroom teachers--K-6, by areas of specialization (Kindergarten, special education, etc.).
 - 2. Classroom teachers--7-12, by areas of specialization (English, math, etc.).
 - 3. Administrators and supervisors.
- c. Reductions of the above will be completed in the following order:
 - 1. Natural attrition.
 - 2. Personnel with temporary or emergency certificates.
 - 3. Part-time personnel in each category in 2-(b) above.
 - 4. If sufficient personnel are not reduced by utilizing steps above, the following items, taken as whole, will determine reductions.
 - a. Experience in the Pine Bluff Schools.
 - b. Experience as reflected on salary schedule placement.
 - c. Areas of certification -- multiple certification areas, consideration being given to expertise and interest in student activities, past history of willingness to take extra responsibility, etc.
 - d. Educational attainment as reflected by horizontal placement on salary schedule.
 - e. Performance as reflected by annual evaluation reports.
 - f. A second evaluation on persons named for reduction will be obtained by assigning other appropriate administrators to make an evaluation. (If all factors are considered approximately equal, seniority shall become the determining factor in retention).

3. *Recall and Rights:*

- a. Personnel reduced under this policy will be offered employment in positions in which they hold a current Arkansas teaching certificate before employment is offered to any other applicant.
- b. Personnel will be recalled on the basis of their possession of the criteria in 2 c 4 above.
- c. Persons named for reduction will be assigned to newly certified area openings if they complete certification requirements prior to the start of the ensuing school year.

- d. The person being recalled will be offered employment by Certified Mail to the last known address in the central office.
- e. Within fifteen calendar days of receipt of the offer, the recalled person must accept the offer by replying by Certified Mail or to the superintendent in person.
- f. Rejection of such offer or failure to respond in fifteen calendar days will remove the right to any further employment consideration.
- g. All fringe benefits to which the person is entitled at the time of lay-off will be restored upon the return to full-time employment.
- h. Any person not recalled within two calendar years will no longer be an employee of the district and must re-apply to the district to be considered for employment.
- i. An employee who has been laid off remains an employee of the district and is eligible to file a grievance under the grievance procedure.

4. *Additional Provisions:*

- a. Notwithstanding any other provision in this policy, no vacancy in a certified teaching position will be filled by the board, and no work previously performed by a certified teaching position shall be performed by any other person, until the procedures set forth above have been complied with.
- b. Any inconsistent provision of the policy notwithstanding, the commitment of the board to affirmative action will be maintained in a ROF through affirmative retention as follows:
 - 1. The percentage of minority individuals as a group at any professional level shall be, as nearly as possible, no less after reduction than it was prior to reduction.
 - 2. The percentage of women at any professional level shall be, as nearly as possible, no less after reduction than it was prior to reduction.
- c. In the event of reduction, the superintendent will prepare a list showing the seniority of each certified employee indicating the area(s) of certification and the grade level and courses taught.

SEXUAL HARASSMENT POLICY

As part of Pine Bluff School District's continuing equal employment opportunity efforts and pursuant to the guidelines on sex discrimination issued by the Equal Employment Opportunity Commission, the District endorses the following policy.

1. It is illegal and against the policies of the district for any employee, male or female, to sexually harass another employee, by (a) making unwelcome sexual advances or requests for sexual favors or other verbal or physical conduct of a sexual nature, a condition of an employee's continued employment, or (b) making submission to or rejections of such conduct the basis for employment decisions affecting the employee, or (c) creating an intimidating, hostile or offensive working environment by such conduct.
2. Any employee who believes he or she has been the subject of sexual harassment should report the alleged act as soon as possible to their supervisor, or if the problem is with their supervisor, to the superintendent of schools. An investigation of all complaints will be undertaken immediately. Any supervisor, agent or other employee who has been found by the district after appropriate investigation to have sexually harassed another employee will be subject to appropriate sanctions, depending on the circumstances, from a warning in his or her file up to and including termination.
3. Sexual harassment is sex discrimination under Title IX. It is the policy of the Pine Bluff School District to maintain a learning and working environment that is free from sex discrimination, including sexual harassment.

It shall be a violation of this policy for any member of the district staff to harass a student through conduct or communications of a sexual nature as defined below. It shall also be a violation of this policy for students to harass other students or members of the district staff through conduct or communications of a sexual nature as defined below.

Definitions: Unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student constitute sexual harassment when:

- a. Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's education.
- b. Submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual.
- c. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive academic environment.

Sexual harassment, as defined above, may include but is not limited to the following: verbal harassment or abuse, pressure for sexual activity, repeated remarks to a person with sexual or demeaning implications, suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, etc., inappropriate patting or pinching, intentional brushing against a student's or an employee's body, any sexually motivated unwelcome touching.

Complaint Procedures: Any person who alleges sex discrimination or sexual harassment by any staff member or student may use the district's equity complaint procedure or may complain directly to the building principal, guidance counselor, or to the equity coordinator, the individual designated to receive such complaints. Filing of a complaint or otherwise reporting sexual harassment or sex discrimination will not reflect upon the individual's status nor will it affect future employment, grades, or work assignments. Use of the provided reporting forms is optional.

Upon receipt of a report of sexual harassment, the building principal or guidance counselor or other staff member shall immediately notify the Equity Coordinator without screening or investigating the report. If the report is given verbally, the principal, counselor, or staff member will reduce it to a written form within 24 hours and forward it to the Equity Coordinator. Failure to report any sexual harassment report or complaint as provided will result in disciplinary action taken against that employee.

If the complaint involves the building principal or counselor, the complaint may be filed directly with the Superintendent or Equity Coordinator. If the complaint involves the Equity Coordinator, the complaint may be filed with the Superintendent. If the complaint involves the Superintendent, the complaint may be filed with the Equity Coordinator.

The Equity Coordinator shall immediately authorize an investigation, which may be conducted by school officials. A written report on the investigation will be provided to the Equity Coordinator within 10 school days of the complaint or report of sexual harassment.

The investigation may consist of personal interviews with the person filing a complaint, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident or circumstances surrounding the complaint.

In addition, the district may take immediate steps, at its discretion, to protect the person filing the complaint, students and employees pending the completion of the investigation.

The Equity Coordinator shall make a report to the Superintendent within two school days of the completion of the investigation.

4. Upon receipt of a recommendation that the complaint is valid, the district will take such action as appropriate based on the results of the investigation. If the harasser is a student, disciplinary action may include suspension or expulsion. If the harasser is an employee, disciplinary action may include termination or nonrenewal.

The result of the investigation of each complaint filed under these procedures will be reported in writing to the person filing the complaint by the district. If the harasser is a student, the report will document the action taken as a result of the complaint to the extent permitted by law.

Reprisal: The district will discipline any individual who retaliates against any person who reports alleged sexual harassment or who retaliates against any person who testifies, assists or participates in an investigation proceeding related to a sexual harassment complaint. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

The District recognizes that the question of whether a particular action or incident is a purely personal, social relationship without a discriminatory employment effect requires a factual determination based on all the facts. To the extent possible, information provided and those who provided it will remain confidential. We trust that all employees of the district will continue to act responsibly to establish a pleasant working environment free of discrimination.

**PINE BLUFF PUBLIC SCHOOLS
SEXUAL HARASSMENT OR SEXUAL DISCRIMINATION
COMPLAINT FORM**

IMPORTANT (Please read): *Use of this reporting form is optional.*

Date of Alleged Violation_____

Check complaint being submitted:

_____ **Sexual Harassment**

_____ **Sexual Discrimination**

Employee Signature

Employee Name_____

Building

Immediate Supervisor

Alleged Violation (Briefly Describe)_____

Relief Sought_____

Employee Signature_____ **Date**_____

(Office Use Only)

Equity Coordinator's Response to Complaint_____

Action Taken_____

Signature/Position of Coordinator

Date

CORPORAL PUNISHMENT

- A. The Pine Bluff School Board hereby authorizes the use of reasonable force by any certificated employee in the exercise of his/her lawful authority to restrain a refractory pupil, to protect a pupil from harm or to maintain order in any school building, or any school property, or at any school sponsored event. A report shall be filed as soon as practicable following any incident in which force is used as authorized in this section (Section 16 a, Chapter VII) by a certificated employee using such force. The report shall include a statement or reasons for the employee's actions, the names of pupils involved and the names of any witnesses and the signature of the employee.
- B. The Pine Bluff School Board hereby authorizes the administration of corporal punishment by a principal/assistant principal to any pupil in a school building, on the school grounds or at a school sponsored event who commits an act so anti-social or disruptive in nature as to shock the conscience. A report shall be filed by the principal/assistant principal who administers corporal punishment under this section (Section 14 b, Chapter VII). The report shall be filed as soon as practicable after the punishment and shall include the reason for the punishment and the signature of the employee.
- C. The Pine Bluff School Board hereby authorizes the administration of corporal punishment by any principal/assistant principal to any pupil for insubordination, disruptive conduct, refractory conduct, use of profanity, violent, vulgar or insulting language (as defined in Section 10 of these policies) or other conduct that would tend to disrupt the educational process or harm other pupils or school officials; provided, however, that punishment administered under this section (Section 16 c, Chapter VII) shall conform to the following guidelines:
 - 1. Democratic control and self-discipline shall be encouraged and corporal punishment is to be avoided if at all possible.
 - 2. When corporal punishment is thought necessary by the principal/assistant principal, it will be administered only in the presence of another certified employee.
 - 3. Corporal punishment shall not be administered in the presence of other students.
 - 4. Corporal punishment shall not be administered unless an attempt has been made to modify the pupil's behavior by some means other than corporal punishment.
 - 5. Corporal punishment shall not be administered to any pupil until a witness, who shall be a certificated employee, has been summoned and is present; and until the principal/assistant principal contemplating the administration of corporal punishment has explained to the pupil in the presence of the witness the reason for his/her actions or to deny the charge(s).
 - 6. Corporal punishment shall be limited to no more than five (5) licks with a paddle furnished or approved by the school.
 - 7. A written report signed by the principal/assistant principal administering the corporal punishment and the witness shall be filed in the superintendent's office immediately following the punishment. The report shall give the reason for the punishment.
 - 8. Pine Bluff Schools will follow an Assertive Discipline plan in which corporal punishment will be used as a last resort.

PETITION FOR MEMBERSHIP
PERSONNEL POLICIES COMMITTEE
PINE BLUFF SCHOOL DISTRICT

NAME OF CLASSROOM TEACHER _____

CATEGORY: K-3 4-6 7 8-9 10-12 AT-LARGE

Signature of Classroom Teachers

School

- | | |
|-----------|-------|
| 1. _____ | _____ |
| 2. _____ | _____ |
| 3. _____ | _____ |
| 4. _____ | _____ |
| 5. _____ | _____ |
| 6. _____ | _____ |
| 7. _____ | _____ |
| 8. _____ | _____ |
| 9. _____ | _____ |
| 10. _____ | _____ |

PERSONNEL POLICIES COMMITTEE
PURPOSE, COMPOSITION AND MEMBERSHIP

PURPOSE: The district's personnel policies shall be reviewed by the Personnel Policy Committee (PPC) as outlined in this policy. The purpose of any review shall be to update existing personnel policies in order to bring them in compliance with changes in state and federal law; changes in State Department of Education procedures, regulations and policies; and amendments caused by changes within the school district or desired changes by either teachers and/or administrators in the school district's policies, procedures, benefits or any item of mutual concern.

Personnel policy changes proposed by the School Board must be submitted to the PPC and considered by the PPC at least five (5) working days prior to presentation to the Board. After presentation to the Board, final action may be taken at the next regular Board meeting.

The PPC may also develop and recommend to the Board policies on educational matters of mutual concern.

Classroom teachers shall be defined to include librarians, counselors and other non-supervisory certified personnel.

COMPOSITION: The PPC shall consist of no more than three (3) administrators, one of which may be the superintendent, and no fewer than five (5) classroom teachers.

The local Association president shall communicate in writing to the president of the Board and the superintendent the names of those elected to the committee.

MEMBERSHIP

1. Membership on the Personnel Policies Committee of the Pine Bluff School District shall comply with Acts 687, 56, 479, and any other Act whose purpose is to provide for membership on the Personnel Policies Committee.
2. The Personnel Policies Committee will consist of eleven (11) classroom teachers elected by all classroom teachers in an election conducted by the Pine Bluff Education Association and three (3) administrators, one of whom may be the Superintendent. Classroom teachers will include librarians, counselors, and other supervisory personnel.
3. The eleven classroom teacher members of the Personnel Policies Committee shall be elected by secret ballot in a schoolwide election with two (2) members being chosen from each of the following categories: K-3, 4-6, 7, 8-9, 10-12, and one (1) being chosen at-large--an open category. The three administrative members of the Personnel Policies Committee shall be appointed by the Superintendent.
4. Classroom teacher members of the Personnel Policies Committee shall be elected from the above named categories during the month of May each year. A classroom teacher who desires to have his/her name placed on the schoolwide election ballot in his/her category, must present a petition containing ten (10) names of classroom teachers to the Election Chairman of the Pine Bluff Education Association no later than April 30.
5. An unexpired term shall be filled by the runner-up. A special election may be held when there is no runner-up.
6. Results of the election shall be posted in each building.

**DISTRICTWIDE CURRICULUM COMMITTEE
2001-2002**

PINE BLUFF HIGH SCHOOL

J. Floyridge Underwood	4 years
Brenda Baker	3 years
Brenda Doucey	2 years
Emily Dendy	1 year

SOUTHEAST AND JACK ROBEY JUNIOR HIGH

Pam Golatt	4 years
Maryland Wynne	3 years
Connie Grissom	2 years
Larry Stanfield	1 year

ELEMENTARY

Gail DeWalt	4 years
Jerline Bullard	3 years
Josephine Hayes	2 years
Stephanie Pickett	1 year

"AN ACT TO AMEND SECTION 1 OF ACT 125 OF 1979 ESTABLISHING PENALTIES FOR ABUSING OR INSULTING PUBLIC SCHOOL TEACHERS; AND FOR OTHER PURPOSES."

SECTION 1. Section 1 of Act 125 of 1979, the same being Arkansas Statute 80-1905.1, is hereby amended to read as follows:

"Section 1. (a) Any person who shall abuse or insult a public school teacher while such teacher is performing normal and regular or assigned school responsibilities shall be guilty of a misdemeanor and, upon conviction, shall be liable to a fine of not less than one hundred dollars (\$100.00) nor more than one thousand five hundred dollars (\$1,500.00).

(b) Each school district shall report to the State Department of Education any prosecutions within the school districts under this Act."

SECTION 2. All laws or parts of laws in conflict with this Act are hereby repealed.

PINE BLUFF SCHOOL DISTRICT

GRADING SCALE

The grading scale for students in the Pine Bluff School District is as follows:

A = 90 - 100
B = 80 - 89
C = 70 - 79
D = 60 - 69
F = 59 and below.

See Act 567 of 1993

SOCIAL MEDIA NETWORKING AND ETHICS

I. GENERAL STATEMENT

The Pine Bluff School District (PBSD) recognizes the importance of online social media networks as a communication and e-learning tool. The District may use these tools and other communication technologies to fulfill its responsibility for communicating with parents and the general public.

However, employees should avoid posting any information or engaging in communication that violate state or federal or Pine Bluff School District Policies.

The line between professional and personal relationships can be blurred when social media is being used. When an employee chooses to join or engage with District students, family members or fellow employees on a social media network they are advised to maintain professionalism as a PBSD employee and have the responsibility for addressing inappropriate behavior or activity on these networks, including requirements for mandated reporting. Employees are expected to serve as ambassadors for our schools and to remember they are role models to students.

II. DEFINITIONS

Social Media Account: a personal, individual, and non-work related account with an electronic medium or service where users may create, share, or view user-generated content, including videos, photographs, blogs, podcasts, messages, emails or website profiles or locations such as blogs, Virtual Worlds, online forums, MySpace, Facebook, Twitter, Instagram, YouTube, Yik Yak, Flickr and other emerging electronic networks.

Professional/education Social Media Account: an account with an electronic medium or service where users may create, share, or view user-generated content, including videos, photographs, blogs, podcasts, messages, emails or website profiles or locations such as blogs, Virtual Worlds, online forums, MySpace, Facebook, Twitter, Instagram, YouTube, Yik Yak, Flickr and other emerging electronic networks.

III. CODE OF ETHICS

The Arkansas Department of Education *Rules Governing the Code of Ethics for Arkansas Educators* requires “an educator maintains a professional relationship with each student, both inside and outside the classroom.” All licensed personnel are encouraged to read these rules found on the Arkansas Department of Education website.

Conduct in violation of the *Rules Governing the Code of Ethics for Arkansas Educators* including, but not limited to conduct relating to the inappropriate use of technology or online resources, may be reported to the Professional License Standards

Board (PLSB) and may form the basis for disciplinary action up to and including termination.

IV. REQUIREMENTS/EMPLOYEE EXPECTATIONS

Employees should not use their PBSB e-mail address for communications on public social media networks that have not been approved by the District.

Employees may not disclose any confidential or proprietary information pertaining to the PBSB, its students or employees that is protected by data privacy laws.

Employees may not use or post the district logo without permission from the Superintendent or designee.

PBSB employees are discouraged from creating **personal** social media accounts to which they invite students to be friends/followers. Employees taking such action do so at their own risk and are advised to monitor the site's privacy settings regularly.

PBSB employees may set up blogs and other professional/education social media accounts using District resources and following District guidelines to promote communications with students, parents and the community concerning school-related activities and for the purpose of supplementing classroom instruction. However, the Superintendent or designee must be notified annually of the existence of the accounts. Accessing professional/education social media during school hours is permitted.

Accessing social media websites with personal equipment for personal use during school hours is prohibited, except during breaks or preparation periods. Staff shall not access social media websites using district equipment at any time, including during breaks or preparation periods except on official district sites or for educational purposes.

V. PRIVACY OF SOCIAL MEDIA ACCOUNTS

In compliance with A.C.A. § 11-2-124, the District shall not require, request, suggest, or cause a current or prospective employee to:

1. Disclose the username and/or password to his/her personal social media account;
2. Add an employee, supervisor, or administrator to the list of contacts associated with his/her personal social media account;
3. Change the privacy settings associated with his/her personal social media account;
or
4. Retaliate against the employee for refusing to disclose the username and/or password to his/her personal social media account.

Notwithstanding any other provision in this policy, the PBSB reserves the right to view any information about a current or prospective employee that is publicly available on the Internet.

In the event that the PBSB inadvertently obtains access to information that would enable the district to have access to an employee's personal social media account, the district will not use this information to gain access to the employee's social media account. However, disciplinary action may be taken against an employee in accord with other District policy for using district equipment or network capability to access such an account. Employees have no expectation of privacy in their use of District issued computers, other electronic device, or use of the District's network. (See Policy 3.28 LICENSED PERSONNEL COMPUTER USE POLICY and 8.22 CLASSIFIED PERSONNEL COMPUTER USE POLICY).

Cross Reference: 3.28 LICENSED PERSONNEL COMPUTER USE
POLICY

 8.22 CLASSIFIED PERSONNEL COMPUTER USE
POLICY

Legal Reference: A.C.A. § 11-2-124 RULES GOVERNING THE CODE OF ETHICS
FOR ARKANSAS EDUCATORS

Date Adopted: July 22, 2014

POSTING OF GRADES AND ATTENDANCE TO WEB-BASED REPORTING PROGRAM (Teacher Access Center-TAC, Home Access Center—HAC)

The Board of Education promotes the use of technology to enhance communication, record keeping, information retrieval, student and personnel record acquisition, and to solve problems more analytically with meaningful and relevant data. The advent of Internet-based access to student records and assignments provides parents, students and teachers an easy access to student grades, assignments, attendance, and homework. The ability for parents and students to access academic progress, attendance, homework and assignments on a weekly basis provides the awareness to help make a difference in academic achievement prior to the grade posting for the interim report, nine weeks, and semester grades.

One of the primary technology goals of the Pine Bluff School District (PBSD) is to increase administrative efficiency and to promote communication. The web-based subscription service to HAC (Home Access Center) and TAC (Teacher Access Center) is the present program venue for the sole purpose of providing parents and students real time information pertaining to academic progress and attendance. All teachers, grades K – 12, are to participate in a minimum of three hours of professional development initial training provided by the PBSD to ensure successful implementation of the posting of grades and attendance on the web-based program on a weekly basis. Additional training may be required as deemed necessary.

Teachers are directed to post grades and attendance to the web-based program on a weekly basis at all PBSD elementary, middle, jr. high, and high schools. Elementary teachers in grades K – 5 are to post, at minimum, one grade for each content area weekly. Allowances for the required weekly grade posting may occur when the instructional curriculum or special projects do not provide a weekly grade for posting. The need for frequent communication with parents and students regarding academic progress is extremely important in meeting academic improvement plans when a student is not performing at the level expected. The failure of a teacher to comply with the regulation of posting grades and attendance to the web-based program will result in progressive discipline. Principals will work with the instructional staff to ensure compliance with the web-based program regulation.

Date Adopted: June 17, 2014

EMPLOYEE RIGHTS AND RESPONSIBILITIES UNDER THE FAMILY AND MEDICAL LEAVE ACT

Basic Leave Entitlement

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- for incapacity due to pregnancy, prenatal medical care, or child birth;
- to care for the employee's child after birth, or placement for adoption or foster care;
- to care for the employee's spouse, son, daughter or parent who has a serious health condition; or
- for a serious health condition that makes the employee unable to perform the employee's job.

Military Family Leave Entitlements

Eligible employees whose spouse, son, daughter or parent is on covered active duty or call to covered active duty status may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include unending certain military commitments, arranging for child care, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintroduction briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a "covered service member" during a single 12-month period. A covered service member is: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list for a serious injury or illness; or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the 5-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation or therapy for a serious injury or illness.

*The FMLA definitions of "serious injury or illness" for current servicemembers differ from the FMLA definition of "serious health condition".

Benefits and Protections

During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employers must restore to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Eligibility Requirements

Employees are eligible if they have worked for a covered employer for at least 12 months, have 1,250 hours of service in the previous 12 months, and if at least 50 employees are employed by the employer within 75 miles.

• special hours of service eligibility requirements apply to airline flight crew employees.

Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an ongoing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement must be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and

a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employers must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying circumstances may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave

Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employers must comply with the employer's normal paid leave policies.

Employee Responsibilities

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with the employer's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employers also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified, and employers also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employee's rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's FMLA entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

Unlawful Acts by Employers

FMLA makes it unlawful for any employer to:

- interfere with, restrain, or deny the exercise of any right provided under FMLA; and
- discharge or discriminate against any employee for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

FMLA section 109 (29 U.S.C. § 2619) requires FMLA covered employers to post the text of this notice. Regulation 29 C.F.R. § 825.300(11) may require additional disclosures.

CHAPTER VI

STUDENTS

A. Eligibility

1. A student who will reach his/her fifth birthday on or before October 1 of the year in which he/she would enter kindergarten, and/or who has not passed his/her twenty-first birthday, or graduated from high school, is eligible to attend the Pine Bluff Schools if his/her parent, parents, or guardian lives within the limits of the district.
2. A non-resident student (one whose parent's or guardian's residence is outside the boundaries of Pine Bluff School District) may attend the Pine Bluff Public Schools as (a) a legal transfer student, (b) a tuition student under contractual agreement with another school district, (c) a student whose parents contribute payment in lieu of taxes as provided in Act 464 of 1987. Students may also attend under the Freedom of Choice program as permitted under Act 284 of 1991.
3. All non-resident students who petition to attend the Pine Bluff School District as a legal transfer or under contractual agreement must be approved by the Pine Bluff Board of Education. Tuition charges will be established by the board, and tuition for students requiring special services shall equal the actual cost of the services required.
4. A student's residence will be determined as follows:
 - a. The residence of the parent is considered the residence of the student unless the student has been legally adopted.
 - b. If a student under eighteen years of age lives with someone other than a legal parent, the student may be considered a resident pupil if the person with whom he or she lives files with the superintendent an affidavit indicating proof of guardianship.
 - c. Persons under the age of eighteen who establish a residence apart from parents/guardians must reside in the Pine Bluff School District for a primary purpose other than that of school attendance.
 - d. Persons eighteen years of age or older will be considered legal residents for the purpose of school attendance.
5. Any person wishing to enroll in Pine Bluff Schools must be a student in good standing. Further, candidates for enrollment shall respond to the enrollment form question documenting such good standing. Any falsification or misrepresentation shall nullify the enrollment status. The Pine Bluff School system will not enroll students who stand expelled or suspended from other school districts.

B. Enrollment Requirements

1. Kindergarten Requirements:
 - a. Must have reached fifth birthday on or before October 1 of the current year.
 - b. Must reside in the attendance zone of the school attended.
 - c. Must present a birth certificate, social security number, immunization record showing immunization against Polio, DTP, and measles, (Act 244 of 1967 and Act 663 of 1973), and show proof of residence.
2. First Grade Requirements:
 - a. Must have reached sixth birthday on or before October 1, of the current year.
 - b. Must reside in the attendance zone of the school attended.
 - c. Must have completed a kindergarten program or be recommended for first grade placement by a referral-evaluation-placement process.
3. Junior High Requirements:
 - a. Must have completed the requirements of the sixth grade in a school district elementary school, or
 - b. Must present satisfactory credentials from a school outside the district.
4. Senior High School Requirements:
 - a. Must have completed the requirements of junior high school, or
 - b. Must have earned at least four ninth grade credits; three of which must be full year passage of English, math, and science. The fourth unit may be an elective.
5. Special Education Requirements:
 - a. The school district shall follow due process procedures, as established by Act 102 of 1973, as amended, and Public Law 94-142; and shall evaluate each student the referral committee deems appropriate.
 - b. The school district shall make and keep current a list of all handicapped children tested and examined.
 - c. The school district shall report annually to the Department of Education the extent to which it is providing for handicapped children.

C. Assignments of Students

1. A pupil will be assigned to the school which is contained within the same geographical school boundaries as his/her legal residence except in cases where they are assigned to a magnet school..
2. Definition of Legal Residence:
 - a. A pupil's legal residence shall be defined as that residence where he or she actually and continuously resides with his/her parents or the parent who has legal custody.
 - b. If (a) does not apply, the student may then be assigned on the basis of legal residence with his or her legal guardian or the adult who has legal custody.
 - c. If (a) and (b) do not apply, the student may then be assigned on the basis of legal residence with the adult who is actually and solely financially responsible for that student.
3. A change in assignment due to a change in the above stated categories will not be made if the change is made to effect a change in school assignment.
4. In the case of multiple residences by a patron, school assignment will be made on the basis of that residence where the patron proves he/she resides at least four days and nights per week.
5. The school district will investigate any and all reports of attendance violations.
6. Violators will be transferred to the appropriate school immediately unless covered by I-1.
7. Assignment of teacher's children
 - a. The school district shall assign children of active certified teaching staff, either on the basis of their residence or on the assumption that their residence were in the school where they are teaching.
 - b. The attendance area for students living outside the district will be the school which would logically include the residence if it were in the district. This policy is subject to the provision of Act 1105 of 1993.
8. Tuition students attending the Pine Bluff School District will be assigned to the school which would logically include their residence if it were in the district. In cases where the assignment is to a school previously identified as overcrowded, the student will be assigned to another school.

D. Attendance

1. Arkansas Compulsory Attendance Law

Every parent, guardian, or other person residing within the State of Arkansas having custody or charge of any child or children between the ages of five (5) through seventeen (17) years on October 1 of that year, both inclusive, shall enroll and send such child or children to a public, private, or parochial school, or provide a home school for such child or children as described in this Act under such penalty for noncompliance as shall be set by law.

Exceptions: (1) Any child who has already received a high school diploma or its equivalent is not subject to the attendance requirement. (2) Any parent, guardian or other person who has custody of a child or charge of a child may elect for that child not to attend kindergarten if the child will not be six (6) on October 1 of that particular year. If a decision is made not to enroll the child, a waiver form must be signed by the parent or guardian at the local school administrative office. (Act 292 of 1991).

2. Pine Bluff School District Attendance Policy

- a. At the beginning of each school year the parent/guardian of each student will be notified in writing of the district's attendance policy; notification will be verified by the parent's/guardian's signed statement that he or she has received the policy.
- b. Each school day is important; and absence from any class is detrimental to the student's educational growth. Some absences for some students cannot be avoided; personal illness, and illness or death in one's immediate family are examples.
- c. A student will be released from school directly to his/her parent/guardian whenever the parent/guardian makes this request known to the appropriate school official. However, the student will be counted absent.
- d. No student who has recovered from a communicable disease may re-enter school without a certificate from the family physician or statement from a school nurse.
- e. Students who are twenty-one (21) years of age, or more, will not be enrolled in the Pine Bluff Schools. If a student becomes twenty-one (21) during the school year, he/she may graduate that school year.
- f. Students may take up to two absences each year that are not counted against the attendance policy *if* they are taken to observe *major* religious holidays as verified by both the parent and the religious authority of their persuasion. Makeup work is still required and verification shall be in advance of the absence.
- g. Students who are covered by the State Compulsory Attendance Laws and who are excessively absent from school may be disciplined in accordance with the policies of the school district. Such discipline may include, but not be limited to, in-school suspension, sent-home, suspension, class exclusion, referral to

prosecuting attorney's office, or, as a last resort withdrawal or dropped from school for chronic non-attendance.

3. Kindergarten through Sixth Grade Students

- a. Kindergarten and first grade students below the age of seven (7) who are enrolled in school are expected to attend school daily and to be punctual at all times.
- b. It is the responsibility of the parent to see that the student is in attendance. Parents are encouraged to notify the school when the student is absent.
- c. Students, age 7-17 inclusive, are required to attend school daily. Exceptions are for personal illness, a family emergency involving death or illness, or for an unusual cause acceptable to the principal of the school where the student is enrolled. A doctor's statement or other supportive data verifying the reason for the student's absence must be presented to the school on the day the student returns to school.

4. Parent Notification (Elementary Student Absences)

- a. When a student has been absent from school for a total of four (4) days during a school semester, the principal or designee will contact the parent by telephone or letter to explain the attendance policy and to point out the detrimental effect that non-attendance has on the student's school progress.
- b. When a student has been absent from school for a total of eight (8) days during a school semester, the principal or designee will contact the parent by telephone or letter requesting a parent-student-principal-teacher conference to discuss the student's non-attendance and the detrimental effect on the student's school progress.
- c. When an elementary school age student, seven years of age or older, has been absent from school for a period of ten (10) days, during a school semester, the principal will notify the parent/guardian by registered letter or by a letter delivered by a school social worker, that a referral will be made to the city attorney's office. (Note: five or six year old students will be referred to the parent/guardian).
- d. Parents should be aware that student non-attendance frequently precludes the student from demonstrating mastery of grade level basic skills. Students who do not demonstrate educational mastery may be retained at the same grade level for the subsequent school year.

5. Seventh through Twelfth Grade Students

- a. Students between the ages of five (5) and seventeen (17) years, both inclusive, who have not been officially excluded from school, must be in attendance as mandated by law.
- b. It is the responsibility of the parent to see that the student is in attendance. Parents are encouraged to notify the school when the student is absent.

- c. Students are required to attend school daily. Exceptions are for personal illness, a family emergency involving death or illness, or for an unusual cause acceptable to the principal of the school where the student is enrolled. A doctor's statement or other supportive data verifying the reason for the students absence must be presented to the school on the day the student returns to school.
- 6. Parent Notification (Secondary Student Absences)
 - a. When a student has been absent from school for a total of four (4) days during a school semester, the principal or designee will contact the parent by telephone or letter to explain the attendance policy and to point out the detrimental effect that non-attendance has on the student's school progress.
 - b. When a student has been absent from school for a total of eight (8) days during a school semester, the principal or designee will contact the parent by telephone or letter requesting a parent-student-principal-teacher conference to discuss the student's non-attendance and the detrimental effect on the student's progress.
 - c. When a secondary age student, seventeen (17) years old or younger, has been absent from school for a period of ten (10) days during a school semester the principal will notify the parent/guardian by registered letter, or by a letter delivered by a school social worker, that a referral will be made to the prosecuting attorney's office.
- 7. Seventh and Eighth Grade Students
 - a. Seventh and eighth grade students absent twenty (20) days in a school year will not receive academic credit for that class.
 - b. Students having extenuating circumstances which would cause them to be absent twenty (20) days during a school year may make this cause known to the appropriate school principal for a possible extension of the attendance policy. Reasons will have to be very unusual or extreme to be considered. The student/parent must have a doctor's statement as he/she confers with the principal if the extension request is based on student illness or injury.
- 8. Ninth through Twelfth Grade Students
 - a. A student who is absent from school ten (10) days or seventy (70) class periods in a school semester will not earn academic credit for that semester.*
 - b. A student who is absent from a class ten (10) times in a school semester will not earn academic credit for that course and will receive an "F" on his/her permanent record card. Additional absences will count toward the total absentee list of seventy (70) class periods.
 - c. Students having extenuating circumstances which would cause them to be absent ten (10) days during a school semester may make this cause known to the appropriate school principal for a possible extension of the attendance policy. Reasons will have to be very unusual or extreme to be considered. The student/parent must have a doctor's statement as he/she confers with the principal if the extension request is based on student illness or injury.

- d. Students who use four (4) or more days for personal reasons and then end up with ten (10) days absent in a semester will not be granted extenuating circumstances.

*In instances of block scheduling, only six (6) absences will be allowed per class period.

E. Reinstatement

1. A suspended student or his/her parent/guardian should contact the office of the superintendent if grades 7-12; or the office of the assistant superintendent of elementary education/human resources, if grades K-6, to make an appointment for a school reinstatement conference.
2. A student is automatically reinstated in his/her classes on that date which is specified in the letter of reinstatement from the office of the superintendent or assistant superintendent of elementary education/human resources.
3. The student and/or parent/guardian always has the right to appeal a suspension decision to the superintendent's office.

F. Student-Police Contact on School Property

1. If the student's parent/guardian has accompanied the policeman or arrives at school before the conference is held, the principal is relieved of his/her responsibility by returning custody of the child to the parent/guardian.
2. When the policeman is not accompanied by the student's parent/guardian:
 - a. The principal should notify the parent/guardian of the situation, as explained by the policeman, before a conference is held.
 - b. If a parent/guardian cannot be notified by telephone and the conference must be held, the principal should continue his/her efforts to notify the parent/guardian.
3. If the policeman wishes to take a student from school before the parent/guardian can be notified, he/she should give the principal appropriate identification and authorization.
4. The principal should give the policeman any information which would assist in locating the parent of the student in question.
5. In cases where the police have a warrant for the arrest of the student, the principal should cooperate in making the arrest as easy and non-disruptive as possible. The principal should bring the student to the office for the arrest and not have the officer(s) go out on campus or into the classroom unless absolutely necessary. The principal will try to contact the parent as soon as possible and notify them of what has taken place.
6. If any student is found to have committed an act categorized as a felony, the City Attorney and appropriate law enforcement personnel shall be notified by the building principal.

G. Sent Home, Suspension, Expulsion, Corporal Punishment and Search and Seizure

1. Definitions. For the purpose of this policy, the following definitions shall apply:
 - a. Teacher - shall include an employee of the Pine Bluff School District who is compelled by law to secure a license from the Arkansas State Board of Education as a condition precedent to employment.
 - b. Good Cause - shall include those offenses enumerated in section 9 of this policy, but is not limited to those offenses.
 - c. Insubordination - shall mean refusal or continued failure to obey the school laws of Arkansas or to obey the reasonable rules and regulations or instructions of school district personnel.
 - d. Disruptive Conduct - shall include defiant and hostile acts, acts involving moral turpitude, and disrespect for authority in school buildings, on school grounds, or at school sponsored events.
 - e. Criminal Acts - shall mean activities defined as criminal under the laws of the State of Arkansas and shall include, but not be limited to: arson; assault and battery; burglary and larceny; possession of explosives; extortion, blackmail or coercion; possession of firearms; malicious mischief; and robbery.
 - f. Disturbing the Peace - shall include violent, abusive, obscene or profane language addressed to any teacher or any pupil; threatening to fight or fighting any teacher or any pupil; and use of abusive, violent, obscene or profane language, whether addressed to a specific party or to the public generally.
 - g. Sent Home From School - shall be the dismissal from school and the school premises of a pupil for a period not to exceed three (3) school days.
 - h. Suspension From School - shall be the dismissal from school and the school premises of a pupil for a period not to exceed nine (9) school days.
 - i. Expulsion - shall mean the expulsion from the school and school premises of a pupil for a period in excess of nine (9) days. A suspension which exceeds nine (9) days shall not be deemed an expulsion where the same is due to the failure, neglect or delay of the student, parent/guardian to contact the director of student affairs or assistant superintendent of elementary education/human resources to arrange for a parent-student-supervisory school official reinstatement conference as set forth in section 6 (a) below.
 - j. Student to Include Parent - when the term "student" or "pupil" is referred to in this policy, it shall also include the student or pupil's parents, parent or adult with legal custody, or legally appointed guardian, where the student or pupil is a minor. The address of any student, pupil, parent, adult with legal custody or legally appointed guardian shall be reflected on the records of the district.
2. Compliance with Rules and Regulations - All pupils of the Pine Bluff Public Schools shall comply with the rules and regulations and the reasonable instructions, pursue the required courses of study, and submit to the authority of the teachers, other school officials, and the Arkansas Board of Education on or about school property or at school sponsored off-campus events.

3. Freedom of Speech and Assembly - Pupils of the Pine Bluff Public Schools have the right to exercise the freedoms of speech and assembly and the freedom to publish, including but not limited to the use of designated bulletin boards, the distribution of printed materials or petitions, and the wearing of buttons, badges, or other insignia, except that speech, assembly, or published material which is obscene, libelous or slanderous according to current legal standards, or which so incites pupils as to create a clear and present danger of the commission of unlawful acts in school buildings, on or about school property or at school sponsored events, of the violation of lawful school rules and regulations, or of the substantial disruption of the educational process shall be prohibited. Students are entitled to verbally express their personal opinions. Such verbal expressions shall not interfere with the rights of others, the conduct of the classroom, or with the educational process, or violate other provisions of this section.

Students have the freedom to assemble peacefully. All student meetings in school buildings or on or about school grounds may function only as a part of the formal educational process or as authorized by the principal.

4. Dismissal from Class - A teacher may dismiss, for good cause, any pupil from his/her class. The teacher shall, when feasible, accompany the student to the office of the principal and shall file with the principal a written statement of the reason or reasons for the pupil's dismissal from the class. The principal, or his/her assistant in charge, shall determine whether or not to reinstate the pupil in class, reassign him/her, or to take other disciplinary action.
5. Sent Home from School - The principal of any school, or his/her assistant in charge, may, for good cause, send home, any pupil from school. Any sent home pursuant to this paragraph shall not exceed three (3) days. Prior to sending a student home, the principal shall inform the pupil, either orally or in writing, what the pupil is accused of doing and what the basis of the accusation is. If the pupil denies the charges or accusations against him/her, the principal shall explain to him/her the evidence which forms the basis of the charges and shall permit the pupil to present his/her side of the story. The principal shall fill out a sent home notice explaining both the offense and the procedure to be followed for returning to school. He/She shall send a copy of this notice to the parent/guardian and a copy to the superintendent's office, for students in grades 7-12; or to the office of the assistant superintendent of elementary education/human resources, for students in grades K-6. In those cases requiring a parent/guardian-student-principal conference: the parent must contact the principal's office to arrange for the conference at which time the causes, the school policy involved, and other matters pertinent to the sent home, shall be discussed. If no contact is made by the student, parent/guardian within five (5) calendar days; the principal will contact the parent/guardian inquiring into the reason for not contacting the principal. When a student is notified that he/she is sent home from school, he/she shall remain away from being on or about all school district premises, until he/she is permitted to return to school, except that a student may return to school premises after contacting the principal for the purpose of a return to school conference.
6. Suspension from School -
 - a. A student may be suspended or expelled for immorality, refractory conduct, insubordination, infectious disease, habitual uncleanliness, or other conduct that would tend to impair the discipline of the school or harm the other pupils, regardless of whether the student's conduct occurs on or off campus and during

or between school terms and regardless of whether a specific prohibition of the conduct is contained in this policy book.

- b. The principal of any school, or his/her assistant in charge, may, for good cause, suspend any pupil from the school. Any suspension pursuant to this paragraph shall not exceed nine (9) school days. Prior to such suspension, the principal shall inform the pupil either orally or in writing what he/she is accused of doing and what the basis of the accusation is. If the pupil denies the charges or accusations against him/her, the principal shall explain to him/her the evidence which forms the basis of the charges and shall permit the pupil to present his/her side of the story. If the principal considers that a temporary suspension is proper, he/she shall send the pupil home. The principal shall fill out suspension notice explaining both the offense and the procedure to be followed for reinstatement. He/She shall send a copy of this notice to the parent/guardian and a copy to the superintendent's office for students in grades 7-12; or to the office of the assistant superintendent for elementary education/human resources for students in grades K-6, to arrange for a parent-student-school administrator conference at which time the causes, the duration, the school policy involved, and other matters pertinent to the suspension shall be discussed. If no contact is made by the student or parent within ten (10) calendar days, a second letter shall be sent to the parent or guardian inquiring into the reason for not contacting the superintendent's office for students in grades 7-12; or the assistant superintendent for elementary education/human resources, for students in grades K-6. When a student has been notified that he/she is suspended from school, he/she shall remain away from being on or about all school district premises until he/she is reinstated, except that a student may return to school premises when accompanied by his/her parent/guardian for a reinstatement conference in the office of the superintendent or assistant superintendent of elementary education/human resources.
 - c. The superintendent, or his designee, or the assistant superintendent of elementary education/human resources shall schedule the reinstatement conference with student and parent/guardian as soon as possible after being contacted by the parent/guardian. If a student and/or parent is not satisfied with the outcome of the reinstatement hearing with the superintendent, or his designee, or assistant superintendent of elementary education/human resources, they may request a hearing before the superintendent of schools whose decision shall be final.
7. Expulsion from School -
- a. The superintendent or his/her designee may recommend that any student be expelled, for good cause, from the school and shall make said recommendation to the school board with said recommendation to include a written statement of the charge or charges against the pupil.
 - b. "Three Strikes-You're Out" – When a student has been **suspended** from school for the third time, he/she will be recommended for expulsion for the remainder of the school year or for one calendar year with the superintendent's having the discretion to modify such expulsion requirement on a case-by-case basis.
8. Students may be suspended and/or expelled from school for criminal offenses committed away from school which may affect the school climate, including but not

limited to misdemeanor or felony level crimes of violence, which pose a potential threat to the emotional and physical well-being of the students and staff. These offenses will be a basis for suspension and/or expulsion at the time that the student is charged and prior to trial, plea, or other resolution of the charge.

9. Public/Private Hearing Before School Board - The only instance in which a student shall have an absolute right to a public/private hearing before the school board shall be where a decision has been made by the superintendent or his/her designee to recommend expulsion of the student and the procedures set forth below to obtain such hearing have been followed.
 - a. When the superintendent or his/her designee has made the decision to recommend expulsion of a student, said student shall be notified of such decision in writing by certified mail, return receipt requested, within four (4) calendar days following such decision. In the same notice the student shall be informed of the right to a public/private hearing before the school board. In order to exercise such right, written notice from the student of the desire for such a hearing must be received by the superintendent of the district within seven (7) calendar days following receipt of the notice of the decision to recommend expulsion. Upon receipt of the student's request for a hearing, the superintendent shall schedule a school board meeting within seven (7) calendar days and notify the student by certified mail, return receipt requested, of the date, time and place of said hearing. The failure to request a hearing within the time limits set forth herein or the failure to appear at a scheduled hearing shall be deemed a waiver of the right to such a hearing unless appropriate reasons justifying the failure are presented.
 - b. In every case of a hearing held by a school board regarding the expulsion of a pupil:
 1. The charges against the pupil shall be stated in clear concise terms and shall be in writing.
 2. Names of witnesses who will appear against the pupil and the nature of his/her testimony shall be furnished in writing within a reasonable time prior to the hearing.
 3. Opportunity shall be afforded all parties to respond and present evidence on all issues involved. Opportunity shall be afforded the pupil to offer the testimony of other witnesses and other evidence.
 4. Opportunity shall be afforded the pupil to observe all evidence offered against him/her.
 5. Upon request by a parent and/or guardian, a record shall be kept of the hearing. The record shall include:
 - a. A tape recording of the oral proceedings and hearing. Upon request of any party, a transcript of the tape recording shall be made at the expense of the party so making the request; and
 - b. All memoranda, documentary evidence of data submitted by either party or by teachers or other school officials in connection with the board's consideration of the case.

6. The school board shall receive and review the evidence, documents, and other information presented at said public/private hearing. The findings and decision of the school board will be presented at said public/private hearing.
10. Good Cause - Insubordination; disruptive conduct; excessive truancy; habitual uncleanness, or dress and appearance that would present health and safety hazards or cause disruption of the educational process; refusal of a person to identify himself/herself upon request to proper school authorities in school buildings, on or about school grounds, or at school-sponsored events; participation in demonstrations which interfere with the operation of any school or classroom; distribution of handwritten, duplicated, or printed material on or about school premises in violation of school board regulation(s) or distribution of such material which interferes with or disrupts the educational process; publishing libelous and obscene matter; unauthorized commercial solicitation; abnormal or irrational behavior; commission of or participation in criminal acts in school buildings, or on or about school grounds or at school sponsored events; sale, use or possession of alcoholic beverages or of illegal drugs; disturbing the peace, use of profane, violent, vulgar or insulting language, which language in its common acceptance is calculated to arouse to anger the person to whom it is spoken; or other conduct that would tend to disrupt the educational process or harm the other students or school officials shall constitute good cause for suspension of students from school activities and/or suspension or expulsion from school. (Smoking or having tobacco on or about all school premises constitutes good cause for the sent home, suspension, or expulsion of a pupil).
11. Controlled substances (alcohol, illegal drugs, etc.) - For the protection of other people and persons in the Pine Bluff School District, the school board may suspend or expel any student from school or activity participation for any involvement with controlled substances (alcohol, illegal drugs, etc.), on school premises, at school-sponsored activities or for such involvement away from and off of school premises during school and/or non-school hours.
 - a. A student shall not possess, use, or transmit any alcoholic beverage or controlled substance on school premises or at any school activity, function or event. A student shall not be present on the school premises or at any school activity, function, or event after using or consuming any alcoholic beverage or controlled substance at any time during that same calendar day. Further, a student shall not be present on school premises or at any school activity, function, or event at any time when it is noticeable or detectable that the student has used or consumed any alcoholic beverage or controlled substance, classified as such by Act 590 of 1971, as amended, except such drugs which have been prescribed by a licensed physician or dentist for the students use or consumption and which are in a properly labeled container.
 - b. Therefore, a student violation for the first time of any part of the procedures set forth in (a) above; shall result, as a minimum, in a five (5) day suspension from school and a suspension from participation in all extra-curricular activities for the remainder of the school year, and will be required to participate in the drug and alcohol abuse program of the district. If the offense occurs after the school year is completed, the loss of extra-curricular activity participation will be enforced during the subsequent school year. A student who violates this policy shall be referred for prosecution under the Drug Free Schools and Community Act, P.L. 101-226.

- c. Circumstances (severity of offense, past student record, or combination of offenses) surrounding a first violation of the procedures set forth in (a) above, may result in a school expulsion recommendation for a period of not less than one academic semester. If the offense is selling an alcoholic beverage or controlled substance, the violation shall be considered severe.
 - d. Further, a student violation for the second time in any part of the procedures set forth in (a) above; shall result in a school expulsion recommendation, for a period of not less than one academic semester.
 - e. The school board may suspend or expel any student for involvement in such conduct or activity as set forth in (a) above, where the same occurs off the school premises and/or during non-school hours where such involvement has a direct and immediate effect on the discipline and general welfare of the school or where it is reasonably necessary for the involved student's physical or emotional safety or for the safety and well-being of other students, teachers or public school property.
 - f. The prohibited involvement in such conduct or acts as set forth in (a) above applies to all students at all school sponsored activities in the same manner as they would be applied to attendance during the regular school day. Such activities would include, but would not be limited to, all school sponsored athletic events and social functions.
12. Tobacco, Skoal, Snuff, Smoking - Smoking on campus by students is prohibited. Any student caught smoking will be suspended for a period of five (5) days.
- There will be no tobacco chewing, use of Skoal, snuff, etc. on a school campus or during a school activity. Tobacco juice is extremely unsightly as well as unsanitary. The use of Skoal, chewing tobacco, etc. on a school campus will result in a suspension for a period of five (5) days.
13. Firearms and Weapons - For the protection of other pupils and persons in the Pine Bluff School District, the school board may suspend or expel any student for any involvement with any implement, firearms or weapons which may be used to inflict serious physical injury or death, and which under the circumstances serves no apparent lawful purpose. This policy applies on school premises, at school-sponsored activities, or for such involvement away from and off of school premises during school and/or non-school hours. Therefore, the principal of any school, or the superintendent, or his/her assistant in charge is hereby required by the school board to suspend and recommend expulsion for a student whenever:
- a. It is established to the satisfaction of the school board, or the superintendent, or his/her assistant in charge, or the principal of any school that the pupil is in possession of or carrying any firearm or "weapon" as the latter term is described in Arkansas Statutes (annotated) 41-3151 or any other appropriate statute of legislative enactment within full force of the law.
 - b. The school board may suspend or expel any student for involvement in such conduct or activity as set forth in (a) above where the same occurs off of the school premises and/or during non-school hours where such involvement has a direct and immediate effect on the discipline and general welfare of the school or where it is reasonably necessary for the involved student's physical or

emotional safety or for the safety and well-being of other students, teachers or public school property.

- c. The prohibited involvement in such conduct or acts as set forth in (a) above applies to all students at all school sponsored activities in the same manner as they would be applied to attendance during the regular school day. Such activities would include, but not be limited to, all school sponsored athletic events and social functions.
14. Destruction of Property - Any minor who maliciously or willfully destroys property, real, personal, or mixed, belonging to the school district is liable to suspension or expulsion, and his/her parent/guardian shall be liable for damages so caused by the minor, subject to the provisions of Act 36 of 1987. The parent/guardian of a minor shall be liable to the school district for all property belonging to the school district loaned to the minor and not returned upon demand of an employee of the district authorized to make the demand.
15. Physical Attack on Teachers, Staff or Students - In any incident where a student physically attacks a teacher or staff member, the student will automatically be suspended from school for a minimum of three days. A full investigation of the incident will be made to determine the full extent of the punishment which may include expulsion from school. Penalties for abusing a public school teacher are defined in Act 741 of 1987. (See Chapter IV for copy of law)

“Assault” is the willful attempt or threat to inflict injury upon the person of another, coupled with the apparent present ability to do so. Any display of force that would give the victim reason to fear bodily harm is assault, even if touching or striking does not occur. “Battery” is similar to assault, but requires unexcused physical touching or injury. “Abuse” means to wrong in speech, reproach coarsely, disparage, revile, or malign. Use of profanity or vulgar expressions directed at another person is considered abuse.

- a. Willful, violent acts of any nature such as (but not limited to) those outlined in 13, 14, and 15, or involvement in the same, shall result in a loss of eligibility for participation in all school extracurricular and social events. Students are to keep their hands to themselves, and treat teachers and fellow students with respect and courtesy. Horseplay and physical teasing, as well as shoving, striking, fighting or threatening others with physical injury, etc., constitute battery and/or assault, and are strictly forbidden. Profanity and rude and abusive language directed at others is considered abuse, and this is also strictly forbidden. Violation of this policy will result in disciplinary action, and may also constitute a criminal offense. By law, local law enforcement must be notified whenever a felony or an act of violence may have been committed on campus. Violations of this policy will result in disciplinary actions as outlined and may result in expulsion in serious cases.
- b. The loss of extracurricular and social activities eligibility shall be for the remainder of the school year (for up to 36 weeks carried into the subsequent year) or, if the offense occurs after the completion of school, the penalty shall be enforced during the subsequent school year, also for a period of up to 36 weeks.

Students losing such eligibility shall not be permitted upon the school campus or premises for any reason other than the regular course of study and completion of academic assignments and obligations.

- c. The school board may suspend or expel from school and extracurricular activities and social functions and events any student for involvement in acts of a violent nature as set forth in (but not limited to) sections 13, 14 and 15, where the same occurs off school premises and/or during non-school hours where such involvement has a direct and immediate effect on the discipline and welfare of the school or where it is reasonably necessary for safety and well-being of teachers, students, staff members and the protection of school property and programs.

- 16. Gangs, Secret Societies or Similar Groups - Gangs, secret societies, or other similar groups, whether organized in the community or in other settings, are prohibited on the school grounds and campus and at any school-sponsored activity. Gang-related activity - whether genuine or a pretense- that is identified by school officials will result in immediate discipline with a minimum five (5) day out-of-school suspension up to a maximum of expulsion for the remainder of the semester. A second offense of gang-related activity will result in a recommendation for expulsion for the remainder of the semester, the remainder of the school year, for one calendar year, or permanently.

Students who are arrested for gang-related offenses, regardless of where the offense may have occurred, may be expelled for the remainder of the semester, for the remainder of the school year, for one calendar year or permanently, depending on the circumstances of the arrest. Gang-related activities include but are not limited to such activities as wearing apparel associated with gangs, displaying gang insignia, "throwing signs" or other gestures or language (however expressed) associated with gangs, intimidation, and threats.

- 17. Student Use of Internet - Students may have the opportunity to use a variety of technologies at school, including computers and the Internet. Students are to use this technology as directed by the staff in conformity with school curriculum. Students who use any technology in an inappropriate manner and/or not as directed by the school are in violation of school policy and subject to discipline, up to and including the loss of the right to use the technology (which may involve loss of credit if the technology use was course work.) Students who violate technology user agreements are also subject to the penalties outlined in the agreement.

Students who use technology to violate other policies will be subject to discipline for misuse of technology as well as the policy violation. Example: A student sends a threatening E-mail message to another student. This student would be disciplined for misusing technology as well as threatening another student.

Penalties: Violation of the policy may result in detention, sent-homes, suspension, or, in extreme cases, expulsion.

- 18. Search and Seizure by School Officials - The purpose of this policy is to establish certain guidelines, procedures, and means of advance notification to all concerned. The supervisory school officials have the authority to search school owned property and to seize any gun, dangerous weapon, illegal drugs, or other contraband. This procedure is followed in order to maintain the legitimate school discipline and control; and to safeguard the health, welfare, and safety of all students, employees,

and other persons on school premises. This policy has applicability only to searches and seizures by supervisory school officials for the purpose set forth above. Supervisory school officials are authorized to use metal detectors when conducting searches, either randomly or selectively, when such officials have received reliable information or have reasonable suspicion or cause to believe that any gun or dangerous weapon may be concealed on school premises.

For the purpose of this policy:

- a. "School Official" means any public school employee receiving compensation for services from any public school system in the State of Arkansas.
- b. "School owned property" means any property located among premises owned, in whole or in part, by the state, including but not limited to any desk, locker, file, or other tangible property assigned to, for use of, or on loan to any student, or other person using school property for his own use.

Each student and/or person obtaining or utilizing a locker or other school property shall be informed that such property is subject to search by supervisory school officials and any contents thereof constituting a gun, dangerous weapon, illegal drugs or other contraband shall be subject to seizure upon such grounds and for such purposes hereinafter set forth without the consent of the student or other person using such school property. Such student or other person shall be further notified that supervisory school officials have the ability, by key, combination or otherwise, to open such school property for the purpose of searching the same or other legitimate reason.

Such school property shall be subject to search and any gun, dangerous weapon, illegal drugs or other contraband may be seized by supervisory school officials where such officials have received reliable information or have a reasonable suspicion or reasonable cause to believe that any gun, dangerous weapon, illegal drugs or other contraband may be concealed in said school property or in the event such school officials have reliable information, reasonable suspicions or reasonable cause to believe that a situation exists which may endanger the immediate health, safety, and welfare of the students, employees and/or other persons on the school premises.

Supervisory school officials who have the aforementioned grounds to conduct a search shall first inform the superintendent or his designee of such grounds. No search shall be made without a minimum of two supervisory school officials present unless such school official has reasonable cause to believe that the discipline and control, immediate health, welfare, and safety of students, employees, and other persons on school premises is clearly jeopardized.

The student or other person shall be present at the time the search of such property used by, or on loan to, such student or other person is to be made where possible and practicable under the circumstances of the particular case.

Searches by supervisory school officials of the person of a student or other person on school premises shall be conducted only with the consent of the student or other person and only on the grounds set forth above, except where such supervisory school official has reliable information or has reasonable cause to believe that the discipline and control, immediate health, welfare, and safety of students, employees, and other persons on the school premises is jeopardized.

Supervisory school officials who have grounds to conduct a search of the person of a student or other person on school premises shall first inform the superintendent or his/her designee of such grounds and no such search should be made without two supervisory school officials present unless such school official has reasonable cause to believe that the discipline and control, immediate health, welfare, and safety of students, employees, and other persons on school premises is clearly jeopardized.

Whenever any supervisory school official discovers any gun, dangerous weapon, illegal drugs, or other contraband in any school owned property assigned to the use of an identifiable student or other person, appropriate action for discipline, expulsion, and discharge shall be taken in accordance with policies of the district.

Searches by persons other than supervisory school officials of school owned property or the person of students or other persons on the school premises for the purpose of criminal prosecution shall be conducted only upon the presentation of a valid search warrant or upon the written authorization of the superintendent of the school district.

19. Corporal Punishment -

- a. The Pine Bluff School Board hereby authorizes the use of reasonable force by any certificated employee in the exercise of his/her lawful authority to restrain a refractory pupil, to protect a pupil from harm or to maintain order in any school building, or any school property, or at any school sponsored event. A report shall be filed as soon as practicable following any incident in which force is used as authorized in this section (section 16a) by a certificated employee using such force. The report shall include a statement or reasons for the employee's actions, the names of pupils involved and the names of any witnesses and the signature of the employee.
- b. The Pine Bluff School Board hereby authorizes the administration of corporal punishment by a principal/assistant principal to any pupil in a school building, on the school grounds, or at a school sponsored event who commits an act so anti-social or disruptive in nature as to shock the conscience. A report shall be filed by the principal/assistant principal who administers corporal punishment under this section (section 16b). The report shall be filed as soon as practicable after the punishment and shall include the reason for the punishment and the signature of the employee.
- c. The Pine Bluff School Board hereby authorizes the administration of corporal punishment by any principal/assistant principal to any pupil for insubordination, disruptive conduct, refractory conduct, use of profanity, violent, vulgar, or insulting language (as defined in section 10 of these policies) or other conduct that would tend to disrupt the educational process or harm other pupils or school officials; provided, however, that punishment administered under this section (section 16c) shall conform to the following guidelines:
 1. Democratic control and self-discipline shall be encouraged and corporal punishment is to be avoided if at all possible.
 2. When corporal punishment is thought necessary by the principal/assistant principal, it will be administered in the presence of another certified employee.

3. Corporal punishment shall not be administered in the presence of other students.
4. Corporal punishment shall not be administered unless an attempt has been made to modify the pupil's behavior by some means other than corporal punishment.
5. Corporal punishment shall not be administered to any pupil until a witness, who shall be a certificated employee, has been summoned and is present; and until the principal/assistant principal contemplating the administration of corporal punishment has explained to the pupil in the presence of the witness the reason for his/her actions or to deny the charge(s).
6. Corporal punishment shall be limited to no more than five (5) licks with a paddle furnished or approved by the school.
7. A written report signed by the principal/assistant principal administering the corporal punishment and the witness shall be filed in the principal's office immediately following the punishment. The report shall give the reason for the punishment.
8. Pine Bluff Schools will follow an Assertive Discipline Plan in which corporal punishment will be used as a last resort.

H. Student Control

1. The principal shall be responsible for the proper supervision of students during school hours and at any scheduled student activity after school.
2. This policy does not apply when any school building or portion thereof has been loaned or rented to an outside agency, person, or persons for non-school use, but in such cases, the person, persons, or agency will be held responsible for the proper supervision of all persons in a school building while it or any portion of it is in use by, or under the auspices of, the person, persons, or agency.

I. Transfers

1. Transfer Within the District

- a. Students who move during a school term may continue to attend a school of original entrance for the remainder of the school semester unless overcrowded conditions make it necessary to effect a transfer.
- b. No student will be permitted to transfer from one school to another within the district during the last six weeks of school, except in cases of excessive distances for very young children.

2. Transfer from Outside the District

- a. Any student transferring from a school accredited by the State Department of Education to another school accredited by the State Department of Education, shall be placed into the same grade the student would have been in had the student remained at the former school.
- b. Any student transferring from a school that is not accredited by the State Department of Education to a school that is accredited by the State Department of Education, shall be evaluated by the staff of that accredited school to determine that student's proper placement in the accredited school.
- c. The maximum number of credits that will be accepted for each year earned in a non-accredited school or in home schooling cannot exceed the number of credits earned by a student enrolled at Pine Bluff High School during a regular school year.
- d. Students who receive home instruction or attend a non-accredited school will not have letter grades entered on their permanent record cards. Courses will be listed and credit will be recorded by marking for each year earned in a non-accredited school or in home schooling cannot exceed the number of credits "CR" in the space provided for a grade.
- e. Rank in class and grade point average will be determined only by credits earned while attending an accredited high school. Only those students who have attended an accredited school for four (4) semesters will be ranked.
- f. Students must attend an accredited public or private school for a minimum of four semesters to be considered an honor graduate. Summer school will not be considered a semester.
- g. Students must attend Pine Bluff High School, or another accredited public or private school, for a minimum of four (4) semesters before they are eligible to be placed on the ballot for membership in the National Honor Society.
- h. Students must meet all graduation and attendance requirements of the Pine Bluff School District to receive a diploma.
- i. It is the responsibility of the Pine Bluff School District to determine the number of credits and the method by which credits are earned in order to receive a high school diploma. There is no requirement that the school honor the credits from non-accredited schools or from home schooling.

- j. Courses in Bible and religion will not be awarded credit in the Pine Bluff School District.
- k. Transfer students will be evaluated by a battery of achievement tests or if not available, subject department-made tests.

J. Graduation Requirements

1. Effective with the 1999 graduating class, a total of twenty-four (24) units of credit shall be required for graduation from high school with the following courses required.
 - a. Four (4) units of English, exclusive of speech.
 - b. One-half (1/2) unit of speech.
 - c. Three (3) units of social studies; namely, civics, world history, and American history.
 - d. Six (6) units in math and science (at least three (3) units in each).
 - e. One-half (1/2) unit each in health, physical education, and fine arts.
 - f. Required number of electives.
2. Transfer students may not be required to meet the social studies requirement provided they have American history and take as much social studies as possible as they enter high school.

K. Promotion

1. Promotion in grades K-6 is one grade each year for those with passing grades.
2. In grades K-3, students will be required to achieve a *collective passing grade in mathematics and language arts (reading, spelling, and language) in order to be promoted to the next highest grade.
3. In grades 4-6, students will be required to achieve a *collective passing grade in mathematics, language arts (reading, spelling and language), science and social studies in order to be promoted to the next highest grade.
4. The final decision on retention will be made by the teacher(s) and principal, along with parent input.
5. Retained students will receive the prescribed help after a diagnostic profile has been obtained.
6. Retained students will not have the same teacher the next school year unless unusual circumstances exist.
7. Neither standardized tests nor competency tests will be used to retain or promote children.
8. Promotion and retention will be based on all four grading periods.
9. A student may be retained a total of one time in grades K-3 and one time in grades 4-6.
10. A student in the seventh grade must pass three (3) basic subjects and two (2) elective subjects to be promoted to the eighth grade. Basic subjects may be taken in an accredited summer school if available.
11. Students in the eighth grade may be promoted to the ninth grade if they have passed four (4) basic units of credit which are math, English, science, and social studies. No other courses may be substituted for the basic course. Basic subjects may be taken in an accredited summer school if available.
12. Students in the ninth grade may be promoted to the tenth grade if they have earned at least four credits, one of which must be full year passage of English.
13. Students in the tenth grade may be promoted to the eleventh grade if they have earned nine credits, including a full unit of 9th grade and 10th grade English.
14. Students in the eleventh grade may be promoted to the twelfth grade if they have earned at least fifteen units of credit at the beginning of a school year and be able to meet graduation requirements by the end of summer school following the senior year. The student must also have been in attendance three years in grades nine, ten, and eleven.
15. Students may be required to repeat any semester's work failed in a full year course in order to earn any final credit in the course and may be required to repeat any course if failed, where such course is required for graduation or is a pre-requisite to the next sequential course. In the few half-year courses available, promotion is by semester.

16. Summer school, on the high school level only, will be offered to seniors who could not take part in graduation ceremonies because of one or two courses needed and to those students who want to take the History of Civilization class that is offered.
17. To graduate from high school, a student must meet graduation requirements.
18. Basic subjects are defined as English, math, science, and social studies.

*Average of all areas should equal passing as defined by Pine Bluff School District Board Policy.

L. Cumulative Records

1. A cumulative record card must be kept for every pupil in the schools. The cards of pupils completing elementary schools are to follow pupils through junior and senior high schools.
2. Secondary school cumulative record cards, supplementary to the record card begun in the elementary, must be kept for every pupil who enters the secondary schools.
3. Cards of pupils who drop or transfer out of school before completing junior high school are to be filed in the Jordan-Chanay Administrative Center as soon as the official record is made.
4. The cumulative record cards of students who drop or transfer out of senior high school before being graduated are to be filed in the office of the principal or the guidance office of the school.

M. Other Student Accounting Records

1. All records of daily attendance, issuance of free textbooks, school registers, and other records required by law are to be properly kept.
2. Such other records as reading cards and record folders which may be deemed necessary or desirable at any grade level will be kept.

N. Reports to Parents

The Pine Bluff School District recognizes the fundamental importance of communication and cooperation between the home and the school. In order to build parental support and understanding for the learning process, parent/teacher conferences are scheduled each semester. These conferences provide a systematic review for parents and teachers to monitor and discuss student progress.

1. In the first and second grade, teachers should send notes to parents at intervals during the first semester. In addition, a progress report will be sent at the end of each nine week period.
2. Progress for other students is reported to parents four times each year, following the end of each nine week period.
3. Supplementary notes of commendation, suggestions for improvement, and parental conferences should be used when appropriate between reporting periods.
4. Additional reports are made to parents of secondary students who are not doing satisfactory work at the end of the first four weeks of each semester.

O. Fraternities and Sororities

1. All students who enroll in the Pine Bluff School System and who shall desire to become members of any fraternity, sorority, or other secret organizations shall be informed that such membership shall preclude their participation in any or all extra-curricular activities of the school.
2. The school authorities shall be instructed to apprise all incoming students of this resolution.
3. It is thoroughly understood that these regulations do not in any way hinder the full access of every student to the regular class and other instruction provided under law by the school system.

P. Social and Other Clubs

1. There must be no pledges or probationary membership.
2. The election of new members must be by majority vote. There must be no "black-ball."
3. There must be no hazing or public horseplay in the initiation of new members or otherwise.
4. Non-school social clubs must keep their activities, political or otherwise, out of school.

Q. List of Students

A list of students with home addresses shall not be given to any person for advertising or commercial use.

R. Uniform Dress Code

1. Beginning with the 2000-2001 school year, all students K-12 in the Pine Bluff School District will be required to comply with the uniform dress code. New students to the district will have a two-week period from their date of enrollment to get the correct uniform.
2. Students who come to school without proper uniform will be required to correct their appearance before they will be allowed to attend classes. Students may also be given a Sent Home Notice or assigned to In-School Suspension for a continuous violation of this dress code.
3. The uniform policy will be reviewed annually.

CHAPTER VII

FINANCE

A. Budgetary Procedures

1. The board shall adopt an annual budget to provide for the needs of the school district and to specify and limit the expenditures.
2. The superintendent shall draw up a tentative budget for the school year beginning July 1, one year hence.
3. The superintendent shall, no later than September 1, present the ensuing year's budget to the board for approval.
4. The board shall comply with state law by proposing the recommended budget, along with the necessary supporting millage rate, at least sixty (60) days prior to the annual school election.
5. The superintendent shall adopt a working budget, a copy of which will be filed with the State Department of Education on the date established by state regulation.
6. The superintendent or an authorized person on his/her staff shall make expenditures and commitments in accordance with the adopted budget.
7. Any changes in the allocation of funds in the budget must be approved by the board.
8. All financial and budgetary procedures will be in accordance with the state law.

B. Purchasing Procedures

1. Purchases shall be made in accordance with the adopted budget.
2. The business interests of the district shall be given first consideration as purchases shall be made at the lowest possible costs consistent with district specifications of control and service.
3. Any purchase order totaling \$500 or more must have prior approval from a supervisor before committing purchase order to vendor.
4. Purchases of individual items which exceed \$5,000 shall be made on bid except in instances where formal bid procedure is impractical. When formal bids are not taken, price quotations shall be solicited.
5. At the discretion of the superintendent, bids may be taken on items which cost less than \$5,000.
6. When bids are taken, the low bidder shall be given the order or contract unless:
 - a. All bids are refused at the discretion of the superintendent, or
 - b. A written explanation is prepared by the superintendent and copies forwarded to the bidders and to the members of the board.
7. Bids will be sought from those sources offering the best prices, consistent with control and services.
8. Purchases shall be made without favor or prejudice, except that five percent preference shall be give to local suppliers.
9. Purchases shall be made only on school district requisition forms.
10. All copies of the requisition shall be sent to the central office for approval.

C. Expenditures and Financial Records

1. The superintendent and others designated by him/her shall be bonded in the amount prescribed by law and shall be responsible for the receipt and disbursement of all public funds of the district.
2. All public monies shall be deposited in a depository as prescribed by law.
3. A financial statement and current report on the budget shall be made to the board at each regular meeting of the board.

D. Audit of School Accounts

1. An outside audit of accounts of income and expenditures shall be arranged by the board at the close of each fiscal year.
2. Copies of the audit shall be sent to the State Department of Education, the State Auditor, and the members of the Pine Bluff School Board.

E. Intraschool Funds

1. Each principal shall submit a monthly report to the superintendent which lists the monies collected and the purchases for which the amounts were spent.
2. At the end of the school year, each principal may be requested to turn in the books of the intraschool funds to the business office for auditing.
3. No collection of money for any purpose shall be made in any school, except on the approval of the principal of the school and the superintendent.
4. The sale of tickets in any school building for any purpose must be with the approval of the principal of the school and the superintendent.
4. Since school employees have responsibility for funds in their care, all employees shall make daily deposits and even small sums of money should not be left unprotected overnight.

F. Travel Expense Policy

1. Before an employee or board member can claim reimbursement for travel, meals, or lodging, an Expense Reimbursement Form must be approved by the proper authorities and submitted to the Business Office.
2. Travel Expense Reports must include:
 - a. A completed Request For School Business Leave approved by the Superintendent.
 - b. Name of traveler
 - c. Home school
 - d. Identification of meeting
 - e. Location of meeting
3. Mileage:
 - a. Travel shall be reimbursed at a rate of twenty-five cents (.25) per mile determined by map mileage. Vicinity mileage is not a reimbursable expense.
 - b. Parking shall be reimbursed for the amount of actual expenses.
 - c. Public transportation shall be reimbursed only if the employee did not use his/her vehicle to travel to the business related meeting. If the employee did not travel to his/her destination by use of a personal vehicle, public transportation will be reimbursed based on actual expenses incurred.
4. Daily Allowances For Meals:
 - a. Meals shall be reimbursed for business trips involving an overnight stay only. In-state meals shall be reimbursed for actual expenses up to \$30.00 per day including tax.
 - b. Out-of-state meals shall be reimbursed for actual expenses up to \$45.00 per day including tax.
5. The traveler is charged with the responsibility for securing receipts to properly support each item of expense. No expense will be reimbursed without proper receipts for documentation.
6. Policy For National School Boards Association Meetings:
 - a. The Superintendent and School Board Members of the Pine Bluff School District shall receive \$120.00 per diem for a maximum of five (5) days as an allowance for all business expenses, except airfare and lodging, incurred while representing the Pine Bluff School District at the National School Boards Association meeting. This per diem amount includes travel from Pine Bluff to the Little Rock or Memphis airports and return to Pine Bluff.
 - b. Partial day expense will be prorated based on half (1/2) days.
 - c. This policy applies only to the National School Boards Association's annual meeting and the Superintendent and School Board Members attending this meeting. The normal Travel Expense Policy applies to the Superintendent and School Board Members in ALL other circumstances.

CHAPTER VIII

SCHOOL PLANT

A. General Policy

1. All properties of the Pine Bluff School District No. 3 are under the control and supervision of the Board of Directors.
2. The Board may make school properties available to the community when such use does not interfere with any regular school program or does not conflict with school policies or procedures.
3. Any use of intoxicants or drugs on school property will be classified as disorderly conduct and shall not be permitted.
4. In the free use of buildings it is understood that admission charges or collections are prohibited, unless written permission is granted upon a permit for use.
5. Applicants must satisfy the superintendent or his/her representative that they are responsible persons, or that they officially represent responsible organizations; that they will guarantee orderly behavior, that they will underwrite any damages due to their use of the premises, that their activities are lawful, and that they will sign contracts when necessary. Rental fees will be paid in advance. A school employee must be on duty anytime a facility is in use.
6. Advertising and all sale of merchandise, except advertising incidental to approved programs, is forbidden on public school premises in connection with any meeting.
7. Responsibility for use of facilities and observance of regulations shall rest upon applicants, sponsors, and/or participants. Janitors and other representatives of the board of education, on duty in the schools at the time, are required to report all irregularities.

B. Opening of Buildings

1. School buildings shall only be opened to students when the principal and/or teacher or teachers are on duty.
2. In the case of inclement weather, the principal shall see that the buildings are open at such time so that all children shall be protected.
3. When schools are not to be opened because of emergencies or inclement weather, public announcements will be made as early as possible.

C. Use of School Facilities

1. The administration of all policies involving a local school building is the direct responsibility of the principal; such as organization for the serving of lunches, scheduling custodial and maintenance through maintenance department, and scheduling details involved in preparation for the use of buildings by any organization approved by the superintendent. A school employee must be on duty any time a facility is in use.
2. No meetings shall be allowed in a school building for the purpose of advancing a doctrine or theory subversive to the constitution of laws of the State of Arkansas or the United States, for the promotion of private profit making enterprises, or for any entertainment that may be detrimental or destructive to the buildings, fixtures, or furniture.
3. School properties may be used in the relief of disasters such as floods, tornadoes, etc. Notification that a disaster area does exist shall come from the superintendent after consultation with the proper agencies.
4. The use of school properties by church groups for regular Sunday and Wednesday night services will be permitted only following a catastrophe which makes the regular place of worship unusable, and such use will not be continued for more than six (6) weeks.
5. Under no condition will the use of school property be granted for more than one year at a time.
6. The use of school playgrounds should never be granted on a restrictive basis to any group for their own exclusive use, except that as it may be provided for in their approved program of operation.
7. All requests of the use of school facilities shall be submitted in writing to the Superintendent or his designee of Pine Bluff Schools.
8. The superintendent shall confer with the building principal in making arrangements for such use so that there will be no conflict with school activities.
9. All working personnel in a building shall at all times endeavor to keep the building clean and sanitary to protect the equipment, and to encourage thrift in the use of public utilities and supplies.
10. Maintenance charges to defray building maintenance and operation costs shall be charged according to a schedule approved by the board.

D. Free Use of Facilities

1. The following groups may be approved to use school facilities without payment of fees except in instances which are listed elsewhere in these policies:
 - a. Parent-Teacher Associations and Organizations.
 - b. Teacher organizations.
 - c. Scout groups (Boy, Girl, Cub, Brownie, etc.).
 - d. School election balloting places.
 - e. Charitable organizations may use facilities as headquarters while community drives are under way.
2. All groups using school facilities shall furnish proper supervision and guarantee against losses from destruction of property and theft.
3. All groups, including those before mentioned groups that use facilities without fee, must compensate the school district in the amount required to pay the custodian for opening, closing and cleaning the building. The amount will be determined by the number of hours on duty (minimum - 4 hours) and the prevailing hourly rate for overtime work. No custodial charge will be made for regular PTA meetings.
4. All groups shall confine their activities to only that part of the building or grounds which has been assigned for their use.

E. Sale of School Property

1. No school property may be sold without action of the board. The sale of real property must be advertised in the local papers at least fifteen (15) days in advance of the time of sale.

F. Authorizations and Improvements

1. All playground apparatus, equipment, landscape projects, beautification projects, donations of property or alterations to existing facilities must have the approval of the board of directors, the superintendent, and the building principal prior to the beginning of such projects.
2. All the before mentioned items, equipment, and materials installed on school district property, become the property of the school district who shall assume full responsibility for formulating policies governing its care and use.

G. Use of School Cafeteria/Kitchen Services

1. The district shall limit the preparation and serving of foods in the cafeterias during the day to the working personnel and students.
2. All organizations and clubs using the cafeterias of the district must have the approval of the superintendent or his designee, the cafeteria supervisor, and the building principal.
3. It is not permissible to transfer cooking utensils, tables, dishes, etc., from one school cafeteria to another, except with the permission of the superintendent and the cafeteria supervisor.
4. Any organization using the school district cafeterias must reimburse the district for all expenses involved, for any food used, for beverages, for services, for utilities, for supplies and labor performed.
5. Whenever a meal is to be cooked and served in the kitchen cafeteria area, a school employed lunchroom worker must be assigned to work with the organization in preparing and serving the meal. The organization will compensate the school district in the amount required to pay this lunchroom worker. The amount will be determined by the number of hours on duty (minimum - 3 hours) at the prevailing hourly rate. If overtime hours are involved, the overtime hourly rate would be required.
6. No lunchroom worker will be required where the kitchen dishes, cutlery, and cooking equipment will not be used by the organization.

H. Vending Machines

1. Before vending machines may be installed in any building, permission must be secured from the superintendent or building principal.
2. Sanitary napkin vending machines are permitted.

I. Rental Rates for Facilities

1. Approved non-profit groups may rent an auditorium/cafetorium on the following basis:
 - a. For church service, \$50.00 per session in accordance with criteria stated elsewhere in these policies.
 - b. For other non-profit groups, \$100.00 and fees for additional services per day or night in accordance with policies stated elsewhere.
 - c. For other approved groups of educational and cultural purposes, free but subject to all other requirements as stated elsewhere in these policies.
2. Approved profit-making groups may rent an auditorium on the following basis:
 - a. Auditoriums of less than 500 capacity: 25% of the net profits after taxes or \$100, whichever is greater. (Minimum fee payable in advance.)
3. For \$100 plus cleaning costs, approved groups may rent physical education buildings subject to these regulations as well as to those listed elsewhere in these policies:
 - a. All dates and hours of rental must be cleared with the building principal and activities director.
 - b. All concession rights, unless stated elsewhere by agreement, shall be under the control and direction of the Pine Bluff School District.
 - c. All funds for rental must be paid to the superintendent's office.
 - d. A committee composed of the building principal, the director of physical plant and auxiliary services, and the superintendent shall make recommendations to the board for revision of rentals if any revisions seem desirable.
 - e. The superintendent or his designee shall assign the responsibility for the management and supervision of the facilities. That person shall be paid from the receipts of the rental and cost fees at an agreed upon rate.
 - f. The superintendent or his designee shall assign the responsibility for the operation of special mechanisms and equipment such as score boards, loud speakers, furnaces, etc. That person shall be paid from additional fees as determined by the scale.
 - g. Sufficient school custodians shall be on duty at least one hour prior to the use of the building, remain until the use is finished, clean the building and put it in order for future use, and lock the building. Each custodian shall be paid at the rate of time and one-half with a minimum of four (4) hours of service.
 - h. The group renting a facility shall assume the responsibility for providing reasonable security, if needed, at the time rental agreement is made.
 - i. The fee shall be 25% of the net profits after taxes or \$100, whichever is greater per session, evening or daytime.

4. Approved groups may rent Jordan Stadium or other similar structures subject to the following regulations, as well as to those listed elsewhere in these policies:
 - a. Profit making groups may rent the stadium subject to the following regulations, as well as to those listed elsewhere in these policies:
 1. The superintendent or his designee shall appoint a person to have overall supervision of the plant and he/she shall be paid at an agreed upon rate from the rental fee.
 2. The superintendent or his designee shall appoint custodians to clean the premises, to arrange the furniture used and to lock the gates. They shall be paid at the rate of time and one-half with a minimum of four (4) hours.
 3. The group renting a facility shall assume the responsibility for providing reasonable security, if needed, at the time rental agreement is made.
 4. The rental fees for Jordan Stadium shall be 25% of the net profits after taxes or \$1,000, whichever is greater.
 5. The rental fee for Alexander Field shall be 25% of the net profits or \$100, whichever is greater.
5. Groups may rent the school kitchen/cafetorium subject to the following regulations, as well as those listed elsewhere in these policies.
 - a. The superintendent or his designee shall appoint a school cafeteria manager to be present to supervise the work and shall be paid at the rate of time and one-half with a minimum of three (3) hours.
 - b. The superintendent or his designee shall appoint a custodian to be present to unlock the building, to clean the premises and to lock the building before leaving. He/She shall be paid at the rate of time and one-half, with a minimum of four (4) hours.
 - c. The superintendent or his designee shall appoint sufficient cafeteria workers to provide the service needed at the rate of time and one-half, with a minimum of four (4) hours.
 - d. The rental fee for the cafeteria shall be \$100 per single day's use for utilities and maintenance services. Additional charges will be levied for special equipment and services.
 - e. Teacher groups, PTA groups, and class reunions shall not be required to pay the \$100 charge for utilities and maintenance services.

CHAPTER IX

MISCELLANEOUS

A. Petitions

A petition for any cause may not be circulated in a school building of the district without the approval of the superintendent.

B. Solicitations

1. All salespersons and solicitors desiring to visit schools shall obtain a permit from the superintendent and make an appointment with the principal before calling on a school.
2. All solicitations by commercial vendors or school employees or students, during school hours, shall be prohibited.
3. No employee of the district is permitted to solicit other teachers, students, or parents for goods, service, tips, etc.
4. The Pine Bluff School District prohibits students in grades K-6 from being involved in fund raising sales that require door-to-door solicitations. We encourage school PTA's and other sponsoring organizations to explore alternate methods of fund raising that do not require students to sell products or solicit donations.

C. Distribution of Materials and Literature

1. The distribution of any materials and literature in the schools must be approved by the superintendent.
2. Lists of names and addresses of teachers, students, and/or parents shall not be given to any commercial firm for advertising purposes, except upon approval of the superintendent.
3. Commercial advertising shall not be allowed in the schools with the exception of materials which have instructional value and carry a modest amount of acceptable advertising.
4. The delivery and distribution of gifts to students such as flowers, valentines, and balloons will not be permitted at any school campus or office.

D. School Pictures

1. The principal of each school shall have charge of arrangements for the taking of school pictures, subject to the approval of the superintendent.
2. School pictures shall be made only once during the school year.
3. The photographer used to take school pictures must be approved by the superintendent.
4. Pictures shall be made on a voluntary basis and no purchase is required.

E. Examination of School Records

1. Personnel records, including student records, may not be seen by any person other than authorized individuals without written permission from the superintendent.
2. The minutes of the regular and special meetings of the board, except minutes of executive sessions, may be examined at the Central Administration Building.

F. Visits and Conferences

1. Parents are asked to make appointments with the principal when they wish to confer with teachers, counselors, or the principal.
2. Classroom visits are encouraged. Visitors must sign in at the school office.

G. Fire Drills

It shall be the duty of the principal to have the required monthly fire drills.

H. Parent Teacher Association

Faculty members are urged to attend PTA meetings.

I. Destruction of School Records

1. No school records of a permanent nature shall be destroyed unless permission to do so has been received from the superintendent.
2. Financial records may be destroyed after seven years.

J. School Carnivals

1. Projects granting a percent of receipts to professional entertainers shall not be permitted.
2. Projects involving an element of chance shall not be permitted.
3. Downtown solicitation for prizes and gifts shall be discouraged.
4. All food service shall meet State Health Department regulations.
5. All activities shall be scheduled at the end of the school week.
6. Use of cafeteria facilities shall be cleared through the supervisor of cafeterias.

K. Non-Instructional Use of Students

1. The use of students for work normally performed by maids and custodians is prohibited.
2. Students may be required to do such work as may be a part of housekeeping in shop, home economics, etc.

L. Discouragement of Gifts

1. School employees should use tact in discouraging students and parents from presenting them with gifts of value.
2. School employees should use tact in discouraging organizations from presenting them with gifts of value.

M. Complaints

1. Any patron with a matter of concern is encouraged to discuss it with the teacher and principal. If the concern is not alleviated, then the patron should discuss the concern with the Superintendent of Schools or an appropriate member of his/her staff.
2. If the superintendent is unable to resolve the matter satisfactorily, the patron is encouraged to present the matter to the board, using the procedure outlined in previous chapter.

N. Parties, Picnics, and End-of-the-Year Activities

1. Each room will be limited as to the number of parties which can be held during school time as determined by the superintendent.
2. Each school party or picnic should not consume more than one hour of classroom time.

O. Discrimination

1. The Pine Bluff School District is an equal opportunity employer and is dedicated to a policy of non-discrimination in hiring its employees. The district does not discriminate because of age, race, creed, color, sex, religion, national origin, or handicap.
2. No student or employee of the Pine Bluff School District shall, on the basis of sex, race, or handicap, be subjected to discrimination to the point of exclusion from programs and activities.
3. Any person with a complaint against the district, in areas regulated by Title VI, Title IX, and Section 504 of the Rehabilitation Act, should submit their grievance in writing, to the district coordinator, Title VI, IX, and Section 504 of the Rehabilitation Act.
4. After a proper review of the facts, followed by an appropriate remedy at the district coordinator's level, one may then appeal to the superintendent and subsequently the Board of Education, if deemed necessary.

P. Comparability

1. The Pine Bluff School District will assign and maintain comparable pupil-teacher ratios from school to school enrolling the same grade levels.
2. The Pine Bluff School District, in assigning staff will maintain an equitable per pupil expenditure which does not vary more than ten percent from school to school enrolling the same grade levels.
3. The Pine Bluff School District will allocate monies for instructional materials and supplies equally on a per pupil basis from school to school enrolling the same grade levels.

Q. Chapter I Parent Involvement

The Pine Bluff School District (LEA) shall ensure that parents of children being served by the Chapter I project have adequate opportunity to participate in the design and implementation of the project. The LEA staff is mandated to carry out the regulations in PL-89-313, Section 200.53 b,2,I (Notification of Parents). The Chapter I project staff may provide, upon request, training for parents, volunteer participation of parents, dissemination of information on plans and evaluation, reasonable access to material and space in order to facilitate the execution of mandates in this police.

The LEA's coordinator for federal programs shall be designated LEA's parent coordinator.

R. School Volunteers

The Pine Bluff School District recognizes the need to develop a volunteer program to support district instructional programs and extra-curricular activities. The purpose of the volunteer program will be to:

1. Assist employees in providing more individualization and enrichment of instruction.
2. Build an understanding of school programs among interested citizens, thus stimulating widespread involvement in a total educational process.
3. Strengthen school/community relations through positive participation.

A volunteer is a person who works on an occasional or regular basis at school sites or other educational facilities to support the efforts of professional personnel. Such an adult volunteer worker will serve in that capacity without compensation or employee benefits of any type, except for liability protection as provided by state law.

Use of volunteers within the district is not to conflict with or replace any regularly authorized personnel allotment.

Volunteers will work with students under the immediate supervision and direction of a certificated person. Volunteers are expected to comply with all rules and regulations set forth by the district.

S. Procedure for Reporting Child Abuse

The Pine Bluff School Board directs full compliance by the district with Arkansas Statutes 42-807-42-818 regarding the reporting of child abuse and neglect cases. (Acts 1033 and 407 of 1985)

1. Student welfare purpose: to set forth procedures to be used to report child abuse as required by law.
2. Employees affected: All employees.
3. Guidelines:
 - a. School employees as members of a school staff are included in the list of persons required by law to report if they have reasonable cause to suspect that a child has been subjected to abuse, sexual abuse or neglect, or observe the child being subjected to conditions or circumstances which would reasonably result in abuse.
 - b. Employees as members of a school staff are required to notify the school principal or the person designated by him.
 - c. The principal or his designee will be responsible for notifying the Division of Social Services.
 - d. A school principal or his designee receiving a report of suspected physical abuse will report the case immediately by telephone to the appropriate agency, and then will call a school nurse to document the marks. It will not be necessary to call a school nurse in case of suspected sexual abuse.
 - e. A telephone report made to Social Services by the principal or his designee will be documented.

T. Community Involvement

It shall be the policy of the Board of Education that:

1. Each school shall systematically and, at least annually, explain its policies, programs and goals to the school community in a public meeting that provides opportunities for parents and other members of the community to ask questions and make suggestions concerning the school program.
2. Each school shall investigate and, where feasible, utilize community resources in the instructional program of the school.
3. The school board shall hold a public meeting prior to September 30 of each year to review and discuss its annual report detailing the progress that has been made toward accomplishing the district's program objectives.

The professional staff is directed to initiate this policy and maintain documentation of its implementation.

U. Holding Public Office

All employees of the Pine Bluff 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 districts 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 (building principal/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.

V. Naming of School Properties

1. From time to time the Pine Bluff School District upon proper action by the School District's duly elected Board Members may choose to cause certain school district property(ies) to be identified by a designated name(s) selected by the board.
2. The selection of a name(s), if any, and the property(ies), if any, which it will identify shall be done solely at the discretion of the board. Any such selection shall require a majority vote in accordance with existing policy.
3. It is contemplated district properties shall be named after an individual(s) to honor that person(s), and that person(s) may be living or dead.
4. Prior to anyone being so designated, the following criteria shall be considered and satisfied:
 - a. The designee shall have a direct and long term involvement with the educational projects of the district.
 - b. The involvement shall be fundamental in nature.
 - c. The designee shall be considered a positive role model for youth.
5. The naming of buildings on a campus, rather than an entire school complex, to honor a designee is not inconsistent with the intent of this policy and may be done at the sole discretion of the board.
6. It is the general intent of this policy to name facilities generically, e.g. 34th Street School, and to not name facilities specifically, e.g. Jack Robey Junior High.
7. Only new facilities, as they may become property of the board, shall be considered as candidates for specific naming; this in no way modifies the stated intent in item 6.

W. Communicable Diseases

Determinations involving a student or employee of Pine Bluff School District infected with a contagious disease, such as AIDS, tuberculosis, or other contagious diseases, shall be made on an individual basis. For a student or an employee, a team will be created consisting of the student's and/or employee's physician, a physician from the Jefferson County Department of Health (preferably the Medical Director), a representative physician from the State Department of Health, and a physician or other health professional familiar with appropriate procedures to inhibit the spread of contagious diseases (these three members to be selected by the superintendent or his designee). This committee will study the individual medical history of the student or employee and recommend to the Superintendent of Schools the appropriate course of action for the School District.

1. In regard to students, these decisions should take into account the behavior, neurological development and physical condition of the child as well as the expected type of interaction with others in the school setting. The committee should take into account the risks and benefits to both the infected child and to others.
2. In regard to employees, the Committee should take into account the following factors approved by the United States Supreme Court in School Board of Nassau County, Florida v. Arline in recommending the appropriate course of action:
 - a. Can the employee with the contagious disease meet all of the program's requirements, i.e. can the employee perform the essential functions of the job with the handicap, and if not, is there any reasonable accommodation which can be made that would enable the employee to perform those functions without undue financial or administrative burdens being imposed upon the School District?
 - b. Does the employee pose a significant risk of communicating an infectious disease to others in the work place?
 - c. How is the specific disease transmitted?
 - d. How long is the employee infectious?
 - e. How severe is the potential harm to third persons?
 - f. What are the probabilities that the specific disease will be transmitted and will cause harm?
3. The superintendent will communicate the recommendations to the School Board. The Board in turn will set appropriate conditions of enrollment of the student or, in the case of an employee, the conditions of continued employment for that individual. Prior to such decision being made by the Board, the student and/or his parents or legal guardian will be allowed to present evidence to the Board concerning the student's suggested plan. An employee will also be given an opportunity to present evidence to the Board concerning his or her proposed method of addressing his or her condition. The Board will make its determination based upon the recommendations of the Committee and the evidence presented by the student and/or the employee, as the case may be.
4. Pending the determination of the Committee and the Board, the Superintendent is granted the authority to take appropriate action, including withholding enrollment of

the student, or suspending the employee with pay, until the Board's decision is rendered. The District recognizes that expedited handling of these matters will be required and will do everything in its power to obtain a decision on an expedited basis.

5. As part of this policy, students will confidentially share with the committee and the Board the medical information requested in order for the Committee to make an informed and reasoned judgment. Medical information so communicated by the student will be treated confidentially and school district employees will be provided this information on a need to know basis only.
6. Employees of the district will provide to the Committee and the Board requested medical information concerning tests and/or medical examinations. Such medical information will be maintained confidentially in a separate file from the personnel file of the employee. Failure on the part of the employee to provide such information will be taken into consideration concerning appropriate action to be taken in regard to the employee. Medical testing of the employee at the School District's expense may be requested in order to allow the Committee to make a reasoned and informed recommendation to the Board. Employees will cooperate with the Committee in this regard or face disciplinary action.

X. Mild Infectious Disease

If a case of mild infectious disease, such as headlice, ringworms, pinkeye, scabies, impetigo, etc., is documented in a classroom, it is the responsibility of the building principal to notify the appropriate parties. Appropriate parties shall include parents or guardian of infected child, the appropriate classroom teacher(s), and the parents of the children in the classroom of the infected child.

Relative to notifying other parents of children in the classroom or school, we agree with the recommendation of the Arkansas State Department of Health which is stated below:

Parents of the child's friend(s) should be notified that their child may also be infested since the children play together. This is particularly important if the children have slept together or participated in activities involving frequent body contact such as wrestling, ballet classes, football, etc.

Y. Energy Management Conservation Policy

It is our responsibility to insure that every effort is made to conserve energy and natural resources while exercising sound financial management.

The implementation of this policy is the joint responsibility of the trustees, administrators, teachers, students and support personnel and its success is based on cooperation at all levels.

The district will maintain accurate records of energy consumption and cost of energy and will provide information to the local media on the goals and progress of the energy conservation program.

The principal will be accountable for energy management on his/her campus with annual energy audits being conducted and conservation program outlines being updated. Judicious use of the various energy systems of each campus will be the joint responsibility of the principal and head custodian to insure that an efficient energy posture is maintained on a daily basis.

Curriculum will be developed to insure that every student will participate in the energy management program in the district as an "energy saver."

Specific areas of emphasis include:

1. Every student and employee will be expected to contribute to energy efficiency in our district. Every person will be expected to be an "energy saver" as well as an "energy consumer."
2. Effective immediately, all unnecessary lighting in unoccupied areas will be turned off. All lights will be turned off when students and teachers leave school. Custodians will turn on lights only in the areas in which they are working.
3. Energy management on his/her campus will be made a part of the principal's annual evaluation.
4. The head custodian at each school will be responsible for a complete and total shutdown of the facility when closed each evening.
5. Within sixty (60) days, administrative guidelines will be adopted that will be the "rules of the game" in implementing our energy program.

Z. Sexual Harassment Policy

As part of Pine Bluff School District's continuing equal employment opportunity efforts and pursuant to the guidelines on sex discrimination issued by the Equal Employment Opportunity Commission, the District endorses the following policy.

1. It is illegal and against the policies of the district for any employee, male or female, to sexually harass another employee, by (a) making unwelcome sexual advances or requests for sexual favors or other verbal or physical conduct of a sexual nature, a condition of an employee's continued employment, or (b) making submission to or rejections of such conduct the basis for employment decisions affecting the employee, or (c) creating an intimidating, hostile or offensive working environment by such conduct.
2. Any employee who believes he or she has been the subject of sexual harassment should report the alleged act as soon as possible to their supervisor, or if the problem is with their supervisor, to the superintendent of schools. An investigation of all complaints will be undertaken immediately. Any supervisor, agent or other employee who has been found by the district after appropriate investigation to have sexually harassed another employee will be subject to appropriate sanctions, depending on the circumstances, from a warning in his or her file up to and including termination.
3. Sexual harassment is sex discrimination under Title IX. It is the policy of the Pine Bluff School District to maintain a learning and working environment that is free from sex discrimination, including sexual harassment.

It shall be a violation of this policy for any member of the district staff to harass a student through conduct or communications of a sexual nature as defined below. It shall also be a violation of this policy for students to harass other students or members of the district staff through conduct or communications of a sexual nature as defined below.

Definitions: Unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student constitute sexual harassment when:

- a. Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's education.
- b. Submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual.
- c. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive academic environment.

Sexual harassment, as defined above, may include but is not limited to the following: verbal harassment or abuse, pressure for sexual activity, repeated remarks to a person with sexual or demeaning implications, suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, etc., inappropriate patting or pinching, intentional brushing against a student's or an employee's body, any sexually motivated unwelcome touching.

Complaint Procedures:

Any person who alleges sex discrimination or sexual harassment by any staff member or student may use the district's equity complaint procedure or may complain directly to the building principal, guidance counselor, or to the equity coordinator, the individual designated to receive such complaints. Filing of a complaint or otherwise reporting sexual harassment or sex discrimination will not reflect upon the individual's status nor will it affect future employment, grades, or work assignments. Use of the provided reporting forms is optional.

Upon receipt of a report of sexual harassment, the building principal or guidance counselor or other staff member shall immediately notify the Equity Coordinator without screening or investigating the report. If the report is given verbally, the principal, counselor, or staff member will reduce it to a written form within 24 hours and forward it to the Equity Coordinator. Failure to report any sexual harassment report or complaint as provided will result in disciplinary action taken against that employee.

If the complaint involves the building principal or counselor, the complaint may be filed directly with the Superintendent or Equity Coordinator. If the complaint involves the Equity Coordinator, the complaint may be filed with the Superintendent. If the complaint involves the Superintendent, the complaint may be filed with the Equity Coordinator.

The Equity Coordinator shall immediately authorize an investigation, which may be conducted by school officials. A written report on the investigation will be provided to the Equity Coordinator within 10 school days of the complaint or report of sexual harassment.

The investigation may consist of personal interviews with the person filing a complaint, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident or circumstances surrounding the complaint.

In addition, the district may take immediate steps, at its discretion, to protect the person filing the complaint, students and employees pending the completion of the investigation.

The Equity Coordinator shall make a report to the Superintendent within two school days of the completion of the investigation.

4. Upon receipt of a recommendation that the complaint is valid, the district will take such action as appropriate based on the results of the investigation. If the harasser is a student, disciplinary action may include suspension or expulsion. If the harasser is an employee, disciplinary action may include termination or nonrenewal.

The result of the investigation of each complaint filed under these procedures will be reported in writing to the person filing the complaint by the district. If the harasser is a student, the report will document the action taken as a result of the complaint to the extent permitted by law.

Reprisal: The district will discipline any individual who retaliates against any person who reports alleged sexual harassment or who retaliates against any person who testifies, assists or participates in an investigation proceeding related to a sexual harassment complaint. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

The District recognizes that the question of whether a particular action or incident is a purely personal, social relationship without a discriminatory employment effect requires a factual determination based on all the facts. To the extent possible, information provided and those who

provided it will remain confidential. We trust that all employees of the district will continue to act responsibly to establish a pleasant working environment free of discrimination.

AA. Materials Selection Policy

The use of supplementary materials to expand a course content beyond the adopted textbook should be supported in the following ways:

1. A brief statement expressing the educational purpose and relevance of the supplementary material.
2. Supplementary materials that are considered sensitive in any way should be introduced so that the educational purpose for including the material will be understood by students.
3. Supplementary materials considered sensitive should have alternatives of similar worth (a list of other books or materials) that may be selected to serve the same purpose.
4. The student should be able to select a book or alternative material from the alternative list referred to in item 3.